**Neighbors of Belknap Lookout’s Development Scorecard Intends To:**   
  
Ensure development projects fulfill neighbors' collective vision for Belknap Lookout's built environment as initially defined in our 2009 Area Specific Plan (and taking into account proposed ASP updates), with emphasis on preservation of existing housing, harmonious design, and equitable inclusion of current residents. Please note: Monroe North has its own [plan](https://www.belknaplookout.org/wp-content/uploads/2021/03/Monroe-North-ASP.pdf).

**FOR DEVELOPERS**

We strongly recommend as a first step that you engage with neighbors near the project site – we define “near” as a whole block.

Next, arrange a preliminary meeting with the Community Development Committee by contacting [elianna@belknaplookout.org](mailto:elianna@belknaplookout.org) / 616-454-8413. Monroe North projects are asked to move straight to a neighbor meeting.

At the Committee meeting, we will go over preliminary scoring of your project based on the items below and provide feedback on the project.

**PRELIMINARY SCORING FOR PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 1: Conform with our Area Specific Plan** [**https://www.belknaplookout.org/wp-content/uploads/2017/08/Belknap-Neighborhood-Area-Specific-Plan-Sept.-2009\_0.pdf**](https://www.belknaplookout.org/wp-content/uploads/2017/08/Belknap-Neighborhood-Area-Specific-Plan-Sept.-2009_0.pdf)

**DOES YOUR PROJECT CONFORM WITH THIS PLAN? ANSWER THE FOLLOWING QUESTIONS TO HELP SHOW THAT IT DOES.**

Graphical user interface, application

Description automatically generatedWhat building type is the project?

* Single family
* Duplex/triplex
* Rowhouse
* Apartment House
* Apartment Center Hall
* Cottage Retail Building
* Mixed-Use Building

A screenshot of a computer

Description automatically generated with medium confidenceHow tall is it?

* \_\_\_\_\_ feet

Which Context District is it in (what color is it on the ASP map)?

* Traditional Family Housing (Yellow)
* Mixed Housing (Orange)
* Cottage Retail (Pink)
* Neighborhood Center (Dark Purple)

Do the above answers conform with the ASP’s expectations for the Context District?

* Yes
* No

Does the placement of the building(s) on the lot conform to the setbacks on the relevant building type illustration (pages 22-28)?

* Yes
* No

If the project consists of 4 or more units:  
  
Does the project include 2 different bedroom counts?

* Yes: the project includes bedroom counts of \_\_\_\_\_ and \_\_\_\_\_
* No

Does the project have at least one ADA compliant or ADA convertible unit?

* Yes: there are \_\_\_\_\_ ADA compliant units and \_\_\_\_\_ ADA convertible units
* No

Does the project provide transition in scale (single family home to duplex to quad, etc.). OR Is the project adjacent to land likely to provide future transition in scale (single family home to duplex to quad, etc.)?

* Yes: provided renderings show transition from adjacent parcels to the largest building in the project, or
* Yes: parcel map shows additional parcels adjacent to the project are part of the same Context Zone and may be developed to provide scale transitions in the future.
* No

**Part 2: Demonstrate Harmonious Design (Resume if under 4 units)**

Does the project include porches with 6’ deep x 10’ wide usable space?

* Yes: porches are provided at or above the minimum dimensions.
* No

Does the project omit curb cuts and use the alley (if there is one)?

* Yes: the project omits curb cuts and uses the alley
* N/A: this block does not have an alley
* No

Does the project avoid having garages in front?

* Yes, there are no garages in front.
* No

Are materials compatible with surrounding structures (immediately adjacent, on the block, and across the street) and chosen with longevity (50 years) in mind?

* Yes: materials used are \_\_\_\_\_\_\_\_\_\_\_\_\_, are compatible with surrounding structures, and can be expected to last \_\_\_\_ years.
* No

Do window patterns use symmetry and exceed the minimum standard for non-front faces?

* Yes: windows are symmetrical and there is increased transparency on non-front faces as shown in renderings provided.
* No

**Part 3: Equitably include Current Residents**

Summarize communication with nearby neighbors and how their feedback has been incorporated OR share your community engagement plan (continue on additional pages if needed):

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What is the relocation plan for tenants including moving and deposit support? (We recommend at a minimum: http://grandrapidscitymi.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=2820)

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If the project consists of 4 or more units:  
  
Will you do your own outreach for the neighbor meeting and provide at least two of childcare/ADA access/translation/food? We recommend that you flyer at least a whole city block (projects often get addresses from the City’s Planning Department). We would also suggest a sign on your property if possible.

* Yes: we will conduct the outreach for the neighbor meeting and provide at least two of childcare/ADA access/translation/food.
* No

If you checked no for any of the above, please explain why here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If the project consists of 3 or fewer units, skip to the bottom of page 6.

