

Neighborhood Review Meeting

Administrative Guidelines for Required Developer/Neighborhood Meetings

A. Introduction

1) Purpose Statement

The purpose of the Neighborhood Review Meeting is to provide early notice of a proposed development to neighbors, representatives from the relevant neighborhood association (hereinafter referred to as NA), and interested persons. This early notice serves as an opportunity to become familiar with the applicant’s proposal and to identify any associated issues. The Neighborhood Review Meeting is intended to help developers work with neighbors, and vice versa, to understand and address neighborhood concerns and to reduce the likelihood of delays and appeals.

The guidelines for meetings between land use applicants and neighborhoods are provided to assist interest groups to have a forum for a collaborative development process. The neighborhood/developer meetings allow for feedback so that the parties are informed and can address land use application issues constructively prior to land use review. There is no direct or implied expectation that all issues will be addressed or resolved by conducting or attending one of these meetings. However, there is nothing to preclude the parties from entering into a formal agreement on their own. It should be noted that the county is not bound by agreements to which it is not a signatory; nor can the county agree to

conditions that violate adopted development regulations.

The Clark County Code provides a number of opportunities for the public to comment on proposals:

- The neighborhood/developer review meeting is meant to be an initial introduction to a development. It is currently used for Infill (Tier 2) and applications for new cell towers.
- The pre-application meeting process is for the applicant to present their proposal to, and gather comments from, Community Development staff. Under limited circumstances, such as the Infill Ordinance, other interested parties such as neighbors may also comment on the proposal during the pre-application conference.
- The mailing of legal notice and posting of a development site and surrounding area provides a more detailed level of notification with specific directions on how, when, where and to whom to comment.
- The public hearing provides an opportunity to testify before a hearing examiner, the Planning Commission or the Board of Commissioners.
- The appeal hearing process once again provides an opportunity to raise contested issues.

Each process has specific technical and legal procedures and implications. You may contact Clark County staff at (360)

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For an alternate format, contact the Clark County ADA Compliance Office. Phone: (360)397-2322 Relay: 711 or (800) 833-6384 E-mail: ADA@clark.wa.gov

397-2375 for more information on procedures.

Good-faith efforts of developers/applicants and neighbors are expected to result in land use applications that address the needs and expectations of all the parties and reduce the potential for delays and appeals.

B. Procedures

1) Neighborhood Meeting Required.

a) Prior to submittal of an application for a Type 3 new cell tower, the applicant shall provide an opportunity to meet with neighboring property owners, residents and businesses (hereinafter collectively referred to as "neighbors") as well as representatives from the NA within whose boundaries the site is located. The applicant shall not be required to hold more than one Neighborhood Review Meeting unless such meeting is held more than ninety (90) days prior to submitting an application for a specific development project. At the applicant's discretion, more than one meeting may be held with neighbors.

b) Except as otherwise provided in this section, the applicant should select and secure the time and place for the meeting according to the preference indicated by the relevant NA. If no NA represents the area in which the proposal is located, the applicant shall secure a meeting place of sufficient size to accommodate anticipated attendees.

(i) Any building space fees that are required for the sole purpose of conducting the Neighborhood/Developer

meeting should be paid for by the developer/applicant. If the meeting is held at the regularly scheduled time and place of the affected NA, the applicant is not liable for the building fees, if applicable.

(ii) The day and starting time selected shall be limited to a weekday evening between 6 and 8 p.m. or a Saturday between 9 a.m. and 7:30 p.m. The meeting shall not occur on a state holiday.

(iii) The meeting should be held at a location open to the public within the boundaries of the NA or at a similar location in Clark County within two miles of the development site, if feasible. If no public meeting space is located or available within two miles of the development site, the meeting may take place within a private building which is mutually agreeable to the developer/applicant and NA representative.

(iv) A sign announcing the meeting should be at least 22" x 22" in size with minimum 2" lettering. It should be placed at the main entrance of the building where the meeting will take place at least one hour prior to the meeting. Only (iv)(a)(i) below need be in 2" lettering.

- (a) Such sign should announce
 - (i) the meeting subject, location, date and time;
 - (ii) that the meeting is open to the public and that interested persons are invited to attend; and,

(iii) the name of the applicant and proposed development.

(b) The developer/applicant must remove the sign upon conclusion of the meeting.

2) Notice Required.

a) The developer/applicant shall send a notice not less than 15 calendar days and no longer than 30 days prior to the meeting date by regular USPS mail announcing the Neighborhood Review Meeting.

The mailing list used for notification shall be based on the most recent property tax assessment rolls of the Clark County Assessor. At the request of the applicant, and upon payment of an applicable fee, the county can provide the required mailing list.

