



Planning & Community Development.

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ADMINISTRATIVE ORDER PLN20-0039 (AMENDED)

CODE SECTION: 20.30.090 Neighborhood Meeting

I. **ISSUE:** SMC 20.30.090 requires that the applicant for a Type B or C action hold a neighborhood meeting prior to submittal. In March 2020 the City declared a public health emergency due to the COVID-19 pandemic and authorized City departments to take such measures as may be necessary to protect public health, safety and welfare. Under the circumstances at that time, outreach methods that did not require in-person meetings but still met the objectives of informing interested parties about the project and allowing for comments were allowed in lieu of in-person neighborhood meetings. In-person City Council and Planning Commission meetings resumed in June 2022. These meetings are being held as hybrid meetings, where a person can choose to attend in-person or to join via phone or internet.

II. FINDINGS:

Shoreline Municipal Code (SMC) 20.30.090 Neighborhood meeting.

Prior to application submittal for a Type B or C action, the applicant shall conduct a neighborhood meeting to discuss the proposal.

B. The neighborhood meeting shall meet the following requirements:

1. Notice of the neighborhood meeting shall be provided by the applicant and shall 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.

2. The notice shall be provided at a minimum to property owners located within 500 feet (1,000 feet for master development plan permits and special use permits for essential public facilities) of the proposal, the neighborhood chair as identified by the Shoreline Office of Neighborhoods (note: if a proposed development is within 500 feet of adjacent neighborhoods, those chairs shall also be notified), and to the Department.

3. The notice shall be postmarked 10 to 14 days prior to the neighborhood meeting.
4. The neighborhood meeting shall be held within the City limits of Shoreline.
5. The neighborhood meeting shall be held anytime between the hours of 5:30 p.m. and 9:30 p.m. on weekdays or anytime between the hours of 9:00 a.m. and 9:00 p.m. on weekends.

The requirement for a neighborhood meeting prior to submittal is to ensure that nearby residents and property owners have an adequate opportunity to learn about a proposal that may affect them, express concerns about real and perceived impacts at an early stage of the application process and give the project proponent the opportunity to try to mitigate any impacts their proposal may have on the neighborhood.

III. CONCLUSIONS

In order to meet the intent of the neighborhood meeting, which is to ensure residents and property owners have an adequate opportunity to learn about a proposal, there are three options for an applicant holding the meeting:

1. Entirely in person meeting; or
2. Entirely remote meeting; or
3. Hybrid (remote and in person) meeting.

City staff encourages applicants to hold hybrid meetings that occur in-person, but to also include an opportunity to attend via phone and internet. This hybrid format will allow those that wish to participate in person to be present, but also allows those that may be immunocompromised, or have transportation limitations, etc. to participate via phone on internet.

City staff also encourages applicants to have an online presence for their proposal in the form of online open house (i.e., website) where people can read a description of the project, see plans and elevations of the project, and leave comments to be addressed, see WSDOT examples at <https://engage.wsdot.wa.gov/>. Applicants should offer website visitors the option to provide contact information in order to receive the Neighborhood Meeting Summary.

If an applicant has an online open house, the materials should be displayed for a minimum of three (3) days. During a hybrid meeting, the applicant will host a conference call to describe the project and take questions and comments from the conference call participants, in addition to those participating in person. The applicant is encouraged to provide responses during the conference call and is required to provide responses to questions and comments in the Neighborhood Meeting Summary.

The applicant should also offer a back-up plan for those unable to participate in-person or electronically such as a one-on-one call prior to the conference call so that that

person's concerns could be shared and addressed. The interested party may also request to be emailed or mailed drawings and the Neighborhood Meeting Summary.

If holding a hybrid meeting, these options need to be clearly explained in the notice mailing, see attached for a revised template, and to allow time for individual calls and mailing drawings it should go out at least 14 days in advance of the conference call.

IV. DECISION:

The above process is to allow for flexible options in meeting the neighborhood meeting code requirement, with City staff encouraging hybrid meetings as a means of providing more options for neighbors of a development proposal to be more fully informed.



October 21, 2022

Director's Signature

Date

Example for Notice of In-Person Neighborhood Meeting – Sent by Applicant

NEIGHBORHOOD MEETING NOTICE

Dear Neighbor: You are invited to participate in a in-person neighborhood meeting on *Wednesday, July 6, 2022 [enter the date of your meeting]*. Please come hear a presentation for a proposed development in person at *123 15th Ave NE [fill in the address of your site]* or participate via phone or internet. At this meeting we will discuss the specific details and solicit comments on the proposal from the neighborhood.

Meeting Information:

Project Description: Rezone of a 0.3-acre property in the North City neighborhood from R-12 to R-18 to allow construction of a five-unit townhouse building to include unit lot subdivision.

[describe your proposal]

(Note: Description should include basic information and data).

Date: *Wednesday, July 6, 2022 [enter the date of your meeting]*

(Note: Notice must be postmarked 10 to 14 days prior to this date).

