



## Memorandum

To: Jill Jennings Golich, Director of Community and Economic Development  
From: Christy Fitch, Assistant County Attorney  
CC: Jen Rutter, Development Services Manager  
Re: Neighborhood Meeting Guidance, COVID-19  
Date: March 27, 2020

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### **Background**

COVID-19 has required the County to be flexible in regards to certain in person requirements in the County's Development Standards and Regulations (ACDS&R) to ensure that we are doing our part in preventing the spread of the virus. Given this emergency state, the County is releasing new guidance to ensure that the neighborhood meetings are still held, but in a unique and virtual way. This will ensure social distancing is practiced while also incorporating an important part of all development, the neighborhoods.

Section 2-01-02-01 of the ACDS&R states that the purpose of a neighborhood meeting is to present the development concept to citizens to identify, list, and discuss issues related to the development proposal. Through this guidance, the County will ensure that the purpose of the neighborhood meeting is being met in these unprecedented times.

### **Guidance**

Meeting Requirements, Section ACDS&R § 2-01-02-03-01

- All neighborhood meetings shall be held virtually through a conference call or video chat meeting.
- The applicant shall provide the information for the meeting with the written notice as required in ACDS&R § 2-01-02-04-01.
- Development materials explaining the proposal shall be made available to the public, either through the written notice, or online. If provided online, the written notice shall include a link to the website where the materials can be found. The materials shall include, at minimum, maps of the development site, site plans, and architectural elevation drawings as required in ACDS&R § 2-01-02-06.
- The meeting must still meet the requirements of ACDS&R § 2-01-02-06, Format of the Meeting. The applicant shall be available to answer questions through the platform provided. The applicant can choose to receive questions prior to the neighborhood meeting, but this must be communicated through the written notice to the neighborhood.

*Except as altered by this guidance, all other requirements of the neighborhood meeting as outlined in the ACDS&R shall be met. This guidance will be in effect until rescinded by the Director of Community and Economic Development.*