



# Planning & Economic Development

200 NE Moe Street | Poulsbo, WA 98370-7347  
(360) 394-9748 | fax (360) 697-8269  
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

## PROCEDURES FOR NEIGHBORHOOD MEETING

The purpose of the neighborhood meeting is to 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, and provide an opportunity for applicants to address concerns generated by individuals and incorporate possible changes.

### WHEN IS A MEETING REQUIRED?

A neighborhood meeting is required for the following:

- Conditional use permit (CUP) (Type III)
- Infill residential development (Type II)
- Planned residential development (Type III)
- Planned mixed use development (Type III)
- Preliminary subdivision/plat (Type III)
- Exceptions for housing authorities (Type III)
- Master plans and/or master plan amendments (Type III)
- Shoreline variance, and variance (Type III)

### NEIGHBORHOOD MEETINGS PROCESS

When a neighborhood meeting is required *it shall be conducted by the applicant* following a pre-application conference, and prior to submittal of a counter complete application.

#### Step 1: Find a Location for the Meeting

Find a location that is as near as possible to the project site. Poulsbo Library, Poulsbo Fire Department, Olympic College, NK School District, and Vibe Co-works all have meeting spaces available for community use. Meeting halls, community rooms, churches, offices and other private facilities may also be available in the local neighborhood. The meeting must be held within the city limits of Poulsbo.

#### Step 2: Schedule a Meeting Date and Time

- Neighborhood meetings shall be scheduled on weekday (Monday-Thursday) and non-holiday evenings. Work with the assigned staff planner to arrange a date that they can attend.
- Allow yourself time to prepare the mailing list and notice for mail out *at least 14 days* before the meeting.

#### Step 3: Prepare a Mailing List

Obtain names and addresses of property owners within 300 feet of the project site using:

- [Kitsap County Parcel Search](#); or
- Title Company.

#### Step 4: Submit Neighborhood Meeting Application Form

Once the location, date, and time has been determined, submit the [Neighborhood Meeting application form](#) to the PED Dept.

#### Step 5: Mail and Post Notices

- Please see the attached Neighborhood Meeting template.
- Mail the notice *at least 14 calendar days* prior.

- Provide a digital copy of the meeting notice and the attached affidavit of mailing to the assigned staff planner.
- Post the subject site with at least one copy of the notice of neighborhood meeting on a public notice board.

#### Step 6: Hold Meeting

The agenda is to cover the following items:

- Introduce the meeting organizer (i.e. developer, property owner, etc.) as the person conducting the meeting. Let the attendants know that you are holding this meeting at the direction of the City, but that no application has yet been made for City permits. The purpose of the meeting is to let the applicant inform residents about the proposal and to inventory their concerns before a permit application is submitted;
- Introduce city staff in attendance to answer questions about process.
- Description of proposed project. Use maps and graphics to show where the property is located and what is proposed. Also bring handout copies. Consider bringing your technical advisors, such as an engineer or architect, to provide information and listen to comments;
- Listing of permits that are anticipated for the project and when public comment is solicited; and
- Description of how comments made at the meeting are used.
- A sign-in sheet shall be provided, giving attendees the option of establishing themselves as a party of record.

#### Step 7: Following the Meeting

- Copy of the sign-in-sheet and a summary of comments shall be included in the application submittal.
- DO NOT forget to provide the attached affidavit of mailing to the assigned staff planner.

### 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.



## Standard Neighborhood Meeting Notification Letter

All details in red are required to be included in the notice letter.

YOUR LETTERHEAD HERE

(Date)

Dear Property Owner,

The purpose of this letter is to inform you that a Neighborhood Meeting is scheduled to review and solicit public input for (insert project name) by (insert applicant's name) located at (insert address AND parcel number). The proposed project includes (insert detailed project description).

As an affected property owner within 300 feet, you are invited to attend this meeting to learn more about the proposal. The Neighborhood Meeting will be held:

Date:

Time:

Location:

The purpose of a neighborhood meeting is to 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, and provide an opportunity for applicants to address concerns generated by individuals and incorporate possible changes.

The City of Poulsbo conducted a pre-application conference on (insert date). The applicant is ready to move forward in the permit process and before an application can be submitted a Neighborhood Meeting must be conducted *by the applicant* following the requirements of Poulsbo Municipal Code (PMC) 19.60.

If you have any questions or need additional information, please contact (insert applicant's name and contact).

