

CITY OF HOOD RIVER NEIGHBORHOOD MEETING REQUIREMENT

Neighborhood meetings are held by developers to inform neighboring property owners of development activity prior to formal review by the City. The developer has an opportunity to explain how the project will meet the standards of the City Zoning and/or Land Division Codes, and to obtain feedback from neighboring property owners. Revisions may then be made to the plan prior to review by the City, often helping to minimize conflict.

The developer is responsible for coordinating with City staff to obtain neighboring property owner contact information from the County Assessor's Office. The developer is also responsible for choosing a meeting location (preferably near the development site) and for scheduling the meeting.

Meetings should occur at a facility that is accessible to persons with disabilities. Meetings should be scheduled during the weekday evening to enable working residents to attend. It is suggested that written notice is mailed at least 12 calendar days prior to the meeting date. The notice should identify the purpose, date, time and location of the meeting.

In association with submittal of the land use application, the applicant is required to provide written verification of the date, time, attendance, and outcome of the neighborhood meeting, as well as a copy of the written notice, mailing list, and affidavit of mailing.

The attached materials are intended to assist the applicant with the neighborhood meeting.

1. Neighborhood meeting requirement ordinance (HRMC 17.09.130).
2. Sample neighborhood meeting invitation.
3. Guidelines for a successful neighborhood meeting.
4. Adjacent Property Owner (APO) Label Request form –
NOTE: Upon request, the City will provide you mailing labels for property owners located within 250 feet of the development site. Please make a copy of all labels PRIOR to mailing.
5. Affidavit of Mailing.
6. Attendance Sheet.
7. Suggested Room Locations.

CHAPTER 17.09 - REVIEW PROCEDURES

Legislative History: Ord. 1488 (1980); Ord. 1489 (1981); Ord. 1535 (1983); Ord. 1559 (1985); Ord. 1578 (1986); Ord. 1638 (1991); Ord. 1816 (2001); Ord. 1877 (2005); Ord. 2002 (2011).

17.09.130 Neighborhood Meeting Requirement.

- A. Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their application in order to solicit input and exchange information about the proposed development. If required by subsection (B), an applicant will be required to contact all adjacent property owners within 250 feet of the development proposal to arrange a neighborhood meeting before the application is deemed complete. If a neighborhood meeting is mandatory, written verification of the date, time, attendance, and outcome of the meeting is required for a complete application, as well as a copy of the written notice, official mailing list, and affidavit of mailing.

- B. Notwithstanding subsection (A), a neighborhood meeting is required for the following types of applications:
 - 1. Subdivisions
 - 2. PUDs
 - 3. Other development applications that are likely to have neighborhood or community-wide impacts (e.g., traffic, parking, noise, or similar impacts), as determined by the Planning Director.

Sample Letter

YOU ARE INVITED TO A NEIGHBORHOOD MEETING

TO DISCUSS: *(Subdivision, PUD, Annexation, Zone Change, etc.)*

WHEN: *(Time) P.M. (Day & Date)*

WHERE: *(Name of Meeting Location, Address)*

TOPIC: *(Describe Proposed Development –
Include*

- *Project Name,*
- *Location of the project with cross streets - location map*
- *Map and tax lot number,*
- *Zoning, and*
- *Detailed description of the request)*

Prior to applying to the City for permits (*Applicant*) will hold a neighborhood meeting to describe a development proposal and to answer any questions that you may have about the project. The purpose of the meeting is to inform neighboring property owners about the nature of the project and to seek comments.

This meeting will focus on the preliminary development plans which may be altered prior to submittal of the application to the City. Depending upon the type of land use action required, you may receive official notice from the City of Hood River to submit written comments and/or attend a public hearing.

If you have any questions, please use the contact information below. We look forward to meeting you.

SPONSORED BY: (Applicant Name)

CONTACTS: (Name of Contact)

(Telephone Number)

CITY PLANNING DEPARTMENT: 541-387-5210

PLEASE CONTACT ONE OF THE ABOVE INDIVIDUALS IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION.

Guidelines for a Successful Neighborhood Meeting

The applicant is encouraged to be thoroughly prepared to answer a variety of questions from the public pertaining to the proposed development. Preparation of the neighborhood meeting should include, at a minimum, the following:

- A graphic presentation depicting the layout and design of the proposed development.
- A “development fact sheet” including the size of the proposed project, proposed land uses, number of dwelling units, density of the project, building heights, parking requirements, land dedication, open space acreage, public recreation opportunities or facilities, etc.
- A letter of intent explaining how the proposed development will be compatible with surrounding land uses and what steps the applicant has taken to ensure compatibility in the neighborhood and community.

**NEIGHBORHOOD MEETING
ADJACENT PROPERTY OWNER LABEL REQUEST**

APPLICANT NAME: _____
FILE NUMBER: _____
PROJECT NAME: _____
PHONE NUMBER: _____
DATE: _____

NOTE: Please include City Planning Department in meeting noticing:
City of Hood River Planning Department
211 2nd Street
Hood River, OR 97031

Map	Tax Lot	Map	Tax Lot
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE CALL WHEN READY. THANKS!!!

**NEIGHBORHOOD MEETING
AFFIDAVIT OF MAILING**

The undersigned certified that on _____, a Neighborhood Meeting notice was sent via first class mail to all person listed on the attached adjacent property owner list and to the City of Hood River Planning Department.

Signature

Printed Name

APPLICANT NAME: _____

FILE NUMBER: _____

PROJECT NAME: _____

PHONE NUMBER: _____

Attachment: Adjacent Property Owner Mailing List

Suggested Meeting Room Locations

The following facilities have meeting rooms (a fee may be required). This is a suggested list only. Please check other facilities near your project for additional meeting room information.

Hood River Library	386-2535
Hood River Fire Department	386-3939
Riverside Church	386-1412
Hood River Senior Center	386-2060
Best Western Hood River Inn	386-2200
Hood River Hotel	386-1900