

PROPOSED NEIGHBORHOOD NOTIFICATION REQUIREMENTS

Proposal developed by Division Design Initiative based on RNA and Division Design Committee input during 2013-2015. Send any questions to ilovedivision@gmail.com

1 Notification Requirements for Proposed Projects ≥10,000 SF or ≥5 units should:

- a) include a description of the proposed project, with project existing and proposed statistics (number of units, parking spaces, site size, etc), contacts, and proposed site plan, and b) provide notice as follows:
1. Business district association: Notification via letter and email
 2. Neighborhood Coalitions: Notification via letter and email
 3. Neighborhood Association: Notice to land use chair plus required visit as noted below.
 4. Adjacent Area Notification: 2 blocks along mixed use corridor, minimum of 1 block surrounding the site (or a 500 feet radius, whichever is greater). Notification letters to property owners and tenants may be paid through applicant permit fees.
 5. On-site Notification: support the concept of site postings with a notice including project information, permit number, site plan/key project info as is a common practice in other NW cities.
 6. If Historic Designation Applies: notification by letter and email to the local historical society.
 7. Letters of Support Requests for Incentives & Bonuses: Applicant may request a letter of support from the NA and business association when requesting a bonus for square footage or additional height. An applicant is not required to obtain this letter but it will be considered noteworthy by the City as a possible red flag that it has not been received.

2 Neighborhood Association Presentation & Follow up Requirements:

- Notification to Neighborhood Association would include a presentation of an overview of the project to area residents, businesses, and property owners. Two (2) visits to the project’s neighborhood association (NA) are encouraged:
 1. Suggested Courtesy Visit to the NA at the “Conceptual Design” stage to gather general feedback and early notice - ideally within 90-180-days prior to submittal.
 2. Required Visit: Building applicants should make a presentation visit the NA not less than 60 days prior to building permit submittal.
- **Materials to bring to NA meeting(s) for Required Visit:**
 1. Site Plan & Proposed Building footprint/plan - Minimum of 25 - 8x11 copies denoted with scale, north arrow, existing trees, and showing adjacent development.
 2. Building Elevations showing proposed building in context with existing adjacent building and block development.
 3. Solar shading analysis – illustration of solar shading impacts to adjacent development

3 Required comment response form from applicant

An applicant shall submit list of comments received from the neighborhood and a statement for each with a response as to how this is being considered. Example:

Neighborhood Association Date of Visit	Applicant Owner
<p>SAMPLE NEIGHBORHOOD COMMENTS</p> <ol style="list-style-type: none"> 1. Preserve mature tree at NE corner 2. Prefer balconies at street 3. Vary window patterns – continuity with variation 4. More street entries desired 5. Step building height up and down 6. Vary rooflines 7. Commercial at the first floor, smaller affordable commercial spaces requested 8. More family-friendly unit sizes and amenities 	<p>SAMPLE APPLICANT RESPONSE</p> <ol style="list-style-type: none"> 1. Will relocate on-site to preserve 2. Now included on SE façade 3. Incorporated exist. neighborhood patterns for storefront window design 4. Added more frequent entries 5. Will consider this to maintain better solar access 6. Will discuss with architect 7. Cannot make this work with program without amenities bonus 8. Redesigning midblock of building to include shared courtyard with more green space and art; added several 2& 3 bedroom units