

# how to work with developers

## A GUIDE FOR COMMUNITY COUNCILS BEING ASKED FOR PROJECT APPROVAL



1

**COLLECT AND  
REVIEW  
COMPLETED  
QUESTIONNAIRE  
AND RUBRIC**



2

**SHARE INFO  
AND HOST  
PRESENTATION**



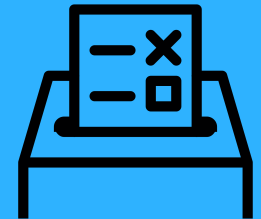
3

**SPREAD WORD  
AND  
PARTICIPATE  
IN COMMUNITY  
INPUT**



4

**HOST  
FOLLOW-UP,  
FINALIZE  
SCORE, AND  
SHARE INFO**



5

**HOLD VOTE;  
PROVIDE AND  
SUBMIT  
AGREEMENT IF  
APPROVED**

In total, this process happens over the course of 3 general body meetings, with one additional input session. Please factor this timeline into your plans so all parties can proceed with reasonable expectations and sufficient time to make this important decision.



## **1 COLLECT AND REVIEW COMPLETED QUESTIONNAIRE AND RUBRIC**

In order for development projects to meet community needs, expectations must be clearly shared in advance. The Questionnaire and Rubric can be obtained from [peasleecenter.org/rubric](http://peasleecenter.org/rubric), and should be given immediately to any developer who requests approval from the council. If your council is seeking a specific Rubric score (a 75% is recommended for gentrifying or stronger-market neighborhoods), share that score at this time. Forms should be fully completed when returned-- the information is essential when striving for an informed, responsible decision. Upon receipt of completed forms, schedule a time for the developer to present plans and announce an input session at an upcoming general body meeting. It is best if the presentation is done when project concepts and numbers are clear, but before full architectural renderings are completed, due to the potential cost impact of suggested changes. Be clear about time constraints and any other expectations.

## **2 SHARE INFO AND HOST PRESENTATION**

Share the completed forms and presentation date with members of council as widely as possible in advance. Forms can be posted to the council's website, attached to email, or mailed. If your council has a committee dedicated to evaluating development projects, encourage this committee to review and discuss the completed forms so they may help to inform other members. At the presentation, allow for questions, and document feedback or concerns. Make clear any proposed changes in landscape, zoning, and/or land use. Do not hold a vote on project approval at this time. Make sure the developer announces an input session with at least a week's notice. Inform the developer of important community anchors that should be contacted.

## **3 SPREAD WORD AND PARTICIPATE IN COMMUNITY INPUT**

Post or share input session details and any additional plan documents as widely as possible with the general body in advance. Encourage leadership and members to attend and take notes. Encourage attendees to offer both verbal and written feedback, and to openly share knowledge and opinions of the pre-existing development site. Emphasize collective concerns for the common good and quality of life, as long as those concerns are not based on the exclusion of groups with little economic and political power. When requested, schedule a follow-up presentation time for the developer within a second general body meeting.





## 4 HOST FOLLOW-UP, FINALIZE SCORE, AND SHARE INFO

At this second general body meeting, have the developer present input results and adjusted plans. Offer clarity or documentation of input where necessary, emphasizing important concerns and the developer's response. Determine the project's final scores in the Community Input and Community Footprint sections of the Rubric. (A dedicated committee can put forward a suggested score, to be validated by the general body.) Make sure the score is clear to all parties. Announce that the formal vote on project approval will happen at the following general body meeting. Answer any questions the developer or members might have about the voting process. Share bylaws if requested. Post or share any updated plan documents as widely as possible with the general body in advance of the vote.

## 5 HOLD VOTE; PROVIDE AND SUBMIT AGREEMENT IF APPROVED

At the third general body meeting, allow for a basic review and final Q&A, and hold the vote. Out of respect for the council's agency and the integrity of the voting process, adhere to relevant bylaws and follow these additional guidelines:

- Individuals who are not full-time residents within the council boundaries should not vote (The council may make exceptions for longstanding, active members who have been displaced from the neighborhood and are seeking housing to return)
- Individuals or organizations that stand to receive direct financial gain by way of this vote should abstain from voting
- No individual or organization may cast a vote in exchange for direct financial or material gain from an interested party or stakeholder

If the general body votes to approve the project, draw up a contract detailing the commitments and terms of approval. Provide this document, signed by leadership, to the developer as soon as possible. Collect the signature of the developer. and submit the document to the relevant City authority as soon as possible.

