

Richmond Neighborhood Association

3-Step Notification & Community Engagement Process

The following 3-step notification policy was approved by the Richmond Neighborhood Association (RNA) Board on March 14, 2016 in response to extensive neighborhood input about a desire for more notification and ability to have more meaningful and timely input about the future growth of the Richmond Neighborhood. For questions about meetings and notification contact the Richmond Neighborhood Association.

1 Notification for Proposed Projects

- a) **Projects ≥5,000 SF or ≥5 units proposed within the Richmond neighborhood should provide notice to the following potentially affected nearby stakeholders:** Business Association, Neighborhood Association, local historical society [if impacting any permanent structure built prior to 1940*], and adjacent neighboring properties and residents (including rental apartments) within a 500 foot radius.

**This date is defined as a threshold established because of the traditional quality building stock that exists in the Richmond neighborhood from this time period and earlier including Victorian, art deco, craftsman, early 20th century commercial main street mercantile architecture etc.*

2 Neighborhood Association Visit(s)

When to Come to the Neighborhood Association: A minimum of one visit to the neighborhood association is encouraged (and is required if on Division Street per City policy) to present an overview of the project to area residents, businesses, and property owners. However two visits to the project’s neighborhood association (NA) are encouraged as follows:

1. Suggested Courtesy Visit to the NA at the “Conceptual Design” stage: Visit to the NA to gather general feedback and give early notice. Timeframe: ideally within 90-180-days prior to submittal.
2. Pre-Permit Visit: Building applicants should make a presentation visit the Neighborhood Association not less than 60 days prior to building permit submittal.

What Project Materials to bring to NA meeting:

1. Site Plan & Proposed Building footprint/plan - Minimum of 25 - 8x11 copies denoted with scale, north arrow, existing trees (and size of DBH –depth at breast height), and showing adjacent surrounding development.
2. Building Façade Elevation Drawings showing proposed building in context with existing adjacent building and block development.
3. Solar Shading Analysis – illustration of solar shading impacts to adjacent development
4. Privacy & View Impact Analysis Drawing – showing how the placement of windows and balconies may or may not impact adjacent neighboring properties privacy and may impact any important public views.

3 Follow up: Applicant Comment & Response Form

An applicant should document and submit a list of comments received from the Neighborhood Association Meeting to the Neighborhood Association with a responding statement for each comment as to how each are being considered.

Neighborhood Association: Date of Visit:	Applicant: Owner:
SAMPLE NEIGHBORHOOD COMMENTS <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 	SAMPLE APPLICANT RESPONSE <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