

APPLICANT

USER

GUIDE

PREP

What is PREP?

In the City of Redmond, like most other communities, all land use application submittals must be deemed complete at the time that they are filed. **Under PREP (Pre Review Entitlement Process)** land use applications are developed that are both complete and code-compliant. This is an **optional review** process whereby City staff work with the development team in building a code-compliant application, review timeframes are compressed, and less time is spent moving your project to approval. PREP puts the applicant in the driver's seat with respect to identifying "critical path" issues and working out their resolution. **PREP is a mutual commitment between the City and the Development Team to create a code-compliant application package in the most efficient manner possible.**

Benefits of PREP

- ⌚ This process will provide predictable timeframes and defined end date.
- ⌚ This process will save you time by allowing your Development Team to work one-on-one with the City Review Team.
- ⌚ A mutual commitment is made between your Development Team and the City Review Team for a quick turn around time-frame.
- ⌚ A single point of contact within the City Review Team is available to assist you in resolving issues.
- ⌚ A code compliant application package is achieved before you submit your application.

PREP offers your Development Team the flexibility to work one-on-one with the City Review Team and establishes strict deadlines which in turn provide a more predictable process.

Once you have completed PREP and submitted your application, the City will begin the public notice and environmental review. Should issues arise from these notifications, some changes may be required to address these concerns.

TOPICS COVERED

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PREP Requirements

You should choose PREP if you can fulfill the following requirements:

- ⊗ Assemble a Development Team (civil engineer, arborist, architect, landscape architect, environmental consultant, geotechnical engineer, etc.) that is ready to respond **quickly** to project issues.
- ⊗ Commit to obtaining approval of a specific proposal.
- ⊗ Commit to the level of detail noted within the established submittal checklist.
- ⊗ Commit to meeting three (3) 30 business day review cycles.

DO NOT choose PREP if:

- ⊗ The project is in the early stages of determining feasibility or in the due diligence stage
- ⊗ The project's financial feasibility is in question
- ⊗ A Development Team has not been formed or is not ready to meet the three(3) 30 business day review cycles.
- ⊗ You want to vest your plat or short plat

PREP Timeframe

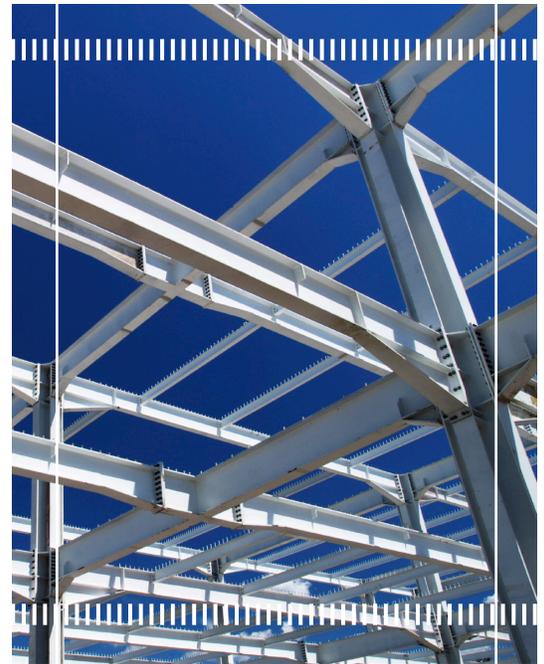
The timeframes are clearly defined. Therefore, the Development Teams commitment to meet or exceed the established turnaround timeframes, the faster you can achieve approval. Development Teams who cannot meet the turnaround timeframes **will be removed** from PREP.

Timeframes set out in the PREP Memorandum of Understanding which include a 10 business day turnaround to receive feedback from the City Review Team and a maximum 30 day turnaround for the Development Team to respond to staff questions, comments, redlines and submit for the subsequent meeting.

PREP Participants

In addition to your Development Team, a City Review Team will be assigned to your project and will include City staff members from the following groups:

- ⊗ Planning
- ⊗ Water/Sewer
- ⊗ Stormwater
- ⊗ Clearing/Grading
- ⊗ Engineering/Transportation
- ⊗ Traffic Operations
- ⊗ Fire
- ⊗ Natural Resources
- ⊗ Parks
- ⊗ Building Division



Review times are compressed under PREP via a combination of one-on-one, collaborative review and one or more Coordination Meetings between City Staff and your Development Team. **If your team cannot achieve the turnaround timeframes, your project will be removed from the process.**

Four Steps to PREP

1 PREP Kick-Off Meeting

The process starts with a **Kick Off Meeting** which includes 30% materials to be submitted for review, followed by one-on-one review between the Development Team and the City Review Team

Design Review Board Meetings

One-on-one review with City Review Team

2 Coordination Meetings

2
Thirty (30) business days later, the first Coordination Meeting takes place that allows the City Review Team to review a consolidated set of materials complying with the established 60% submittal checklist. Additionally, the Development Team will incorporate a response to all redline and comments noted within the Issues Matrix prepared by the City Review Team provided to you during the Kick Off meeting. The Issues Matrix identifies and tracks issues that arise with the project.

