

**Procedure checklist**

Before the meeting

- Applicant applies for ENN mailing list of property owners and President and Land Use Chair of any Neighborhood Association (NA) within 300 feet of project site.
- Contact President and Land Use Chair of the (NA) to schedule date, time, and location of meeting.
  - Meeting may only be scheduled:  
Weekdays: between **6pm and 8pm**  
Weekends: Saturdays between **10am and 4pm**
  - Location to be held at an accessible location in reasonable proximity to the project site.

\* If there is no response or no agreement can be reached, please contact your Planner.
- Applicant will post a sign with the application description and meeting notice on each street frontage of the project site. Sign will be posted no less than 14 days and no more than 20 days before meeting.  
*Sign will be provided by the City and applicant will fill out information with a waterproof marker.*
- Applicant mails meeting notice to property owners and President and Land Use Chair of any NA within 300 feet of the subject site. Notice will be mailed no less than 14 days and no more than 20 days before the meeting. **Mailing list is received from Title Co. or City of Gresham and is valid for 45 days.** Mailed notice must include:
  - A letter with the necessary meeting information and a brief description of the proposal.
  - A map identifying the site location.
  - A preliminary site plan that reflects information from the pre-application conference.

\* **Letters to the NA must be sent by certified mail. Receipts must be saved and submitted with the application.**
- Affidavit of site posting and mailing of notice is required and must be submitted with the application.

At the meeting

- Applicant will post an 8.5"x11" sign at the building entry where the meeting is held.
- Applicant will provide a sign-in sheet for attendees to write names and addresses.
- Applicant will present major elements of the proposal (uses, site plan, elevations, circulation, etc.)  
*Following the presentation, attendees will be given the opportunity to speak and identify any issues they believe should be addressed.*
- Applicant must take notes of the meeting, including questions or comments from the public and responses provided by the applicant.

*\* If no one shows up within 30 minutes of the scheduled starting time, the applicant may end the meeting.*

Obtain mailing list  
(valid for **45 days**)



Contact NA to  
select meeting date,  
time, and location



Post notice on site  
and send notice  
by certified mail



Meeting is held



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**Checklist**

After the meeting

- Meeting notes, sign-in sheet, and a copy of presented materials must be sent to the President and Land Use Chair of the NA by **certified mail** within 7 calendar days of the meeting.  
***Mail receipts must be submitted to the City with the final application.***
- Applicant may modify the proposal to address concerns or issues raised at the meeting prior to formal submittal.  
***\* If the proposal changes in such a way that a new or follow-up pre-application conference is required, a new early neighborhood notification meeting will be required.***
- Applicant must submit their project application within **180 days** of the meeting or repeat the entire process.

Materials submitted with application

- The **mailing list** used to send out the meeting notice.
- A copy of the **meeting notice** (dated 14-20 days before the meeting) sent to surrounding property owners and the NA.
- Notarized affidavits of the mailing to surrounding property owners and posting of notice on site. *The City can provide affidavit templates and a notary.*
- Certified mail receipts** (dated 14-20 days before the meeting) of the meeting notice mailed to the President(s) and Land Use Chair(s) of the Neighborhood Association(s).
- Certified mail receipts** of the meeting notes, sign-in sheet, and present materials, mailed to the President and Land Use Chair of the Neighborhood Association in which the subject property is located.
- A copy of any material presented at the early neighborhood meeting.
- Meeting notes** and attendee sign-in sheet.



Applicant sends attendance and meeting notes to NA by certified mail



Applicant may modify the proposal before formal submittal  
*\* Additional pre-application and ENN may be required*



Submit application with all application materials within 180 days of meeting

***Please note, failure to follow the above guidelines and submit the required materials may result in the application being deemed incomplete.***

### Sample email

Subject: *ENN meeting for pre-application # [ pre-app number ]*

Greetings,

I would like to schedule an early neighborhood notification meeting for a project proposal within your neighborhood association area. The proposal is at [ address ]. The property can be legally identified as [ tax map and lot ]. The proposal is to [ describe proposal here ].

I would like to set up this meeting during the weeks of [ approximate weeks ]. Let me know which date, time, and location will be used for the meeting. If I do not hear from you within 5 days, I will move forward with selecting the date, time, and location for the meeting.

Regards,

[ Name ]

[ Email address ]

### Sample letter to property owner

[ Date ]

[ Name ]

[ Address ]

[ City, state, zip ]

Re: *Notice of early neighborhood meeting on proposed [ type of land use application ]*

Dear property owner,

You are invited to attend a meeting to discuss a proposed project located at [ address of property / cross streets ]. The property can be legally identified as [ tax map and lot ]. This is in the [ neighborhood association name ] Neighborhood Association. The proposal is to [ describe proposal here ]. You can see the pre-application notes for this proposal at: <http://egov.greshamoregon.gov/Click2GovPZ/>. It is pre-application conference # [ pre-app number ].

The purpose of this meeting is to provide an opportunity for the applicant and surrounding property owners to meet and discuss this proposal and identify any perceived issues and make modification to the proposal where reasonable.

The meeting is scheduled for:

[ Date ] and [ Time ]

[ Location ] and [ Address ]

Please note this is an informational meeting on preliminary plans. These plans may change slightly before the application is submitted to the City. I look forward to discussing this proposal with you. Please feel free to contact me at [ phone number ] or [ email address ] if you have questions.

Regards,

[ Your name ]

[ Your company ]