

## COMMUNITY MEETINGS

Topics covered in this Development Information Bulletin (DIB) include:

- What is a Community Meeting?
- When is it Required?
- What Information Needs to be Submitted with the Land Use Application?
- What Happens if the Community Meeting is Not Held, or Not Documented as Required?

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### What is a Community Meeting?

This is a meeting for the community that is scheduled and hosted by a person or group who is considering certain land use proposals. Members of the community are invited to ask questions, identify issues, and provide ideas on a future development proposal. The community meeting is intended to enhance public participation. It provides a way for the applicant and surrounding neighbors to meet before the county is involved. Future applicants should use the ideas raised at the meeting to further plan the proposal to be responsive to community concerns and consistent with the requirements of county plans and ordinances. Early citizen participation through the community meeting provides the opportunity to identify issues very early in the process.

### When is it Required?

A community meeting is required for future Type III conditional use proposals that are located in the Rural, Rural Agriculture, Rural Forest, and Commercial Agriculture Zones. They are also required for Type II conditional use proposals for communication towers. A community meeting is not required for a home industry or for a surface mine that is proposed on parcels designated by the County as “mineral lands of long term commercial significance.”

### Specific Requirements for Community Meetings

**When is it Held:** The meeting is held before the applicant submits the request for a pre-application conference or a land use application. The community meeting should be held on a weekday evening, or if not possible, on a weekend at any reasonable time.

**How Many Meetings are Needed:** Only one community meeting is required, but more may be held if desired.

**Location of the Meeting:** If feasible, at a location within five miles of the project’s property boundaries.

**Notice for the Meeting:** The applicant prepares a Notice of the community meeting. It needs to contain: the name of the applicant; the date, time and location of the community meeting; the location and a brief description of the project; and if there are any regulated critical areas or their buffers located on the proposed project site. This information is included in both the mailed and posted Notice.

**Mailed Notice:** The applicant sends a copy of the Notice by first class mail to people or groups who own property within three-hundred (300) feet of the proposed project parcel. The names and addresses of the owners are available from the County Assessor’s records.

**Posting a Sign on the Site:** The applicant also posts the Notice by posting a sign on the subject site at least two weeks in advance of the meeting. The sign needs to be at least 18 inches by 24 inches in size and posted so it can be read without trespassing on private property. It should be on the proposed site, or if that is not a visible location, then posted at a principal entry point to the

property from the nearest public right-of-way upon which the proposed development will be located. The sign must remain posted, visible and readable until the community meeting is held.

**At the Meeting:** The applicant presents the proposal to the community. The presentation needs to include sufficient details to explain the project's scope, its location, and the intended improvements proposed on the property, but the applicant is under no obligation to provide a detailed design at this early phase of design development. All attendees of the meeting shall be given an opportunity to make comment on the proposal. The applicant shall record the meeting.

**Follow-Up after the Meeting:** The applicant prepares meeting notes about the major points of the proposal that were discussed at the meeting. Also, the applicant needs to describe how he is, or is not addressing these major points in the application. The applicant shall provide members of the community in attendance a copy of the meeting notes if they request them.

### **What Information Needs to Be Submitted with the Land Use Application?**

The meeting notes, a tape copy of the recorded meeting, and affidavit of notice and posting must accompany the application submittal. We suggest that the applicant submit the following additional items to help reduce questions about the details of the community meeting: a photograph of the posted sign, a copy of the notice that was mailed out, and a list of the names and addresses who received the mailed notice.

### **What Happens if the Community Meeting is Not Held or Not Documented as Required?**

If the applicant does not hold a community meeting, provide the affidavits of posting and notice or provide written notes and recording tape from the meeting, the land use application will be incomplete. The county can not accept an incomplete application. The applicant would need to hold the meeting or provide the missing documentation to complete the application.

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*IMPORTANT NOTE - "Development Information Bulletins" (DIBs) are intended to assist the general public in understanding the effect of codes and regulations. DIBs are not complete statements of the laws and rules and should not be used as a substitute for them. If conflicts and questions arise, the code and regulations are the final authority. Because these regulations may be revised or amended at any time, consult Island County staff to be sure you understand all current requirements before beginning any work. It is the responsibility of the applicant to ensure that the project meets requirements of all current codes and regulations.*

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