



# Planning & Economic Development

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## NEIGHBORHOOD MEETING

### WHEN IS A MEETING REQUIRED?

Typically, Planning and Economic Development (PED) staff will highlight the requirement to conduct a neighborhood meeting during a [pre-application conference](#).

- Conditional use permit (Type III)
- Administrative conditional use permits, when required by the PED Director (Type II)
- Infill residential development (Type II)
- Planned residential development (Type III)
- Planned mixed use development (Type III)
- Preliminary subdivision/plat (Type III)
- Master plans, master plan map overlay and/or master plan amendments (Type III)
- Shoreline substantial development permit (Type III)
- Shoreline conditional use permit (Type III)
- Shoreline variance, and variance (Type III)

### PURPOSE OF NEIGHBORHOOD MEETING

- Provide a forum for interested individuals to meet with the applicant to learn about the proposal early in the review process.
- Provide an opportunity for meaningful public input.
- Provide a dialogue between the applicant, citizens, and city officials whereby issues can be identified.
- Provide an opportunity for applicants to address concerns generated by individuals and incorporate possible changes.

### NEIGHBORHOOD MEETINGS PROCESS

When a neighborhood meeting is required:

- Shall be conducted by the applicant prior to submittal of a counter complete application.
- The applicant shall notify the city of the date and time of the meeting.

- At least one representative from city staff shall be in attendance.
- The applicant shall mail notice of the neighborhood meeting to the same individuals to whom notice is required for the notice of application Section [19.50.020](#) at least fourteen calendar days in advance of the meeting.
- The applicant shall provide the city with an affidavit of mailing.
- A sign-in sheet shall be provided at the meeting, giving attendees the option of establishing themselves as a party of record.
- A summary of the attendees and comments received by the applicant shall be included in the application submittal.

### ADDITIONAL MEETINGS

Applicants may choose to hold additional neighborhood meetings in order to provide an opportunity to address concerns generated, provide additional information, propose changes to plans, or provide further resolution of issues.

If the applicant holds additional meetings, there is no specific requirement of notice or city attendance. However, the city shall make effort to attend meetings where appropriate and when the applicant has notified the city that additional meetings are taking place.

In order for staff to respond to inquiries, we appreciate coordination if additional meetings are held.

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.

