

CITY OF PULLMAN

Public Works and Planning Departments

325 S.E. Paradise Street, Pullman, WA 99163 (509) 338-3220 or (509) 338-3213 Fax (509) 338-3282 www.pullman-wa.gov

MEMORANDUM

TO:

Pullman Planning Commission

FROM:

Pete Dickinson, Planning Director

FOR:

Meeting of August 27, 2008

SUBJECT:

Pre-Application Meetings

DATE:

August 22, 2008

Attached is a letter from League of Women Voters Board Chair Sue Armitage asking that the League's October 2007 proposal for pre-application meetings (also attached) be placed on the Planning Commission's agenda for consideration. The Commission is requested to review and act upon this inquiry from the League of Women Voters.

Attachments

LEAGUE OF WOMEN VOTERS OF PULLMAN PO BOX 366 PULLMAN, WA 99163 21 August 2008

Mr. Pete Dickinson Director of Planning City of Pullman

Dear Mr Dickinson:

In October of 2007, the Pullman League of Women Voters presented the Planning Commission and the City Council with copies of an ordinance relating to the development of land in the City of Pullman.

The Pullman League of Women Voters requests your assistance in placing this ordinance on an agenda of the Planning Commission so that its merits might be discussed by members of the commission and any members of the public who may wish to comment. The City Attorney, Laura McAloon, has said that it meets the requirements of Pullman City Code.

Would you please share this letter with the members of the Planning Commission and request their response for placing the ordinance on an agenda as soon as possible.

Thank you for your help in this matter.

Sue Armitage Board Chair



League of Women Voters of Pullman

P. O. Box 366, Pullman, WA 99163 October 2007

The Honorable Glenn Johnson
Members of the Pullman City Council: Francis Benjamin, Keith Bloom, Ann Heath, Bill Paul, Al Sorenson, David Stiller and Barney Waldrop

Dear Mayor and City Council Members;

The League of Women Voters of Pullman is pleased to present to you a pre-land development community meeting ordinance for your consideration. This ordinance would require a developer to hold a community meeting as part of the application procedure for all significant development applications.

The mission of the League of Women Voters is to encourage informed and active participation in Government. In its 87 year history the League has gained much respect for its commitment to accomplish this goal through civil discourse. The Pullman League finds there is an urgent need for more public discussion early in the planning process in Pullman to ensure civil and reasoned discourse as our city grows. We realize that current state law severely limits public participation once a development application is complete. However, at least two cities in Washington, Spokane and Bellingham, have long utilized effective, legal ordinances to allow early public comment on development*. These ordinances require a developer to hold at least one well advertised community meeting as part of the land use application process before applying to the City for permits. An early community meeting enables all sides to ascertain the facts and to provide suggestions early in the process before changes become difficult, rumors flow and bad feelings mount. Representatives we spoke to in the Planning Departments in Bellingham and in Spokane strongly endorsed such a requirement as having solved many potential problems by letting developers know public concerns and giving them time to alter proposals adequately**. Developers have discussed overall plans for large pieces of property that will be developed in small parcels, learned of community desires for certain types of businesses and even of additional available land. A pre-application meeting also allows the City, if it so chooses, to attend the meeting and learn more about the development before the application is filed without jeopardizing subsequent public hearings.

In the recent concern over a new assisted living center on Sunnyside Hill, factual comparisons between assisted living use and the number of R1 homes that would occupy the same property in relation to traffic flow, number of employees, water use, etc. would have calmed neighbors before opinions were set in stone. In the High Street Development, had there been a pre-planning meeting, the community could have raised its concerns about the absence of adequate parking with the developer earlier and even suggested possible solutions to the problem. We note that the College Hill Study

Consultants, Studio Cascade, specifically suggested that "real estate developers should communicate plans for new development openly with community members to build trust and gather beneficial input". This ordinance provides a simple, effective way to insure this is done while conforming to Washington State land use laws.

The League of Women Voters of Pullman believes "good planning is open, deliberative, respectful and inclusive." The sharing of information helps build a consensus and the sharing of facts is necessary to keep all citizens talking to each other and not forming a barrier to halt desired construction. The League urges you to schedule discussion of this ordinance with all deliberate speed. We believe it is a gift that will benefit all citizens: developers and community members alike. We thank you for the opportunity to present it for your review.

Sincerely yours,

Alice L. Schroeder

President, League of Women Voters of Pullman

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Attachment: Pre-Land Development Application Meeting Ordinance

Cc: Pete Dickinson, John Sherman, and Laura McAloon

* The ordinances referred to are: Section 17G.060.050 et seq. of the City of Spokane Municipal Code and Section 21.10.180 et seq. of the City of Bellingham Municipal Code

**Our conversations with city planners in Bellingham and Spokane indicate this type of ordinance is effective in facilitating development.

Spokane: 509-625-6300

Dave Compton Ken Pelton

Charles Dotson (Local Planning Course)

Bellingham: 360-676-6982

Marilyn Vogel Darby Galligan

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;

- 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 <u>individual notice</u> 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:
 - 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;
 - 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:
 - 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

NOTICE OF COMMUNITY MEETING

PROPOSED ZONE CHANGE, FILE #Z2003-01-ZC

COMMUNITY MEETING ON: Thursday, 1/20/2007 AT 7:30 P.M.

LOCATED: COUNCIL CHAMBERS, CITY HALL

Proposed Zone: C1

Proposed Use: Mini-Mall

Applicant/Agent: John Doe, Phone (509) 332-0001

FOR INFORMATION: (509) 338-0279

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.