Sincerely,

(Insert applicant's name)

Attachments:

Vicinity Map

## Guidelines for a Successful Neighborhood Meeting

### 1. Preparation.

- a. Choose a facility that will be large enough to accommodate your audience and offer a comfortable setting conducive to their participation. Location must ADA accessible.
- b. Use maps and graphics to show where the property is located and what is proposed. Also bring handout copies.
- c. Bring your technical advisors, such as an engineer or architect, to provide information and listen to comments.
- d. Bring easel and display materials and someone to act as recorder to note community concerns.
- e. You may consider the need to hire a trained facilitator to ensure an effective meeting for all involved.
- f. Post a sign at the entry of the building announcing the meeting and/or providing directional information.
- g. Refreshments may be provided.

### 2. The Meeting.

- a. If nobody arrives within 30 minutes, the applicant may leave.
- b. Introduce yourself as the person conducting the meeting. Let the attendants know that you are holding this meeting at the direction of the city, but that no application has yet been made for permits. The purpose of the meeting is to let the applicant inform residents about the proposal and to inventory their concerns before a permit application is submitted.
- c. You are encouraged to introduce the staff planner, if present, and allow them to make introductory comments.
- d. Prepare an agenda and post it where all can see it. By discussing the time frames for presentations and questions, neighbors are likely to support the agenda and can be asked to help keep all on track.
- e. Establish ground rules and get agreement.
- f. Give your presentation in the language of the participants (no jargon/acronyms).
- g. Provide a sign in sheet near the entrance of the facility and encourage neighbors to print clearly.
- h. Inform participants of the processes and how to participate when the application goes forward.
- i. Thank the neighbors and be open to receive additional questions/ideas and give them your card or contact information.

## **Neighborhood Meeting Sample Agenda**

Each item below should be addressed during the Neighborhood Meeting:

### **3. Introduction.**

- a. Introduction of the applicant, representatives, property owner, city staff, and any others.
- b. Introduce the sign-in sheet that will be submitted with the Notice of Neighborhood Meeting to the City and request that attendees sign in.

### **4. Project Overview.**

- a. Project location
- b. Description (e.g., number of lots, site design, proposed features, streets, etc.)
- c. Expected impacts to the neighborhood (e.g., site clearing, noise, street improvements, etc.)
- d. Timing of the proposed development

### **5. Process Overview.**

- a. Staff will provide a short statement regarding permits anticipated, overview of the review process and explain when/how public comment is solicited.

### **6. Discussion.**

- a. Questions about the project
- b. Neighborhood concerns and suggestions about the project design

### **7. Next Steps.**



# Affidavit of Public Notice | Neighborhood Meeting

Planning and Economic Development Department  
200 NE Moe Street | Poulsbo, Washington 98370  
(360) 394-9748 | fax (360) 697-8269  
[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) | [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

The following MUST be attached to this affidavit:

- Notice of Neighborhood Meeting
- Mailing List

I, \_\_\_\_\_, representative for the \_\_\_\_\_  
proposed project, do hereby verify that the attached notice was mailed on \_\_\_\_\_, 20\_\_  
to property owners within 300 feet of (tax parcel or address) \_\_\_\_\_.

Representatives Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
Washington, residing at:

\_\_\_\_\_  
My Commission expires on:

\_\_\_\_\_



# NEIGHBORHOOD MEETING

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For additional information on the Neighborhood Meeting process, refer to the handout [here](#). When required, *it shall be conducted by the applicant* prior to submitting a complete application.

PROJECT:	
Project Name:	
Project Address:	
Tax Assessor's ID:	
Project Description:	
NEIGHBORHOOD MEETING:	
Meeting Date:	
Meeting Time:	
Meeting Location:	
APPLICANT/AGENT:	
Name:	Phone:
Address:	
Email:	
OWNER (IF DIFFERENT THEN APPLICANT):	
Name:	Phone:
Address:	
Email:	
TYPE OF APPLICATION:	
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Subdivision/Plat
<input type="checkbox"/> Infill Residential Development	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Exceptions for Housing Authorities	<input type="checkbox"/> Planned Mixed Use Development
<input type="checkbox"/> Variance	<input type="checkbox"/> Shoreline Variance
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Master Plan Amendment
<input type="checkbox"/> Other:	
SUBMITTAL REQUIREMENTS:	
<input type="checkbox"/> <a href="#">Fee</a> for City Staff Attendance	