

# Neighborhood/Applicant Meeting Process

## WHAT IS A NEIGHBORHOOD/APPLICANT MEETING?

A neighborhood/applicant meeting is an opportunity for an applicant to meet with surrounding property owners to discuss a development or land division proposal prior to submitting a formal application. The purpose and benefits of this meeting are two-fold:

1. Surrounding property owners and residents and other interested people have the opportunity to learn about a proposal before it is submitted; and
2. The applicant has the chance to hear local concerns and address them (if possible) prior to submittal.

A neighborhood/applicant meeting is meant to provide the applicant the opportunity to be responsive to neighborhood concerns early in the process when alterations to the proposal are easier to make. Neighbors benefit from the meeting by having an opportunity to ask questions and provide comments and feedback to the applicant about the proposed development or land division. This process should aid in reducing appeals, expediting the land use process, and reducing the costs to the applicant and the City in the long run.

## WHEN IS A MEETING REQUIRED?

A neighborhood/applicant meeting is required to be held prior to submittal of the following land use application types:

1. Type II: 3-lot partitions, tentative subdivisions, tentative cluster subdivisions and design reviews;

2. Type III: Only conditional use permits and tentative planned unit developments;
3. Type IV applications that are not city-initiated;
4. Metro Plan amendments that are not city-initiated.

See Section 9.7007 of the Eugene Code for specific code language on this process. Contact the Planner on Duty at 541-682-5377 to confirm if the proposal requires a meeting.

## WHO IS INVOLVED?

The neighborhood/applicant meeting primarily occurs between the land use applicant and surrounding property owners and residents within 300-feet to 500-feet (depending on the type of development) of the subject property. The recognized neighborhood association where the property is located may also be involved in setting up the meeting and may be a resource for neighbors to learn more about the land use process. People who see a sign on the property announcing the meeting may also attend. Because the meeting occurs before formal land use application submittal, the City of Eugene has no key role in the meeting.

## HOW IS A MEETING ORGANIZED?

An applicant will contact the Chair or Co-Chairs of the appropriate recognized neighborhood association by certified or registered mail proposing three possible date and times for the meeting. If the neighborhood association does not respond within fourteen (14) days, the



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Eugene, Oregon 97401  
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applicant may set up the meeting for any of the three proposed dates and times. The meeting must be held at a location within the city that is in, or as close as practicable to, the boundaries of the city-recognized neighborhood association, if any.

Neighborhood association contact information can be found via <http://www.eugene-or.gov/DocumentCenter/View/4516> or by calling the Office of Human Rights and Neighborhood Involvement at 541-682-5177 or the Planner on Duty 541-682-5377.

Once the date, time, and location are confirmed, the applicant will mail the following information to owners and occupants of property within 300-feet or 500-feet of the property, the Planning Director, the City Engineer, and to any recognized neighborhood association within 300-feet of the boundaries of the subject property:

- the necessary meeting information, including date, time and location; and
- a brief description of the nature and location of proposal (see sample).
- Although not required, a conceptual site plan would also be useful.

This letter must be mailed 14 to 28 calendar days prior to the meeting. Mailing lists may be obtained through RLID, Lane County Assessment and Taxation office, or through a title company.

The applicant must also post the subject property with a sign that discusses the neighborhood/applicant meeting, and provides the same details as the mailed notice. The applicant is responsible for providing and posting the notice. The sign must be waterproof and must be erected at least 14 calendar days prior to the meeting (see sample).

#### **WHAT HAPPENS THE DAY OF THE MEETING?**

The applicant may want to post a sign at the building entry where the neighborhood/applicant meeting is held announcing the meeting. At the meeting, the applicant must provide a copy of the proposed site plan for review. The applicant will also need to provide a sign-in sheet for attendees to write their names and addresses.

When the meeting starts, the applicant should describe the major elements of the proposal – number of lots,

proposed land uses, densities, building heights, etc. The applicant may consider bringing extra copies of what was mailed and larger format drawings for the benefit of the conversation. Meeting notes must be prepared and kept by the applicant, identifying the major points that were discussed.

#### **WHAT HAPPENS AFTER THE MEETING?**

The applicant has the opportunity to modify the proposal to address concerns or issues raised at the neighborhood/applicant meeting prior to submittal of the formal land use application to the city. The applicant has 180 days after the neighborhood/applicant meeting to submit the application. If the applicant does not submit the application in this time frame, they will be required to hold a new neighborhood/applicant meeting. Also, if the proposal changes in such a way that the site plan to be submitted to the city does not substantially conform to the site plan provided at the meeting, a new neighborhood/applicant meeting will be required.

