



# MANDATORY NEIGHBORHOOD MEETING & MAILINGS REQUIREMENTS

Per R&O 2006-20, ADOPTED FEBRUARY 7, 2006

Washington County Department of Land Use & Transportation  
Planning and Development Services – Current Planning  
155 N First Ave., Suite 350, Hillsboro, OR 97124  
[www.co.washington.or.us/LUT](http://www.co.washington.or.us/LUT) | [www.co.washington.or.us/CurrPlan](http://www.co.washington.or.us/CurrPlan)  
[lutdev@co.washington.or.us](mailto:lutdev@co.washington.or.us) | 503-846-8761



# MANDATORY REQUIREMENTS FOR NEIGHBORHOOD MEETING MAILINGS

Per R&O 2006-20, ADOPTED FEBRUARY 7, 2006

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## The following items **MUST** be included in your mailed neighborhood meeting notice:

1. Letter to Neighborhood (see attached sample).
2. Official Tax Map or G.I.S. Map, featuring the subject property (see attached sample). When using a Tax Map, mark the subject property clearly.
3. The 2-page letter titled, *"Welcome to a Neighborhood Review Meeting."*
4. The Summary of Washington County Department of Land Use & Transportation **Type II and Type III Procedures** flow chart (Attachment C).

Failure to include all items **may** cause you to have to reschedule the meeting and resend the complete notice not less than 20 calendar days prior to the new meeting date.

The mailing list for your neighborhood meeting notice **MUST** be obtained from Washington County Current Planning staff. Mailing lists generated by title companies or other agencies are unacceptable. The request for a Neighborhood Meeting mailing list is included in this packet as Attachment J. Remember that your Current Planning development application **MUST** be submitted within 180 days from the day that you hold your neighborhood meeting.

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The attached materials are provided to you from the Department of Land Use & Transportation and your Community Participation Organization (CPO).

- A. Sample Letter to the Neighborhood / CPO
- B. Welcome to a Neighborhood Review Meeting
- C. Summary of Type II and Type III Land Development Application Flow Chart
- D. Neighborhood Review Meeting Procedures
- E. Neighborhood Meeting Affidavit Forms (3 types)
- F. Guidelines to a Successful Neighborhood Meeting
- G. Neighborhood Meeting Checklist
- H. Neighborhood Meeting Notice Signage form
- I. Neighborhood Meeting Attendance Sign-in Form
- J. Request for a Neighborhood Meeting Mailing List

# Sample Letter to Neighborhood / CPO

(Attachment A)

Date \_\_\_\_\_

Name  
Address  
City/State/Zip

RE: 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 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 meeting on:

\_\_\_\_\_ (Day, Date and Time)  
\_\_\_\_\_ (Location)  
\_\_\_\_\_ (Address)

*(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 located somewhere accessible to the public within the CPO boundary; and be held as close as possible to the involved neighborhood where the development is proposed.)*

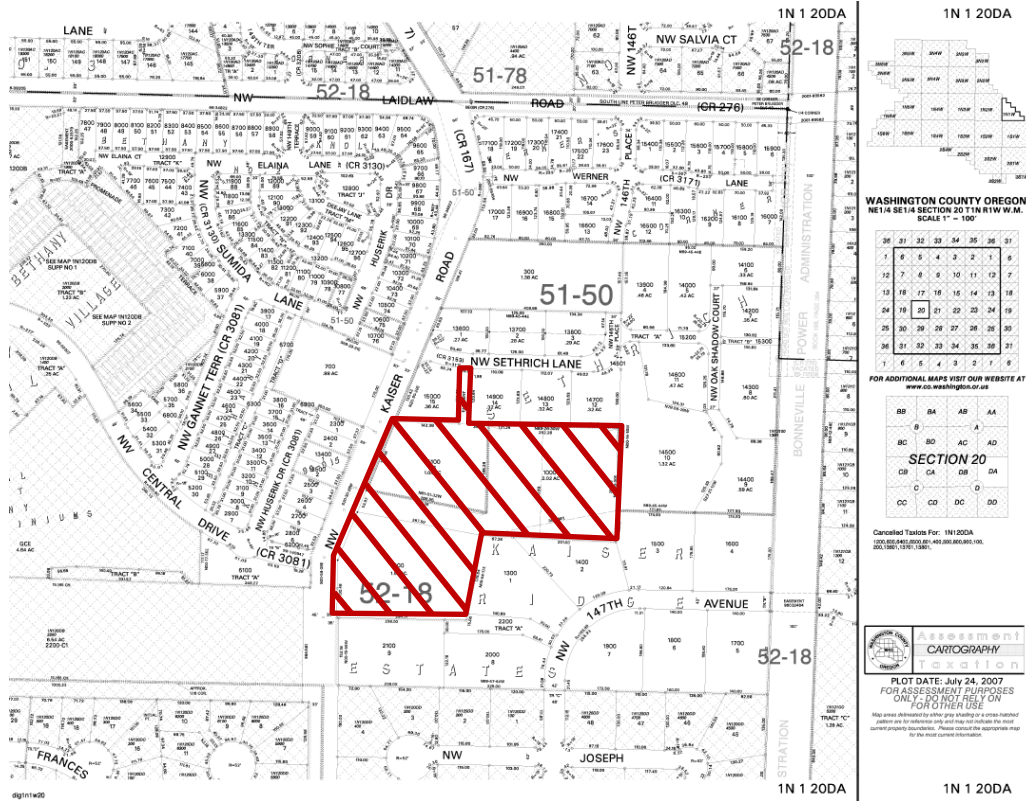
It's recommended that neighborhood meetings not be held at the same time as the CPO meeting for the area, unless the neighborhood meeting is being conducted as part of the CPO meeting. Contact the area's CPO Chairman to coordinate neighborhood meetings and CPO meeting dates and times.

