

## CHECKLIST

This checklist has been prepared to assist potential land use applicants in meeting the Neighborhood Review Meeting requirement and holding a successful meeting. This sheet is NOT a substitute for following the exact requirements as set out in the Ordinance.

The City of Beaverton expects that potential land use applicants, neighbors and Neighborhood Association Committees (NACs) work together. It is in the best interest of the City that those who develop our City's neighborhoods and those who live and work in these neighborhoods become partners for the good of the entire community.

Neighborhood Meetings are required for all projects that require a public hearing under the regulations of the Development Code.

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- Schedule a neighborhood meeting, with preference to the appropriate NACs specified time and location. If the NAC cannot accommodate you within a month, you may choose a date and time of your own. Meetings are to be scheduled after 6 pm weekdays and anytime on a weekend. Consider and select practical times.
  - Post a public notice sign on the site not less than 20 days before the neighborhood meeting. The notice must be posted on the property within 50 feet of right-of-way, and must be readable from the road. (See example. Signs available from City at a cost of \$10.00 per sign. These signs may be reused if a grease pencil is used)
  - Mail out notice of the proposed meeting date and time to the Director of Community Development and to all property owners and representatives of NACs within 500 feet of the site not less than 20 days before the neighborhood meeting.
  - Complete the Affidavit of posting and notice.
  - Prepare an 8-1/2" x 11" mockup of the information provided on the sign.
  - On the day of the meeting, you will need to post a public notice sign at the entrance to the meeting place at least one hour before the meeting begins. The sign must be a minimum of 22" x 28" with 2" lettering. This can be the same sign that was posted on-site 20 days before the meeting.
  - Hold the meeting. Here are some tips to help make it successful:

- Plan on at least one hour, for your presentation, questions and comments regarding the development.
  - Determine the approximate number of people expected to attend. Have enough copies of materials you plan to hand out.
  - Have sign in sheets for the meeting.
  - Have someone attend the meeting to take notes.
  - It can be helpful to use chart-paks or flip-charts to note issues on, so participants can be reassured that their concerns have been heard and noted.
  - Be sure displays are easily visible to attendees, or allow sufficient time for them to come forward and examine the displays.
  - List ALL issues raised, even if it is not something under your control. Remember, you are only being asked to consider neighbors concerns. You are not expected to be able to resolve all issues.
- Remove the sign from the site within 3 days after the meeting.
- Send a copy of the meeting notes you intend to submit with the application to the NAC (See Section 50.30.3.E of the Development Code).

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## Sample Neighborhood Meeting Agenda

Opening statement and introductions by NAC representative or facilitator (recommended statement provided) 5 Min

*Note the meeting start time in the meeting notes. If a facilitator is used, have them introduced. Read the enclosed opening statement.*

Presentation By Applicant 20 Min

*If consultants are brought in, divide the time into segments such that the entire presentation is no longer than 20 minutes. Introduce each person on your team. Handouts should include an 8-1/2"x11" copy of drawings. These drawings may be as simple as a plat of property or as complicated as is available. Having the NAC zoning map available may be helpful to assist in orientation.*

Questions/Comments/Issues/Concerns 30 Min

*Use of a chart-pack to record questions and comments is highly recommended.*

Closing By NAC representative or Facilitator 5 Min

*Review the comments and questions. Ask if the applicant will be available for further questions and what the timeline is for the proposed project. Closing statement (recommended statement provided).*

**Suggestions for Opening Statement by NAC Representative or Facilitator**

- The purpose of this meeting is to introduce a possible development to the surrounding neighbors, businesses and the Neighborhood Association Committee (NAC).
- The City of Beaverton hopes that developers, neighbors and NACs will partner together to build a better community. This meeting is required by the City Development Code, but hopefully we can identify and consider issues constructively in a friendly and neighborly manner.
- Issues raised will be addressed during the application review process, but neighbors should also understand that there are land use requirements related to traffic, access, natural resources, zoning, the Comprehensive Plan, etc. The goal of this meeting is to find a way to meet these requirements and maintain the livability of the area.
- The applicant has a right to develop or change the property involved so long as it is approved by the City and satisfies the City of Beaverton Development Code and the City of Beaverton Comprehensive Plan.
- The meeting will work best if we concentrate on what can be done to minimize the development's impacts on us as neighbors. For rezone requests, we should also focus on whether this is an appropriate zone change.

