

Community Development

Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113

www.ci.cornelius.or.us

18.10.030 Neighborhood review meeting.

(A) Prior to submittal of a Type III request which requires review by the planning commission, and for the application to be complete, the applicant shall provide an opportunity to meet with neighboring property owners, residents and businesses by conducting a neighborhood meeting.

(B) The purpose of the neighborhood review meeting is to allow the neighbors and residents to become familiar with the proposal and to identify any issues, which may be associated with an application. The intention of the meeting is for submittal of an application that is more responsive to neighborhood concerns, reducing the likelihood for delays and appeals of the application.

(C) The applicant shall send by regular mail a written notice announcing the neighborhood review meeting to the community development director and property owners within 250 feet of the subject property. The notice shall include the date, time and location of the meeting and a brief description of the nature and location of the proposal. The neighborhood review meeting must be held at an accessible location within the Cornelius city limits. The notice shall be deposited in the mail in the city, not less than 20 days prior to the required neighborhood review meeting.



(D) At the neighborhood review meeting, the applicant shall present the proposed application to the neighbors in attendance.

(E) The applicant shall not be required to hold more than one neighborhood review meeting provided such meeting is held within 180 days prior to submitting a land use or design review application for one specific site.

Sample Neighborhood Meeting Notice

Neighborhood Review Meeting

on a

Preliminary Development Proposal affecting

(PROPERTY ADDRESS/LOCATION)

Proposed as

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

A meeting to discuss the preliminary development
proposal is scheduled for

(TIME, DATE, AND LOCATION)

All interested persons may attend

For more information, please contact

(CONTACT PERSON, PHONE NUMBER/EMAIL)