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.

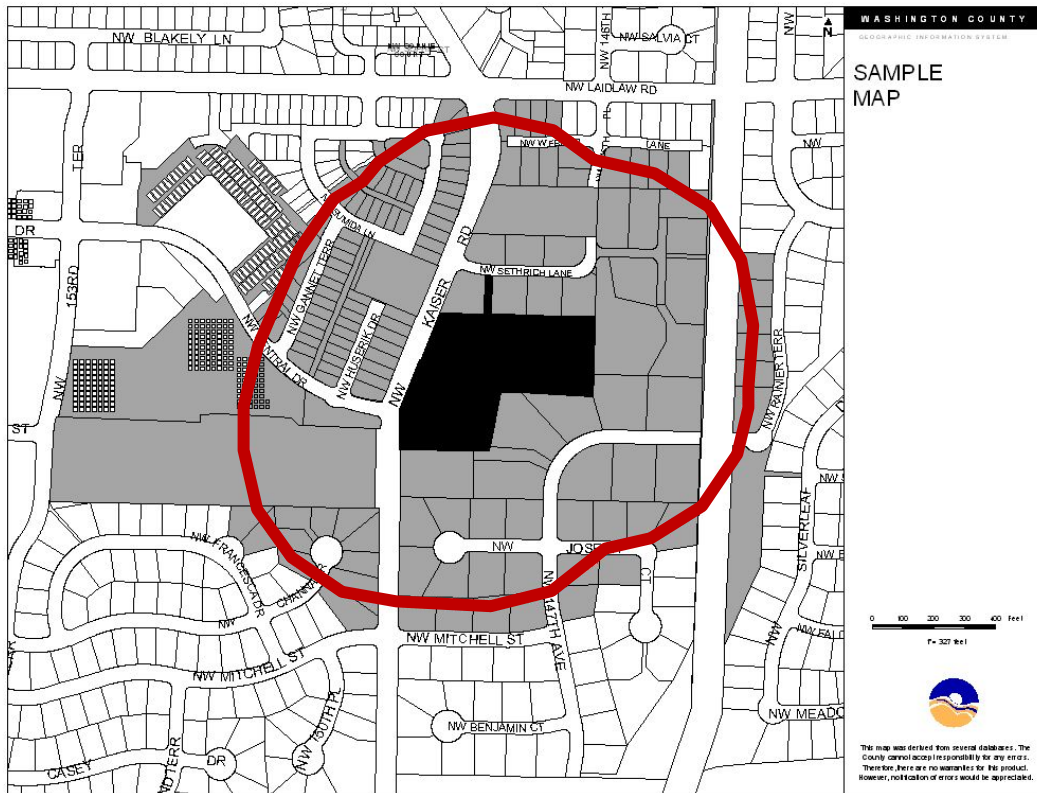
(I/we) look forward to more specifically discussing the proposal with you. Contact (me/us) at (phone number) or fax (me/us) at (fax number) if you have questions.