**Here are some meeting guidelines we would like to abide by:**

1. Think how the proposal can be improved.
2. Be civil, positive and courteous.
3. Keep the discussion site specific.
4. Focus on what can be done, not on what cannot be done.
5. Allow others to speak before you speak again.

### Suggestions for Closing Statement

- The issues written down during the course of this meeting will be included in the application packet submitted to the City. They will be considered by the City during the application review process.
- The application submitted to the City may change as a result of this meeting and therefore not be the same as the proposal presented tonight. Neighbors will have the opportunity for further comment during a public hearing.
- It is hoped that the issues raised at this meeting have been addressed tonight or will be addressed in the proposal submitted to the City.
- If you wish to keep track of the application once it has been submitted, you can contact the NAC to be included in the newsletter mailing list.
- If you own property within 500 feet of the site, you will receive City notices during the application process once the application is filed.
- Remember, there is no application yet, so the City does not have a copy of the plan and has not assigned a case number or specific staff member yet.
- If you want your remarks to go to the City, contact a NAC representative. The NAC will receive a copy of the applicant's meeting notes and will have an opportunity to respond to the City on behalf of your neighborhood.
- Thank you for your participation in tonight's Neighborhood Review Meeting on this proposal.

## Summary of Procedure

Pursuant to Section 50.30 of the Beaverton Development Code, Neighborhood Review Meetings **are only required for Type 3 Development Applications** consisting of:

- Adjustment - Major Adjustment
- Conditional Use – Major Modification of a Conditional Use
- Conditional Use – Conditional Use
- Conditional Use – Planned Unit Development
- Design Review – Design Review Three
- Flexible and Zero Yard Setback – Flexible Setback for Individual Lot without Endorsement
- Historic Review – Alteration of a Landmark
- Historic Review – Demolition of a Landmark
- Historic Review – New Construction in a Historic District
- Street Vacation – Street Vacation
- Tree Plan – Tree Plan Three
- Variance – Variance
- Wireless Facility – Wireless Facility Three

### KEY INFORMATION FOR NEIGHBORHOOD REVIEW MEETING:

- All applications, once accepted as complete, are subject to a State Legislation limit of **120 days for processing to final decision**, unless they also require a Comprehensive Plan Amendment or the applicant requests a continuance of the processing time.
- The 120-day requirement **begins when the City deems an application complete**. The City, pursuant to State Legislation, has 30 calendar days from date of submittal to determine if an application is complete.
- Neighborhood Review Meetings **must occur** prior to submitting a formal development application.
- Neighborhood Review Meetings **can occur before or after** the required pre-application conference.
- **Not less than 20 calendar days** prior to the meeting date, mailed notice of the Neighborhood Review Meeting must be sent to the Director, property owners within 500 feet of the property proposed for development, and representatives of all Neighborhood Association Committees whose boundaries are within 500 feet of the property proposed for development.
- Public hearings **are required** for Type 3 Applications.

- On average, public hearings will occur 55 calendar days from the application completeness date.
- A neighborhood review meeting is not required for a Text Amendment to the Development Code, which is a Type 4 or legislative application.
- Neighborhood Review Meeting requirements for Comprehensive Plan Amendments, are governed by Chapter 1 of the City's Comprehensive Plan.

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**EXCERPT OF DEVELOPMENT CODE REQUIREMENT****50.30. Neighborhood Review Meeting**

