NEIGHBORHOOD MEETING INFORMATION

DOES MY PROJECT REQUIRE A NEIGHBORHOOD MEETING?
Depending on the project, the City of Anacortes PCED Department may require a neighborhood meeting be conducted prior to formal application submittal. To determine if your project requires a neighborhood meeting, reference AMC Table 19.20.030-1.

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.

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.

Once the pre-application meeting requirement has been satisfied, a neighborhood meeting is required prior to the formal application may be submitted.

STEPS FOR CONDUCTING A MEETING

1. Coordinate with planning staff over a meeting date/time that meets the requirements of AMC 19.20.100. Once a meeting time is set, the applicant is responsible for creating a meeting link (typically via Zoom—Microsoft Teams may also be used).

2. The link must then be forwarded to staff, who will create a Notice of Neighborhood Meeting (see example on Pg. 2) and a mailing list. This Notice is mailed to property owners within 300 radial ft. of the project location.

3. The completed Notice and mailing list will be sent back to the applicant: it is your duty to put together a mailer and send to the recipients of the mailing list. Staff will send the Notice of Neighborhood Meeting to the newspaper as well as post notice of the meeting on site. These tasks are required to satisfy the public notice portion of AMC 19.20.100(D).

   • PLEASE NOTE: the local newspaper only publishes on Wednesdays and the Notice needs to be published at least 10 days prior to the meeting. Notices for a Wednesday publish date must be submitted to the paper no later than 12pm on Fridays.

4. The format of the meeting is typically Q&A, where the public can ask the applicant questions. The applicant is the main facilitator of the meeting with support from City Staff. During the meeting, the applicant must take minutes which will be provided with formal application submittal.

Feel free to reach out to the planning staff should you have questions or need assistance.

360-299-1984 or PCED@cityofanacortes.org
NOTICE OF NEIGHBORHOOD MEETING

A pre-application neighborhood meeting via video teleconference has been scheduled to introduce the potential project described below. The purpose of the meeting is to inform neighbors and interested parties about the potential project at an early stage and to foster communication between the applicant and the public regarding potential project issues and opportunities for solutions.

PROJECT DESCRIPTION:

PROJECT LOCATION:

MEETING DATE & TIME:

HOW TO JOIN THE MEETING:

OR connect with this link:

PROJECT APPLICANT
Name:
Address:
Phone:
Email:

PROPERTY OWNER
Name:
Phone
Email:

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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.