Sincerely,  
(Name)

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



OR



# Welcome to a Neighborhood Review Meeting (Attachment B)

The citizens of Washington County have an individual and a collective responsibility to assure that neighborhoods are developed in a manner that is consistent with Washington County's Community Development Code (CDC). Before submitting certain land use development applications\* to Washington County for review, the applicant must meet with neighbors who live near the proposed development, as required by Washington County's CDC. This meeting has been scheduled by, and will be conducted by, the applicant. The applicant is sometimes the property owner but can be the property owner's representative, such as the architectural or engineering firm, builder or developer.

It must be recognized that the applicant has a right to develop or change the property involved in accordance with the CDC, the Community Plan and any previous Conditions of Approval for an approved development application. After submission, a copy of your Community Plan or the development application may be obtained from Washington County's Department of Land Use & Transportation (DLUT) for a nominal fee. Community Plans and the Community Development can be viewed on the County's website.

**Community Plans:** [www.co.washington.or.us/LUT/Divisions/LongRangePlanning/Publications/index.cfm](http://www.co.washington.or.us/LUT/Divisions/LongRangePlanning/Publications/index.cfm)

**Community Development Code:** [www.co.Washington.or.us/DevCode](http://www.co.Washington.or.us/DevCode)

**MEETING PURPOSE:** The purpose of a neighborhood meeting is to provide a forum for the applicant, surrounding neighbors, and interested members of the Community Participation Organization (CPO) to consider the proposed application and to discuss issues/concerns before the development application is submitted to the County. This meeting gives everyone the opportunity to share with the applicant any special information about the property involved and to express all concerns about the proposed development. The applicant is required to take notes during this meeting and to provide a record of comments and their answers, which will be turned into the County as part of the development application. The meeting may be tape-recorded in order to assist an applicant with note taking, but the formal meeting minutes are required to be documented in written form, including meeting date/time, names/addresses of attendees and verbal/written comments received.

**MEETING GOAL:** The goal of a neighborhood meeting is to inform and encourage citizen involvement early in the development process so that the resultant development application may be more responsive to neighborhood concerns.

**WHAT'S NEXT?** Neighbors and others requesting notification will have opportunities, after a development application has been submitted, to express their ideas and concerns either during a public comment period or a public hearing (see Attachment C for details on Type II and Type III processes). Notification of public input/review time periods are sent to property owners with property within 500 feet of an urban development (1000 feet for rural) and as a courtesy to those registered on the sign-in sheet at the neighborhood meeting. Progress of the submitted application will be reported in the CPO Newsletters or individuals can request to be included on the notification list by contacting Current Planning at 503-846-8761, faxing your request to 503-846-2908, or email [lutdev@co.washington.or.us](mailto:lutdev@co.washington.or.us). You can also visit the **Projects Under Review** webpage at <http://www.co.washington.or.us/LUT/Divisions/CurrentPlanning/Projects/projectsunderreview.cfm>

The development application submitted to the County may differ from the one presented at this meeting. The CPO leaders receive a copy of the complete land use development application initially proposed (including detailed drawings and descriptions) and can share that information upon request. CPO leaders' contact information is listed in the CPO newsletters. If there are serious concerns, it is necessary to be involved at each stage of the development since changes are a natural part of the development process.

To receive a copy of the County's recommendation and staff report for the application and/or the Notice of Decision and staff report for the application, you will need to become a party of record to the application. To become a party of record for a Type II application (administrative decision without a public hearing), submit a written request during the public comment period for the application. To become a party of record for a Type III application (decision requiring a public hearing) submit a written request after the notice of the hearing has been mailed and prior to the public hearing date. The Notice of Decision will be mailed to all those within the Public Notice boundary.

You are strongly discouraged from writing or calling DLUT immediately after this Neighborhood Meeting. The County will be unaware of this proposal until the development application has been submitted, at which time a case file number and staff person will be assigned. Once the application is deemed complete, notices will be sent to neighboring properties (within 500' urban and 1,000' rural) and the area CPO. Submit comments after receipt of the notice from the County and include the case file number. The DLUT Staff Report, written prior to the final Conditions of Approval, will respond to all written comments received during the comment period.

Individuals who live in, or have a business in Washington County are members of the county's Community Participation Organization (CPO) program. To receive a free monthly CPO newsletter for your area, contact the CPO Office and request to receive either an electronic or paper newsletter. Consider signing up for the electronic copy which saves the CPO program funds. Subscribers will receive one monthly email informing that the CPO newsletter is posted online.

