



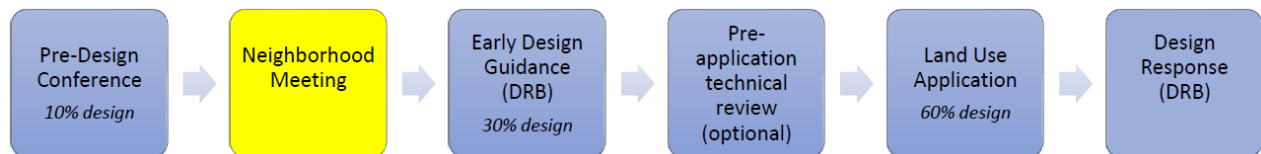
## Permit Center

210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: (360) 778-8382

Email: [permits@cob.org](mailto:permits@cob.org) Web: [www.cob.org/permits](http://www.cob.org/permits)

# Urban Village Design Review Step 2: Neighborhood Meeting



A neighborhood meeting is required prior to submitting an early design guidance application. The neighborhood meeting is an opportunity to introduce the project concept to the neighborhood prior to project design. The applicant is responsible for organizing and hosting the neighborhood meeting. Planning staff will attend only as a resource for potential procedural and city-related questions. Here are the steps to prepare for your neighborhood meeting.

## 1) Find a Meeting Location

Find a location that is as near as possible to the project site. The Bellingham School District, Bellingham Parks and Recreation Department and library have meeting spaces available for community use. Meeting halls, community rooms, churches, offices and other private facilities may also be available in the neighborhood.

## 2) Prepare a Mailing List

See [Mailing List Instructions](#). Include the applicable neighborhood associations, Mayor's Advisory Commission members, Planning and Community Development Department and the news media. These addresses are available from the Planning and Community Development Department and [this link](#). Planning staff can tell you which neighborhoods, associations and news media to include.

## 3) Schedule a Meeting Date

Neighborhood meetings should be scheduled on weekday and non-holiday evenings. Check with your assigned staff planner to arrange a date that they are available to attend and submit the attached project description form so it can be posted to the City website.

## 4) Mail and Post Notices

Your meeting invitation must be mailed **at least 10 days** before the meeting. Keep a record of the mailing date. Include the information in the attached sample meeting notice and a project vicinity map showing the location of the project site.

Posting the project site: Put a copy of the meeting notice in a plastic bag (or laminate) for weather protection. Attach the notice to a yellow "Public Notice" sign (available for purchase at the Permit Center). Post the "Public Notice" sign on the project site in a location where it can be read from an abutting public street **at least 7 days** prior to the meeting. Keep a record of the posting date.

## **Suggestions For Conducting an Effective Meeting**

The neighborhood meeting is intended to benefit both the applicant and the public by initiating early discussion before the project is designed. As the applicant, you are responsible for the quality of the information presented and how you conduct the meeting. The following guidelines will make the meeting informative and productive for applicants and attendees:

1. Introduce yourself and your role in the project. Let attendees know you are holding this meeting at the direction of the City, but that no application has been made for City permits. The purpose of the meeting is for the applicant to introduce the proposal to the neighborhood and document ideas and concerns. The applicant will need to provide notes from the meeting and explain how comments will be addressed as part of the Early Design Guidance application.
2. Present the following information about your project (which will also be required as part of the Early Design Guidance presentation. See EDG Example Packet for details):
  - Project address, name, description
  - Applicant team information
  - Zoning of the property. Describe what can be built (number of units, types of uses, height and size of building, etc) under the allowable development regulations and explain that the design review process creates an opportunity for feedback on the project design and how the building will relate to and contribute to the neighborhood.
  - Vicinity map(s) and/or aerial photo(s) within 3 blocks of the property. Label streets, surrounding uses, zoning, public spaces, landmarks, transit routes/stops and pedestrian routes.
  - Photos of the neighborhood context. Include the subject property and adjacent buildings as well as any landmark buildings in the vicinity of the project (e.g. historic, notable architecture, public/community/cultural facilities, etc)
  - Streetscape cross section photos of the block and facing block, with callouts of relevant datum lines, parcel/siting pattern, fenestration patterns, roof forms, etc.
  - Existing site plan, including property lines, adjacent street names, topography, existing vegetation (including street trees), location of surrounding buildings within 30-feet of the property line, utility lines, existing curb cuts, right-of-way width and footprint(s) of existing building(s).
  - Conceptual massing concepts, with any alternatives being considered. Include abutting sidewalks, access points and significant site features. **PROJECT PLANS ARE NOT INTENDED TO BE PRESENTED AT THIS POINT IN THE PROCESS!**
  - Architectural precedent images from the neighborhood and how they will inform the design development. Discuss the neighborhood context and architectural cues that will be used to inform the design.
  - Images supporting any requested departures from the design standards required in Bellingham Municipal Code (e.g. show design concept with and without the

departure).

- Summarize the design intents from the urban village design guidelines and describe how you intend to meet them. Include supporting images.
3. Ask attendees about the neighborhood character, history of the site, and what is important to them.
  4. You may choose to bring technical advisors, such as an engineer or architect, to provide information and/or listen to comments. Assign someone to take notes, which will be required as part of the Early Design Guidance submittal.
  5. Let attendees know they can contact the Planning and Community Development Department to find out more about the permit/approval process, or refer questions to a staff planner attending the meeting.
  6. Let attendees know the next steps in the process and that there will be additional opportunities for public comment.



