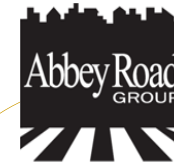


Abbey Road Group
Land Development Services Company, LLC
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Volume 2, Issue 6



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Creating the Communities of Tomorrow, Today!

- AutoCAD designs
- Building permits
- Civil-engineering design
- Code interpretations
- Commercial permits
- Environmental reviews
- Feasibility studies
- Land-development consulting
- Land planning
- Landscape design
- Master-plan communities
- Permit expedition
- Project management
- Public hearings
- Residential permits
- Short plats
- Site-plan design
- Sub-divisions
- Survey services
- TESC Inspections
- Water-quality inspections

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THE ABBEY ROAD GROUP REBELS BASEBALL

The Abbey Road Group is please to introduce our sponsored baseball team the Abbey Road Group Rebels! The team plays in the City of Puyallup Parks and Recreation League.

With a record of 3- 2, including 3 straight wins (one with a blowout score of 18 to 5), these boys are well on their way to the major leagues!

Best of luck to the Abbey Road Rebels for a successful season!



THE CITY OF FEDERAL WAY 2010 COMPREHENSIVE PLAN AND DEVELOPMENT AMENDMENTS

The City of Federal Way is accepting requests for amendments to its comprehensive plan and development regulations. Application forms can be picked up at and submitted to the Community Development Services (CDS) Department, City Hall, at 33325 8th Avenue South, PO Box 9718, Federal Way, WA 98063-9718 (253-835-7000). Applications are accepted and processed once per year. In order to be considered during the 2010 amendment cycle, requests must be submitted to the City of Federal Way Community Development Services Department prior to 5:00 p.m. on **September 30, 2009**. Any requests received after **September 30th** will not be processed during the 2010 amendment cycle and shall be docketed for the next annual amendment cycle. For additional information on how to apply for an amendment to the comprehensive plan or development regulations, please contact Senior Planner Margaret Clark, at 253-835-2646, or margaret.clark@cityoffederalway.com.

INSIDE THIS ISSUE:

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- 2 -EFFICIENT MANAGEMENT
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MANAGEMENT SYSTEM
- 4 -REBELS BASEBALL TEAM
-FEDERAL WAY COMP
PLAN AMMENDMENTS

CEO'S CORNER: THE TEAM APPROACH

One year ago, I embarked on a journey. That journey was purchasing the Abbey Road Group Land Development Services Company. In the year since, our economy has taken a nose dive along with banks, lending institutions and the construction industry. All of this could paint a very grim picture for a small business owner such as myself. Surprisingly, Abbey Road has bucked the economic trend and is remaining stable in a very unstable industry.

One of the greatest factors leading to this stability has been our team and their commitment to the company. I have found that it is important to build a team (whether internal or external) that you can trust and rely on to get the job done. Choosing a team is more than finding people who can do the job, it is finding people who want to excel at the job. Use your team's strengths to the company's benefit!

I have seen this advice play out in our company over the last year as we have built a unified team at Abbey Road. We have found success with this team approach that promotes working for the common good. This cohesive team is better able to serve the needs of our clients and has allowed us to expand our offerings.

I have learned that it is important to establish new or enhanced services in order to maintain flexibility. These services will allow us to remain a valuable asset to our clients, in any economy. Since the beginning of 2008, we have introduced three new services, including one which will debut this month. These services have been developed based on strengths and skills of team members. The addition of survey and civil engineering services has allowed us to provide in-house services that in the past would have been outsourced saving the client both time and money. LEED consulting, our newest service, allows us to step into the realm of sustainable and efficient green development. This will provide our clients and partners with a trusted source for green development techniques. These additions allow us to remain relatively small in size, while providing clients with services they would expect from a larger corporation.

Choosing a team you can trust is no easy task, and it may take some time to find the right fit within your organization. Don't give up when it is hard, and encourage your staff with the same advice. As you develop your team you will see the rewards in both their person growth and the growth of your company.