1. The purpose of the Neighborhood Review Meeting is to allow neighbors, representatives from the Neighborhood Association Committee (hereinafter referred to as NAC), and interested persons an opportunity to become familiar with the proposal and to identify any associated issues. The Neighborhood Review Meeting is intended to assist in producing applications that are responsive to neighborhood concerns, and to reduce the likelihood of delays and appeals. The City expects an applicant to take into consideration the reasonable concerns and recommendations of the neighborhood when preparing an application. The City expects the neighbors and NAC to work with the applicant to provide reasonable concerns and recommendations.
2. Prior to submittal of an application subject to a Type 3 procedure, the applicant shall provide an opportunity to meet with neighboring property owners, residents and businesses (hereinafter collectively referred to as “neighbors”) as well as representatives from the NAC within whose boundaries the site is located or within the notice radius to review the proposal. The applicant shall not be required to hold more than one Neighborhood Review Meeting provided such meeting is held within six-months prior to submitting an application for one specific site. This requirement does not apply to applications for Quasi-Judicial Zoning Map Amendment (Section 40.97.15.1) or Discretionary Annexation Related Zoning Map Amendment (Section 40.97.15.4).
3. Procedures.
  - A. Except as otherwise provided in this section, the applicant shall select the meeting time and place according to the preference indicated by the relevant NAC. Preference should be given to a regularly scheduled meeting time of the NAC in which the project is located. The starting time selected shall be limited to a weekday evening after 6:00 p.m. or a weekend at any reasonable time and shall not occur on a National holiday. The meeting shall be held at a location open to the public and in compliance with the Americans with Disabilities Act within the boundaries of the NAC or at a similar location within the City of Beaverton. A sign at least 22” x 28” in size with minimum 2” lettering shall be placed at the main entrance of the building where the meeting will take place at least one hour prior to the



meeting. Such sign will announce the meeting, that the meeting is open to the public and that interested persons are invited to attend. This sign shall be removed upon conclusion of the meeting by the applicant.

- B. The applicant shall send by regular mail a written notice announcing the Neighborhood Review Meeting to: the Director, property owners within 500 feet of the property involved in the anticipated application and to representatives of all NACs whose boundaries are within 500 feet of the subject property. The notice shall include the date, time and location of the meeting and briefly discuss the nature and location of the proposal. The notice shall be mailed not less than 20 calendar days prior to the meeting date. The Director shall maintain on file in the Community Development Department, current addresses of NAC Officers and/or representatives and related NAC information, including regularly scheduled or monthly meeting dates, times and locations.

The mailing list shall be based on the most recent property tax assessment rolls of the Washington County Department of Assessment and Taxation. At the request of the applicant, and upon payment of the applicable fee, the City will provide the required mailing list.

- C. Not less than 20 calendar days prior to the Neighborhood Review Meeting, the applicant shall post a notice on the property which is subject of the proposed application. The notice shall be posted within 50 feet of an adjoining public right-of-way in a manner that can be read from the right-of-way. The notice shall state that the site may be subject to a proposed development and shall set forth the name of the applicant and a telephone number where the applicant can be reached for additional information. The site shall remain posted until the conclusion of the Neighborhood Review Meeting. The applicant may purchase a second sign from the City or create a sign to post at the Neighborhood Review Meeting location. [ORD 4312; June 2004]

Standard signs are available from the City upon payment of a fee. The City will not be responsible for posting of any signs.

- D. At the Neighborhood Review Meeting, the applicant shall describe the proposed application to persons in attendance. The attendees may identify any issues that they believe should be addressed in the proposed application and recommend that those issues be submitted for City consideration and analysis.

At the request of the applicant and upon payment of a fee, the City will provide a facilitator for the Neighborhood Review Meeting.

- E. At the Neighborhood Review Meeting, the applicant shall take notes of the discussion on the proposed application. After the meeting and before submitting an application to the City, the applicant shall send a copy of the meeting notes to the Chairperson of the NAC in which the project is to be located by certified mail.
4. To comply with this section, an applicant shall submit the following information with the application:
- A. A copy of the notice sent to surrounding property owners and the NAC Representatives as described in Section 50.30.3.B.
- B. A copy of the mailing list used to send out meeting notices as described in Section 50.30.3.B.
- C. A written statement containing the information posted on the property as described in Section 50.30.3.C.
- D. An affidavit of mailing and posting notices as described in Sections 50.30.3.A through C.
- E. Copies of written materials and 8.5" x 11" size plans presented at the Neighborhood Review Meeting.
- F. Notes of the meeting, including the meeting date, time, and location, the name and address of those attending, and a summary of oral and written comments received.
- G. A certified mail receipt indicating mailing of the meeting notes to the Chairperson of the NAC.
- H. If responses to the meeting notice were not received by the applicant and no one attended the Neighborhood Review

Meeting or persons in attendance made no comments, the applicant shall submit evidence as indicated above, with the notes reflecting the absence of comment, attendance, or both.

