

Land Use Training for Gresham Neighborhood Associations

**Presented by Carol Rulla, Co-President
Coalition of Gresham Neighborhood Associations**

January 9, 2024

Gresham Land Use Processes

- Type I – Staff decisions with no public involvement
- **Type II – Staff decisions with written public comment and usually Early Neighborhood Notification (ENN)**
- **Type III – Hearing Body decisions with a public hearing and usually ENN**
- Type IV – Legislative decisions to change the code or zoning for large areas

Only Type II & Type III applications have official Neighborhood Association (NA) involvement

See Development Code Table 11.0204 for Pre-App Requirements & Application Types

*** Middle Housing is reviewed the same as Detached Dwellings ***

Neighborhood Association Involvement in the Land Use Process

- Pre-Application (Pre-App)*
 - Pre-App Notification from the City
 - Early Neighborhood Notification (ENN) Meeting Process
- Development Application
 - Notification of a “Complete” Application **
 - Public Comment Process
 - Possible Appeal

*** *Pre-App exceptions:***

- *Fast-track Industrial Applications have Pre-App notification but no ENN meeting*
- *A few application types (Design Review C, some Overlay reviews, etc.) have no Pre-App notification and hence no ENN meeting*

**** *Fast-track Industrial Applications:* Notification comes at application submittal**

Who Gets NA Notifications

- President and Land Use Officer of Active NAs*
(+ any abutting active NA within 300' of property**)
- Neighborhood Services Manager for Inactive NAs (+ any abutting active NA within 300' of property*)

*Property Owners within 300' of property** get ENN meeting notices and public comment notices*

** Be sure to notify the Neighborhood Office of an change of officers so that staff has correct NA info*

*** Unless the Development Code specifies a larger notice distance (e.g., Gresham Butte Scenic View Overlay)*

Pre-App Process and NA Involvement

- Application notifications from city via email
Suggestion: Keep a written record of projects (e.g., file #, address, proposal)
- Pre-app conferences & pre-app summaries
Pre-app conferences are private meetings between the applicant & staff
- ENN meeting process
ENN meetings are public meetings between the applicant & neighbors to provide an opportunity for dialogue early in the process when it's easier for applicants to change plans. Applicants are under no obligation to make changes not required by code.

City staff has no involvement, except to help resolve any disagreements between the NA & applicant about meeting details

Sample Pre-App Notification

Emailed by City (from PlanningTech@greshamoregon.gov)
when all pre-app files submitted by applicant

**Note: Pre-application case numbers are PRE-yr-#
(those not PRE- are development applications)**

Plan Case Ready to Review: Kelly Creek Neighborhood Association KCNA LU x



PlanningTech@greshamoregon.gov
to kellycreekna, me

Mon, Jul 25, 2022, 4:33 PM



Greetings:

You are invited to review the files associated with Plan case PRE-22-00539 [online](#). The proposal is as follows: Pre-Application follow up meeting for a new subdivision: discussion of grading, transportation, sanitary sewer, middle housing. The pre-application is scheduled for Wednesday, Aug 17, 2022 at 9:00am.

You do not need to create or register an account with online services to access project files.

To search for project files and public records:

- Click on the search icon.
- In the screen that loads, type in the Plan case number in the search field and click on the search button.
- The page will reload with the results of the search, including highlighted direct links to cases.
- Click on the highlighted link for the Plan case.
- In the page that loads, click on the Attachments tab to view project files.

You can also [view detailed instructions](#) on how to search for public records.

Please send any comments or questions to Tabitha Boschetti at tabitha.boschetti@greshamoregon.gov.

If you have any questions about accessing the files online, please contact PlanningTech@GreshamOregon.gov.

Thank you!

“Energov” Online Permit System

greshamor-energovweb.tylerhost.net

CITY OF
GRESHAM

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Learn [how to search for public records](#).
View our [refund policy](#).
Licensing help: 503-618-2370 | All other questions: 503-618-2845



Apply

Apply for a NEW: Permit, plan type or business license.



Request Inspection

Request an inspection.



Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



Search Gresham Map Resources



Renew Business License

Renew Business or Rental Licenses



Pay Invoice

Use this tool to pay for individual

Search Energov

- Plan = Development Planning Applications
- Search for application number (PRE-yr-#) or address

Public Information

Search All for **Exact Phrase**

All
Permit
Plan
Inspection
License
Project

- Select desired highlighted application # from search results
(Note: Main Parcel ID & Address are shown on search results)

Public Information

Search Plan for **Exact Phrase**

Found 6 results

Sort Plan Number Ascending

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

Plan Number PRE-22-00539

Type Pre-Application: Follow-Up

Expiration Date

Main Parcel R994180570

Address 6110 SE LUSTED RD GRESHAM OR 97080

Description Pre-Application follow up meeting for a new subdivision: discussion of grading, transportation, sanitary sewer, middle housing

Applied Date 07/22/2022

Completion Date

Status Summary Issued

Project Name



Sample Project Summary Page

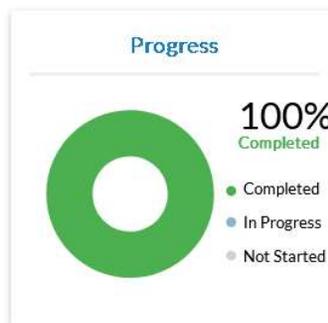
- Click on Location to see Parcel ID(s) & Address(es)
- Click on Attachments to find application files

Plan Number: PRE-22-00539

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Pre-Application: Follow-Up	Status:	Summary Issued	Project Name:	
Applied Date:	07/22/2022	Expiration Date:	01/18/2024		
District:	City	Assigned To:	Boschetti, Tabitha	Completion Date:	08/30/2022
Square Feet:	724,403.00	Approval Expiration Date:	02/29/2024		
Description:	Pre-Application follow up meeting for a new subdivision: discussion of grading, transportation, sanitary sewer, middle housing				

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)



Workflow

✓	Payment Verification	- Passed : 07/25/2022
✓	Submission Verification	- Passed : 07/25/2022
✓	Outside Agency Notification	- Passed : 07/25/2022
✓	Agency Review	- Passed : 08/29/2022
✓	Summary	- Passed : 08/30/2022

Available Actions

[i](#)

Sample Attachments

- Click on Documents to Open
- May need to Allow Pop-Ups to open docs

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) **[Attachments](#)** [Contacts](#) [Sub-Records](#) [More Info](#)

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments

Sort

 Attachment Lusted - Blue Pearl Site Plan In House- 151 Lots 7.19.22.pdf Uploaded: 07/22/2022	 Attachment Pre-app Follow Up Conference Routing Form.pdf Uploaded: 07/22/2022	 Attachment Pre-Application Follow Up Narrative - Blue Pearl.pdf Uploaded: 07/22/2022	 Attachment (22-539) Completeness review Checklist.doc Uploaded: 08/17/2022
 Attachment PRE-22-005369_Lusted_Follow-up.pdf Uploaded: 08/30/2022 Notes: Pre-App Summary	 Attachment Fee Summary.pdf Uploaded: 08/30/2022 Notes: Land Division Fees	 Attachment Checklist_TypeIISubdivision.docx Uploaded: 08/30/2022	

Sample Pre-App Summary

Staff adds to the project Attachments then changes Status to Summary Issued which is the final action on the Pre-App file

Urban Design & Planning | City of Gresham

1000 NW Eastman Parkway
Gresham, OR 97030

503-661-3000
GreshamOregon.gov

PRE-APPLICATION MEETING SUMMARY

City of Gresham Development Planning Summary Comments

Pre-Application Number: PRE-22-00539 (Follow up to PRE-22-00241)
Pre-Application Date: August 17; 9:00am
Site Location: 6220 SE Lusted Road
Parcel Description: 1S4E18BC 00300
Applicant: D.R. Horton
Owners: Blue Pearl, LLC

PROPOSAL:

The applicant proposes a phased subdivision for 162 townhouse lots, with supporting tracts for open space and water quality facilities. The applicant's current proposal includes substantial grading at the southeast corner to modify service needs.

A major water easement, the Bull Run pipeline dedicated to the City of Portland, runs through the north side of this property.