-Gil Hulsmann



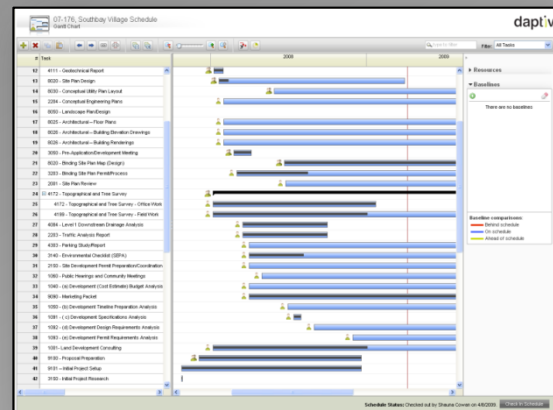
PROJECT MANAGEMENT

Efficient Management is Fundamental

Project management is the active control of every aspect of a project from start to finish providing both continuity and direction. The project manager guides the project by working together with the project team in order to meet strict schedules and budgets that are set in order to keep the project efficient and profitable. They are responsible to meet the project's scope within the client's expectations based on the resources and constraints provided. In order to promote efficient project management the Abbey Road Group utilizes a web based land development project management system that allows every member of the project team to interact and maintain access to the essential details for the project.

Project Schedules

The Abbey Road Group utilizes an electronic scheduling system within our land development project management software in order to track the schedule and make it available to all members of the project team. The project manager must use their knowledge of the project, the jurisdiction and the industry to develop a timeline that is both efficient and attainable. Scheduling however, is more than a list of due dates. The schedule encompasses the project and controls all of its details. Effective project scheduling takes every task, team member and resource into account in order to plan the timeline and move the project to completion. Schedules must also account for and mitigate the effects of unknowns such as jurisdictional review times as well as unexpected situations.



Land Development Project Schedule

Project Cost Estimates

In conjunction with the schedule, a project manager must develop solid cost estimates for all stages of the project. The Abbey Road Group can prepare and manage project cost estimates which provide clients with detailed figures of the finances needed to facilitate any project. These cost estimates help clients to budget for everything from permit fees to the cost of financing. These estimates play an important role in understanding the true cost of any project. Cost estimates also allow clients to see and gain an understanding of how project changes will affect the bottom line. Cost estimating provides information to the client and allows the project team to better facilitate value engineering within the project.

DEVELOPMENT COST ESTIMATE					
Item	Preliminary Design	Development Design	Site Construction	Building Construction	Total Budget
Development Design:					
Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Site Plan Design/AutoCAD Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Civil Engineering Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Development Design Subtotal:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fees:					
Permit Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mitigation Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fees Subtotal:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction:					
Construction Management Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
On Site Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Subtotal:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional Development Cost					
Land and Associated Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional Dev Subtotal:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Financing Cost					
Loan Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Loan Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Period Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Financing Cost Subtotal:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Cost Estimate

Team Meetings

Project meetings are highly important to the project management process. Team meetings allow for interaction and provide a forum for decision making and communication. From the preparation of a detailed agenda to the distribution of meeting minutes, it is important to have a single point of contact to manage the flow of information to the project team. The project managers at Abbey Road utilize the project management system to distribute information before and after meetings so that all team members are kept up to date with project information.



Project Profile	
Project Name	07-176, Southbay Village
Description	The scope of this project is the preparation, submittal and approval of the Site Development Permit, SEPA and Binding Site Plan for a commercial center of a 9.8 acre site.
Approval Status	Not Required
Approval Notes	
Created By	Shauna Cowan
Created On	11/8/2007
Manager	Roberta Marta
Last Modified	4/8/2009
Project Number	12435
Parent Project	
Planned Start	10/25/2007
Planned Finish	12/29/2008
Priority	High
Budget	\$0.00
Capacity	Unplanned
Compact Parking Stalls	128
Site Coverage	79%
Storm Drainage Detention (CF)	
ZONING INFORMATION: See Below:	
Zoning Designation	(CCD) Community Commercial District
Comp Plan Designation	CCD
Density: FAR	
Minimum Lot Size	10
Minimum Lot Frontage (SF)	
Parking Requirements	
Frontage Improvement (LF)	

Land Development Project Profile

Project Status and Task Status

The project status report is updated in real time and provides the client and the design team with detailed project status information.

The report includes the overall status of the project along with written status updates and the "health" of the project. This overall status is tied to the status of the project's individual tasks. The system allows real time updates to tasks including start and finish dates, planned work hours, hours worked, the status and the project team member to who is responsible for the task. This report can be run at any time and from any location with internet access. The report is update by Abbey Road Group staff in real time for consistently current data.

Project Profile

All of the development details of a project are listed within the land development project management system. This eliminates the need for countless forms and spreadsheets. The data includes parcel information, zoning and development details, submittal and approval dates and the completion dates of the most current reports and plans for the project. This wealth of information is a central collection of major project details and information. This information is updated frequently and is available for use by the project team.