**BETWEEN MEETINGS**

We recommend making whatever adjustments are mutually agreeable from the project feedback collected from neighbors and committee members.

If the project consists of 4 or more units, next YOU should host a neighborhood meeting, alerting neighbors within a block of the project, NOBL staff at [elianna@belknaplookout.org](mailto:elianna@belknaplookout.org) / 616-454-8413, and providing whichever of the supports you indicated you could above (childcare/ADA access/translation/food). These activities show respect for and create equitable access by neighbors to learn about your project and to ask questions to have their concerns addressed.

Some tips:

* + Alternate for Childcare: make the meeting “family friendly” with a space for quiet activities for kids to do (you do have to be comfortable with asking parents to quiet their children).
  + Translation: Hispanic Center of Western Michigan

<https://hispanic-center.org/language-services/>

* + - Pricing: <https://mcusercontent.com/5820f9abad16483df9742fa91/files/01765f89-5fb7-4d45-8f69-096bc166d953/HCWM_Language_Services_Agreement_2021.pdf>

For content, you will probably want to explain many of the same items that were covered in the preliminary scoring meeting for the benefit of anyone who was not present. The members of the NOBL Community Development Committee will also finish scoring your project based on the following items (if under 4 units they can do this during the preliminary meeting):

If the project consists of 4 or more units: **THE NEIGHBOR MEETING**

(if under 4 units, a continuation of the Community Development meeting; if a Monroe North project, this may take place at the Business Association meeting, should they be willing to open up to neighbors)

**Part 1: Does the Project Advance the Goals of the Area Specific Plan?**

* The project diversifies the types of units available in the neighborhood (1)
* The project provides additional ADA/convertible units or bedroom count(s) (1)
* The project will include environmental remediation (1)
* The project includes public greenspace (2)
* The project includes traffic calming improvements (1)
* The project upgrades a transit stop (1)
* In addition to the required snow removal on its own property, the project provides snow removal for the block (1)
* Subjective: The project provides what I feel is needed in that area (2)

**Part 2: Does the Project Preserve Existing Housing?**

* The project includes renovation of an existing home within the development (1)
* The project includes moving an existing home to a new lot (1)

**Part 3: Does the Project Demonstrate Harmonious Design?**

* [Provide a front view that includes the adjacent structures] Subjective item, averaged across reviewers: The project blends in well with the adjacent structures. (4)

**Part 4: Does the Project Equitably include Current Residents?**

NOBL’s third value is Quality of Life, under which we commit to advocating for the well-being of our neighbors. Our strategic goal for Equitable Community Development calls for transparent, community-based land use decisions. Together these statements mean we will seek affordable housing for our lower income community members, build stability through homeownership, and ensure the opportunities that come forward do not exclude our neighbors of color.

* The project includes at least one unit that is affordable under 80% of the Area Median Income (1)
* The project includes at least one unit available for home ownership to help build stability in the neighborhood (1)
* The project will include commercial space on Lafayette (1)
* Company has existing relationships with 1 or more minority owned businesses (1)
* The project has a Sustainability Plan (provided) (1)

**SCORING**

All attendees will be welcome to submit their scores on the subjective questions. Standard thresholds for recommending support to the NOBL Board: 10 points for projects meeting prerequisites and 15 points for those missing one or two items (for projects under 4 units, it is 8 and 12 points respectively). Attendees may decide together whether they would like to recommend that the NOBL Board support a project that does not have a high enough score, or not support a project despite a high score. Individual neighbors can also send comments directly to the Planning Commission. Monroe North projects’ MNBA support will start NOBL board discussion.

Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total score: \_\_\_\_\_\_\_

Recommendation to NOBL board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Attendee: | Needed? 0-2 | Blend in? 0-4 |
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| 27 |  |  |
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| Total |  |  |
| Average |  |  |

**(Multiple copies of page 9 may be printed to collect impressions from neighborhood meeting attendees.)**

**Neighbor Card for Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Does the project provide what you feel is needed in that area? Award 0-2 points. / ¿Es el proyecto lo que necesita en este area?

o 0 o 1 o 2

* Does the project blend in well with adjacent structures? Award 0-4 points. / ¿El proyecto se mezcla con la estructura adyacente?

o 0 o 1 o 2 o 3 o 4

* What do you want to see changed about the project? / ¿Que quiere cambiar?

**Neighbor Card for Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Does the project provide what you feel is needed in that area? Award 0-2 points. / ¿Es el proyecto lo que necesita en este area?

o 0 o 1 o 2

* Does the project blend in well with adjacent structures? Award 0-4 points. / ¿El proyecto se mezcla con la estructura adyacente?

o 0 o 1 o 2 o 3 o 4

* What do you want to see changed about the project? / ¿Que quiere cambiar?