Time: *6:00 PM [enter the time of your meeting]*

(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 [enter the name of the building and address of the building your meeting will be held]*

(Note: The applicant can choose any location within the City of Shoreline to hold the meeting)

Required Applications:

- Rezone
- SEPA Environmental Review
- Demolition
- Building
- Right-of-Way
- Preliminary Short Plat
- Final Short Plat
- Etc.

(Note: Enter list of land use and permit approval needed from the City of Shoreline)

SITE PLAN

VICINITY MAP

Example for Notice of Remote Neighborhood Meeting – Sent by Applicant

NEIGHBORHOOD MEETING NOTICE

Dear Neighbor: You are invited to participate in a remote neighborhood meeting on *Wednesday, July 6, 2022 [enter the date of your meeting]*. Please come hear a presentation for a proposed at *123 15th Ave NE [fill in the address of your site]* and participate via phone or internet. At this meeting we will discuss the specific details and solicit comments on the proposal from the neighborhood.

Meeting Information:

Project Description: Rezone of a 0.3-acre property in the North City neighborhood from R-12 to R-18 to allow construction of a five-unit townhouse building to include unit lot subdivision.

[describe your proposal]

(Note: Description should include basic information and data).

Date: *Wednesday, July 6, 2022 [enter the date of your meeting]*

(Note: Notice must be postmarked 10 to 14 days prior to this date).

Time: *6:00 PM [enter the time of your meeting]*

(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).

Phone and Internet Participation Details: There will be an online open house from *July 5th to 7th [enter the three-day window here for online open house]*. To learn more about the proposed development in your neighborhood, please go to the online open house at www.xxx.com to read a description of the project, see plans and elevations, and leave your comments. If you leave an email address, we will send you a Neighborhood Outreach Summary with the concerns expressed, our responses, and any modification to the design made as a result of the feedback. We will also host a conference call on *July 6th [enter your date here]* at *6:00 PM [enter your time here]* to answer questions and respond to neighborhood comments and suggestions. Please call in to *[insert phone number and applicable instructions]* to join this call.

If you are unable to participate in the online open house *[applicant may also choose to provide a phone number or mailing address]* email joe@xxx.com *[your email]* anytime before *July 7th [end date of three-day open house period]* to discuss the project, request mailed/emailed drawings, and request a copy of the Neighborhood Outreach Summary.

Required Applications:

- Rezone
- SEPA Environmental Review
- Demolition
- Building

- Right-of-Way
- Preliminary Short Plat
- Final Short Plat
- Etc.

(Note: Enter list of land use and permit approval needed from the City of Shoreline)



Example for Notice of Hybrid Neighborhood Meeting – Sent by Applicant

NEIGHBORHOOD MEETING NOTICE

Dear Neighbor: You are invited to participate in a hybrid neighborhood meeting on *Wednesday, July 6, 2022 [enter the date of your meeting]*. Please come hear a presentation for a proposed development in person at *123 15th Ave NE [fill in the address of your site]* or participate via phone or internet. At this meeting we will discuss the specific details and solicit comments on the proposal from the neighborhood.

Meeting Information:

Project Description: Rezone of a 0.3-acre property in the North City neighborhood from R-12 to R-18 to allow construction of a five-unit townhouse building to include unit lot subdivision.

[describe your proposal]

(Note: Description should include basic information and data).

Date: Wednesday, July 6, 2022 *[enter the date of your meeting]*

(Note: Notice must be postmarked 10 to 14 days prior to this date).

Time: 6:00 PM *[enter the time of your meeting]*

(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 *[enter the name of the building and address of the building your meeting will be held]*

(Note: The applicant can choose any location within the City of Shoreline to hold the meeting)

Phone and Internet Participation Details: There will also be an online open house from *July 5th to 7th [enter the three-day window here for online open house]*. To learn more about the proposed development in your neighborhood, please go to the online open house at www.xxx.com to read a description of the project, see plans and elevations, and leave your comments. If you leave an email address, we will send you a Neighborhood Outreach Summary with the concerns expressed, our responses, and any modification to the design made as a result of the feedback. We will also host a conference call on *July 6th [enter your date here]* at 6:00 PM *[enter your time here]* to answer questions and respond to neighborhood comments and suggestions. Please call in to *[insert phone number and applicable instructions]* to join this call.

If you are unable to participate in person, or in the online open house *[applicant may also choose to provide a phone number or mailing address]* email joe@xxx.com *[your email]* anytime before *July 7th [end date of three-day open house period]* to discuss the project, request mailed/emailed drawings, and request a copy of the Neighborhood Outreach Summary.

Required Applications:

- Rezone
- SEPA Environmental Review
- Demolition
- Building
- Right-of-Way
- Preliminary Short Plat
- Final Short Plat
- Etc.

(Note: Enter list of land use and permit approval needed from the City of Shoreline)

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