



Changes in Beaverton Land Use Processes in Response to COVID-19

Frequently Asked Questions

Last updated: 4/3/2020

General questions and how to find information

Are City buildings open to the public?

In response to Governor Brown's Executive Order 20-12, and in an effort to limit the spread of COVID-19, all city buildings including City Hall, the Griffith Drive Building, both library locations, and other city buildings are closed to the public except during public hearings. The Front Desk & Permit Center on the fourth floor of The Beaverton Building will be closed to visitors through April 26. The city is open for remote business and most services are available by phone 503-526-2420, email MailboxCEDDPlanning@beavertonoregon.gov or online www.beavertonoregon.gov/bib.

I have a general planning question.

For general planning and zoning questions, call 503-526-2420 or email MailboxCEDDPlanning@beavertonoregon.gov. Please note that response times may be longer as we adjust to working remotely. We appreciate your patience.

How can I get detailed information about a proposed project?

Information about proposed development projects can be found online at: <https://apps2.beavertonoregon.gov/DevelopmentProjects> or by contacting 503-526-2420 or emailing MailboxCEDDPlanning@beavertonoregon.gov. Each application has an assigned project planner that can help answer your questions by email or phone (listed on the notice). Please note that most staff are working remotely and may be able to respond more quickly to email than phone calls during this time.

Questions about Planning Commission meetings

Are Planning Commission meetings still being held?

Yes. In order to continue this essential city service, Planning Commission meetings will be held virtually. Meetings may be viewed online during and after the meeting at <https://www.beavertonoregon.gov/291/Agendas-Minutes>.

Although the City urges participants to submit written comments in advance and view the meeting online at the link above, attendees can view the meeting in Council Chambers and participate verbally at the hearing, but please note that due to social

distancing requirements all attendees may not be able to be accommodated in the hearing room at the same time.

Planning Commission, Staff, Applicants and Appellants will join the meeting remotely and will receive the same amount of time for presentations and rebuttal as usual. The public can view the meeting online, but cannot remotely provide testimony. Public testimony will be taken three ways: email, USPS mail and in-person. For more information on public testimony, see below: *How I can provide public testimony?*

How can I provide public testimony?

You can provide testimony in the following ways:

- Email to the project planner (recommended). If you do not know the project planner contact 503-526-2420 or MailboxCEDDPlanning@beavertonoregon.gov for this information.
- Mail (must be received by the hearing date): Community Development Department, PO Box 4755, Beaverton, OR, 97076-4755, Attn: name of project planner.
- In person: verbally at City Council Chambers, First Floor, Beaverton Building, 12725 SW Millikan Way, at 6:30 p.m. on the day of the hearing.

Public Testimony is strongly encouraged to be submitted via email a week in advance of the hearing. However, written testimony received by 5 p.m. on the day of the hearing will be provided to the Planning Commission.

For applicants: Questions about the land use application process

What do the local/county/state of emergency declarations mean for Oregon land use timelines (30-day, 120-day, 180-day clocks)?

The land use process is considered an essential City service and will continue to follow Oregon land use timelines to the extent possible.

How have timelines been affected for processing applications?

The Planning Team will aim to sustain regular timeframes for review of land use applications. Some aspects of our process are less efficient under the circumstances, so we thank you for your patience. Please direct any questions about specific projects and their timelines to the project planner or call 503-526-2420.

What video conferencing services will the City of Beaverton be using?

At this time, the Planning Team is using Zoom, but the City is exploring multiple technology options to support video conferences.

How is the city processing plats (mylars) that need city signatures?

Mylars must be physically delivered to the Beaverton Building. Applicants should make an appointment to drop off mylars at City Hall with Reprographics by emailing reprographics@BeavertonOregon.gov. Mylars should only be printed and delivered to

the City once the project planner has provided confirmation that the City is ready to sign the mylars.

How can I submit an application?

Paper applications are not being accepted at this time. To submit applications electronically, visit <https://www.beavertonoregon.gov/2047/Apply-for-Permits>.

How do I make payments for applications?

Payment is accepted through credit card payment over the phone (recommended) and checks by mail to: PO Box 4755, Beaverton, OR, 97076-4755, Attn: Carmin Ruiz. Payment envelopes may also be submitted at the utility payment drop box at the Beaverton Building at 12725 SW Millikan Way. Please write clearly on the envelope PLANNING PAYMENT and include in the envelope information on the project the payment is for.

How are Pre-Application Conferences being held?

Pre-Application Conferences will take place via teleconference or call-in option. Once an application is electronically submitted, City staff will be contacting the applicant with the date and time of the meeting.

Are Facilities Review meetings still being held?

Yes, Facilities Review meetings will be held remotely via teleconference. The project planner will be coordinating the meeting.

Where can I pick up notice boards?

Noticing remains a requirement by ORS and in the Beaverton Development Code. Applicants should make an appointment to pick up notice boards at City Hall. Please work with the project planner or contact mailboxcedd@beavertonoregon.gov to ensure the notice boards are ready for your pickup.

How can I get mailing labels for required notice to property owners for a Neighborhood Meeting?

Noticing remains a requirement by ORS and in the Beaverton Development Code. Applicants should make an appointment to pick up mailing labels at City Hall or may receive the label file electronically and print themselves if that is preferred. Please work with the project planner or contact mailboxcedd@beavertonoregon.gov.

How can applicants hold required neighborhood meetings?

The applicant can fulfil the neighborhood meeting requirement by using alternative means of communication such as by phone, email and online meeting platforms (applicant provides). The applicant may work with City staff to provide a physical place for members of the public without technology to participate in the meeting as needed on an appointment basis (social distancing requirements must be recognized). Notice of Neighborhood Meetings must be provided according to BDC requirements as sample notification letter can be provided. Contact the project planner or 503-526-2420 for details.