

# Notice of Neighborhood Meeting

**Neighborhood meetings must be held within the city limits at a reasonable time.**

This notice of a neighborhood meeting is being sent because the Sammamish Municipal Code 20.05.035 (SMC) requires potential applicant(s) for a subdivision, short subdivision, or conditional use permit to conduct a neighborhood meeting within Sammamish city limits. The purpose of the meeting shall be to receive neighborhood input and suggestions prior to submission of the application, and an opportunity for the applicant to amend the proposal to address neighborhood feedback as appropriate. Such a public meeting is not a mediation, and any party who participates in such a meeting may still request mediation in accordance with SMC 20.20.060 and the provisions of the City land use mediation program.

This notice is to be sent to all persons entitled to receive notice including: property owners within 1,000 feet of the subject site (2,000 feet for properties within EHNSWB overlay), state/local agencies and community organizations\*, and the City of Sammamish Community Development Director at least 21 days prior to the date of the meeting.

If you have questions regarding this notice, the applicant or applicant's representative, as noted below, can provide more information. Generally, information is not available on proposed projects at city hall until after an application has been submitted.

<b>Date/Time of Neighborhood Meeting:</b>	
<b>Location of Neighborhood Meeting:</b>	
<b>Type of Proposed Application(s): Subdivision, Short Subdivision or Conditional Use Permit:</b>	
<b>Description of the Proposed Project:</b>	
<b>Proposed Project Address/Location:</b> (map of location to be included with notice)	
<b>Jurisdiction:</b>	City of Sammamish, 801 228 <sup>th</sup> Avenue SE, Sammamish, Washington 98075; (425) 295-0500
<b>Date of Notice:</b> (Notice at least 21 days prior to meeting)	
<b>Projected Submittal Date of Application to the City:</b>	
<b>Existing Documents for Public Viewing:</b>	
<b>Applicant / Representative Contact:</b> (Applicant/Representative name, address, and phone number required):	

*APPLICANT ONLY \*:* Appropriate mailing name and address information is available on the City website under land use applications at: [General Mailing List](#). A copy of the complete mailing list must be included with the notice to the City of Sammamish, Community Development Director. The information is provided in a Word document label format and is entitled: *Mailing Addresses: Local/State Agencies and Community Organizations.*

# General Agenda

The meeting need not follow the agenda point by point; however, each item below should be addressed prior to completing the neighborhood meeting.

## 1. Introduction.

- a. Introduction of applicant, representatives, property owner, and any others
- b. Request that attendees sign in on a sign-in sheet. (To be submitted with Notice of Neighborhood Meeting.)

## 2. Project Overview. Should include:

- a. Project location
- b. Description (e.g. number of lots, design of site, 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, applicant to provide documentation to all attendees and the City Community Development Director. Documentation to include:
  - i. Date, time, location of meeting
  - ii. Contact information for all persons representing the applicant at the meeting
  - iii. A summary of comments provided for the meeting attendees by the applicant prior to or during the meeting
  - iv. A summary of comments received from meeting attendees or other persons prior to or during the meeting
  - v. 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.
  - i. If a complete application is not submitted within 120 days, a new neighborhood meeting is required.