



# *VIRTUAL* NEIGHBORHOOD MEETING SUPPLEMENT GUIDELINES

Per Washington County Board of Commissioners current Resolution and Order

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Planning and Development Services – Current Planning  
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## Resolution & Order 21-119

### Exhibit A

# COVID-19 Virtual Neighborhood Meeting Supplement

Effective immediately, and for the duration as approved by the Board and County Administrator, Washington County's Current Planning section will accept a virtual meeting alternative in place of an in-person Neighborhood Meeting. This is a temporary option for holding a Neighborhood Meeting and does not permanently replace any portion of the Community Development Code requirements for Neighborhood Meetings (ref. CDC Section 203-3) as implemented through Resolution & Order (R&O) 2006-20.

Applicants utilizing this temporary virtual meeting option must follow these procedures.

In addition to the standard requirements of the packet entitled "Mandatory Requirements for Neighborhood Meeting Mailings," the applicant's notice materials for a virtual Neighborhood Meeting shall include all the following:

- A. A written narrative explaining the development proposal.
- B. A legible (preferably rendered) site plan.
- C. A URL for the virtual meeting (to be held on Zoom, Skype, Go-to-Meeting, Microsoft Teams, or other similar online platform), and information on how members of the public can access the virtual meeting.
- D. A toll-free phone number providing an alternative for participation by phone.
- E. Addresses where written comments and questions can be submitted via email and US Postal Service (USPS) prior to the meeting.
- F. A URL for a website, Dropbox, or other online platform hosted by the applicant providing public access to a copy of the mailing materials and other typical neighborhood meeting materials (grading plan, landscape plan, renderings, etc.). These materials shall be posted online the same day the meeting notice is mailed.

The Applicant shall:

- Hold the online meeting at the time and virtual location (URL/phone number) posted in the notice.
- Notify all participants if the meeting is being recorded.
- During or prior to the meeting, collect names and contact information of all participants and provide that information with the meeting summary (as outlined in R&O 2006-20).
- During the meeting address all questions and comments submitted prior to the meeting by email or USPS.
- In addition to the submittal requirements listed in R&O 2006-20 and the Neighborhood Meeting Packet, submit to Current Planning any correspondence (email or USPS) the

## **Resolution & Order 21-119**

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applicant receives regarding the meeting prior to submittal of the application with the neighborhood meeting materials.

All other requirements of R&O 2006-20 shall continue to apply as outlined in the Neighborhood Meeting packet. A development application may be submitted for completeness review once the notice for the virtual meeting has been mailed; however, the application will not be deemed complete until all materials listed above and in R&O 2006-20 have been submitted to Current Planning staff.