PREVIOUS & RELATED LAND USE APPLICATIONS:

- Annexed in 1974
- 08-26000303 Lot Line Adjustment
- 18-26000478 and 19-26000153 Lot Line Adjustment

PLANNING APPLICATIONS NEEDED:

- Land Division (LD) – Type II staff decision with public comment for tentative

ENN Meeting Process

- Applicant (or rep) emails NA President & Land Use Officer
 - Must be after applicant's pre-app conference with staff
- NA has 5 business days to reply
 - Good to acknowledge email ASAP; can reply again w/meeting suggestions
- NA & Applicant agree on meeting details, or NA lets Applicant decide some or all details
- Applicant arranges meeting and mails* notices & posts site (lilac-colored sign) 14-20 days before the meeting
- Applicant holds meeting & take notes
 - NA attendance is good but not required; good chance to connect w/members
- Applicant mails* meeting notes to NA within 7 days of meeting [Notes just document ENN meeting & are NOT used by Planning Staff]

**Code requires ENN notices & notes be sent to NA by certified mail, but NA can waive that and ask for regular mail &/or email*

Sample Developer Emails from Requesting ENN Meetings

Must be emailed to NA President & Land Use Officer
NA has 5 business days to respond

ENN Meeting for Blue Pearl Subdivision KCNA LU x



Tracy [REDACTED]

Tue, Nov 8, 2022 3:14 PM



to me, Kelly ▾

Hi, I am working to set up an Early Neighborhood Meeting for this project and I wanted to check with you both regarding a proposed date. I am looking at Wednesday, December 7, 2022 at 6:30 pm.

Please let me know if this works for you. If this doesn't work, does either the 6th or 8th work for you?

Thanks, Tracy

PRE-APPLICATION MEETING SUMMARY

City of Gresham Development Planning Summary Comments

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Applicant: D.R. Horton
Owners: Blue Pearl, LLC

Dalton Heights Townhomes KCNA LU x



[REDACTED]

Mon, Apr 11, 2022 10:15 AM



to kellycreekna, me ▾

My Name is [REDACTED], I am with [REDACTED] Homes Inc. We are preparing to build on the 6 townhome lots in the Kelly Creek neighborhood and would like to get an ENN scheduled.

Our first chose would be May 3rd at 10:00 am, but if we need to do it in the evening we could hold the meeting at 6:00 on May 4th.

Please let me know if either of these dates will work for you.

Staff Emails Link to Register for Zoom ENN Meeting

Early Neighborhood Notification Meeting: 22-00539 / Blue Pearl SD KCNA LU x



Carrie Osborn <carrie.osborn@greshamoregon.gov>
to me ▾

Nov 22, 2022, 4:16 PM ☆ ↶ ⋮

Here is the registration link to the early neighborhood notification meeting for City of Gresham project number 22-00539/Blue Pearl SD (6220 SE Lusted Rd):

<https://greshamoregon.zoom.us/meeting/register/tZlkcO2hqjstHNySVIP71RvS5PWUCpnRfX8s> which is scheduled for December 7, 2022 at 6:30pm. You are receiving this email because this project is proposed within your neighborhood association, or your neighborhood association is within 300 feet of the project site.

Once you register for the meeting you will receive an email from Zoom with a link and password to the meeting. **Please do not forward the email you receive from Zoom, as the meeting link and password are specific to you.** You can, however, forward this email to anyone you know who either needs or wants to attend this meeting so that they can register for the meeting.

If you have any questions, please let me know.

Also...

Links to Zoom ENN Meeting Registrations on Main NA Page GreshamOregon.gov/neighborhoods

Navigation menu:

- Northeast
- Northwest
- Powell Valley
- Rockwood
- Southwest
- Wilkes East

Services:

- Neighborhood Association Insurance
- Neighborhood Matching Grants
- Neighborhood Ready
- Volunteer

Contact

Neighborhood Associations
Phone: 503-618-2469

Association resources

Administrative Procedures

Early Neighborhood Notification Meetings

Due to the COVID-19 pandemic, Early Neighborhood Notification meetings will take place online via Zoom. See Zoom meeting instructions:

23-00519: Danilov Place (Hogan Cedars Neighborhood Association: Inactive)

- Location: 1S3E14DC 300, Gresham, OR 97080 (Between SE 26th and SE 27th Streets)
- Meeting date: January 10, 2024 at 6:30 pm
- Register for meeting

23-00466: Mitu Subdivision (Rockwood Neighborhood Association)

- Location: 270 NE 188th Ave. in Portland
- Meeting date: December 13, 2023 at 6:00 pm
- Watch meeting video

Sample Developer ENN Meeting Notice

Will include site plan and area map showing site

November 21, 2022

Property Owner
Or Current Resident

Re: Notice of Early Neighborhood Meeting on Proposed Subdivision

Dear Property Owner,

You are invited to attend a remote Zoom meeting to discuss a proposed project located at 6220 SE Lusted Road. The property can be legally identified as 1S4E 18BC Tax Lot 0300. This is in the Kelly Creek Neighborhood Association. The proposal is to develop a 167 lot residential subdivision (191 townhouse units) know as "Blue Pearl Subdivision". The project is pre-application numbers PRE-22-00241 and PRE-22-00539.

You can see the pre-application summary for this proposal online: <https://greshamor-energovweb.tylerhost.net/apps/SelfService#/home>. To access the pre-application summary, search for PRE-22-00241 or PRE-22-00539 using the Search icon and typing in the pre-application case number into the search field. In the result that appears, click on the pre-application case number link to access the case, and then click on the Attachments tab to view the summary. The purpose of this meeting is to provide an opportunity for the applicant and surrounding property owners to meet and discuss this proposal and identify any perceived issues and allow for the opportunity to modify the proposal where reasonable.

The remote Zoom meeting is scheduled for: Wednesday, December 7, 2022 at 6:30 P.M.

Given the advent of the COVID outbreak and at the direction of Gresham City staff, an in-person meeting will not be held. Instead, City staff have set up a remote meeting through Zoom Video Communications, which is a remote conferencing system to allow for the ENN meeting while also maintaining the social distancing protocol. The Zoom meeting can be accessed by video or phone conference. To access the meeting, please go to <https://greshamoregon.gov/Neighborhood-Associations/>. Then, under the section of the page labeled "Association resources" locate the section labeled "*Early Neighborhood Notification Meetings.*" Click on the  symbol to locate the Meeting Date or Project Name for the project you are interested in. Once you have located the project meeting, you will find a link with instructions on how to access the remote Zoom meeting and a link to register for the Early Neighborhood Notice meeting. You will also find the password needed to access the meeting.

To maintain an orderly meeting, the following sequence will occur:

What to Expect at ENN Meetings

Guidance created by the Neighborhood Coalition & City Planning Staff

Page 1



Guidance for What to Expect from Early Neighborhood Notification (ENN) Meetings

Early Neighborhood Notification (ENN) meetings are opportunities for members of the community to learn more about proposed development in Gresham. The applicant or applicant's representative holds a meeting to share information about the proposed development for surrounding property owners and others interested in the project. In order for the meeting to be focused on a discussion between the applicant (or representative) and interested citizens, city staff rarely attends these meetings.

Everyone is welcome at these meetings, and residents are encouraged to attend to find out the details of what is proposed. It can be extremely informative to get a first-hand description of a development, and applicants are at the meeting in order to hear from neighbors.

These conversations are a great opportunity for the community to ask questions about the proposal, provide suggestions, and voice potential concerns regarding the project. As these meetings are held early in the process, some specifics aren't yet known, but these early conversations are helpful for identifying areas of opportunity and refinement. This early involvement process works best as an open, respectful conversation.

How ENN meetings can affect a project

- **Sharing local knowledge of the site.** Neighbors can be an important source of information about the site and surrounding area. Neighbors can provide applicants with essential facts such as private/unusual easements, the existence of historic or wetland resources, traffic issues, etc.
- **Moving a structure/feature or modifying its design.** Sometimes applicants can revise plans as they become more informed about the neighborhood and existing conditions. This could mean moving the location of a building, communal waste collection area, parking lot, stormwater pond/facility, etc., or modifying its design.
- **Providing contextual buffering.** Sometimes applicants can provide alternative buffering that may be more appropriate to the neighborhood than what is called for in the Development Code standards.
- **Preserving trees.** Sometimes applicants can change plans to preserve large, healthy trees. This might be done by reorienting or relocating a structure, modifying a sidewalk, etc.
- **Changing driveway access or new street locations.** Sometimes applicants can move a driveway or a proposed new street to make it safer or less impactful on neighbors.
- **Changing design elements.** Sometimes applicants are willing to use feedback from neighbors on building features, landscaping, etc.

