

## Neighborhood Meeting FAQ's

### **When is a Neighborhood Meeting required?**

A neighborhood meeting shall be held for all short plats that are proposing three or more lots, have critical areas, have street access from a collector arterial or above, or are forested (defined as 75% tree canopy).

### **When should a Neighborhood Meeting take place in the development review process?**

For projects utilizing the standard application process the neighborhood meeting should be held after the notice of application. The notice for the neighborhood meeting and the notice of application should be combined if possible. For projects utilizing the PREP process the neighborhood meeting should be held between the PREP Kickoff meeting and the PREP Coordination meeting.

### **Where should a Neighborhood Meeting be held?**

A neighborhood meeting should be held in a neighborhood school, the Old Redmond School House Community Center, the Redmond Senior Center, the Redmond Library, neighborhood churches, the Redmond City Hall or any other public space. The responsibility is on the applicant to find a meeting space.

### **When and what time should a Neighborhood Meeting be held?**

A neighborhood meeting should be held generally between 6 and 7 in the evening on a Monday through Thursday night.

### **What is the purpose of a Neighborhood Meeting?**

The purpose of the neighborhood meeting is to inform the neighbors of the proposed subdivision and to solicit any comments regarding the development.

### **What type of notification is required for a Neighborhood Meeting?**

The notification for a neighborhood meeting is the same as required for a Notice of Application. Specifically the notice shall be mailed to owners of real property within 500 feet of the project site, or 20 property owners (whichever is greater). Please contact the City for addresses. The notice of neighborhood meeting shall also be posted on the site or in a location immediately adjacent to the site.

### **What should a notice of Neighborhood Meeting look like?**

The notice of neighborhood meeting shall contain the location of the proposed project, a description of the proposed project and the neighborhood meeting time and date. A template of a neighborhood meeting notice is attached.

### **When should a Neighborhood Meeting notice be sent?**

Notice of a neighborhood meeting should be sent out either with the standard Notice of Application or 21 days prior to the meeting date.

### **Who should attend a Neighborhood Meeting?**

The applicant and the engineer for the project should be available to attend the meeting. A representative from the City will also attend the meeting. If there are particular concerns regarding critical areas or other specialized fields it may be helpful for the applicant's consultants on those issue to be available.

### **What will happen at a Neighborhood Meeting?**

Please see attached sample agenda.

## **Neighborhood Meeting Strom Property**

**To:** Interested Parties, Residents and Property Owners

**From:** Burnstead Construction, LLC. / Tiffiny Brown

**Subject:** Strom Property (City File Number: DEV110040)

**Location of Proposal:** Northerly end of 159<sup>th</sup> AVE N.E.

**Date:** January 6, 2015

**Time:** 5:30-8:00 PM

**Location:** Council Conference Room  
**Redmond City Hall**  
15670 NE 85<sup>th</sup> Street  
Redmond, WA 98052]

**Re:** The Strom Property project is proposing the establishment of 13 lots on an existing 5.74 acre parcel. In the southerly portion of the site there exists three wetlands and three streams. The project has been designed to not encroach into these features or their regulatory buffers. Attached is a site plan of the proposed project.

Burnstead Construction, LLC. is holding this meeting which will serve as an opportunity for interested parties and nearby property owners to review, comment, and ask questions of the applicant regarding their proposal. This meeting will be held prior to the City of Redmond Technical Committee taking final action on this project.

**Please contact Tiffiny Brown (Burnstead Construction, LLC.) at [tiffiny@burnstead.com](mailto:tiffiny@burnstead.com) if you have any questions.**

## **Neighborhood Meeting Sample Agenda**

- I. Sign In**
  - A sign in sheet should be available and include name, address, and e-mail address.
  
- II. Introductions**
  - Applicant/Applicant's Representative
  - Engineer
  - City representative
  - Meeting attendees
  
- III. Description of Proposal**
  - Applicant or engineer give a detailed description of the proposal including a description of critical areas and proposed tree retention.
  - Visuals should be provided including an aerial, proposed site and tree retention plan and vicinity map.
  
- IV. Questions and Answers**
  
- V. Meeting wrap up and information on next steps in the process**