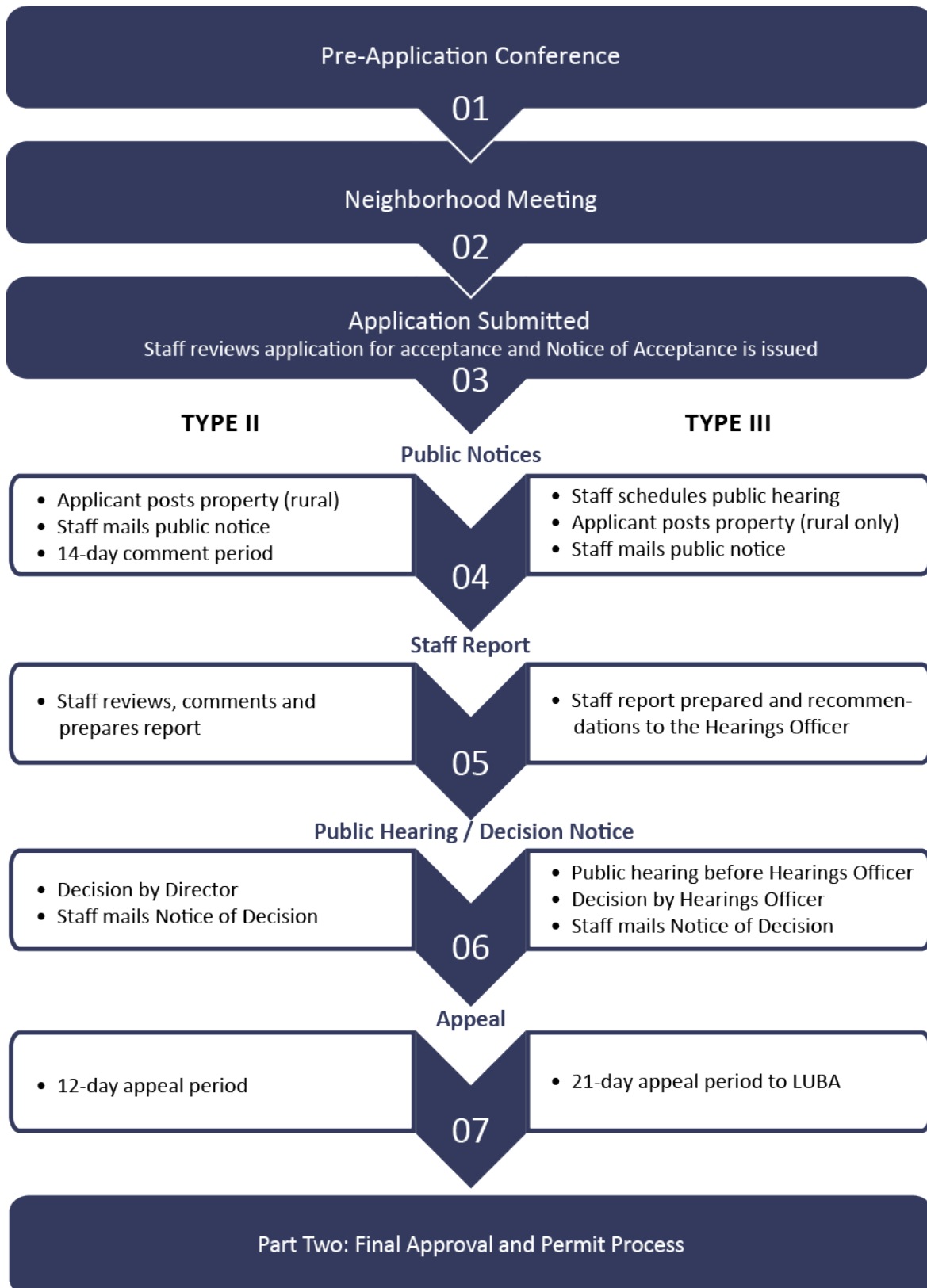
Individuals who prefer to receive a paper copy of the CPO newsletter can give their name and address to the CPO representative at this meeting, if one is present, or call the CPO offices at 503-846-6288, or sign-up online at <http://www.co.washington.or.us/cao/cpo/>.

\* Refer to Washington County Community Development Code section 203-3

# Washington County Department of Land Use & Transportation

## Summary of Type II & Type III Land Development Application Process

(Attachment C)



# Neighborhood Review Meetings

(Attachment D)

## I. INTENT AND PURPOSE

The purpose of the neighborhood meeting is to provide a means for the applicant and surrounding neighbors and Community Participation Organization (CPO) representatives to meet to review a development proposal and identify issues regarding the proposal so they may be addressed prior to application submittal in a manner that is consistent with the requirements of the Community Development Code. This preliminary meeting is intended to result in an application that is more responsive to the special circumstances of the property and surrounding neighborhood, and to expedite and lessen the expense of the review process by avoiding needless delays, appeals, remands, or denials.

