

# how to work with community councils

## A GUIDE FOR DEVELOPERS SEEKING PROJECT APPROVAL



In total, this process requires your presence at 3 different general body meetings and one additional input session. Most community councils meet monthly. Please factor this timeline into your plans so all parties can proceed with reasonable expectations and sufficient time to make this important decision.



## **1 SUBMIT COMPLETED QUESTIONNAIRE AND RUBRIC**

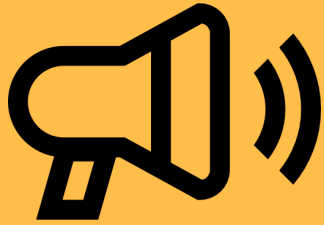
In order for community members to make a responsible and informed decision, important project details must be clearly shared in advance. The Questionnaire and Rubric can be obtained from community council leadership or [peasleecenter.org/rubric](https://peasleecenter.org/rubric). Score your project based on the commitments to the community you can make and fulfill. Fully complete both documents, submit them to council leadership and/or the designated committee, and request a time to present plans within the agenda of an upcoming meeting of the general body. 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 to follow.

## **2 PRESENT PLANS AND ANNOUNCE INPUT SESSION(S)**

Share project plans with the general body, answer questions, and document feedback. Make clear any proposed changes in landscape, zoning, and/or land use. The council should not be asked to vote on project approval at this time. Announce to the general body the time and location of at least one community input session that meets the criteria laid out in the Rubric. At least a week's notice should be given. Provide contact information as an alternative way for those who can not attend the session to provide input. Ask for guidance regarding other important community anchors where invitations to the input session should be shared, and follow up. Share any plan documents in both hard copy and digital formats so the council may make them widely available.

## **3 COLLECT COMMUNITY INPUT AND ADJUST PLANS**

Provide a forum for residents to offer feedback and input on original plans. (See the attached tips for guidance.) Make sure all attendees have opportunities to offer both verbal and written feedback, and to make open comments. Ask residents about the pre-existing development site and any community assets therein. Document input so that it may be shared publicly. Place priority on addressing 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. Adjust or enhance plans accordingly. When you are ready to present final plans, request from council leadership a follow-up presentation time within a second general body meeting.



**4**

## **PRESENT ADJUSTED PLANS; REQUEST VOTE FOR FOLLOWING MONTH**

At this second general body meeting, clearly outline the steps taken to gather input and important conclusions reached, then present adjusted or enhanced plans. The project's final scores in the Community Input and Community Footprint sections of the Rubric will be determined at this time. Request a formal vote on project approval at the following month's general body meeting. Share any updated plans in both hard copy and digital formats so the council may make them widely available. If you have questions about the voting process, ask council leadership to share any relevant bylaws and procedures for your review.

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## **ATTEND VOTE AND SIGN AGREEMENT IF APPROVED**

Attend this third general body meeting to provide a basic review and answer any questions. 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, secure the approval by signing and returning the contract that outlines the terms and commitments, when provided by council leadership.