What to Expect at ENN Meetings

Guidance created by the Neighborhood Coalition & City Planning Staff

Page 2

- **Bringing issues or questions to city staff's attention.** Comments and concerns raised at the Early Neighborhood Meeting should be revisited and, if appropriate, should be submitted during the formal public comment period after the development permit application has been submitted and deemed to be complete. If meeting attendees feel that there are issues (such as special site conditions or questions about the code or infrastructure needs) that require city staff's immediate attention, meeting attendees or the neighborhood association can contact the city planner after the ENN meeting. If attendees don't know which city planner is assigned to the project, contact the Planner on Duty: POD@GreshamOregon.gov or 503-618-2780 (include the project file #)

Some things ENN meetings cannot affect

- **The allowed use of the property.** Without a zone change, applicants cannot develop a property for a use that isn't allowed by code. For example, applicants cannot develop detached housing on a property that is zoned for industrial development.
- **The number of units of housing cannot be more or less than is allowed.** For residential projects, applicants must build at least the minimum number and no more than the maximum number of dwelling units required by the code.
- **Changes to the surrounding streets.** The city is in charge of public infrastructure like streets. City staff will evaluate the need for features such as stop signs and traffic signals. If community members would like to talk about street features, they can contact the city planner on the project for more information. Communication can be through the neighborhood association or directly to city staff. Specific studies are often required by the city and are reviewed by city engineers.
- **Addressing school crowding/capacity.** School districts are informed about new developments. However, the ability of school districts to provide adequate education services is, by State law, dealt with by the school district and not by the city.
- **Approval or rejection of a proposed development.** ENN meetings are about how a development might happen, not whether it should happen. City development decisions are by law based on code standards.

More information on the development process at:
GreshamOregon.gov/Neighborhood-Association-Resources

More information on neighborhood associations at:
GreshamOregon.gov/Neighborhoods

For inactive neighborhood associations, contact:
Office of Neighborhoods and Community Engagement, 503-618-2482

Development Application Process

- Applicant may submit application after ENN notes mailed to NA (but not more than 180 days after ENN meeting)
- Staff reviews application for completeness
- Once application is “deemed complete”, NA gets notification of the application
 - NA gets notification upon submittal of Fast-Track Industrial applications
- Once applicant posts the site, staff mails public comment/hearing notices
 - Type II written comment periods = 14 days from mailing of public notice
 - Type III hearing comment periods = 20+ days before hearing & at hearing
- Staff makes Type II decisions; Hearings Bodies make Type III decisions at the hearing
- All who make public comment receive notification of the decision and have standing to appeal

Sample Application Notification

Emailed by City (from PlanningTech@greshamoregon.gov) when application “deemed complete” or Fast-Track Industrial application submitted

Note: Any application case that’s not PRE- is a development application

Plan Case Ready to Review: Kelly Creek Neighborhood Association   

KCNA LU x

PlanningTech@greshamoregon.gov

Mar 31, 2023, 11:04 AM



to kellycreekna, me ▾

Greetings:

You are invited to review the files associated with Plan case LD-23-00072 [online](#). The proposal is as follows: Application for a phased subdivision with 177 lots, 2 stormwater facility tracts, and five open space and parking tracts.

You do not need to create or register an account with online services to access project files.

To search for project files and public records:

- Click on the search icon.
- In the screen that loads, type in the Plan case number in the search field and click on the search button.
- The page will reload with the results of the search, including highlighted direct links to cases.
- Click on the highlighted link for the Plan case.
- In the page that loads, click on the Attachments tab to view project files.

You can also [view detailed instructions](#) on how to search for public records.

Please send any comments or questions to Tabitha Boschetti at tabitha.boschetti@greshamoregon.gov

If you have any questions about accessing the files online, please contact PlanningTech@GreshamOregon.gov.

Thank you!

Like at Pre-App...

Search Energov

greshamor-energovweb.tylerhost.net

- Plan = Development Planning Applications
- Search for application number
 - >> *If before notification, can search for PRE-yr-# or address*

From Search Results

- Select desired application number from search results

On Project Summary Page

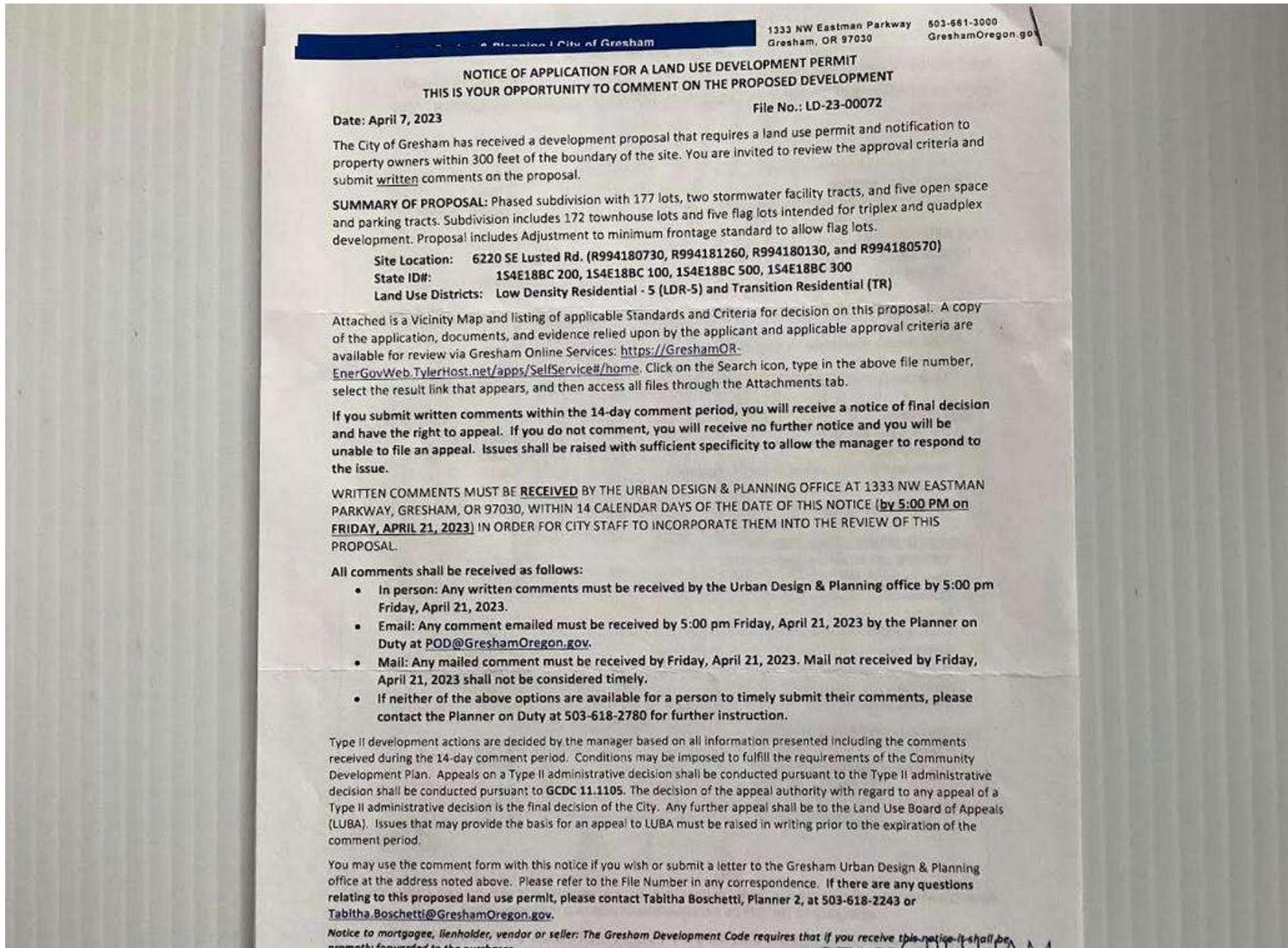
- Click on Attachments to find application files
- Click on Location to see Parcel ID(s) & Address(es)

