



PLANNING DEPARTMENT NEIGHBORHOOD MEETING PACKET

(Required for all Type III, IV or V projects)

Submit the following with land use application materials to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 625-5522.

The purpose of the neighborhood meeting is to solicit input and exchange information about the proposed development per Sherwood Zoning and Community Development Code 16.70.020.

The meeting must be held in a public location **prior** to submitting a land use application.

- Affidavits of mailing to adjacent property owners that are within 1,000 feet of the subject application.

- Sign-in sheet(s)

- Summary of the meeting notes

(Projects requiring a neighborhood meeting in which the City or Urban Renewal District is the property owner or applicant shall also provide published and posted notice of the neighborhood meeting consistent with the notice requirements in 16.72.020.)

Affidavit of Mailing

DATE:

STATE OF OREGON)
)
Washington County)

I, _____, representative for the _____ proposed development project do hereby certify that the attached notice to adjacent property owners and recognized neighborhood organizations that are within 1,000 feet of the subject project, was placed in a U.S. Postal receptacle on _____.

Representatives Name:
Name of the Organization:

NEIGHBORHOOD MEETING SIGN IN SHEET

Proposed Project: _____

Proposed Project Location: _____

Project Contact: _____

Meeting Location: _____

Meeting Date: _____

Name	Address	E-Mail	Please identify yourself (check all that apply)			
			Resident	Property owner	Business owner	Other

Continued sign-in sheet for proposed project: _____

Date: _____

Name	Address	E-Mail	Please identify yourself (check all that apply)			
			Resident	Property owner	Business owner	Other

NEIGHBORHOOD MEETING LOCATIONS

Neighborhood meetings must be held in the City of Sherwood, preferably near the proposed project location. The following is a list of potential meeting locations but is not all inclusive.

Chamber of Commerce – 16065 SW Railroad Street503-625-7800

Sherwood School District

Archer Glen Elementary School -16155 SW Sunset Blvd
Edy Ridge Elementary School - 21472 SW Copper Terrace
Hawks View Elementary - 21970 SW Sherwood Blvd
Middleton Elementary School - 23505 SW Old Hwy 99W
Sherwood Charter School - 23264 SW Main Street
Sherwood Middle School - 16956 SW Meinecke Road
Sherwood High School - 18800 SW Haide Road

Contact Cheryl Templeton503-825-5070

The school district rents their facilities. The fee schedule is available on their website at <http://sherwood.k12.or.us/>

Marjory Stewart Senior Center – 21907 SW Sherwood Blvd.....503-625-5644

Sherwood Police Department - 20495 SW Borchers Drive.....503-625-5523

Tualatin Valley Fire & Rescue - 15440 SW Oregon Street.....503-649-8577

(Contact administrative office and request to set up a meeting at Sherwood fire department.)

YMCA – 23000 SW Pacific Highway503-625-9622

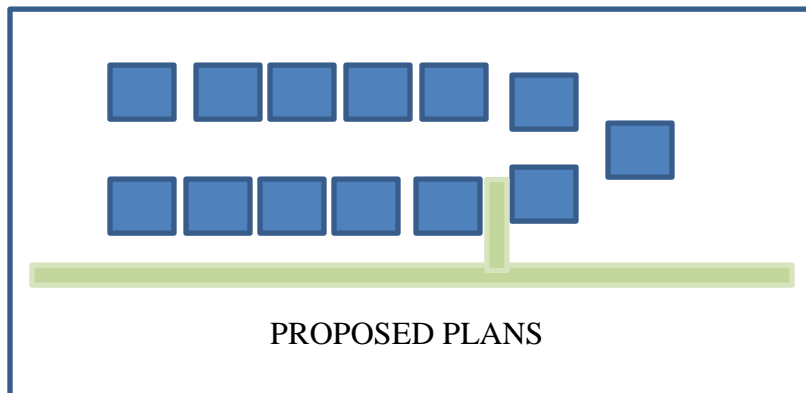
Other locations could include churches, coffee shops, developer’s office, onsite, etc. provided they are open to the public to attend, conveniently located and are within the City of Sherwood.

EXAMPLE NOTICE A

NOTICE OF NEIGHBORHOOD MEETING

A Neighborhood Meeting will be held on January 1, 2011 at 123 SW Local Street (Subject site) to inform the community about our proposed subdivision. Interested community members are encouraged to attend this meeting. Please contact John Doe at 555-555-5555 for additional information.

PROJECT PROPOSAL: The ABC Group is proposing a thirteen (13) Lot subdivision at 123 Local Street. The subdivision will have single family homes that are all constructed in one phase. We are also proposing a pathway connecting this subdivision to the adjacent neighborhoods.



Agenda

6:30PM – Welcome
7 PM - Project Presentation
8 PM – Question and Answer
9 PM – Meeting Adjourn

Meeting Information

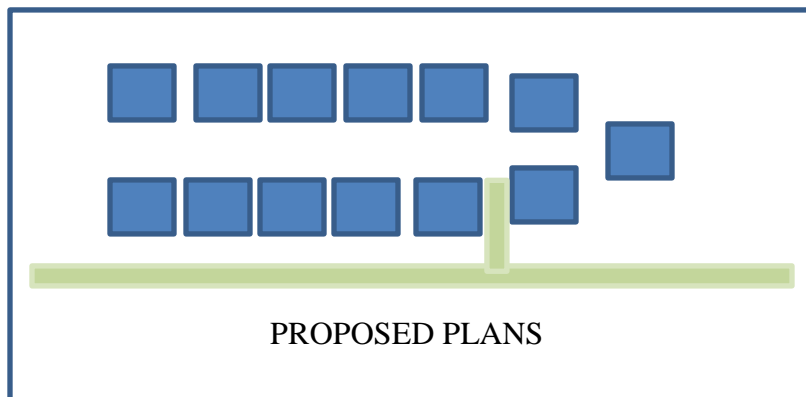
DATE: January 1, 2011
TIME: 7 PM
LOCATION: 123 SW Local Street (Subject site)
CONTACT: John Doe, Project Manager at ABC Group
555-555-5555

EXAMPLE NOTICE B

NOTICE OF NEIGHBORHOOD MEETING

A Neighborhood Meeting will be held on January 1, 2011 at 123 SW Local Street (Subject site) to inform the community about our proposed subdivision. Interested community members are encouraged to attend the open house. Please contact John Doe at 555-555-5555 for additional information.

PROJECT PROPOSAL: The ABC Group is proposing a thirteen (13) Lot subdivision at 123 Local Street. The subdivision will have single family homes that are all constructed in one phase. We are also proposing a pathway connecting this subdivision to the adjacent neighborhoods.



Open House Information

DATE: January 1, 2011

TIME: 7 – 9PM

LOCATION: 123 SW Local Street (Subject site)

CONTACT: John Doe, Project Manager at ABC Group 555-555-555