Project Status Report for 07-176, Southbay Village	
Description: The scope of this project is the preparation, submittal and approval of the Site Development Permit, SEPA and Binding Site Plan for a commercial center of a 9.8 acre site.	Project Manager: Roberta Marta
Start Date: 10/25/07	Finish Date: 12/29/08
Budget: 0	Priority: High
Overdue Tasks: 1	Client Name: Offenbecher - Jeff Holmes
Completed Tasks: 17	Site Address: Hawks Prairie Rd NE / Marvin Rd NE Jurisdiction: City of Lacey
Tasks Due Next Week:	Total Number of Documents Posted: 48

42 Tasks										
WBS	Name	Planned Start	Planned Finish	Planned Work	Actual Work	Actual Start	%	Task Status	Task Assignee	
1	1002 - Project Management	1/7/08	12/31/09	136.00	199 hrs	12/12/07	25%	In Progress	Roberta Marta	
2	1070 - Project Coordination Meetings	1/7/08	12/31/09	1568.00	10 hrs	2/7/08	0%	Not Started	Roberta Marta	
3	3150 - Initial Project Research	1/7/08	1/7/08	12.00	12 hrs	11/30/07	100%	Completed	Amber Felt	
3	3150 - Initial Project Research	1/7/08	1/7/08	12.00	12 hrs	11/30/07	100%	Completed	Roberta Marta	
4	3202 - Title Report/Research	1/7/08	1/7/08	1.75	2 hrs	1/8/08	100%	Completed	Amber Felt	

Land Development Project Status/Task Status Report

Document Management & Tracking

The land development project management system allows pertinent project documents to be shared among the project team. The project management system is set up to accurately track the status of permitting and plans while maintaining control over the continuity and consistency of the documents.

The entire design team is continually able to access the most current versions of plans and specifications needed for design. Files are uploaded and stored within the web-based program allowing for access at any time. File updates and the addition of new files can be communicated to the design team quickly and easily by way of electronic update messages.

Abbey Road Group Land Development Services Company, LLC												
Permit Status Report												
Project Name	Task Name	Permit Required	Permit Type	Permit Jurisdiction	Permit Number	Permit Submittal Date	Permit Resubmittal Date #1	Permit Resubmittal Date #2	Permit Resubmittal Date #3	Permit Comment Letter #1	Permit Comment Letter #2	Permit Comment Letter #3
07-176, Southbay Village	2001 - Site Plan Review	Yes	Site Plan Review	City of Lacey	HTK00-05	10/6/08						
07-176, Southbay Village	3140 - Environmental Checklist (SEPA)	Yes	SEPA Approval	City of Lacey	HTK00-05	10/6/08						Working

Land Development Permit Status Report

All Documents					
File Name	Actions	Status	Last Uploaded	Last Uploaded By	Size
03.10.09_PSE_A3-1-5a.pdf		Final	3/12/2009 2:27 PM	Amber Felt	308 KB
03.05.09_Comment Letter from Health Department.pdf		Final	3/8/2009 7:54 AM	Amber Felt	28 KB
SEPA-0280escen1_A3-1-5a.pdf		Draft	3/4/2009 3:12 PM	Amber Felt	2 MB
SEPA-0280escen1_A2-1-5a.pdf		Draft	3/4/2009 3:12 PM	Amber Felt	205 KB
SEPA-0280escen1_A3-1-0a.pdf		Draft	3/4/2009 3:12 PM	Amber Felt	2 MB
SEPA-0280escen1_A2-1-0a.pdf		Draft	3/4/2009 3:11 PM	Amber Felt	218 KB
SEPA-0280escen1_A3-1-0a.pdf		Draft	3/4/2009 3:11 PM	Amber Felt	160 KB
SEPA-0280escen1_A2-1-0a.pdf		Draft	3/4/2009 3:11 PM	Amber Felt	160 KB
Bulkflow Remediation (SEPA).pdf		Draft	3/4/2009 3:11 PM	Amber Felt	4 MB
flowchart_0280escen1.docx		Draft	3/4/2009 3:09 PM	Amber Felt	530 KB
Southbay remediation concept Model.pdf		Draft	3/4/2009 3:09 PM	Amber Felt	15 KB
L-1.1.Landscap-Plan.pdf		Draft	3/4/2009 3:09 PM	Amber Felt	755 KB
08-0704_L-3a.pdf		Draft	3/4/2009 3:09 PM	Amber Felt	891 KB
L-2.1.Landscap-Plan.pdf		Draft	3/4/2009 3:09 PM	Amber Felt	1 MB

Land Development Document Management