Public Comments

- Type II Staff Decisions vs. Type III Hearings
- Public Notices are sent by US Mail
- The site is posted along property frontages
 - Type II staff decisions = green sign
 - Type III hearings = blue sign
- NA comment period = Public Comment Period
 - Type II written comment periods = 14 days from mailing of public notice
 - Type III hearing comment periods = 20+ days before hearing & at hearing
- **Only those who make public comments have standing to appeal a decision;** NA comments should state they are “on behalf of ___ NA” to preserve the option for the NA to appeal

Sample Public Notice for Type II Staff Decision

Includes Code Criteria on back of Notice, Site Map and Area Map showing Property



City of Gresham | 1333 NW Eastman Parkway | 503-661-3000
Gresham, OR 97030 | GreshamOregon.gov

NOTICE OF APPLICATION FOR A LAND USE DEVELOPMENT PERMIT THIS IS YOUR OPPORTUNITY TO COMMENT ON THE PROPOSED DEVELOPMENT

File No.: LD-23-00072

Date: April 7, 2023

The City of Gresham has received a development proposal that requires a land use permit and notification to property owners within 300 feet of the boundary of the site. You are invited to review the approval criteria and submit written comments on the proposal.

SUMMARY OF PROPOSAL: Phased subdivision with 177 lots, two stormwater facility tracts, and five open space and parking tracts. Subdivision includes 172 townhouse lots and five flag lots intended for triplex and quadplex development. Proposal includes Adjustment to minimum frontage standard to allow flag lots.

Site Location: 6220 SE Lusted Rd. (R994180730, R994181260, R994180130, and R994180570)
State ID#: 1S4E18BC 200, 1S4E18BC 100, 1S4E18BC 500, 1S4E18BC 300
Land Use Districts: Low Density Residential - 5 (LDR-5) and Transition Residential (TR)

Attached is a Vicinity Map and listing of applicable Standards and Criteria for decision on this proposal. A copy of the application, documents, and evidence relied upon by the applicant and applicable approval criteria are available for review via Gresham Online Services: <https://GreshamOR-EnerGovWeb.TylerHost.net/apps/SelfService#/home>. Click on the Search icon, type in the above file number, select the result link that appears, and then access all files through the Attachments tab.

If you submit written comments within the 14-day comment period, you will receive a notice of final decision and have the right to appeal. If you do not comment, you will receive no further notice and you will be unable to file an appeal. Issues shall be raised with sufficient specificity to allow the manager to respond to the issue.

WRITTEN COMMENTS MUST BE **RECEIVED** BY THE URBAN DESIGN & PLANNING OFFICE AT 1333 NW EASTMAN PARKWAY, GRESHAM, OR 97030, WITHIN 14 CALENDAR DAYS OF THE DATE OF THIS NOTICE (**by 5:00 PM on FRIDAY, APRIL 21, 2023**) IN ORDER FOR CITY STAFF TO INCORPORATE THEM INTO THE REVIEW OF THIS PROPOSAL.

All comments shall be received as follows:

- In person: Any written comments must be received by the Urban Design & Planning office by 5:00 pm Friday, April 21, 2023.
- Email: Any comment emailed must be received by 5:00 pm Friday, April 21, 2023 by the Planner on Duty at POD@GreshamOregon.gov.
- Mail: Any mailed comment must be received by Friday, April 21, 2023. Mail not received by Friday, April 21, 2023 shall not be considered timely.
- If neither of the above options are available for a person to timely submit their comments, please contact the Planner on Duty at 503-618-2780 for further instruction.

Type II development actions are decided by the manager based on all information presented including the comments received during the 14-day comment period. Conditions may be imposed to fulfill the requirements of the Community Development Plan. Appeals on a Type II administrative decision shall be conducted pursuant to the Type II administrative decision shall be conducted pursuant to **GCDC 11.1105**. The decision of the appeal authority with regard to any appeal of a Type II administrative decision is the final decision of the City. Any further appeal shall be to the Land Use Board of Appeals (LUBA). Issues that may provide the basis for an appeal to LUBA must be raised in writing prior to the expiration of the comment period.

You may use the comment form with this notice if you wish or submit a letter to the Gresham Urban Design & Planning office at the address noted above. Please refer to the File Number in any correspondence. If there are any questions relating to this proposed land use permit, please contact Tabitha Boschetti, Planner 2, at 503-618-2243 or Tabitha.Boschetti@GreshamOregon.gov.

Notice to mortgagee, lienholder, vendor or seller: The Gresham Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser.

Sample Public Notice for Type III Public Hearing

Includes Site Map and Area Map showing Property

Urban Design & Planning | City of Gresham 1333 NW Eastman Parkway, 503-661-3000
Gresham, OR 97030 GreshamOregon.gov

PUBLIC COMMENT OPPORTUNITY

Please check the City of Gresham website calendar event at <https://greshamoregon.gov/Design-Commission/> for details on how to attend closer to the meeting date. Persons unable to access the meeting remotely must contact Carrie Osborn at Carrie.Osborn@GreshamOregon.gov or the Planner on Duty at 503-618-2780 at least 24 hours in advance of the hearing so that the City can provide alternate arrangements.

NOTICE OF A PUBLIC HEARING before the
Hearing Officer regarding a proposal for:

Dalton Heights
File: VAR-23-00416
Location: 5834-5860 SE 18th St., Gresham OR 97080
State ID: 1S3E13AD 08008, 1S3E13AD 08009, 1S3E13AD 08010, 1S3E13AD 08011, 1S3E13AD 08012, 1S3E13AD 08013
Project: To develop 6 attached single-family dwellings (townhomes)
District: Transition Residential - TR
Applicant: Jodi Bever
City Staff Representative: GianPaolo Mammone, Planner 2
503-618-2820, GianPaolo.Mammone@GreshamOregon.gov
Review: Design Review using the discretionary track process. The applicant must meet Design Guidelines and other Code Standards.
Comments: All persons interested in accessing the hearing must contact Carrie Osborn at Carrie.Osborn@GreshamOregon.gov for hearing information and instructions. **Any persons wishing to provide oral comments during the hearing must register by sending their name, email, phone number, and the subject matter of their comment to Carrie Osborn at least 24 hours before the hearing. Any person may submit comments in writing at least 24 hours before the hearing.** Only people participating orally or in writing may appeal. Hearing testimony and evidence must address applicable criteria or other criteria a person believes apply. Failure to specify criteria you are addressing or provide specific information to allow the decision authority to respond may preclude appeal based on that criterion. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval in sufficient detail to allow the Design Commission to respond may preclude action for damages in circuit court.

Hearing Process:

- City staff presents a staff report
- Applicant presents their proposal
- Public testimony is taken
- Commission deliberates and decides on the application

Visit www.GreshamOregon.gov or contact staff for more information.

Meeting Details:
Monday, Nov 6, 2023 11:00 a.m.
Remote Hearing

Applicable Code Review
Criteria:
Procedures: 11.0100, 11.0200, 11.0500, 11.0800, 11.0900.
Standards:

- Definitions/Classifications - Article 3;
- Transition Residential - TR 4.0113;
- Other:
Clear Vision, Fencing and Variance and Adjustment - 10.1500
- Public Facilities - Appendix 5.000.

Application Materials:
Staff report is available seven days before the hearing at no cost. Application and evidence submitted by the applicant are available for review. Copies may be obtained at cost.

Application Decisions

- Type II Staff Decisions vs. Type III Hearings
 - For Type III hearings, staff reports with recommendations to the hearings body are posted on the application file 7 days before hearing
- Decision notices are sent by US mail to all who made public comment
 - Type II mailings include notice with appeal deadline + written staff report of the decision; notice & staff report also posted on the application file
 - Type III mailings only include notice with appeal deadline; the hearing body decision is posted on the application file

Sample Type II Staff Decision Notice

Mailed to those who gave public comments; Gives Deadline to Appeal

NOTICE OF LAND USE DECISION WITHOUT HEARING
TYPE II DEVELOPMENT PERMIT FINDINGS AND DECISION

File No: LD-23-00072

Applicant: D.R. Horton; Tracy Brown

Location: 6220 SE Lusted Road et. al.