Continuing Design Review Board Meetings

Throughout the one-on-one review period you may attend a series of meetings with the Design Review Board (if required) until the Board declares the design is in an approvable form.

Continuing one-on-one reviews with City Review Team

The Coordination Meeting is followed by more one-on-one review between the Development Team and the City Review Team

3
Thirty (30) business days later, a second Coordination Meeting takes place that allows that City Review Team to see a another consolidated set of materials complying with the established 90% submittal checklist. Again, the Development Team will incorporate a response to all redline and comments noted within the updated Issues Matrix prepared by the City Review Team provided to you during the first Coordination Meeting.

4 Submittal Meeting

A Submittal Meeting is then scheduled thirty (30) business days later. At this point in time, each member of the City Review Team has acknowledged that their individual design requirements and informational needs have been met.

The purpose of this meeting is to ensure that your application is code compliant and includes all required information on the applicable submittal checklist. A successful Submittal Meeting marks the end of PREP.

You have now successfully completed PREP and submitted a complete and code-compliant application for your project. Upon completion of the public notice, environmental review, and a final Design Review board Meeting, a decision (or recommendation) will be issued. For Type II projects, this is about 1 month after application. For Type III, IV and V projects, this is about 2 months after application and accounts for required public meetings.

**Public Notice and Environmental Review completed.
Final Design Review Board Meeting.
(Changes may be required).**

How to Get Started

- 🔊 Speak with a Planner to verify that your project is a good candidate for PREP
- 🔊 Submit the application, plans and fees for a PREP Kick Off Meeting
- 🔊 Receive a file number and a date for your Kick Off Meeting

You are now in PREP and on your way to moving your project forward toward approval.

1 STEP ONE: KICK OFF MEETING

The purpose of this meeting is to have the two teams (Development Team and the City Review Team) meet, discuss the expectations and “rules of the game” under PREP, and to receive initial feedback from the City Review Team. This is an opportunity to begin identifying critical issues and begin working on solving them with the members of the City Review Team.

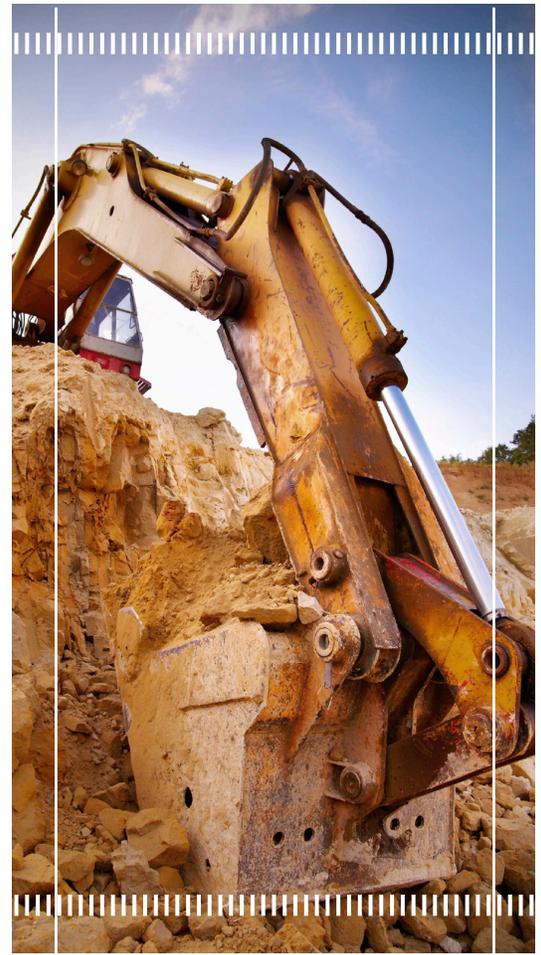
Following the Kick Off Meeting

You are now in the driver’s seat...you determine the critical path in building your application. Successful applications tackle multiple issues at the same time. For example: if there are issues with stormwater and tree retention; then your stormwater engineer should be working with the City Review Team stormwater engineer and the Development Team arborist should be working with the City Review Team planner. Resolution of these issues should be taking place simultaneously...email, phone call, fax, meetings, redline mark ups...you chose whatever method works best to resolve the issue. Throughout PREP the City Review Team will maintain an Issues Matrix, identifying and tracking issues that arise within the project. Staff will update the matrix on a regular basis.

2 & 3 STEP TWO & THREE: COORDINATION MEETINGS

Coordination Meetings require the attendance of your complete Development Team and the City Review Team. The City Review Team will review a consolidated set of plans that reflect the design to-date, allowing all elements of the proposal to be reviewed as they relate to one another. Ten (10) business days prior to the pre-scheduled Coordination Meeting, you can electronically submit your consolidated plans through the eReview Portal. The ten (10) business days deadline is critical in allowing the City Review Team to have adequate time to review the packet of materials.

- 🔊 Electronically submit plans for a Coordinated Meeting. Contact the City point person for details.
- 🔊 At the meetings show how you have addressed issues outlined in the Issues Matrix.
- 🔊 After the meetings: Continue one-on-one review until the next pre-scheduled meeting.



The Issues Matrix is the primary tool staff will use to determine how you are progressing in the process. It will act as a “real time” document that you will have access to at any time to determine what issues are outstanding and/or have been resolved. Progress on the Issues Matrix must be shown in order to hold a Coordination Meeting and/or Submittal Meeting. **You are working toward designing and compiling a code-compliant application package.**



Be cautious of moving forward too quickly with Design Review Board

approval. Changes to the plans may occur through the course of staff review that may necessitate changes being submitted to the Board.

Design Review Board Coordination

As discussed previously, under PREP review you are creating a complete and code compliant application. For those projects requiring Design Review Board (DRB) approval, this is accomplished by attending Consultation meetings with the DRB until the Board declares that the design is in an approvable form.

- First DRB Consultation Meeting is used to solicit input from the DRB on preliminary design concepts. Best held shortly after your PREP Kick-Off meeting.
- Use subsequent meetings to modify the architectural, site planning and landscape design for DRB approval. Based on the scope of the project, typically two to four DRB Consultation meetings are needed to fine-tune the project design to the DRB's satisfaction.
- DRB meetings are held on the first and third Thursday of every month. Materials for DRB review shall be submitted according to the applicable submittal checklist.
- Formal DRB approval is not granted until **after** you submit your complete and code compliant application.

Neighborhood Meeting

Projects such as preliminary plats, short plats, essential public facilities, and master planned developments are required to hold at least one neighborhood meeting. The Technical Committee may also require other projects to hold a neighborhood meeting.

A neighborhood meeting provides an opportunity for the developer to meet with the public and to identify issues early on that may be easily explained or mitigated.

4 STEP 4: PURPOSE AND FORMAT OF THE SUBMITTAL MEETINGS

WHAT IS A SUBMITTAL MEETING?

A Submittal Meeting is held at the very end of PREP to ensure that your proposal is complete and code compliant. Staff will use the applicable submittal checklist to determine if the project is complete and sufficient to receive approval or conditional approval upon acceptance. Copies of all application materials must be provided (ie., completed/signed forms, SEPA Checklist, etc) and submitted electronically. The City Review Team will review the application materials to ensure that all required materials on the checklist are provided and will process the submittal fees.

What Happens after Formal Application is submitted?

- Notice of Application is posted/mailed within 14 days (21 day comment period commences the day the notice is issued).
- Project is scheduled for Technical Committee decision (or recommendation if a hearing is required) approximately 9-10 calendar days after submittal.
- If applicable, the project is scheduled for a formal Design Review Board decision (or recommendation if a hearing is required)
- SEPA Threshold Determination is issued upon expiration of the Notice of Application comment period, unless the Optional DNS process is used
- In the case of Type II permits; a decision letter is issued upon the completion of the DRB decision (if required), Notice of Application comment period (21 days) and SEPA comment/appeal period (each 14 days if required) and consideration of any changes that result from public comment.
- In the case of Type III, IV, V permits; a hearing is scheduled approximately 7-8 weeks after the Technical Committee meeting date allowing for the Notice of Application comment period (21 days), SEPA comment/appeal period and a 21 day notice of hearing. The staff report for the hearing is available 21 days prior to the hearing.



Opting Out of PREP

Some applicants may choose to opt out of PREP early, thinking that they have worked with staff to a point where it might be quicker for them to submit their application through the standard review process. Unlike the collaborative nature of PREP, the more formal standard review process requires staff to spend additional time on letters for additional information, reports, and meeting not required in PREP.

If you do opt out of PREP, the City estimates that it can add two or more months to your schedule before receiving your final application decision. While the City cannot prevent you from opting out early, it is not recommended. Once you opt out, it is not possible to return to PREP.

If you wish to opt out for vesting purposes, you must undergo the standard review process. With the submittal of your formal application, the City must comply with state mandates for processing timelines and therefore must use the Additional Information/consolidated letter system to keep track of City review days.

ADDITIONAL INFORMATION

WE'RE HERE TO HELP

We hope this User's Guide is helpful in explaining PREP and will be a valuable tool in assisting you in your preparation of a complete and code compliant application. City Staff looks forward to assisting you.

If you have any questions or need additional information, please contact PlannerOnCall at, 425-556-2494 or planneroncall@redmond.gov

1 5670 NE 85TH ST

REDMOND, WA 98073

425-556-2900

