Department of
Land Use & Transportation

Neighborhood Meeting Guidelines

A Neighborhood Meeting is a required step before submitting many **Type II and Type III land development applications** in Washington County.

A Neighborhood Meeting allows developers to share early project details with nearby property owners, gather site-specific feedback, and ultimately reduce delays, appeals, or denials in the formal review process.

If you are required to conduct a Neighborhood Meeting, you must submit documentation that the meeting requirements were met.

Planning Your Neighborhood Meeting

1. **Attend a pre-application conference (optional)**
2. **Schedule your Neighborhood Meeting** and prepare your Notice of Neighborhood Meeting packet, which must include:
    - Notice of Neighborhood Meeting form
    - Project map/tax map
    - "Washington County Neighborhood Meeting" one-sheet
3. **Notice your Neighborhood Meeting**
    - Obtain a certified mailing list
    - Mail the complete Notice of Neighborhood Meeting packet
    - Post a Notice of Neighborhood Meeting sign
4. **Hold the Neighborhood Meeting** following these Neighborhood Meeting guidelines and in conformance with requirements in Section 203-3.3 of the Community Development Code.
5. **Submit all required Neighborhood Meeting documents with your development application.**

Pre-Application Conference

We recommend you schedule a pre-application conference with the Department of Land Use & Transportation staff to determine all requirements, which may include a Neighborhood Meeting.

Request a pre-application conference by using the QR code or visiting: washingtoncountyor.gov/current-planning/documents/pre-application-request-form

Schedule Your Neighborhood Meeting

Neighborhood Meeting Requirements

- Must be held on weekdays between 6-8 pm or weekends between 9 am-5 pm
- Neighborhood meetings **should not** be held on legal holidays.
- **Virtual Neighborhood Meetings:** should be held online using Zoom, Microsoft Teams, or a similar platform.
- **In-person Neighborhood Meetings:** should be held in publicly accessible locations near the subject site. Additionally, within the Urban Growth Boundary (UGB), Neighborhood Meetings must be held at a location within the boundaries of the **Community Plan** that includes the subject property.

Notice Your Neighborhood Meeting

Mailing Your Notice of Neighborhood Meeting

The Notice of a Neighborhood Meeting packet must be **sent via U.S. Mail to every property within 500 feet (urban areas) or 1,000 feet (rural areas) of the proposed project site**.

Mailed notices must include:

- Date, time, and location of Neighborhood Meeting
- Site details: Address, Number of lots, Lot size(s), Tax lot number(s), and Land use district(s)
- Project description (details of your proposal).
- Applicant's mailing address, email, and telephone number
- Project map/tax map of proposed development
- Notice of Neighborhood Meeting form (available here)

NOTES:

- Certified mailing lists can be obtained through a title company.
- You must also mail your Neighborhood Meeting Notice packet to Washington County's Director of Land Use & Transportation at:
  - 155 N. First Avenue, Suite 350, MD-14, Hillsboro, OR 97214
- Your certified mailing list is valid for 45 days from the date of certification.

Failure to include all information and pages may require you to reschedule your Neighborhood Meeting and resend the complete notice at least 20 calendar days before the new Neighborhood Meeting date.

Posting Your Neighborhood Meeting Notice Sign

You must post a Neighborhood Meeting Notice sign on the subject property a minimum of 20 calendar days before the Neighborhood Meeting.

Sign Requirements

Your Notice of Neighborhood Meeting sign must be:

- A free-standing 2-foot by 3-foot sign
- Weatherproof
- Legible, with letters at least 2 inches high
- Securely fastened to two sturdy posts
- Positioned so it is legible from the street right-of-way

Sign Content Requirements

Your Neighborhood Meeting Notice sign content must include:

- The development type proposed (subdivision, variance, special use, etc.)
- Applicant's name
- Phone number of the applicant or applicant's representative
- Date and time of the Neighborhood Meeting
- Street address of the meeting **OR** instructions for joining a virtual meeting, including the URL and phone number

Location

- Sign must be positioned so it is legible from the street right-of-way
- If the subject property does not have frontage on a public road, your sign must be posted in a visible place where the property accesses a County or public road.
- You must have permission from the property owner where your sign is to be posted and meet County sign and sighting standards when posting your Neighborhood Meeting Notice sign.

Duration

- The Neighborhood Notice Meeting sign must remain posted until after the Neighborhood Meeting occurs.

NOTE: Your development application **MUST** be submitted within 180 days from the date of your Neighborhood Meeting. If you do not submit your application within this time frame, another Neighborhood Meeting will be required.

Hold the Neighborhood Meeting

Meeting Notes are Required

Consider having at least two individuals host the Neighborhood Meeting: one to present the proposal and answer questions, and another to take meeting notes.

You must have sign-in sheets at in-person Neighborhood Meetings. Ask virtual Neighborhood Meeting attendees to sign-in using the platform's chat function. Request that all attendees provide their full name, street address, email, and phone number.

Your notes must include the following:

- If in-person, the meeting date, time, and location.
- If virtual, the platform used and the URL provided as the location.
- The name and street address of attendees.
- A summary of issues raised - including those shared by phone, email, or U.S. Mail before or after the Neighborhood Meeting - and your response.

NOTE: You may record your Neighborhood Meeting for note-taking only after you notify all in-person and virtual attendees that the meeting is being recorded. A copy of the written Neighborhood Meeting minutes must be submitted with your application.

Submit Neighborhood Meeting Documentation with Your Land Use Application

Your application will not be considered complete without the following Neighborhood Meeting documents:

- ✓ A copy of the Notice of Neighborhood Meeting sent to property owners.
- ✓ A copy of the certified mailing list.
- ✓ A notarized and signed affidavit of the mailing of the Neighborhood Meeting Notice.
- ✓ A notarized and signed affidavit of the sign posting of the Neighborhood Meeting Notice.
- ✓ A copy of the notes taken during the Neighborhood Meeting.

NOTE: If you do not receive any comments or questions via phone, U.S. Mail, or email, and nobody attends your Neighborhood Meeting, submit the affidavits listed above with meeting notes reflecting the absence of comment and/or attendance.