

# NOTICE OF NEIGHBORHOOD MEETING: APPLICANT INSTRUCTION PACKET



## WHEN NEIGHBORHOOD MEETINGS ARE REQUIRED

Sammamish Municipal Code 21.09.010(D) requires the potential applicant(s) of a subdivision, a short subdivision, or a conditional use permit to hold a neighborhood meeting.

## SCHEDULING THE MEETING

Neighborhood Meetings should be held virtually or in a public place (library, school, etc.) within the City of Sammamish and should be at a time when the public is generally available (i.e. in the evenings after work). The applicant is responsible for arranging the meeting, securing the location, and paying for all meeting costs.

## NOTICING YOUR MEETING

The Neighborhood Meeting Notice on page 2, along with a map of the proposed location, must be completed and sent **at least 21 days before the meeting date**. The Neighborhood Meeting Notice must be sent to:

1

**Property owners within 1,000 feet of the proposed site (see SMC 21.09.010(H)(7)(a) for additional noticing required for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)**

The applicant is responsible for getting the mailing addresses of the property owners. The U.S. Postal Service or places that provide mailing services often can obtain mailing addresses as part of their mailing services.

2

**State/local agencies and community organizations**

Please contact your assigned planner for a copy of the State/Local Agency and Community Organization mailing list.

3

**The City of Sammamish**

Please mail the notice to:

Current Planning Division, Sammamish City Hall, 801 228<sup>th</sup> Avenue SE, Sammamish, WA 98075

## ABOUT THE MEETING

The Neighborhood Meeting allows you to hear neighborhood input and then update the proposal to address the feedback as appropriate before submitting an application to the City.

## MEETING AGENDA

A sample meeting agenda is included on page 3 of this packet.

## REQUIRED FOLLOW-UP AFTER THE MEETING

Within 30 days of the meeting, send the below to all attendees and the City, including:

- A copy of the meeting notice (see below)
- Meeting minutes and the comments received during the meeting.
- Copies of documents submitted by attendees or presented by the applicant at the meeting.

**Within 120 days of the neighborhood meeting, a complete application must be submitted to the City.** A new neighborhood meeting is required if a complete application is not submitted within 120 days.

# NOTICE OF NEIGHBORHOOD MEETING FOR POTENTIAL LAND-USE PROJECT

## ABOUT THIS NOTICE

For certain land-use projects, Sammamish Municipal Code 21.09.010(D) requires potential applicants to host a neighborhood meeting.

The meeting gives the applicant an opportunity to hear neighborhood input and update their proposal to address the feedback as appropriate before submitting an application to the City.

Those participating in the Neighborhood Meeting can still request mediation per SMC 21.09.040(E) and the City land-use mediation program.

## QUESTIONS

Questions about this notice should go to the contact listed below. Information about proposed projects is not generally available at City Hall until an application is submitted.

### NEIGHBORHOOD MEETING INFORMATION

DATE:

TIME:

LOCATION:

## DESCRIPTION OF PROPOSED PROJECT

### PROPOSED PROJECT ADDRESS/LOCATION

### PREAPPLICATION NUMBER

See map of proposed location (included)

### LINK TO DOCUMENTS FOR PUBLIC VIEWING

### DATE OF NEIGHBORHOOD MEETING NOTICE

### ANTICIPATED APPLICATION SUBMITTAL DATE

### JURISDICTION

City of Sammamish  
801 228th Ave. SE  
Sammamish, WA 98075

### APPLICANT/REPRESENTATIVE CONTACT INFO.

Name:  
Address:  
Email:  
Phone number:

# NEIGHBORHOOD MEETING SAMPLE AGENDA

Each item below should be addressed during the Neighborhood meeting.

## 1) Introduction

- a) Introduction of the applicant, representatives, property owner, 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.

## 2) 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

## 3) Discussion

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

## 4) Next Steps

- a) Within 30 days of the neighborhood meeting, the applicant will provide the below documentation to all attendees and the City of Sammamish. This will include the following:
  - A copy of the Neighborhood Meeting Notice.
  - A summary of applicant comments provided before or during the meeting.
  - A summary of comments received from meeting attendees or other persons before or during the meeting.
  - Copies of documents submitted or presented at the meeting.
- b) Within 120 days of the neighborhood meeting, a complete application must be submitted to the City. A new neighborhood meeting will be required if a complete application is not submitted within 120 days.