

Project Management Guide



Project Management

Planning & Development Services now offers limited Project Management services for customers whose projects meet specific criteria. If a project is accepted into the program, a Project Manager will oversee the project throughout the entire development review process, from Planning approvals to Certificate of Occupancy.

A Multi-Disciplinary Team will be assigned to the project. Team members could include representatives from Current Planning, Design Review, Subdivisions, Plan Review, Fire, Public Works and a multitude of other disciplines. The Project Manager will select the team based on the scope of the specific project.

Applicants are required to attend at least one Early Assistance meeting. Early Assistance meetings are structured to identify required applications, project timelines and any major issues and possible alternative solutions prior to application submittal. One or more Early Assistance meetings may be held with varying team members.

The Project Manager's Role

The Project Manager will assist the applicant in understanding the City's requirements and identifying possible issues up front, enabling them to submit complete applications and avoid possible delays. Once an application has been submitted, the Project Manager will proactively follow the application's progress.

Project Managers open up the line of communication by bringing appropriate staff together in coordinated meetings, greatly reducing the amount of time applicants spend going from department to department. The Project Manager will schedule and facilitate meetings to provide early assistance, resolve code conflicts or negotiate other issue resolution. A written summary of each meeting will be provided to the applicant.

While Project Managers act as the main point of contact, they do not perform the actual reviews. Questions that are discipline specific should be directed to the individual Multi-Disciplinary Team member (Planner, Plan Reviewer, etc.). Questions relating to the management of the overall project or issue resolution should be directed to the Project Manager.

Eligible Projects

Project Management is only available on a limited basis. Customers who wish to participate need to contact a Project Manager and request consideration, and have a project which meets the criteria listed below. Project Managers have the option to decline an otherwise eligible project based on their workload capacity.

Eligible projects include:

- Affordable or Workforce Housing
- LEED projects certified as Silver or higher
- Projects with challenging site issues (such as hillside or floodplain)
- Complex projects with phased permits
- Difficult schedules
- Inexperienced or non-local applicants
- Economic Development
- Civic Importance

A project may consist of a number of permits or approvals, and may involve review by other City departments or outside agencies.

Project Management Fee

There is no additional charge for Project Management services at this time. We are currently performing a cost analysis and may add Project Management fees in the future.