Property: Tax Map 1S4E18BC Lots 100, 200, 300, and 500

Proposal: A 177-lot subdivision including 172 townhouse lots and five flag lots intended for triplex and quadplex development. The proposal includes two stormwater facility tracts and five tracts for a combination of shared parking and open space. The proposal includes an Adjustment to Minimum Frontage for each of the proposed flag lots. The subdivision is proposed in four phases.

APPLICABLE SECTIONS AND FINDINGS OF COMMUNITY DEVELOPMENT CODE: See attached Staff Report dated MAY 25, 2023.

DECISION: APPROVAL with Conditions

DATE: May 25, 2023

SIGNED:



Planner

PHONE: 503-618-2243

An appeal of this decision may be filed by the applicant or any person who submitted written comments within the required deadline on the Notice of Application. Unless an appeal is filed, this decision will become final after the period for filing the written appeal has expired. **A written appeal must be filed within twelve (12) calendar days of this notice of decision (by 5:00 PM on Tuesday, June 6, 2023).** The decision of the appeal authority with regard to any appeal of a Type II administrative decision is the final decision of the City. Any further appeal shall be to the Land Use Board of Appeals (LUBA). Any person who is mailed this written notice of decision cannot appeal this decision directly to LUBA under ORS 197.830.

The notice of appeal shall conform to the provisions of Section 11.1100 of the Gresham Community Development Code, and shall include: 1) an identification of the decision sought to be reviewed and the date of the decision; 2) a statement of the interest of the person seeking review and that he or she was a party to the initial proceedings; and 3) the specific grounds relied upon for review. Unless the applicant is the appellant, the hearing on an appeal of this decision shall be confined to the specific issues identified in the written comments submitted by the parties during the comment period. The complete case file for this development permit is available for review Monday through Friday, 8:00 AM to 5:00 PM, at the Gresham Planning offices, 1333 NW Eastman Parkway, Gresham, Oregon.

Appeals shall be filed at the Gresham Permit Center together with the filing fee of \$250.00. Please contact the planner at the phone number provided above if you have questions concerning this notice.

Disclaimer Notice: Approval of a city land use or building permit does not warrant or otherwise guarantee that the applicant may legally use the property for the purpose, or in the manner, approved by the city as such use or purpose may impact third parties, including rights established by Covenants, Conditions and Restrictions (CC&Rs).

CITY OF GRESHAM

Sample Type II Staff Decision Report

Mailed with Decision Notice; Documents Findings for Decision

Urban Design & Planning | City of Gresham

1333 NW Eastman Parkway
Gresham, OR 97030

503-661-3000
GreshamOregon.gov

**STAFF REPORT
TYPE II FINDINGS AND DECISION**

DATE: May 25, 2023

FROM: Tabitha Boschetti, Planner 2

FILE NUMBER: LD 23-00072

APPLICANT: D.R. Horton; Tracy Brown

LOCATION: 6220 SE Lusted Road et. al.

PARCEL DESCRIPTION: Tax Map 1S4E18BC Lots 100, 200, 300, and 500

PROPOSAL: A 177-lot subdivision including 172 townhouse lots and five flag lots intended for triplex and quadplex development. The proposal includes two stormwater facility tracts and five tracts for a combination of shared parking and open space. The proposal includes an Adjustment to Minimum Frontage for each of the proposed flag lots. The subdivision is proposed in four phases.

DECISION: **APPROVAL with Conditions of a Land Division for 177 lots and 7 tracts, a Type II Adjustment, and a Type II Tree Removal.**

EXHIBITS:

- A. Vicinity Map
- B. Applicant's Narrative Materials and Plans
- C. Public Comments
- D. Portland Water Bureau memo
- E. Multnomah County comments

Sample Type III Hearing Decision Notice

Mailed to those who gave public comments; Gives the deadline to appeal

Urban Design & Planning | City of Gresham

1333 NW Eastman Parkway
Gresham, OR 97030

503-661-3000
GreshamOregon.gov

TYPE III NOTICE OF DECISION

Dated November 16, 2023

On November 6, 2023, the Gresham Land Use Hearings Officer Approved with Conditions the application by Jodi Bever contained in **File No. VAR 23-00416** for a Major Variance pertaining to the "maximum number of attached townhouse allowed within the TR District.

This decision may be appealed to the Gresham City Council by a party of record in accordance with Section 11.1100 of the Gresham Development Code by filing an appeal within twelve (12) days of this Notice of Decision (**by 5:00 PM on Tuesday, November 28 2023**).

A notice of appeal shall contain:

- (a) An indication of the decision that is being appealed, including the date of the decision.
- (b) A statement of the interest of the person seeking review and that he or she was a party to the initial proceedings.
- (c) The specific grounds relied upon for review.

Notice shall be filed with the City of Gresham Permit Center together with the filing fee of \$7,256.00.

The scope of review for an appeal of a Type III decision shall be a review of the record with the right of argument. The record prepared by the City shall include:

- (a) A factual report prepared by the Manager.
- (b) All exhibits, materials, pleadings, memoranda, stipulations, and motions submitted by any party and reviewed or considered in reaching the decision under review.
- (c) A transcript of the hearing and a detailed summary of the evidence.

Upon review, the review body may by order affirm, reverse or modify in whole or part a determination or requirement of the decision that is under review. When the City Council modifies or renders a decision that reverses a decision of the Hearings Officer, the Council in its Order shall set forth its findings and state its reasons for taking the action encompassed in the Order. When the City Council elects to remand the matter to the Hearings Officer for such further consideration as it deems necessary, it shall include a statement explaining the error to have materially affected the outcome of the original decision and the action necessary to rectify it. A party aggrieved by the final determination may appeal the decision to the Land Use Board of Appeals.

Sample Type III Hearing Body Report

Issued with Decision Notice; Documents Findings for Decision

BEFORE THE LAND USE HEARINGS OFFICER OF CITY OF GRESHAM, OREGON

Regarding an application by Jodi Bever for approval of a) **FINAL ORDER**
Type III Major Variance to the maximum number of attached)
townhouses allowed on six platted lots located at 5834) **VAR 23-00416**
through 5860 SE 18th Street in the City of Gresham, Oregon) **(Bever Variance)**

A. SUMMARY

1. The applicant, Jodi Bever, requests approval of a Major Variance to Table 4.0130.K of the Gresham Community Development Code (the "GCDC") to allow six attached townhouses through 5860 SE 18th Street; also known as Tax Lots 08008, 08009, 08010, 08011, 08012, and 08013, Section 13AD, Township 1 South, Range 3 East of the Willamette Meridian; further known as assessor parcels R194800400, R194800450, R194800500, R194800550, R194800600, and R194800650 (the "site").

a. The site and abutting properties to the north, east, and south are zoned TR (Transition Residential). Properties to the west are zoned LDR-5 (Low Density Residential, 5,000 square foot minimum lot size). Current GCDC Table 4.0130.K, which became effective in June 2023, limits townhomes in the TR zone to a maximum four attached units per cluster. The former version of the Code that was in effect when these lots were created did not include this limitation. Therefore, the applicant is requesting a major variance to allow the site to be developed with six attached townhome units.

b. Additional basic facts about the site and surroundings and applicable approval standards are provided in the Staff Report and Recommendation to the Hearings Officer dated October 30, 2023 (the "Staff Report").

2. City of Gresham Hearings Officer Joe Turner (the "hearings officer") conducted a public hearing to receive testimony and evidence about the application. City staff recommended approval of the application based on the findings in the Staff Report. The applicant accepted those findings without objections. One person testified in opposition. Contested issues in this case include;

a. Whether parking is relevant to the applicable approval criteria for this variance application; and

b. Whether an alleged oversight in the Code can be a basis for approval of the variance request.

3. The hearings officer approves the application, based on the findings and conclusions included or adopted in this Final Order.

