



# SCHEDULING NEIGHBORHOOD MEETINGS LAND USE APPLICATIONS



## What

Meetings must be held within city limits, locations must be ADA accessible, be during the hours of 6-8pm on weekdays or 10-4 on Saturdays. No meetings should be held on holidays.



## Mailed Notices

Notify the surrounding property owners in writing 20-30 days prior to the meeting. An official list of mailed notices may be obtained from the city and is valid for 45 days.



## Format

Attendees should be offered a conceptual site plan and a description of major elements including land use, building size, and parking. Attendees must be given time for comments or concerns.



## Evidence

Include a copy of the mailed meeting notice, mailing list, pictures of the posted right-of-way waterproof sign, materials presented, and meeting details (comments, names, addresses, etc)

## Applicants Must

A neighborhood meeting must be held prior to submitting the application for the site. Applicants must post notice of the meeting by placing an 18x24" waterproof sign on the front of the subject property 20-30 calendar days prior to the neighborhood meeting. All applications must be submitted to the City within 180 calendar days of the neighborhood meeting. Failure to comply will require a new meeting to be scheduled. Section 17.72.095 has all information regarding qualifying applications. For information on mailed notification distances see Sections 17.72.110 and 17.72.120.

## Mailed Notices Must

- State the 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 proposed land use request).
- Include a copy of the tax map or GIS map identifying location of proposed site.
- Include a conceptual site plan.
- Mailed notice must be sent to the City of McMinnville Planning Department.



231 NE 5th  
Street



503-434-7311



[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)