



# COVID-19 VIRTUAL NEIGHBORHOOD MEETING SUPPLEMENT

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Washington County Department of Land Use & Transportation  
Planning and Development Services – Current Planning  
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# COVID-19 Virtual Neighborhood Meeting Supplement

Effective immediately, and for the duration of the [Governor's COVID-19 "Stay Home, Save Lives" executive order](#), 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 during the time covered by the Governor's order and does not permanently replace any portion of current Community Development Code requirements for Neighborhood Meetings (ref. CDC Section 203-3) as implemented under 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 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 posted in the notice.
- During 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 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.

Please note that if the virtual meeting is to be recorded, all participants shall be notified that the meeting is being recorded.

# Sample Letter to Neighborhood / CPO

Date \_\_\_\_\_

Name  
Address  
City/State/Zip

RE: **VIRTUAL NEIGHBORHOOD REVIEW MEETING**  
PROPOSED DEVELOPMENT \_\_\_\_\_

Dear (CPO Representative/Resident):

(I/my company name) (am/is) (the owner/representing the owner) of the property located at (address if available or general description of location/cross street and tax map and lot), in the (land use designation) District, more specifically shown by the attached map. (Optional: indicate if property contains a Significant Natural Resource, an Area of Special Concern and/or a Local Street Connectivity Area). (I/we) (am/are) considering a proposal to (describe proposal, i.e. special use, subdivision, acreage, number of lots/units, housing types). Prior to applying to the Washington County Department of Land Use & Transportation (I/we) would like to take the opportunity to discuss the proposal in more detail with you.

The purpose of this VIRTUAL meeting is to provide a forum for the applicant and surrounding property owners/residents to review the proposal and to identify issues so that they may be considered before a land development application is submitted to the County. This meeting gives you the opportunity to share with (me/us) any special information you know about the property involved. (I/we) will attempt to answer questions which may be relevant to meeting development standards consistent with Washington County's Community Development Code and the respective Community Plan.

Pursuant to Washington County's Resolution & Order No. 2006-20, you are invited to attend a Virtual meeting on:

\_\_\_\_\_ (Day, Date and Time)  
\_\_\_\_\_ (Include the Virtual meeting web location (URL) with instructions on how to access to meeting via the web address or toll-free phone number)

*(The meeting shall be held on a weekday evening starting between 6 pm and 8 pm or between 9 a.m. and 5 p.m. if held on a weekend; the day shall not be a legal holiday; the meeting shall be a virtual meeting as outlined COVID-19 Virtual Neighborhood Meeting Supplement and open to the public.)*

It's recommended that neighborhood meetings not be held at the same time as the CPO meeting for the area, unless the neighborhood meeting is being conducted as part of the CPO meeting. Contact the area's CPO Chairman to coordinate neighborhood meetings and CPO meeting dates and times.

Please note this meeting will be an informational meeting on preliminary development plans. These plans may be altered prior to submittal of the application to the County. Depending upon the type of land use action required, you may receive official notice from Washington County for you to participate with written comments and/or an opportunity to attend a public hearing.

(I/we) look forward to more specifically discussing the proposal with you. Contact (me/us) at (phone number) or fax (me/us) at (fax number) if you have questions.

Sincerely,  
(Name)

Required Attachments  
G.I.S. or Tax Map  
Packet titled, "Welcome to a Neighborhood Review Meeting"