



## Planning & Community Development

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# Neighborhood Meeting

The process for early development review begins with the pre-application meeting. The City meets with the applicant to discuss project feasibility. At this point the applicant is provided information on the City's requirements, including the requirement for conducting the Neighborhood Meeting, the review process and timing.

The purpose of the Neighborhood Meeting is to provide an opportunity for the applicant to inform the neighborhood about the project early in its planning stages and ensure that the applicant pursue early citizen participation. The idea is to give property owners in the area an opportunity to learn about the proposals that affect them and to try to identify concerns in the early stages of the application process. Accordingly, the issues identified at the meeting may be addressed by the applicant before preparing the formal plans for the application.

### Meeting Requirements (per SMC 20.30.090)

- Notice of the neighborhood meeting must be provided by the applicant and must include the date, time, and location of the neighborhood meeting and a description of the project, zoning of the property, site and vicinity maps and the land use applications that would be required.
- The Notice must be mailed, at a minimum, to property owners located within 500 feet of the proposal, the Neighborhood Chair as identified by the Shoreline Office of Neighborhoods, and to Shoreline Planning & Community Development. If a proposed development is within 500 feet of adjacent Neighborhoods, those chairs must also be notified.
- The Notice must be postmarked 10 to 14 days prior to the Neighborhood Meeting.
- Shoreline Planning & Community Development will prepare mailing labels in advance of the neighborhood meeting for a fee of \$204.00. The labels should be requested a minimum of one week in advance of the postmark deadline to allow time for preparation. **Mailing labels prepared by outside third parties will be subject to additional fees to review for completeness and any property owner omissions may necessitate restarting the notice period and/or an additional neighborhood meeting.**
- The Neighborhood Meeting must be held within the city limits of Shoreline.
- The Neighborhood Meeting must be held anytime between the hours of 5:30 p.m. and 9:00 p.m. on weekdays or anytime between the hours of 9:00 a.m. and 9:00 p.m. on weekends.

### Hours of Operation:

Monday 8:00 am-5:00 pm  
Tuesday 8:00 am-5:00 pm  
Wednesday 1:00 pm-5:00 pm  
Thursday 8:00 am-5:00 pm  
Friday 8:00 am-5:00 pm

*Permit Processing Ends at 4:00 pm Daily*

- The Neighborhood Meeting agenda is to cover the following items:
  - Introduction of the meeting organizer (i.e. developer, property owner, etc.).
  - Description of proposed project.
  - Listing of permits that are anticipated for the project.
  - Description of how comments made at the neighborhood meeting are used.
  - Provide meeting attendees with the City’s contact information.
  - Provide a sign-up sheet for attendees.
- The applicant must provide to the City a written summary of the neighborhood meeting. The summary must include the following:
  - A copy of the mailed notice of the neighborhood meeting with a mailing list of residents who were notified.
  - A list of meeting attendees and their addresses.
  - A summary of concerns, issues, and problems expressed during the meeting.
  - A summary of concerns, issues and problems that applicant is unwilling or unable to address and why.
  - A summary of proposed modifications, or site plan revisions, addressing concerns expressed at the meeting.

### Sample of a Neighborhood Meeting Notice

Dear Neighbor:

Please come hear a presentation for a proposed development at (fill in the address of your site). At this meeting we will discuss the specific details and solicit comments on the proposal from the neighborhood.

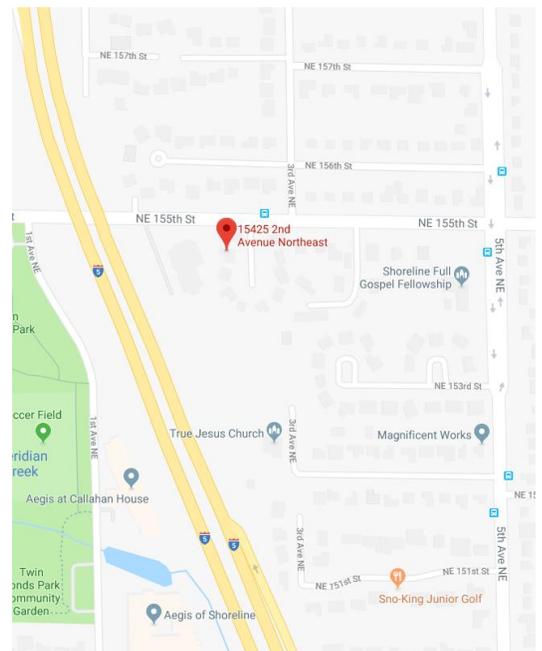
**Meeting Information:**

**Proposal:** 4,000-square feet addition for assembly with 20 stalls for parking.  
*(Note: Description should include basic information and data).*

**Date:** Thursday, March 13, 2011  
*(Note: Notice must be postmarked 10 to 14 days prior to this date).*

**Time:** 6:00 p.m.  
*(Note: Meetings must be held anytime between the hours of 5:30 p.m. and 9:00 p.m. weekdays and anytime between the hours of 9:00 a.m. and 9:00 p.m. on weekends).*

**Location of Meeting:** Community Room at the Shoreline Library, 345 NE 175th Street, Shoreline, WA  
*(Note: The applicant can choose any location within the City of Shoreline to hold the meeting).*



**Vicinity Map**