5. Failure of a property owner to receive notice shall not invalidate the Neighborhood Review Meeting proceedings.

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## Beaverton Neighborhood Association Committee (NAC)

For information on Neighborhood Association Committee leadership and meeting times please view the most up-to-date information at the following website:

<http://www.beavertonoregon.gov/departments/neighborhoods/NAC/meetinglist.aspx>

To locate which NAC you need to contact please visit the following link and select “What’s My NAC?” to use the interactive NAC map:

<http://www.beavertonoregon.gov/departments/neighborhoods/>

The Planning Division front counter staff can print a NAC map upon request.

## Washington County Citizen Participation Organization (CPO)

For information on Citizen Participation Organization leadership and meeting times please view the most up-to-date information at the following website:

<http://extension.oregonstate.edu/washington/cpo/>

To locate which CPO you need to contact please visit the interactive map online at:

<http://extension.oregonstate.edu/washington/cpo/cpomaps/>

The Planning Division front counter staff can print a CPO map upon request.

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SAMPLE NOTICE SIGN

**PUBLIC MEETING**

On A  
Preliminary Development Proposal  
Affecting

PROPERTY ADDRESS/LOCATION

**PROPOSED**

(BRIEF DESCRIPTION OF PROJECT, SUCH AS:  
20-UNIT TOWNHOUSE)

A meeting to discuss the preliminary  
development proposal is scheduled for

TIME \* DATE  
LOCATION

**ALL INTERESTED PERSONS MAY ATTEND**

**FOR MORE INFORMATION  
CONTACT:**

CONTACT PERSON  
PHONE NUMBER

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SAMPLE NOTICE LETTER BY CONSULTANT ON BEHALF OF DEVELOPER  
(using letterhead stationary with company name, address and phone number)

**Date**

RE: **Proposed Development at- *location***

Dear NAC Representative / Resident:

I am writing this letter on behalf of **developer**, who is considering **describe general development proposal, such as: a 20 unit townhouse project, or a 200 unit apartment complex with commercial retail in the northeast corner at the above location. This site is currently zoned identify zoning district, such as: Urban Standard Residential Density (R-5) - 5,000 square feet of land per unit; or Urban Medium Residential Density (R-2) - 2,000 square feet of land per unit.**

Prior to preparing specific engineering and site plans and making application to the City of Beaverton for the necessary review and approvals, we would like to discuss the proposal in more detail with the members of the Neighborhood Associations and surrounding property owners and residents. Therefore, you are cordially invited to attend a meeting on:

**Date**

**Location**

**Time**

<If the proposal is subject to a Type 3 process, the letter might also include the following.>

Please note that this will be an informational meeting with the developer and/or representative only and is not intended to take the place of a public hearing before the Planning Commission. You will have an opportunity to present testimony to the Planning Commission when an application is submitted to the City for review.

I look forward to seeing you at the meeting and hearing your thoughts on the proposed project.

Sincerely,

**Name**

**Position/Title**

Enclosure:      Location Map  
                    Conceptual Site Plan (optional, but recommended. 8-1/2 x 11)

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

**POST ON SITE NOT LESS THAN 20 DAYS PRIOR TO THE NAC MEETING**

**AFFIDAVIT OF POSTING NOTICE**

\*\*\*\*\*

I, \_\_\_\_\_, being first duly sworn; say that I am (represent) the party submitting an application to the City of Beaverton for a proposed \_\_\_\_\_ affecting land located at \_\_\_\_\_, and that pursuant to Ordinance 2050, Section 50.3., did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally post public notice(s). The notice(s) was (were) posted on or before the deadline date determined by City staff for this application.

Sign and Date in the presence of a Notary Public. Certain City staff are Notary Public's and are available for witnessing.

Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

\_\_\_\_\_  
*Notary Public for the State of Oregon*

*My Commission expires:* \_\_\_\_\_

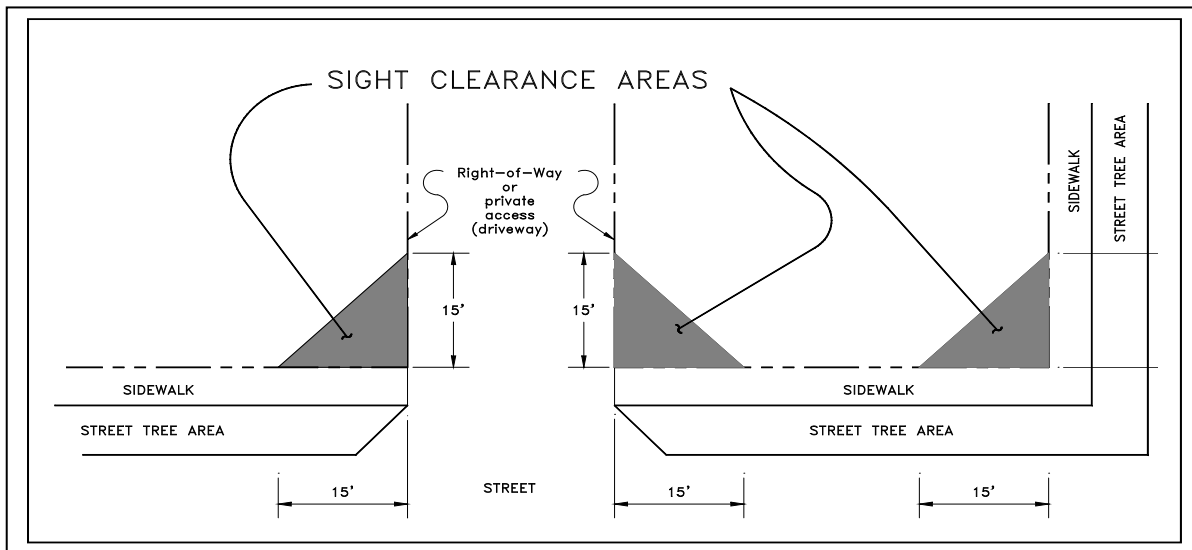
TURN PAGE OVER FOR POSTING INSTRUCTIONS



**INSTRUCTIONS FOR POSTING NOTICES**

The notice should be located in a place clearly visible on the subject property. If no public road abuts thereon, the posting shall face in such a manner as may be most readily seen by the public. If the subject property is a corner lot, each street or road shall be posted. People should not have to enter the property to read the sign. The notice should not be obstructed by any trees, shrubs, weeds, etc. It shall be supported and erected on the site so as to be firmly upright and readable for the duration of the posting period. The notice shall be freestanding and not attached to any building, fence, tree, utility pole or like structure unless special circumstances exist which do not allow the usual manner of posting. The Community Development Director shall approve any variance from this procedure. The notice shall not be placed in the vision clearance areas, as stated in Section 60.55.50 of the Development Code (indicated below):

SEE SECTION 50.30.4.C FOR POSTING CRITERIA



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DEVELOPER OR AGENT: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

**AFFIDAVIT OF MAILING NOTICE**

\*\*\*\*\*

I, \_\_\_\_\_, being first duly sworn; say that I am (represent) the party intended to submit an application to the City of Beaverton for a proposed \_\_\_\_\_ affecting land located at \_\_\_\_\_, and that pursuant to Ordinance 2050, Section 50, and the guidelines set out by the Community Development Director, did on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally mail notice to affected property owners and NAC's within 500 feet of the proposed development site.

***Sign and Date in the presence of a Notary Public. Certain City staff are Notary Publics and are available for witnessing.***

Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.*

\_\_\_\_\_  
*Notary Public for the State of Oregon*

*My Commission expires:* \_\_\_\_\_

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NOTICE SIGN MOCK-UP

PUBLIC MEETING  
On A  
Preliminary Development Proposal  
Affecting

[ ]

PROPOSED

[ ]

A meeting to discuss the preliminary  
development proposal is scheduled for

[ ]

ALL INTERESTED PERSONS MAY ATTEND

FOR MORE INFORMATION  
CONTACT:

[ ]

[Use this form and fill in the blank spaces with the information you provided on the notice sign posted at the site if you used the signs available from the City]

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