B. HEARING AND RECORD HIGHLIGHTS

1. Hearings Officer Joe Turner received testimony at the duly noticed public hearing about this application on November 6, 2023. A record of that testimony is

NA Comments & Appeals

- Land Use Officer or designee may make code-based comments or express concerns raised at ENN/NA meetings on behalf of NA
 - *State “on behalf of __ NA” to preserve NA’s right to appeal*
- Appeals must be made based on approval criteria on issues that were raised in public comments (by anyone)
- Appeals deadline = 12 calendar days from date of decision notice >> *Quick action needed!*
- If NA wants to appeal a decision & have the appeal fee waived, extra action is needed

To Waive Appeal Fee on NA Appeals

- NA must have made public comments & cannot appeal on behalf of an individual
- NA must to vote to appeal at a NA meeting after the decision (see Bylaws/Administrative Procedures for special rules)
- NA minutes of appeal vote must document: date, motion, who made & seconded motion, discussion, numerical vote, list of attendees
- By appeal deadline, NA must create an online appeal application & submit letter requesting fee waiver, appeal vote minutes, appeal statement (See Decision Notice)

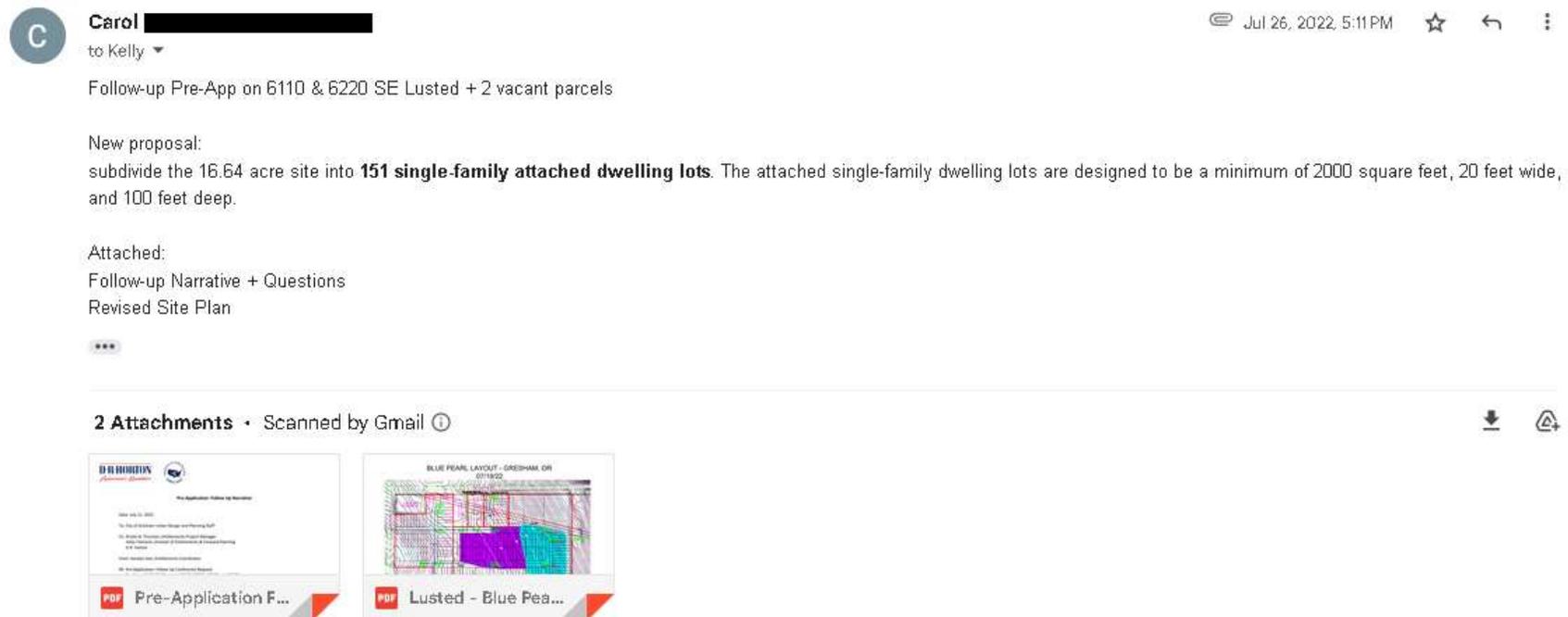
Planning Staff can help with questions about the appeal and how to submit the online application, but cannot help after the appeal application has been finalized

Some Ideas on Keeping Track of Projects

Sample Documenting Project on Notification Emails

On notification email, reply to self or NA counterpart and document info from application on Energov

- Pre-App/App: Address, Proposal (notification not always accurate) + Attach docs like Site Plan, Narrative



- Later attach Pre-App Summary to pre-app notification email (*ENN meeting request can be trigger since it's good to review Summary before ENN meeting*)

Sample Written Record of Projects

In 2 Columns: Pre-App vs. App Phases

- Pre-App: File #, Address, Proposal, Conf. Date, ENN Mtg.
- App: File #, Proposal, Comment Deadline, Decision Date(s)

Pre-Apps	Apps
	7/6/22 MISC-22-00426 2600 SE Oct replace damaged 4plex. comments 7/28/22 approved 8/10/22
7/26/22 PRE-22-00539 (8/17 conf) 6110 + 6220 SE Lusted + 2 vacant parcels (1664 ac) 151 townhome lots + 12 (ph. 7) = 163 units "Lusted - Blue Pearl Site"	ENN 12-7-22 6:30 3/8/23 LD-23-00072 177 lots (191 units) 5 open space + parking tracts comments 4/21/23 approved 5/25/23
9/12/22 PRE-22-00637 (9/28 conf) PV Church Ball Field Lots @ Mims + PVRL 36 townhome lots (needs reding)	8/1/23 FM FP-23-00444 (Ph 1 + 2 FP) (6220 SE Lusted)
1/27/23 PRE-23-00043 (2/8 conf) corner of 32nd + Virginia R316401230 4 lots (14 middle housing units)	ENN 3/22/23 6:30 11 cottages

Tools and Resources

- Land Use Guide (on City's Neighborhoods Webpage)
- Development Planning Tools & Documents
 - Development Code (online & in Neighborhood Office)
 - Early Neighborhood Notification Handout
 - Early Neighborhood Notification Guidance
 - Gresham Map
 - Plans & Permits: Energov (online applications as of 1/1/21)
 - Projects in Progress

GreshamOregon.gov/neighborhoods

Home / Community and Neighborhood Engagement / Neighborhood Associations

Community and Neighborhood Engagement

Block Parties

Community Engagement

East County Resolutions

National Night Out

Neighborhood Associations

Centennial

Central City

Coalition

Gresham Butte

Gresham Pleasant Valley

Historic Southeast

Hogan Cedars

Hollybrook

Kelly Creek

North Central

North Gresham

Northeast

Northwest

Powell Valley

Rockwood

Southwest

Wilkes East

Neighborhood Association Insurance

Neighborhood Matching Grants

Neighborhood Associations

Connect with neighbors and stay up to date on projects and improvements happening within your Neighborhood Association boundary.

Find meeting info and contacts for neighborhood updates on each Neighborhood Association's webpage.

Neighborhood maps

- Find your neighborhood 
- Printable neighborhood map 
- Households and populations by neighborhood  (based on 2020 data)

Association activities

- Community meetings
- Crime prevention
- Neighborhood improvement projects
- Researching development issues
- Community events
- Volunteer projects

Eligibility criteria

Gresham's Neighborhood Associations must:

- Allow all residents and property owners in the defined geographic boundary to participate.
- Develop bylaws that govern the association.
- Elect a full board of officers.
- Hold at least two meetings per year.
- Be formally recognized by the City Council to qualify for eligible for City resources.

Association resources

Administrative Procedures 

Early Neighborhood Notification Meetings 

Handbook and Bylaws Template 

Land Use Information 

Association resources

Administrative Procedures



Early Neighborhood Notification Meetings



Handbook and Bylaws Template



Land Use Information



Gresham's Neighborhood Associations are involved in land use decisions through the early neighborhood notification (ENN) and public comment processes.

These meetings provide an opportunity for the applicant and interested parties to review proposals and identify any potential issues with a development project.

- ENN takes place before a developer files a development application.
- Public comment process happens after an application is filed, but before a decision is made.
- What to expect from ENN meetings 

Land use documents

- Land use guide 
- Land use guide glossary 
- Land use guide samples 
- Land use planning training video 

Read more about neighborhood association development resources.

