



Planning & Building Department

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GUIDANCE POLICY ON HOLDING VIRTUAL NEIGHBORHOOD MEETINGS

The following has been developed for use only while extreme social distancing requirements related to the COVID-19 pandemic are in place under state, county, or local orders, and only while the City of Lafayette Local Disaster Emergency Declaration is in effect.

APPLICANT-REQUIRED NEIGHBORHOOD MEETING PURSUANT TO §26-16-3

- The applicant is required to hold a neighborhood meeting prior to submitting a sketch plan or preliminary plan application. The applicant may hold a virtual neighborhood meeting, if they so choose, in lieu of an in-person neighborhood meeting, to avoid delaying submittal of their application until in-person meetings are possible.
- The neighborhood meeting requirements pursuant to Lafayette Code of Ordinances §26-16-3 must be followed, including, but not limited to, posting and mailing requirements.
- Such virtual meeting shall be set up and hosted by the applicant.
- The mailed and posted meeting notice must contain clear instructions for accessing the virtual meeting.
- The mailed and posted meeting notice shall provide a method for a person to request and obtain a hard copy or email copy of the developer's presentation at least three (3) days prior to the meeting in case the person does not have the ability to attend the virtual meeting.
- The mailed and posted meeting notice must provide a way for the public to submit written comments to the applicant by no later than five (5) days following the day of the meeting. (Thereafter, the applicant shall send a copy of all written comments to the project planner at the City.)
- A copy of the mailed notice and photograph of the posted sign shall be provided to the project planner at the City.

CITY-REQUIRED NEIGHBORHOOD MEETING PURSUANT TO §26-16-4

- The City may hold a virtual neighborhood meeting pursuant to Lafayette Code of Ordinances §26-16-4, if the applicant agrees.
- The applicant shall provide a hard copy or email copy of the applicant's presentation to the City planner for the project at least five (5) business days prior to the meeting.
- The City's meeting notice shall contain clear instructions on how to obtain a hard or email copy of the applicant's presentation at least three (3) days prior to the meeting.
- The meeting notice shall provide a way for the public to submit written comments to the applicant by no later than five (5) days following the day of the meeting. (Thereafter, the applicant shall send a copy of all written comments to the project planner at the City.)

By signing hereunder, applicant agrees to conduct the required neighborhood meeting virtually.

Applicant Signature

Name (please print)

Date

PROJECT: _____