Early citizen participation and interaction with the applicant through the neighborhood meetings is an effective form of citizen involvement. It provides the opportunity to maximize citizen participation to identify issues very early in the process and offers the opportunity to develop a sense of community partnership between the neighborhood and the development community.

## II. APPLICABILITY

If a proposed development involves any of the land use applications listed in Section 203-3.2 of the Community Development Code (CDC), the applicant shall hold a Neighborhood Review Meeting pursuant to the procedures listed below. If substantial changes to the development proposal are made after the initial neighborhood meeting, the applicant should to hold subsequent neighborhood meeting(s).

## III. PROCEDURES

Prior to the submittal of an application listed in CDC Section 203-3.2, the applicant shall provide an opportunity for the proposed project to be reviewed by neighboring property owners, residents, and businesses as well as representatives from the CPO within whose boundaries the site is located. In addition, the applicant shall provide documentation of the neighborhood meeting at the time the application is submitted for acceptance.

An official mailing list shall be obtained from the Department of Land Use & Transportation's Current Planning Section. A mailing list is considered valid for forty-five (45) days from the date of request.

### **For all Neighborhood Review Meetings the following shall apply:**

#### **TIME AND PLACE**

1. The applicant shall select the meeting time and meeting place. The starting time shall be limited to weekday evenings between the hours of 6 p.m. and 8 p.m. or weekends between the hours of 9 a.m. and 5 p.m., per Resolution & Order 2006-20. Neighborhood review meetings shall not be held on legal holidays.
2. The meeting shall be held at a location open to the public or at a public facility within the boundaries of the CPO. All non-contiguous sites are considered separate applications and the applicant shall hold separate neighborhood meetings for each site.



NOTE: It is recommended that the meeting not be scheduled on the same date and time as the regularly scheduled meeting of the CPO where the property is located, unless the Neighborhood Review Meeting is held in conjunction with the CPO Meeting. Call the CPO office at 503-846-6288 to learn when the CPO's meeting is next scheduled to avoid conflicts.

3. If the meeting is held at a private residence or business, it shall be visibly posted at the time of the meeting as the meeting place and shall note that the meeting is open to the public and all interested persons may attend.
4. The neighborhood meeting shall occur **within 180 days** of the submittal of a development application to Current Planning.

### **NOTIFICATION OF NEIGHBORHOOD REVIEW MEETING**

1. The applicant shall send a written meeting notice to the Director of Land Use & Transportation, the property owners within 500 feet (urban) and within 1000 feet (rural) of the property involved in the anticipated application (this includes any adjoining County neighbors), and to the representatives of the CPO where the subject property is located. Applicant **MUST** use the mailing list provided by DLUT Current Planning. The notice shall include the date, time, and location of the meeting, and the general location and tax map and tax lot number(s) of the proposed site. In addition, the notice shall state the site address (if one exists), acreage, and the land use designation. The notice shall briefly discuss the nature and location of the proposal (i.e. approximate number of lots or units, housing types, and proposed development action).

The meeting notice shall include the attached letter entitled "*Welcome to a Neighborhood Review Meeting*" with the Summary of Washington County Department of Land Use & Transportation Type II and Type III Procedures flow chart (Attachment C) provided in this packet.

The meeting notice shall include a copy of the Washington County tax map or a GIS map that clearly identifies the proposed site location. The notice shall be mailed not less than 20 calendar days prior to the meeting date.

Failure to include all items **may** cause you to have to reschedule the meeting and resend the complete notice not less than 20 calendar days prior to the new meeting date.

2. **Not less than 20 calendar days prior** to the neighborhood meeting, the applicant shall post a free standing 2' x 3' public notice sign(s) with minimum 2" lettering on the property which is subject to the proposed application. The sign shall be weatherproof, marked with permanent ink, securely fastened to two sturdy posts, and placed in a position that is legible from the street right-of-way. If a parcel (or parcels) does not have frontage on a public or County road, the property shall be posted in a conspicuous place at the point such property obtains access to a County or public road.

The public notice sign shall state that the site may be subject to a proposed development (e.g. subdivision, variance, special use) and shall set forth the name of the applicant and a telephone number where the applicant, or applicant's representative, can be reached for additional information. The sign shall include the date, time and location of the

Neighborhood Review Meeting. The site shall remain posted until the conclusion of the meeting.

