

PRE-LAND DEVELOPMENT APPLICATION COMMUNITY MEETING  
ORDINANCE

A. **Purpose.**

The purpose of a community meeting is to:

1. Inform citizens about the potential project at an early stage; and
2. Foster communication between the applicant and interested citizens regarding potential issues and opportunities for solutions related to the proposed project.

B. An applicant for any of the proposed projects listed below in Section C shall conduct a community meeting regarding the proposed application before the submission of an application to the City of Pullman. A community meeting does not constitute an open record hearing. At the meeting, the applicant shall present a description of the proposed project and be available to respond to questions about the proposed project from meeting participants. The applicant shall record the proceedings of the meeting and submit the recording and an accurate summary of meeting issues to the Planning Department for inclusion in the permit application file.

C. A community meeting shall be conducted before all permits and approvals required by Title 17 **except**:

1. Permits and approvals listed in Section 17.175.050;
2. Permits or approvals for single family dwellings, duplexes, triplexes or manufactured homes on an individual lot;
3. Permits or approvals for sign(s) required by Section 17.50;
4. Amendments to Airport Overlay Districts; and
5. Amendments to the City Comprehensive Plan.

D. The community meeting shall be conducted within the city limits of Pullman no less than thirty days and no more than one hundred twenty days before the application is submitted to the City. If a traffic study will be required as a part of an application, the scope of the study shall be discussed at the community meeting.

E. The applicant shall provide a summary of the meeting at the time of submission of the application consisting of the following:

1. An audio tape of the meeting proceedings; (Speakers must be clearly audible on the recording device.)
2. A written summary sheet of the meeting on the form provided by the Planning Department;

3. List of attendees;
4. A copy of the notice of community meeting; and
5. Certification of posting/mailing the notice.

F. Other attendees of the community meeting may also submit a summary of the meeting issues to the Planning Director.

G. The applicant shall provide public notice of a community meeting by individual notice, public display, newspaper and sign as follows:

1. **An individual notice** shall be given in writing at least 30 days prior to the meeting by regular U.S. mail or by personal service to:

- a. All owners and taxpayers of record, as shown by the most recent Whitman County assessor's record and to street addresses of property located within a three-hundred-foot radius of any portion of the boundary of the subject property, including any property that is contiguous and under the same or common ownership and control. The applicant shall expand the mailing to include areas adjacent to the access easements and areas on the opposite side of rights-of-way, and other physical features;
- b. Any person or organization who has made a written request to the Planning Director to receive such notice;
- c. Any agency with jurisdiction identified by the Planning Director; and
- d. The following City officials: the Mayor, City Council members, the Public Works Director, the Planning Director, the Chief of Police, the Fire Chief, the Finance Director, the Parks Superintendent, the Recreation Superintendent, Chair of the Planning Commission, Chair of the Landmarks Commission, and the Chair of the Parks and Recreation Board.

2. The individual notice shall contain the following information:

- a. Location of the property sufficient to clearly locate the site, including the full street address and identification of the nearest major cross streets or roads;
- b. Description of the proposed action and required permits;
- c. Name, address, office telephone number and e-mail address of the City official from whom additional information may be obtained;
- d. Applicant name and telephone number;

- e. Statement that any person may submit written comments and appear at the community meeting; and
  - f. Notice of community meeting including the date, time and place of the meeting.
3. **A public display** identical in form and content to the individual notice, shall be posted at least 30 days before the meeting at “official public notice posting locations,” including:
- a. The Neill Public Library ;
  - b. The space in City Hall officially designated for posting notices;
  - c. The Planning Department Newsletter; and
  - d. Any other public building or space that the City Council formally designates as an official public notice posting location, including electronic locations.
4. **A newspaper notice**, shall be published in a newspaper of general circulation in the City on the same day of the two consecutive weeks immediately before the public meeting. The newspaper notice shall contain the information listed in subsection (G)(2).
5. **A sign** shall be installed at least 30 days before the meeting on the site of the proposal adjacent to the most heavily traveled public street and located so as to be readable by the public. The Planning Director may require more than one sign if the site fronts on more than one arterial or contains more than three hundred feet of frontage on any street.
- a. The posted notice sign must meet the following specifications:
    - i. It measures a minimum of four feet by four feet, but sign size may be increased in order to contain all of the required information;
    - ii. It is constructed of material of sufficient weight and strength to withstand normal weather conditions;
    - iii. It is white with red lettering.
  - b. The sign shall contain the following information:
    - i. The first line of text on the sign in four-inch letters shall read: “NOTICE OF COMMUNITY MEETING;”
    - ii. The second line of text on the sign in three-inch letters shall contain an appropriate description of the proposed

- action, such as "PROPOSED CONDITIONAL USE PERMIT, File #Z----- -CUP";
- iii. The third line of text on the sign in three-inch letters shall read: "COMMUNITY MEETING ON (date, time and location);"
  - iv. The remaining lines of text, in three-inch letters, shall read as follows:
    - a. proposed use, proposed zone, project name, acreage, number of lots, as appropriate.
    - b. The applicant (or agent) name and phone number; and
  - v. The last line of text on the sign in three-inch letters reads: "FOR INFORMATION: (City contact person telephone number and e-mail address)."

The following figure illustrates a posted notice sign:

Example



- 6. **Other Notification.** The Planning Director, with respect to permit applications for non-site specific issues, such as essential public facilities, may require or provide for such additional notice as deemed necessary and appropriate to serve the public interest. A notification plan may be required of the applicant by the Planning Director indicating the form and time of notice appropriate to the scope and complexity of the proposed project.