The Community Development Department and Neighborhood Outreach Program maintain the current list of addresses and phone numbers of NA Officers and/or representatives and related NA information on file, including regularly scheduled or monthly meeting dates, times and locations, and boundaries. The information is on the county’s web site or the county can provide that information to the applicant at the Permit Counter at 1300 Franklin St., Vancouver, WA. Notice should be sent to the following parties:

- (i) the Community Development Department designee, Development Services Manager, PO Box 9810, Vancouver, WA 98666-9810;
- (ii) property owners and residents/occupants one thousand three hundred twenty (1320) feet (1/4-

mile) in rural areas and six hundred sixty (660) feet (1/8-mile) in urban areas;

(iii) the chair of the Neighborhood Associations Council of Clark County (NACCC);

(iv) to representatives of all NAs whose boundaries are within 500 feet of the subject property

b) At the NA’s discretion, hand delivery of notices by association volunteers may be made in addition to the mailed notice.

c) The notice shall include:

- (i) a statement that indicates the importance of the notice by placing the words “THIS NOTICE CONTAINS INFORMATION THAT MAY AFFECT YOUR PROPERTY” in a minimum of 14 point bold typeface within the top 3 inches of the written notice;
- (ii) the date, time, and location of the meeting;
- (iii) a brief project description packet with materials that visually show and describe in writing the nature and location of the proposal. The packet should contain the following:
 - (a) tax parcel identification numbers of all affected parcels;
 - (b) the name of the project, property owner, and applicant(s);
 - (c) a site plan which is at least 8.5” x 11” in size which includes boundaries of the site, topographic information, proposed building footprint(s);

- (d) description of proposed cell tower and land use applications proposed to be submitted to the County;
 - (e) location of proposed structures
 - (f) elevations of structures, if available; and
 - (g) the name and contact information for the NA and applicant or representative's contacts, in the written description.
- d) Sign Posting. Not less than 15 calendar days prior to the Neighborhood/Developer Review Meeting, the applicant shall post a notice sign on the property on which the proposed development is located.
- (i) The notice sign shall be posted in a clearly visible manner within 50 feet of an adjoining public right-of-way in a manner that can be read from the right-of-way.
 - (ii) The sign must be at least 22 " by 22 ". The notice shall state that the site may be subject to a proposed development and may set forth the name of the applicant and other contact information where the applicant can be reached for additional information; and must state the date, time, and location of the meeting in printed letters at least two (2) inches in height.
 - (iii) The site shall remain posted until the conclusion of the Neighborhood/Developer Review Meeting. It is the applicant's responsibility to remove the sign upon conclusion of the meeting.
- 3) Meeting Format.
- a) At the request of the applicant and upon payment of a fee as set forth in CCC 6.110A.010 (AA), the county may provide a facilitator for the Neighborhood Review Meeting. Other facilitators may be engaged at the expense of the developer and/or interested parties.
 - b) At the Neighborhood/Developer Review meeting, the developer, applicant or representative should start the meeting by reciting the Purpose Statement of the meeting, as outlined in Section A (1), Introduction, of this document.
 - c) The next step is the developer, applicant, or representative describing the proposed application to persons in attendance. The description should include, but is not limited to the following topics:
 - (i) Land use proposed
 - (ii) Site design
 - (iii) Transportation issues
 - (iv) Drainage
 - (v) Environmental constraints/issues
 - (vi) Housing or other structure type and design
 - (vii) Amenities and/or unique features of the development
 - d) The attendees may then identify any issues related to the proposed development that they believe should be addressed in the land use or other permit application and recommend that those issues be submitted for County consideration and analysis.
 - e) The applicant shall have summary notes taken of the discussion on the proposed application.

- 4) Post meeting.
 - a) After the meeting and before submitting an application to the county, the developer/applicant shall send a copy of the meeting summary notes to the Chairperson of the NA and shall have a signed certification of mailing completed. Copies of the summary notes shall be mailed by regular USPS mail or by email, and, if email addresses are available, to all others who attended the meeting and signed up to receive the notes.
- 5) Submission of Information with a Development Application.
 - a) To comply with this section, an applicant shall submit the following information with the land use application:
 - (i) Copies of the following:
 - (a) Notice sent to surrounding property owners, residents and the NA representatives as described in Section B (2) (a-c) above.
 - (b) The mailing list used to send out meeting notices as described in Section B 2 (a) (i-iv) above.
 - (c) Written materials and 8.5" x 11" size plans presented at the Neighborhood Review Meeting.
 - (d) Summary minutes of the meeting, including the meeting date, time, and location, the sign-in sheet of those attending, and a summary of oral and written comments received.
 - (i) If responses to the meeting notice were not received by the applicant and no one attended the Neighborhood Review Meeting or persons in attendance made no comments, the applicant shall submit evidence as indicated above, with the notes reflecting the absence of comment, attendance, or both.
 - (ii) Signed certifications required, under penalty of law, attesting to:
 - (a) mailing of the notice of the neighborhood/developer meeting per Section 2 (a and c), above;
 - (b) posting of the meeting notice per Section B (2) (d) above; and
 - (c) mailing indicating that the summary minutes of the meeting were mailed to the Chairperson of the NA and that the information in the summary are true and accurate per Section 4(a), above.
 - b) Failure of a property owner to receive notice shall not invalidate the Neighborhood Review Meeting proceedings.