

## **CITY OF HOOD RIVER NEIGHBORHOOD MEETING REQUIREMENT**

Neighborhood meetings are held to inform neighboring property owners of the details of a proposed development or subdivision. The applicant is given the opportunity to explain how the proposed development will meet the standards of the City Zoning and Land Division Codes. It is also an opportunity to receive input from the adjacent property owners and residents of the community about the applicant's proposed development an early time in the review process so that revisions may be incorporated into the plan prior to a review by the City.

These meetings are intended to provide an opportunity for the applicant to interact with the residents of the neighborhood and citizens of the community. It also provides an opportunity for the applicant to receive feedback from the neighborhood on the proposed development plan outside of the formal public hearing process.

The applicant is responsible for collecting ownership information from the County Assessor's Office, for all public notifications, for organizing, and conducting the neighborhood meeting. The applicant is also responsible for scheduling and choosing a meeting location that is near the development site.

It is encouraged that meetings be held at a facility that is accessible to and usable by persons with disabilities if they choose to attend. Meetings should be scheduled during the weekday evening to enable working residents to attend. It is suggested that written notice be prepared and mailed at least twelve (12) calendar days prior to the meeting day. The notice to the property owners, at a minimum, shall identify the purpose, date, time and location of the meeting.

The applicant is required to provide the Planning Department written verification of the date, time, attendance, and outcome of the meeting, as well as a copy of the written notice, official mailing list, and affidavit of mailing.

### **The attached materials are provided to assist you in meeting the Neighborhood Meeting Requirement.**

1. Neighborhood Meeting Requirement Ordinance
2. Sample Neighborhood Meeting Letter
3. Adjacent Property Owner (APO) Label Request form –  
*NOTE:* Upon request, the City will provide you with a list of APO map and tax lot numbers of properties within 250 feet of your project. The County will provide, for a fee, mailing labels from the map and tax lot numbers. You are required to provide the City with a copy of the actual names and mailing addresses of the APOs. Please make a copy of all labels PRIOR to mailing.
4. Affidavit of Mailing
5. Attendance Sheet
6. Suggested Room Locations

**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,*
- *Map and tax lot number,*
- *Zoning, and*
- *Detailed description of the request)*

*(Applicant)* will be holding a neighborhood meeting prior to applying for a City permit to answer any questions or concerns that you may have about this proposed development. The purpose of the meeting is to inform neighboring property owners about the nature of the proposal and to seek comments.

Please note this meeting will be an informational meeting on the preliminary development plans. These plans 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 for you to either participate with written comments and/or an opportunity to attend a public hearing.

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

**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 insure compatibility in the neighborhood and community.

**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.

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Signature

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Printed Name

APPLICANT NAME: \_\_\_\_\_

FILE NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Attachment:** Adjacent Property Owner Mailing List

**NEIGHBORHOOD MEETING  
APO LABEL REQUEST**

APPLICANT NAME: \_\_\_\_\_

FILE NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE:** Include City Planning Department in all Neighborhood meeting noticing  
City of Hood River Planning Department  
P.O. Box 27,  
Hood River, OR 97031

Map

Tax Lot

Map

Tax Lot

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**PLEASE CALL WHEN READY. THANKS!!!**



# Suggest Room Locations

The following facilities have meeting rooms that can be rented for a fee. This is a suggested list only. Please check other facilities near your project for additional meeting room information.

Hood River Hotel	386-1900
Hood River County Library	386-2535
Asbury Church	386-2578
Riverside Church	386-1412
Hood River Senior Center	386-2060
Best Western Hood River Inn	386-2200