Neighborhood Connections Newsletter



GreshamOregon.gov/Neighborhood-Association-Resources

(Maintained by Planning Staff)

Neighborhood Association Resources

Development process and neighborhood associations

Resources

- Development Code: The Development Code (Volume 3 of the Community Development Plan) includes regulations applicants must meet.
- Early neighborhood notification handout:  Overview of the early neighborhood notification process, including what must happen before and after a meeting.
- Early neighborhood notification guidance:  Guidance for what to expect from early neighborhood notification meetings.
- GreshamView:  Interactive mapping program for looking up property information for parcels in Gresham.
- Land use process and forms: Information by application type with associated resources. An applicant may easily find what forms are necessary for a project as well as relevant Code sections.
- Land use project tracking system: For information about plan cases submitted prior to Jan. 1, 2021, contact POD@GreshamOregon.gov.
- Plans and permits:  For projects submitted on or after Jan. 1, 2021.
- Learn how to search for public records  using the online portal. 
- Land use training video:  This presentation provides easy reference for the development planning process.

Projects in progress

Visit the [Planning Projects](#) page to find lists that include projects received by Development Planning, including both active projects and projects that have been issued decisions.

Gresham Map

Access via “Maps” link at top of GreshamOregon.gov webpages
GreshamOregon.gov/Maps-and-Geographic-Information-Systems



[My Gresham](#) | [City Directory](#) | [Maps](#) | [Events](#) | [Translate](#)

RESIDENTS

BUSINESS

SERVICES

GOVERNMENT

ABOUT GRESHAM

Home / Services / Maps and GIS / Maps and Geographic Information Systems (GIS)

Services

All Services

Code Compliance

Fire and Emergency Services

Garbage and Recycling

Hold an Event in Gresham

Homeless Services

Housing

Inspections

Licenses

Maps and GIS

Maps and Geographic Information Systems (GIS)

Maps will be unavailable from 7:00-9:00 pm Thursday, Jan. 11 for scheduled maintenance. We apologize for any inconvenience.

Gresham Map

[Access Gresham Map](#) (New version of Gresham Map coming soon!)

Gresham Map lets you look up property information for parcels in Gresham, including:

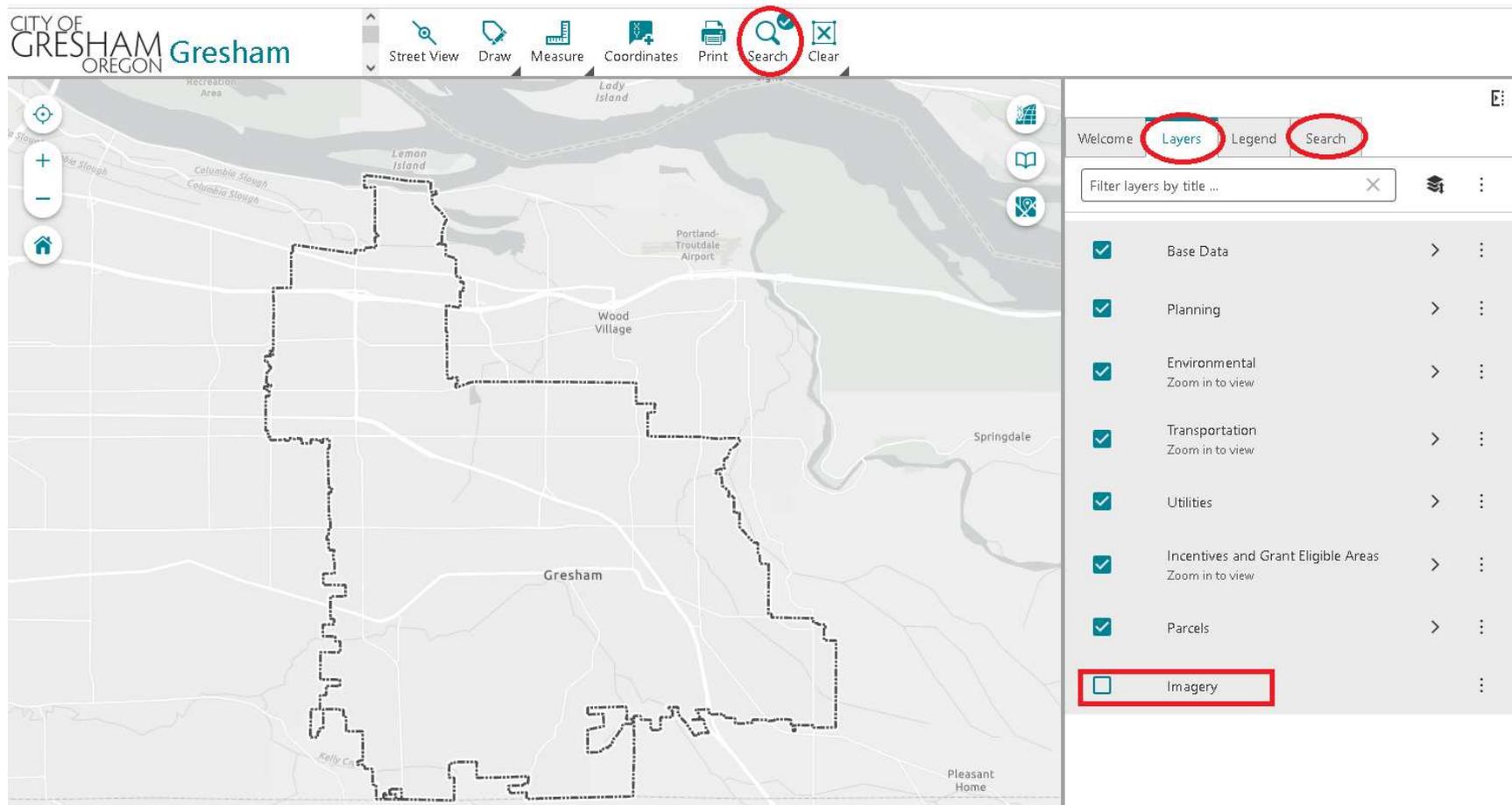
- Garbage hauler, neighborhood association or zoning.
- Aerial photos.
- Query by site address, business name or county or state property ID.
- Parcel information, including size, building square footage, year built, and land real market valuation.

Gresham Map

<https://portal.greshamoregon.gov/GreshamMap/>

Search properties by address or #; Use Layers show overlays, etc.

Imagery shows aerial view (control transparency under 3 dots)



Project In Progress

GreshamOregon.gov/Planning-Projects

Home / Urban Design and Planning / Planning Projects

Urban Design and Planning

Handouts, Applications and Forms



Codes and Regulations



Planner on Duty

Planning Projects



Completed Projects

Programs and Resources



Transportation Planning



Clackamas to Columbia Corridor

Planning Projects

Safe Routes to School

Transportation System Plan

Transportation Subcommittee

Planning Projects

Urban Design and Planning works with residents to develop a vision for the community and charts the course to make this vision a reality.

Sign up for updates on projects and events.

Development planning projects

Development Planning works with developers and the general public to ensure proposed developments will meet the community's land use regulations in the planning and zoning code.

Review historical permits 

Projects in progress

- Projects in progress: active projects 
- Development permits submitted 2020 
- Development permits submitted 2019 
- Development permits submitted 2018 
- Development permits submitted 2017 
- Development permits submitted 2016 

View completed projects.

