



## PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT

### **NEIGHBORHOOD MEETING BROCHURE:**

*Mailing Address: P.O. Box 547, Anacortes, WA 98221*

*Office Location: 904 6<sup>th</sup> Street, Anacortes WA 98821*

*Phone: (360) 299-1984*



### **What is a Neighborhood Meeting?**

A neighborhood meeting is an informal meeting that is open to the public concerning a proposed development. Please note, that no land use permit application has been submitted to date. When scheduled, neighborhood meetings typically occur at 6:00 or 7:00 PM on either Tuesdays, Wednesdays, or Thursdays in a public venue such as the public library, senior center or at the depot arts and community center. Neighborhood meetings cannot be held at the same time as a major city meeting or holiday.

### **What is the Purpose of a Neighborhood Meeting?**

The purpose of a neighborhood meeting is to inform the public of a proposed development. The meeting also provides an opportunity for the public to learn about the proposed project, meet the developer /contractor, and ask any questions that they may have of them related to the project. One or more representatives from the City of Anacortes also typically attends the meeting.

The meeting also serves as an opportunity for the developer /contractor to hear input from the public /neighbors as to what if any questions or concerns they may have regarding a proposed project. The applicant at their choice can modify their project

accordingly taking into consideration the public /neighbor's concerns expressed.

### **Are Neighborhood Meetings Required?**

Depending upon the project, the City of Anacortes Planning, Community, & Economic Development Department does require that applicant's conduct a neighborhood meeting prior to application submittal per Anacortes Municipal Code (AMC) Table 19.20.030-1. Some types of land use permits require neighborhood meetings while other types do not. Prior to a neighborhood meeting, a pre-application conference is held with the City as required by AMC Table 19.20.030-1.

### **Who Can Attend a Neighborhood Meeting?**

Neighborhood meeting notices are posted on the project site, published in the Anacortes American Newspaper, and mailed to neighboring landowners located within 300-feet of the subject property. Anyone however is welcome to attend a neighborhood meeting whether a neighbor of the project or not.

### **Can I Submit Comments?**

Following a neighborhood meeting, if an applicant proceeds with the submittal of a land use permit application, public notice will be provided consistent with AMC requirements and a public hearing will be held, if applicable. Comments should be submitted during this phase of the project so that they will be a part of the project record.