The Department of Land Use & Transportation is not responsible for posting the site.

### **CONDUCTING THE MEETING**

1. At the neighborhood meeting, the applicant shall review the proposed application with those in attendance. The attendees may identify reasonable issues that should be addressed in the proposed application. It is recommended that the applicant be prepared to discuss the following aspects of the project: size and scope of the project, architectural style, traffic impact, proposed variances, landscaping, and anticipated start and completion dates.
2. The applicant should allow the CPO representative, if in attendance, to present comment at the beginning of the meeting regarding the desired purpose of the neighborhood meeting.
3. Meeting notes shall be taken by the applicant.
4. The applicant shall prepare meeting notes to provide a record of the proceedings. Meeting notes shall include the meeting date and time, the name and address of all people attending, and all verbal and written comments received and the applicant's responses including issues outside the purview of the applicant's responsibility. The meeting notes should also include any issues raised by neighborhood responses by telephone or fax in addition to those raised in the meeting.
5. The applicant shall send a copy of the meeting notes within 14 days of the meeting to the CPO representative who attended the meeting and the respective CPO Chair by mail to the address on record.

### **DOCUMENTATION REQUIRED WITH LAND USE APPLICATION SUBMITTAL**

1. A land use application shall not be deemed complete until the applicant demonstrates substantial compliance with this section by including the results of the neighborhood review meeting and supporting documentation with the application. This includes:
  - (a) A copy of the notice to surrounding property owners;
  - (b) A copy of the official mailing list from the Department of Land Use & Transportation of surrounding property owners. If the notification area includes an adjoining County, submit official documentation of the names and addresses of the owners of record from the Department of Assessment & Taxation of the adjoining County.
  - (c) A signed affidavit of the mailing and posting of the required notice;

- (d) A copy of the meeting notes taken to provide a record of the proceedings (minutes), which shall include the meeting date and time, the name and address of all people attending, and the verbal and written comments received. The applicant shall send a copy of the meeting notes within 14 days of the meeting to the CPO representative who attended the meeting and the respective CPO leaders.

All issues raised and a summary of the applicant's responses should be listed in the meeting notes including issues outside the purview of the applicant's responsibility. Notes should include issues raised by neighborhood responses by telephone or fax.

- (e) A signed affidavit of the mailing of the meeting notes to the CPO Chair.

NOTE: If responses to the meeting notice were not received by the applicant and no one attended the neighborhood meeting, the applicant shall submit evidence as indicated above, with the meeting notes reflecting the absence of comment and/or attendance.

#### **CPO MAY COMMENT ON MEETING NOTES**

The CPO shall be allowed to comment on the meeting notes regarding the content of the meeting. Any comments on the meeting notes may be sent to the applicant within 14 days of receipt of the applicant's meeting notes. The CPO may submit its comments on the meeting notes to the Department of Land Use and Transportation prior to the closing date of the public comment period (Type II application) or the close of the record (Type III application / Public Hearing).

#### **DEPARTMENT OF LAND USE & TRANSPORTATION TO PROVIDE NECESSARY FORMS**

The Director shall provide affidavit of mailing and posting forms and maintain the current addresses for the CPO representatives on file in the Department of Land Use & Transportation. In addition, the Director will make available an example form letter for the CPO representative/property owner/resident mailings, example of a location map, mailing list request form, example of meeting notice sign, summary of procedures, and CPO neighborhood meeting handouts.

**APPLICANT NOTE:**

Upon completion, submit this form with your Current Planning development application  
Attachment E

**NEIGHBORHOOD MEETING  
AFFIDAVIT OF MAILING**

STATE OF OREGON )  
 ) ss  
County of Washington )

I, \_\_\_\_\_, being duly sworn, depose and say that on the \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_ I caused to have mailed to each of the persons on the attached  
list a notice of a meeting to discuss a proposed development at \_\_\_\_\_  
\_\_\_\_\_, a copy of which notice so mailed is attached hereto and made a part  
hereof.

I further state that said notices were enclosed in envelopes plainly addressed to said persons and were  
deposited on the date indicated above in the United States Post Office with postage prepaid thereon.