Sample Active Projects In Progress

Note – Type I projects without NA involvement are also listed on Projects In Progress

Urban Design & Planning | City of Gresham

1333 NW Eastman Parkway 503-661-3000
Gresham, OR 97030 GreshamOregon.gov

Current Planning Permits & Pre-Applications 2023

Revision Date: 10/27/2023

File Type	File #	Date Filed	Pre-App /ODCC Date	Project Description & Location	Neighborhood Association	Plan District	Status /Comments	Final Action/Date	Staff
Miscellaneous	MISC-23-00602	10/25/2023		Modification of a condition of use DRER/TR 20-26000355 2309 NE 181 st Ave	Wilkes East		In Completeness Review		JH
Design Review	DR-23-00600	10/24/2023		Code Violation Case - CC-22-12797 17311 NE HALSEY ST	Wilkes East		In Completeness Review		EL
Design Review	DR-23-00604	10/23/2023		18 units 1bd/1ba multi-family 647 NE ROBERTS AVE	Central City		In Completeness Review		JAW
Extension of Approval	EXT-23-00605	10/18/2023		Extension of FBC-22-00480 393 W Powell Blvd	Central City		In Completeness Review		GPM
Design Review	DR-23-00575	10/17/2023		Design Review B for Loading Area and Outdoor Storage Area 1N3E34D 600	North Central		In Completeness Review		KO
Design Review	DR-23-00542	10/16/2023		One building w/ Commercial space w/ 2 residential units. Next building to have 4 residential units townhome style. 17310 E BURNSIDE ST	Rockwood		In Completeness Review		JH
Temporary Use	TEMP-23-00596	10/16/2023		Lodging & Warming/Cooling Shelter Temporary Use Permit - Cook Plaza 19415-19421 SE STARK ST	Rockwood		In Completeness Review		KO
Land Division	LD-23-00537	10/13/2023		Land Division to create two lots. resubmittal of expired Land Division submittal 20-26000102 Asa Partition 1300 SE 282 nd Avenue	Powell Valley		In Completeness Review		KO
Final Plat	FMFP-23-00587	10/11/2023		Final Plat 1S3E12CA 700	Powell Valley		In Review		TB

Staff Contact/Phone:

KO = Ken Onyima (503) 618-2521 / JSW = Jim Wheeler (503) 618-2881 / JAW = Joshua Williams (503) 618-2819
 TW = Terra Wilcoxson (503) 618-2082 / SH = Sarale Hickson (503) 618-2804 / JH = John Heili (503) 618-2810
 GPM = GianPaolo Mammone (503) 618-2820 / TB = Tabitha Boschetti (503) 618-2243 / AG = Andrew Gong (503) 618-2221
 APPD = Approved; AWC = Approved with Conditions; WD = Withdrawn; DND = Denied; EXP = Expired

Some Ideas on Making Public Comments

Starting at Pre-App...

- Review the applicant's proposal (obviously!)
- Look up the property on Gresham Map
 - Are there overlays or specific conditions?
- Visit the site, talk to neighbors
 - Are there site issues? Compatibility issues? Access issues? Traffic problems? Site distance issues? Stormwater problems?
- Review the Pre-App Summary for potential code issues; review Development Code for specifics
- Contact the planner for any questions
- Contact the applicant if it would help

Participate in ENN...

- Prepare for & attend the ENN meeting
 - Review the Pre-App Summary before the ENN meeting so you can ask code-based questions and make sure applicant accurately relays what the city requires
 - Take your own notes to inform your NA public comments about neighbor concerns
 - *Applicant notes only document the ENN meeting & are NOT considered by staff*
 - Connect with neighbors to get them involved
- Follow up with staff on potential issues
 - Any concerns with the site or design? If a traffic study is needed, are there any special considerations (like traffic counts on a non-late start school day)? Any variances or modifications to criteria? Any changes to future street plans or street modifications? Etc.
 - *[Note: Street modifications can be approved prior to public comment.]*
 - Any new issues or questions that neighbors raised at the ENN meeting?

When an application is submitted...

- Can watch for an application to be submitted
 - Periodically search Energov for address, parcel ID or PRE-#
 - NA will get notification at submittal of Fast-Track Industrial applications
- Review submitted plans, narrative, reports, staff communications (like incompleteness letters)
 - *REMEMBER that incomplete plans may change!*
- Review Development Code requirements
- Discuss any concerns or questions with the planner

When NA gets notification of a completed application...

- Begin reviewing final application documents, including special reports
- Review applicable Development Code sections
 - Applicant's narrative may only partially quote code requirements, so look up full wording yourself
- Contact staff with any questions
 - Once public comment period starts, written questions should go to the planner since they are considered public comment
 - There's no limit on the number of public comments you may make

During Public Comment Period...

- Reference the application number on all comments
- Focus on code-based comments (refer to code sections)
- You may add concerns raised at the ENN meeting or at NA meetings (an issue must be raised in public comments to be appealed)
- For official NA public comments, say you are “submitting comments on behalf of the ___ NA” (to preserve right to free appeal)
- Comments may be submitted by email, or mailed/hand-delivered to the Planning Department, but must be received by the comment deadline
- For Type III hearings, comments submitted prior to the written staff report will be addressed in the staff report
- Include your name, NA title (if applicable) & mailing address so that you can receive the decision notice

Keep your NA informed

- Use NA distribution lists, Nextdoor, meetings, etc., to inform NA members of proposed developments
- At pre-app, remind NA that proposal is very tentative
- At ENN, wait to announce ENN meeting details until applicant successfully sends out notices
- At application submittal, notify NA as needed
- At public comment, wait to announce comment period until notices are received – **comments submitted before the comment period starts don't count!**
 - Provide NA members with application number, comment deadline or hearing date, info on how to submit comments & how to review plans
 - If appropriate, hold a meeting (formal or informal) to share plans

Sample ENN Meeting Description for NA Email or Social Media Post

12/7 Mtg. on Proposed 191 Townhomes at Lusted & 282nd.

A developer is proposing to develop 4 parcels (16+ acres) behind the commercial building on the SE corner of Lusted & 282nd.. The current proposal is for a 167-lot subdivision for 191 townhouse units using the new Middle Housing code (see attached site plan).

Anyone interested in this development is encouraged to attend the Early Neighborhood Notification (ENN) Meeting:

Wednesday, December 7

6:30 pm

>> REGISTER to receive your Zoom link & password:

<https://greshamoregon.zoom.us/meeting/register/tZlkcO2hqjstHNySVIP71RvS5PWUCpnRfX8s>

Other pre-application materials are on the city's online portal for PRE-22-00539 (note the site plan has been revised & is attached to this post):

<https://greshamor-energoweb.tylerhostnet/apps/SelfService#/plan/c1718fcc-337d-446f-9a83-c2bb281c8712?tab=attachments>



Sample Application Description for NA Email or Social Media Post

191 Proposed Townhomes at Lusted & 282nd.

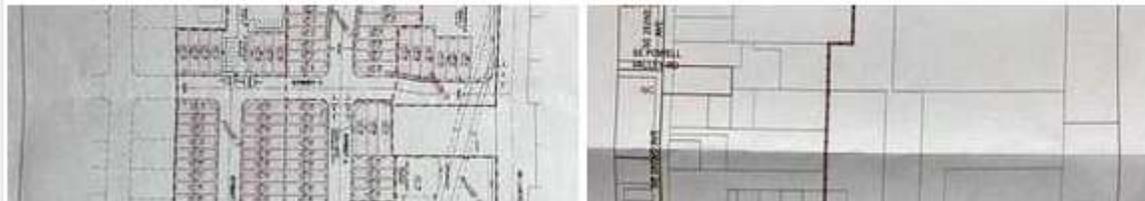
The public comment period on this application (File # LD-23-00072) has just started. Attached are the proposed site plan and vicinity map.

- * Project location: 6110 & 6200 SE Lusted + 2 large vacant parcels
- * Initial land division is for 177 lots. Most are townhome lots. Five lots are large flag lots which will be developed with additional middle housing units. Total units = 191.
- * All docs are online at: <https://greshamor-energoweb.tylerhost.net/apps/SelfService#/plan/d72c81b3-0779-4ec3-8a7a-7bbae3f1b25e?tab=attachments>
 - Plan includes 5 open space & parking tracts plus 2 large detention ponds
 - Online landscape plans show small dog park, playground, walking trail, and driveways for some townhomes to take access from the parking areas

>>> Public Comment Deadline: 5pm, Friday, April 21

- * Submit any comments in writing so that they are *received* by the deadline
- * Reference File # LD-23-00072
- * For email comments: POD@GreshamOregon.gov
- * For mailed or hand-delivered comments: Urban Design & Planning Office, 1333 NW Eastman Pkwy, Gresham OR 97030

For questions, contact Gresham City Planner Tabitha Boschetti at Tabitha.Boschetti@GreshamOregon.gov or 503-618-2243



Final Thought

At the end of NA involvement,
any approval is preliminary approval

Until applicant builds the project
or gets final plat of land division,
the project can go away