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### PRE-DESIGN NEIGHBORHOOD MEETING

#### PROJECT DESCRIPTION

Please complete and return to the City of Bellingham Planning and Community Development Department.

Address or parcel number of the proposed project: \_\_\_\_\_

Type of permit(s) needed: \_\_\_\_\_

Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Neighborhood meeting to be held:

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Description of the project including size of the property, proposed uses and sizes of proposed buildings or structures.

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# SAMPLE FORMAT FOR NEIGHBORHOOD MEETING NOTICE

## NOTICE OF PUBLIC MEETING

You are invited to attend a pre-design neighborhood meeting hosted by \_\_\_\_\_ (Applicant Name) at \_\_\_\_\_ (Meeting Address) \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time) to introduce the following proposed project: (Project Description)

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*Project description should include:*

- *Project name, address and description*
- *Applicant team information*
- *Vicinity map(s) and/or aerial photo(s) within 3 blocks of the property*
- *Neighborhood name*
- *Zoning designation*

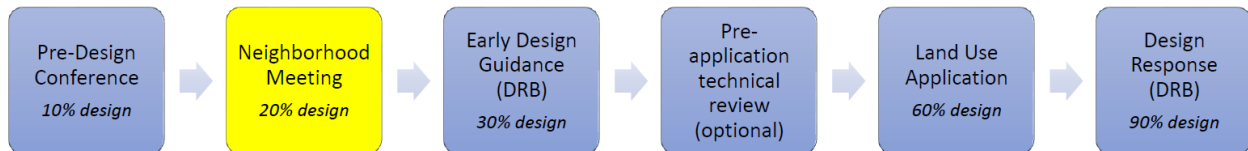
We are holding this meeting to introduce the project, learn about the neighborhood and invite your feedback as we begin the design. PROJECT PLANS WILL NOT BE PRESENTED, only conceptual images and design inspirations. As required by the City of Bellingham, this meeting is being conducted before we apply for land use permits or present the project for review by the City's Design Review Board.

We can be reached by contacting \_\_\_\_\_  
\_\_\_\_\_ if you have any questions regarding the project or meeting.

Assigned planner: \_\_\_\_\_ Email/phone number: \_\_\_\_\_

## PRE-DESIGN NEIGHBORHOOD MEETING AND THE LAND USE PERMIT APPLICATION PROCESS

(Handout for the Mailout and Neighborhood Meeting)



### What is a pre-design neighborhood meeting?

Urban village design review requires the applicant conduct a neighborhood meeting prior to designing the building and submitting an application for review by the City's Design Review Board. The applicant, not the City, conducts this meeting. The purpose of the meeting is to introduce the proposed development and learn about the neighborhood character and concerns prior to designing the building or submitting an application. A City staff member usually attends the meeting to answer process questions but has not received or reviewed an application for the project and will not make recommendations regarding the proposal. The applicant will take notes to share public comments and their responses with the Design Review Board as part of the review process.

### Will I get a notice when the application for Early Design Guidance is submitted?

Yes. Notices informing you that an application has been submitted is provided by the following methods:

Mail. The City will mail a notice of application and comment period to owners of property within 500 feet of the proposed project. Notices are mailed to the address listed with the County Assessor. If you received a notice of the applicant's neighborhood meeting, you will also get future notices when applications are received. Notices are also mailed to the Mayor's Advisory Commission Neighborhood Representative and to any neighborhood association that has registered with the Planning and Community Development Department to receive notices for proposals in their neighborhood.

If you did not receive a notice of the applicant's neighborhood meeting, you are outside the notification boundary and should ask to be added to the mailing list. You may request this from the applicant and/or by contacting the Planning and Community Development Department.

Posted notice. The project site is posted with a yellow public notice sign containing the application notice.

City of Bellingham web page. Public notices issued by the Planning and Community Development Department are posted on the City's web page at [www.cob.org](http://www.cob.org) through Quick Links to City Databases, Planning Notices or [www.cob.org/cob/Pubnot.nsf](http://www.cob.org/cob/Pubnot.nsf).

**How can I comment on the proposal?**

Getting information. There may be changes in the proposal after the neighborhood meeting. Once an application is submitted, you may review the plans and obtain information by contacting at the Planning and Community Development Department from 8:00 AM to 4:00 PM Monday through Friday. The Planning Department is located at City Hall, 210 Lottie Street, Bellingham, WA. You may also contact the Planning staff listed on the notice to get more information.

Sending written comment. Written comments may be submitted to the Planning and Community Development Department prior to 5:00 PM on the day of the scheduled Design Review Board public meeting and may be submitted to the Design Review Board at the meeting.

Commenting at a public meeting. The date, time and location of the public meeting will be included in the meeting notice that is mailed at least 10 days before the meeting. Anyone may speak and/or submit written comments at the public meeting.

**How to get more information about the process:**

If you have any other questions regarding the public review process required for a specific application, contact the Planning and Community Development Department at 360-778-8300.