



*Planning & Community Development.*

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## **ADMINISTRATIVE ORDER PLN20-00039**

### **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. However, the City has 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 these circumstances outreach methods for neighborhood meetings that do not require in person meetings but still meet the objectives of informing interested parties about the project and allowing for comments are allowed.

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 while limiting in person contact, applicants will instead hold an online open house 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/>. The applicant will offer online site visitors the option to provide contact information in order to receive the Neighborhood Meeting Summary.

The online open house materials need to be displayed for a minimum of three (3) days. During the online open house, the applicant will host a conference call to describe the project and take questions and comments from the conference call participants. 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 also must offer a back-up plan for those unable to participate 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.

These options would 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 to allow for virtual meetings and alternative means to share information and feedback shall be followed for the duration of the declaration of health emergency.

  
\_\_\_\_\_  
Director's Signature

3-17-20  
Date

Template for Notice of Neighborhood Meeting – Sent by Applicant

NEIGHBORHOOD OUTREACH

You are invited to participate in an online open house from *Month 7th to 9th* to learn more about a proposed development in your neighborhood. Please go to the online open house at [www.xxx.com](http://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 *Month 9th* at X:XX PM 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](mailto:joe@xxx.com) anytime before *Month 7th* to discuss the project, request mailed/emailed drawings, and request a copy of the Neighborhood Outreach Summary.

**Project Description:** XXX Builders is proposing to demolish a XXX in order to construct XXX at 1234 Street Address. The site is zoned X. The development will be X square feet, X height and contain X apartments. Access will be from X street

**Required Applications:**

- Site Development
- Demolition
- Building
- Preliminary Plat
- Administrative Design Review
- SEPA Environmental Review
- Etc.



