



Neighborhood Meeting Information

The City of Tigard requires developers to hold a neighborhood meeting to notify affected property owners about their proposed development. This is done as part of the development review process for most land use applications. Below are some frequently asked questions about the neighborhood meeting process.

WHAT IS THE PURPOSE OF THIS NEIGHBORHOOD MEETING?

The purpose of the meeting is to allow the prospective developer to share with you what they are planning to do. This is your opportunity to become informed of their proposed development and to let them know what issues or concerns you have in regard to their proposal.

WHAT HAPPENS AFTER THE NEIGHBORHOOD MEETING?

After the neighborhood meeting, the prospective developer finalizes their submittal package (often taking into account citizen concerns) and submits an application to the city. Sometimes it takes awhile before the developer's application is ready to submit, so there could be several months between the neighborhood meeting and the submittal of an application.

Once an application is submitted to the city, staff reviews it for completeness. Once an application has been deemed complete, the formal application review begins. It takes approximately 6-8 weeks from the time the application is accepted for a decision to be made. Many types of applications require a public hearing at which citizens are given the opportunity to provide comments or concerns. Property owners within 500 feet will be notified after a complete application is submitted. They will be provided an opportunity to comment. Any appeals are decided based on the provisions of applicable laws and the development code.

WHAT IF THE PROPOSAL PRESENTED AT THE NEIGHBORHOOD MEETING IS NOT WHAT IS ACTUALLY SUBMITTED?

Applicants are not required to submit exactly what was presented at the neighborhood meeting if it generally follows the type of development proposed. This provides for the opportunity to address the neighborhood issues and address other changes necessitated by the development or staff. If the project is significantly different, a new neighborhood meeting would be required as determined by staff.

HOW DO I KNOW WHAT ISSUES ARE VALID?

A decision is reviewed based on compliance with Title 18 of the Tigard Municipal Code (also known as the Community Development Code). *Review the city's development code to familiarize yourself with what is permitted and what may not be permitted.* A copy of the development code is available for viewing at the Tigard Public Library, on the city's web site at www.tigard-or.gov, or a copy may be purchased by contacting our records department www.tigard-or.gov/city_hall/public_records.php. You may also contact city planning staff by calling 503.718.2421 and ask what the standards are for a specific issue. If a development meets the code standards, it can proceed.

For your assistance, attached is a list of questions that may assist you in determining your position on a particular proposal.



Typical Questions to Help Ensure Common Neighborhood Concerns are Considered

The following is a list of questions intended to aid you in formulating your own questions for proposed development in your area. Feel free to ask more or alter the questions to address your own unique concerns and interests

PROCESS

- ▶ What applications are you (the developer) applying for? When do you expect to submit the application(s) so that neighbors can review it? What changes or additions are expected prior to submittal?
- ▶ Will the decision on the application be made by city staff, Tigard Hearings Officer, Planning Commission or City Council? How long is the process? (timing)
- ▶ At what point in the process are citizens given notice and the opportunity to provide input?
- ▶ Has a pre-application conference been held with City of Tigard staff?
 - Have any preliminary requirements been addressed or have any critical issues been identified?
 - What city planner did you speak with regarding this project? (This person is generally the planner assigned to the land use case and the one to contact for additional information).

STREETS

- ▶ Will there be a traffic study done? What is the preliminary traffic impacts anticipated as a result of the development and how do you propose to mitigate the impacts if necessary?
- ▶ What street improvements (including sidewalks) are proposed? What connections to existing streets are proposed?
- ▶ Are streets proposed to be public or private? What are the proposed street and sidewalk widths?
- ▶ What are the emergency access requirements and what is proposed to meet those requirements?

ZONING AND DENSITY

- ▶ What is the current zoning? What uses are allowed under this zoning?
- ▶ Will there be a re-zone requested by the developer? If yes, to what zone?
- ▶ How many units are proposed for the development and what is the minimum and maximum number of units allowed in the zone?

DRAINAGE AND WATER QUALITY

- ▶ What is your erosion control and drainage plan? What is the natural slope of the property? What are the grading plans?
- ▶ Is there a water quality facility planned within the development and where will it be located? Who will own and maintain the facility?

TREES AND LANDSCAPING

- ▶ What is the urban forestry plan and how will the applicable development requirements be met?
- ▶ What are the landscaping plans? What buffering or fencing is required and/or proposed?

ADDITIONAL INFORMATION

- ▶ How do I request more information or a follow-up meeting from/with the applicant?