If a property owner or occupant of property within 300 feet or 500-feet of the property is unable to attend the neighborhood/applicant meeting, they will still be able to submit public comments to the city during the 14-day comment period that occurs after the application is submitted and accepted as a complete application by the City of Eugene. Neighbors are also encouraged to contact the applicant directly at the phone number given in the notice informing them of the meeting.

#### **HOW DOES AN APPLICANT DEMONSTRATE THE REQUIREMENTS OF THIS SECTION HAVE BEEN MET?**

Specific items from the neighborhood/applicant meeting process need to be submitted to the city as part of the formal land use application, including copies of the following:

- The meeting notice and the mailing list used to send out the meeting notice
- A signed statement that notice was posted and mailed to those on the mailing list
- Meeting notes and attendee sign-in sheet
- The site plan presented at the meeting

See Section 9.7010 of the Eugene Code for specific code language and requirements on this process.

*While the above information is provided as a summary of the Neighborhood/Applicant Meeting process, it is not meant to be a substitute for following the exact requirements as set out in Eugene Code Sections 9.7007 and 9.7010.*

## SAMPLE NEIGHBORHOOD/APPLICANT MEETING NOTICE

### INVITATION to NEIGHBORHOOD-APPLICANT MEETING

Dear Neighbor:

You are cordially invited to attend a meeting to discuss a proposed project located at [address of the property if available, cross streets], in the [neighborhood association name]. The proposal tentatively includes [provide a brief description of the proposal, proposed development and associated improvements]

As the applicants preparing this proposal, we invite you to attend a meeting with us and other neighbors to review our plans, share information, and identify issues regarding the proposal. A copy of a preliminary plan of the proposal is included on the reserve side of this page.

**WHAT:** Meeting to review a preliminary proposal for [name/description of project]

**WHO:** [Name of project applicant/representative], property owners and residents in the surrounding area, and the neighborhood association.

**WHEN:** [date and time]

**WHERE:** [location name, address]

No applications for this proposal have been submitted to the City yet. Your comments and input into the proposal at this early stage will be valuable in helping us to identify issues and shape the proposal. We hope you can attend.

For more information, please feel free to contact [name of applicant or applicant's representative] by telephone at [telephone number] or via email at [email address].

## SAMPLE NEIGHBORHOOD/APPLICANT MEETING INFORMATIONAL SIGN

NOTICE OF NEIGHBORHOOD/APPLICANT MEETING
Proposed Project:
Meeting Date:
Time:
Location:
Contact:

A sign must be posted on the subject property at least 14 days prior to the meeting and remain until the meeting is held. The sign must be waterproof and include the date, time and location of the meeting and briefly discuss the nature and location of the proposal. The sign should be a minimum of 2 feet by 3 feet and be placed in a visible location on site.

**SAMPLE AFFIDAVIT OF MAILING**

I, \_\_\_\_\_, as the applicant/representative for the \_\_\_\_\_ project, hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 2017 a true and correct copy of the notice of neighborhood/applicant meeting, marked as Exhibit "A" attached hereto and by this reference incorporate herein, was mailed to those referenced on Exhibit "B" accordance with the requirements of the Eugene City Code 9.7007. I further certify that the addresses shown on said Exhibit "B" are their regular addresses as determined from the books and records of the Lane County Department of Assessment and Taxation and that said Notices were placed in the United States Mail with postage fully prepared thereon.

\_\_\_\_\_  
Applicant's/Representative's Signature

\_\_\_\_\_  
Date

STATE OF OREGON     )  
  )SS  
COUNTY OF LANE     )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2009, before me, the undersigned, a notary public in and for the said county and state, personally appeared the within-named, \_\_\_\_\_ who is known to me to be the identical individual described herein and who executed the same freely and voluntarily.

Seal:

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal the day and year last above written.

\_\_\_\_\_  
Notary Public

**SAMPLE AFFIDAVIT OF POSTING**

I, \_\_\_\_\_, the applicant/representative for the \_\_\_\_\_ project, hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 2017, a sign for the neighborhood/applicant meeting was posted on the subject property in accordance with the requirements of the Eugene City Code 9.7007.

\_\_\_\_\_  
Applicant's/Representative's Signature

\_\_\_\_\_  
Date

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