

SCHEDULING A NEIGHBORHOOD MEETING

Applicant must hold a neighborhood meeting prior to submitting the application for the site. See Section 17.72.095 for qualifying applications. These applications must be submitted to the City within 180 calendar days of the neighborhood meeting. Failure to comply will require a new meeting.

Meetings must be held within city limits of McMinnville.

- **Location must be open to the public and ADA accessible**
- **Post an 8 ½ x 11" sign at the entry of the building before the meeting. It will announce the meeting, that the meeting is open to the public, and anyone is invited to attend.**
- **Start times must be weekday evenings between 6pm-8pm, or Saturdays between 10am-4pm.**
- **No meetings on national holidays**
- **If nobody arrives within 30 minutes, the applicant may leave.**

MAILED NOTICES

- **Notify surrounding property owners in writing of the neighborhood meeting. See Sections 17.72.110 and 17.72.120 for required notification distances.**
- **These notices must be mailed 20-30 days prior to meeting. No more, no less.**
- **An official list of mailed notices may be obtained from the City, for a fee, within 5 business days.**
- **Mailing lists are valid up to 45 calendar days from date created.**
- **Lists may also be obtained by a title company, provided it is based on most recent tax assessment rolls of the Yamhill County Department of Assessment and Taxation.**

PLANNING DEPARTMENT

231 NE 5TH STREET, MCMINNVILLE, OR, 97128
(503) 434-7311 | www.mcminnvilleoregon.gov



**City of
McMinnville**

MAILED NOTICES (CONT.)

Mailed notices must:

- State date, time and location of meeting and invite conversation of proposal; describe proposal (i.e., number of lots or units, housing types, building dimensions and heights, and proposed land use request)
- Include a copy of the tax map or GIS map identifying location of proposed site
- Include conceptual site plan
- Mailed notice must be sent to the City of McMinnville Planning Department.

The applicant must also provide posted notice of the meeting by placing one 18 x 24" waterproof sign on the front of the subject property 20-30 calendar days prior to the date of the neighborhood meeting. No more, no less.

- Sign(s) must be posted within 20 feet of the adjacent right-of-way, and must be easily seen and readable from the right-of-way.
- It is the applicant's responsibility to post the sign, to ensure that the sign remains posted until the meeting, and to remove it following the meeting.

The overall format of the neighborhood meeting is up to the applicant. At a minimum, include the following information in the agenda:

- Opportunity for attendees to view the conceptual site plan
- Description of major elements of proposal, including proposed land uses and densities, proposed building size and height, access and parking, and landscaping, buffering, and/or protection of natural resources
- Opportunity for attendees to speak and ask questions at the meeting. This is a time for attendees to identify any issues that they believe should be addressed.

EVIDENCE OF COMPLIANCE

In order for an application to be complete, the following evidence must be submitted with the land use application:

- Copy of the meeting notice mailed to surrounding property owners;
- Copy of the mailing list used to send notices;
- One photo taken from right-of-way for each waterproof sign posted on the site;
- One 8 ½ x 11" copy of materials presented by applicant at neighborhood meeting; and
- Notes including: Meeting date, time and location; names and addresses of attendees; summary of all comments received; summary of revisions made based on comments.

NOT SURE IF YOUR PROJECT REQUIRES A NEIGHBORHOOD MEETING?

CONTACT THE PLANNING DEPARTMENT
231 NE 5TH STREET, MCMINNVILLE, OR, 97128
(503) 434-7311 | www.mcminnvilleoregon.gov



**City of
McMinnville**

NEIGHBORHOOD MEETING

Future Land Use Application:

DATE:

TIME:

Meeting Location:

Contact Name:

Contact Number: