



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 save you time by allowing your Development Team to work one-on-one with the City Review Team. This eliminates the time necessary for you and your staff to prepared formal correspondence.
- 🕒 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 puts your Development Team in charge of achieving a code compliant proposal and choosing the critical path issues that determine site design.

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 a maximum 21 day turnaround** in responding to the City Review Team's identified issues

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 respond to the maximum 21 day turnaround
- You want to vest your plat or short plat

## PREP TIMEFRAME

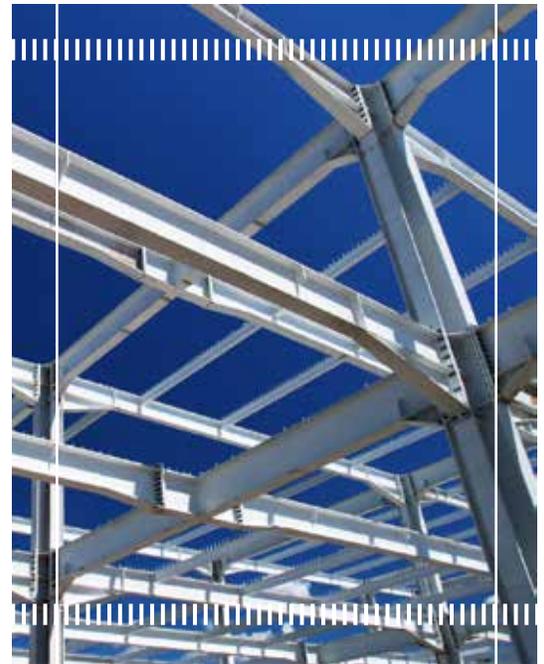
The timeframe is really up to you – you and your team set the pace. The stronger your Development Team's commitment to meeting or exceeding the turnaround timeframes, the faster you can achieve approval. Development Teams who cannot meet the turnaround timeframes **will be removed** from PREP.

Timeframes set out in the PREP Memorandum of Understanding a 5 business day turnaround to receive feedback from the City Review Team and a maximum 21 day turnaround for the Development Team to respond to staff questions, comments, redlines, etc.

## 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
- 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 The process starts with a **Kick Off Meeting**, followed by one-on-one review between the Development Team and the City Review Team
- 2 After one-on-one review has resulted in approximately 50% detail being defined, a **Coordination Meeting** takes place that allows the City Review Team to see a consolidated set of plans incorporating all design decisions made to date. The City Review Team will prepare an Issues Matrix to share with the Development Team, identifying and tracking issues that arise with the project.
  - The Coordination Meeting is followed by more one-on-one review until only a few minor issues remain.
  - Throughout the one-on-one review period you may attend a series of Pre-Application meetings with the Design Review Board (if required) until the Board declares the design is in an approvable form.
- 3 A **Pre-Submittal Meeting** is then scheduled when 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 Pre-Submittal Meeting marks the end of PREP.
- 4 You are now ready for the **Application Intake** of 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.

## HOW TO GET STARTED

- 🕒 Speak with a Planner on staff 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 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 begin a discussion of the project. This is an opportunity to begin identifying critical issues and begin working on solving them with the members of the City Review Team.

A City Review Team point person is identified for your project. Additionally, you will be provided a copy of the applicable [submittal checklist](#). This will become your score card in identifying your progress toward building a complete and code compliant application.

### 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.

**Responsiveness.** We desire to see projects move forward. Therefore, we ask that you stay in contact with us. If the City Review Team identifies an issue, we ask that you provide a response, a proposed resolution, or a draft plan within twenty-one (21) days.



If you are unsure if PREP is right for you, you can always attend a regular Pre-Application Meeting. This is a one time meeting that allows you to speak with review staff about your preliminary proposal. If your project is a good candidate for PREP, you can convert to PREP at that time.



## 2 PLAN REVIEW FEEDBACK/ 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. At least one Coordination Meeting is held during the process.

Working with your Development Team, the City's point person will determine when the project is ready for a Coordination Meeting. Once this has been determined, you can electronically submit your consolidated plans through the eReview Portal. Following the submittal a meeting date and time will be scheduled. The meeting date will be no sooner than five (5) business days after submittal of the plans to allow adequate staff time for review.



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 Pre-Submittal Meeting. **You are working toward designing and compiling a code-compliant application package.**



### Before the Meeting

- Electronically submit plans for a Coordinated Meeting. Contact the City point person for details.



### At the meeting

- Show how you have addressed issues outlined in the Issues Matrix
- Show the progress that has been made in completing the submittal checklist in building the complete and code compliant application



### After the meeting:

- Continue one-on-one review until there are only a few minor code compliance issues remaining.

### Neighborhood Meeting

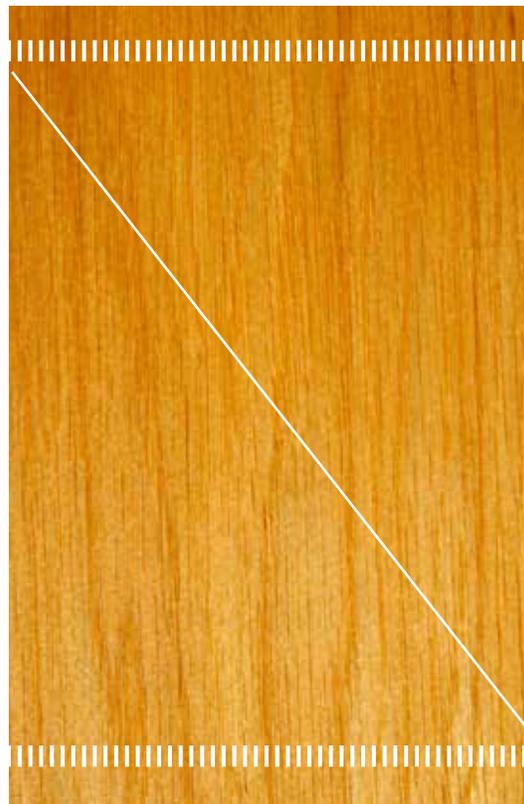
Projects such as preliminary plats, short plats, essential public facilities, and master planned developments are required to hold at least one neighborhood meeting. The Technical Committee may also require other projects to hold a neighborhood meeting.

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.

## 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 Pre-Application 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 Pre-Application 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 must be submitted 13 days prior to the scheduled meeting date.
- Formal DRB approval is not granted until **after** you submit your complete and code compliant application.



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.

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### 3 PURPOSE AND FORMAT OF PRE-SUBMITTAL MEETINGS

#### WHAT IS A PRE-SUBMITTAL MEETING?

A Pre-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.

#### A PRE-SUBMITTAL MEETING IS NOT SCHEDULED UNTIL:

1. Very few (two or three), minor issues are yet to be resolved;
2. The assigned City point person determines that you are ready for a Pre-Submittal Meeting, based upon progress demonstrated on the Issue Matrix and the submittal checklist
3. You have completed your DRB Pre-Application Meeting(s) and the DRB has stated that you are ready for approval.

The City Review Team will be present at the Pre-Submittal Meeting to assure that your application is code compliant. If members of the City Review Team sign the form entitled "Staff Approval for Formal Application ", you may submit your formal application and bypass the typical completeness review (the Pre-Submittal Meeting is your completeness review).

However, if you present changes to the plans at the Pre-Submittal Meeting that have not yet been reviewed by the City Review Team, it is possible that you may not receive the go ahead to submit your formal application.

## 4 APPLICATION INTAKE

- This may occur following the Pre-Submittal Meeting, if the “Staff Approval for Formal Application ” form has been signed by the entire City Review Team. However, if minor changes need to occur or information needs to be submitted prior to Formal Intake then contact your City point person and schedule an intake meeting. These are typically held on Monday and Tuesdays of each week
- Prepare to submit your application materials electronically according the appropriate PREP submittal checklist.
- The City point person will review the application package to ensure that all required materials on the checklist are provided and that fees have been paid.

## 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.

## CHARACTERISTICS OF SUCCESSFUL PREP PROJECTS

Successful PREP projects have the following characteristics:

- Applicant has completed all due diligence and is ready to move forward with a specific proposal.
- Applicant has a Development Team formed and is ready to commit to turnaround timeframes.
- Development Team knows what the critical path issues are up front and resolves those issues at the outset with the City Review Team.
- Development Team works on several issues in parallel, rather than resolving one issue at a time.
- Development Team responds to staff-identified issues within a maximum of 21-days.
- Development Team has an identified point of contact that acts to oversee issue resolution and ensures communication between Development Team members, with respect to consistency in plan changes (example, ensuring the landscape plan is consistent with the civil plan).
- Development Team works with the City Review Team collaboratively and efficiently
- Applicant does not opt out of PREP. Option out early, before your proposal is code compliant, will likely result in delays and resubmittal fees.

Examples of successful projects include:

- Several new, large office buildings in the Overlake high-tech corridor, each of which were approved in about 5 months
- A six-story, 115-unit, mixed-use building in downtown approved in 5 months
- A five-story, 154-unit downtown apartment building approved in 5 months



Veloce Apartments  
NE 83rd St and 161st Ave NE



Redmond Square Apartments  
7977 170th Avenue NE



Group Health Offices  
Redmond Way and 159th PI NE

# 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](mailto:planneroncall@redmond.gov)

For more information about PREP please visit [www.redmond.gov/PREP](http://www.redmond.gov/PREP)

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