

## PLANNING AND COMMUNITY DEVELOPMENT



### Consultants, Builders and Developers Informational Notice #2017-01-03

January 3, 2017

#### **Topic: Weekly Pre-Submittal and Comment Review Meetings for Developers, Consultants and City Staff**

Planning and Community Development is now holding Development Project meetings every Thursday at the Municipal Center in cooperation with Economic Development, the Strategic Growth Area Office and all other City Departments and Divisions involved in development review. These meetings allow developers, consultants and city staff to discuss projects and share ideas and concerns in an informal setting before large amounts of time and money are expended. Numerous city staff are involved in review of various design and legal documents. It is very helpful for them to attend these meetings to gain an understanding of the project's importance, components and time sensitivities. City staff provides technical knowledge and explains city requirements and processes. We also hold meetings to discuss staff comments on projects that have already been through review. The review staff is expected to prepare for and attend these meetings when invited. The [City Staff Participation List](#) shows those who are currently invited or required to attend, and their review responsibilities. Typically only the primary staff is involved at the due diligence phase of a project.

**To request a meeting, contact the Development Services Center at (757) 385-8277 or at [dsc@vbgov.com](mailto:dsc@vbgov.com).** Projects are assigned to our Project Team Leaders (PTLs) based on location. The [map of the PTL assigned areas](#) contains PTL names and contact information. The PTL schedules and facilitates the meeting. The PTL is also the key point of contact for the project from concept to completion of construction. The PTL may request an electronic version of concept plans or other available information a week or more prior to the meeting to allow staff time to prepare. If the developer or design team have any specific issues they want to discuss, it is helpful to inform the PTL of that a week prior also.

Meetings may be held at any phase of a project – due diligence, pre-design, pre-submittal or post-review.

We request that both the Developer and the Design Team attend these meetings. This allows for comprehensive discussion of all project components including design, legal documents, permitting, processes, scheduling timelines, etc. The [Development Project Pre-submittal Meeting Agenda](#) is a meeting discussion guideline.

If you have any questions, please contact the DSC office at (757) 385-8277 or [dsc@vbgov.com](mailto:dsc@vbgov.com).