\_\_\_\_\_  
Signature

Subscribed and sworn to, or affirmed, before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**APPLICANT NOTE:**

Upon completion, submit this form with your Current Planning development application  
Attachment E

**NEIGHBORHOOD MEETING**

**AFFIDAVIT OF MAILING MEETING NOTES  
TO THE COMMUNITY PARTICIPATION ORGANIZATION (CPO)**

STATE OF OREGON )  
 ) ss  
County of Washington )

I, \_\_\_\_\_, being duly sworn, depose and say that on the \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_ I caused to have mailed to CPO \_\_\_\_\_ the meeting notes  
for the neighborhood meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
to discuss a proposed development at \_\_\_\_\_,  
a copy of the meeting notes so mailed is attached hereto and made a part hereof.

I further state that said meeting notes were enclosed in envelopes plainly addressed to CPO \_\_\_\_\_  
and were deposited on the date indicated above in the United States Post Office with postage prepaid  
thereon.

\_\_\_\_\_  
Signature

Subscribed and sworn to, or affirmed, before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**APPLICANT NOTE:**

Upon completion, submit this form with your Current Planning development application  
Attachment E

**NEIGHBORHOOD MEETING AFFIDAVIT OF POSTING NOTICE**

Name of Applicant \_\_\_\_\_

Subject Property: Tax Lot(s) \_\_\_\_\_ Tax Map(s) \_\_\_\_\_

Address or General Location: \_\_\_\_\_

I, \_\_\_\_\_, do swear or affirm that I am (represent) the party initiating  
interest in a proposed \_\_\_\_\_  
affecting the land located at \_\_\_\_\_  
and that pursuant to R&O No. 2006-20, did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
personally post the notice indicating that the site may be proposed for a \_\_\_\_\_  
\_\_\_\_\_ application.

The sign was posted at \_\_\_\_\_  
(Location of sign on property)

Map attached showing approximate sign notice location. (check if attached)

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature

Subscribed and sworn to, or affirmed, before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_

County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

# Guidelines for a Successful Neighborhood Meeting

## (Attachment F)

### Preparation:

- Choose a facility that will be large enough to accommodate your audience and offer a comfortable setting conducive to their participation.
- Bring handout maps so participants can follow as you point to a large wall map (90% of verbal messages are misinterpreted and only 10% retained).
- Arrange seating in semi-circles with an aisle and position yourself close to the participants.
- Bring a ChartPak (easel & display materials) and someone to act as recorder to note community concerns. Recording comments before the group validates the issues and provides a written record to refine into meeting notes, which you need to send in with the attendance roster.
- You may consider the need to hire a trained facilitator to ensure an effective meeting for all involved.
- Refreshments may be provided.

### The Meeting

- You are encouraged to introduce the CPO volunteer, if present, and allow him/her to make introductory comments. Take time to introduce yourself and other representatives from your project. Also, take time for the neighbors to introduce themselves before beginning the meeting.
- Prepare an agenda and post it where all can see it. By discussing the time frames for presentations and questions, neighbors are likely to support the agenda and can be asked to help keep all on track.
- Establish ground rules and get agreement.
- Give your presentation in the language of the participants (no jargon/acronyms).
- Be prepared to explain why some requirements exist. You are not expected to be an expert on the Community Development Code, but can inform neighbors that all libraries have copies of the Code in the Reference Section and it is available online at [www.co.washington.or.us/DevCode](http://www.co.washington.or.us/DevCode).
- Provide an attendance roster (Attachment I) near the entrance of the facility and encourage neighbors to print clearly.
- Remind participants to sign the attendance roster.
- Inform participants of the processes and how to participate when the application goes forward. (See *Summary of Procedures* in this packet.) The CPO will receive a complete copy of the application from the county. Neighbors may call 503-846-6288 to be added to the CPO member list.
- Thank the neighbors and be open to receive additional questions/ideas and give them your card or contact information.

# Neighborhood Meeting Checklist

(Attachment G)

The Washington County Board of Commissioners desire potential land use applicants, neighbors and Community Participation Organization (CPO) leaders to work together. It is in the best interest of the County that those who build our communities and those who live in our communities become partners for the good of the entire community.

This list has been prepared to help a potential land use applicant meet the neighborhood meeting requirement AND hold a successful meeting. Per adopted Resolution & Order 2006-20, the legal requirements for neighborhood meetings are established. This sheet is NOT a substitute for following the exact requirements set forth in said R&O.

