

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 Willows Preparatory School

To: Interested Parties, Residents and Property Owners

From: Shin Goto, S+L Architects

Subject: Willows Preparatory School

Location of

Proposal: 12280 Redmond-Woodinville Road, Redmond Wa 98052, located at the corner of Redmond-Woodinville Road and NE 124th Street

Date: April 24, 2017

Time: 6 – 7pm

Location: Willows Preparatory School
School Library, main level
12280 Redmond-Woodinville Road
Redmond, WA 98052

Re: This private school project proposes to add a new 2 story, 20,000 s.f. classroom building with a rooftop plaza. The existing site is 15.2 acres, the proposed classroom building will be built in the location of the existing Theno's Dairy building. This new building is anticipated to occupy 315 students and teachers; a net total of 6 new parking stalls will be added to the site.

Attached is a site plan of the proposed project.

S+L Architects 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 Shin Goto at 206 890-8348 or Sgoto@sandlarchitects.com if you have any questions.

Neighborhood Meeting Agenda Willows Preparatory School

- I. Sign In**
 - A sign in sheet will be available and will include name, address, and e-mail address.

- II. Introductions**
 - **Applicant: Yuka Shimizu, President Willows Preparatory School**
 - **Applicant's Representative: Shin Goto, S + L Architects**
 - **Engineer: Scott Sherrow, Pace Engineering**
 - **Landscape Architect: Kristen Lundquist, Brumbaugh & Associates**
 - **Traffic Engineer: Matt Palmer, Gibson Traffic Consultants**
 - **City representative**
 - **Meeting attendees**

- III. Description of Proposal**
 - **Shin Goto, Scott Sherrow and Kristen Lundquist will give a detailed description of the classroom proposal including a description of critical areas and proposed tree retention.**
 - **Visuals will be provided including an aerial, proposed site and tree retention plan, rendered perspectives, rendered landscape plan and vicinity map.**

- IV. The design team: Yuka Shimizu, S+L Architects, Pace Engineering, Brumbaugh & Associates and Gibson Traffic Consultants will be available to answer questions about the project for the meeting attendees.**

- V. Meeting wrap up and information on next steps in the process.**