- ❑ Determine whether your development application requires a neighborhood meeting;
- ❑ Schedule a meeting within the CPO where the property is located;
- ❑ Obtain mailing labels from Washington County Department of Land Use & Transportation Current Planning Section 503-846-8761;
- ❑ Meeting shall be held not less than 20 days AFTER mailing meeting notice;
- ❑ Post a 2' x 3' public notice sign on the site not less than 20 days before the neighborhood meeting (see example);
- ❑ The meeting shall begin between 6 pm and 8 pm weekdays or between 9 a.m. and 5 p.m. weekends, taking into consideration to not schedule the neighborhood meeting at the same time as the regularly scheduled CPO meeting for the area where the property is located UNLESS the neighborhood meeting is conducted as part of the CPO meeting;
- ❑ Determine approximate number of attendees. Call local CPO leadership for guidance or use judgment based upon number of notices to be mailed and level of expected interest of potential application;
- ❑ Prepare the mailing notice. Include information that will be helpful to notice recipient including, but not limited to, plot plans, elevations, pictures, etc.
- ❑ At the meeting bring sign-in sheets and displays and/or handouts describing your proposal;
- ❑ Have someone available at the meeting to take notes. It is often helpful to use ChartPaks [easel & display materials] to note issues so participants can be assured their concerns are heard;
- ❑ Be sure displays are easily visible to attendees or allow time for them to come forward to clearly see your proposal;
- ❑ Take good notes. Your job is to listen and explain your project, but you are not asked to be an expert on the Community Development Code. If the meeting is to be taped, inform attendees;
- ❑ List ALL issues raised, even if they are not the applicant's responsibility. Applicant is only required to "address" all issues in his/her application, not resolve all issues, except as needed to comply with County Community Development Code (CDC) [www.co.washington.or.us/devcode](http://www.co.washington.or.us/devcode); and
- ❑ Send a copy of the meeting notes (including a copy of the meeting sign-in sheet) to the CPO representative within fourteen (14) days of the meeting;
- ❑ Washington County hopes you view this neighborhood meeting as an opportunity to build partnerships in the community and that the meeting is successful. CPO leaders work hard to help this process be successful. Call on the CPO leaders to assist and consider referring neighbors to their CPO representative to follow the progress of your application. CPO leaders are not expected to be unpaid facilitators. Should you need a trained facilitator, many are available in the region.



3' min. width

# MEETING NOTICE

[NOTE: MINIMUM 2" LETTERS HIGH ARE REQUIRED ON THE ENTIRE SIGN]

PROPOSAL: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

PLACE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

(Attachment H)

2' min. height

SAMPLE ONLY.  
NOT TO SCALE.

# NEIGHBORHOOD MEETING ATTENDANCE ROSTER

PROJECT: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

**PUBLIC RECORDS LAW DISCLOSURE:** This sign-in sheet is a public record of Washington County and it is subject to public disclosure under Oregon Public Records Law.

**PLEASE PRINT LEGIBLY!**

PRINTED NAME	FULL MAILING ADDRESS & E-MAIL ADDRESS	CITY, STATE	ZIP CODE	PHONE #

(Attachment I)



**WASHINGTON COUNTY**  
 Department of Land Use & Transportation  
 Planning and Development Services  
 Current Planning  
 155 N. 1<sup>st</sup> Avenue, #350-13  
 Hillsboro, OR 97124  
 Ph. 503-846-8761 Fax 503-846-2908  
<http://www.co.washington.or.us/CurrPlan>



**Request for a Mailing List  
 For A Neighborhood Meeting**

Mailing list requests may be emailed to [LUTDev@co.washington.or.us](mailto:LUTDev@co.washington.or.us) or you can mail, fax or hand deliver to Washington County at the address/fax # in the upper left hand corner of this form

To ensure accuracy, a photo copy or printout (8½" X 11") of the subject parcel(s) most current tax map(s) **must** accompany this request.

(CIRCLE ONE): **URBAN** (500' RADIUS) OR **RURAL** (1000' RADIUS)

List the subject parcel map & tax lot number(s) below: (i.e. 1N1 34CB 00100)

\_\_\_\_\_

\_\_\_\_\_

**PROPOSAL:** \_\_\_\_\_

**NOTE: If an adjacent County is within the mailing radius, it is the applicant's responsibility to obtain official adjacent County tax map(s) and official ownership names and mailing addresses. This information is also required with your Development Application submittal.**

THE LIST AND A MAP OF THE MAILING AREA WILL BE SENT TO THE APPLICANT BELOW.

NAME/COMPANY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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**Questions?** Please contact Current Planning at 503-846-3834 or email [lutdev@co.washington.or.us](mailto:lutdev@co.washington.or.us) (Attachment J)