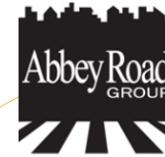


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**Creating the Communities of Tomorrow, Today!**

- 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

Visit us online at [www.AbbeyRoadGroup.com](http://www.AbbeyRoadGroup.com)

**GIS MAPPING**

GIS or Geographic Information Service is a system that combines property information including parcel data, water, sewer, zoning, critical areas, aerial photography and other data into a useful mapping service. Maps created in GIS are a great way to show property information in an easy to read format that is ideal for presentations, submittals and other property related documents. Local jurisdictions may offer basic GIS services on their websites with the ability to provide general parcel data, however more detailed information is only provided via subscription.

Did you know that the Abbey Road Group can prepare GIS maps for your property? The team at Abbey Road has been certified by Pierce County to provide GIS mapping services through the County View System. This subscription based system allows for detailed aerial photographs and parcel maps to be overlaid with necessary parcel information and then printed or saved electronically for future use.

**Contact Abbey Road to find out more about our GIS mapping!**



**INSIDE THIS ISSUE:**

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**CEO'S CORNER: DUST OFF YOUR BUSINESS PLAN**

As the economy rebounds, it is important for businesses to make the most of the opportunities that come their way. To do this, it is important to spend time planning and preparing.

Every organization, large or small, must have a business plan (whether you call it a business plan or not is up to you). Most business owners wrote a plan when they decided to start their business. Whether thoughtfully prepared or thrown together, this plan was most likely what secured the capital for the startup. It is unfortunate that many times these plans are put aside after the money comes in and are rarely looked at and even more rarely utilized as a base of the business.

So the question remains, do you know where your business plan is and do you know what it says? Most importantly, are you really using it? It's time to scour the book shelves and drawers in your office and locate the plan! If you cannot find it, it's time to write a new one (or a first one!)

Once you find it and wipe the dust off, take the time to follow these simple steps to update it to the point that you cannot bear the thought of running your business without it!

1. Review – Read through your plan and familiarize yourself with it.
2. Analyze – As you read through your plan take notes and determine what needs to be updated, added, revised or thrown out.
3. Modify – Make the necessary revisions.
4. Execute – Put the plan into practice in your organization.
5. Repeat – Take the time to periodically repeat this process to keep your plan current.

Now I know some of you are saying, "I don't need a plan – it's all in my head!" For those of you who are thinking this I would challenge you to remember that your business plan is not only for you. A business plan is also an important resource to help your management staff to understand your vision for the company. By writing it down, you not only create accountability to following it, but you also provide a guideline for the company.

Also, please don't make excuses and say that you do not have the time. It takes less time to make a plan for things then it takes to fix the issue!

What are you waiting for? Strengthen your organization today by reviewing or writing your business plan! Then watch you business grow to its full potential when you execute the plan and see your vision become reality. So dust it off and have a successful year!

-Gil Hulsmann

**Business Plan Elements**

- Executive Summary
- Mission Statement
- Company Goals (short and long term)
- Company Values
- Company Purpose
- SWOT Analysis (Strengths, Opportunities, Weakness, Threats)
- Affiliations
- General Company Description
- Financial Forecasts
- Services
- Marketing Strategy
- Business Threats and Derailment Possibilities
- Operational Plan
- Management and Organization Structure
- Startup Expenses and Capitalization
- Operational and Financial Exit Strategy
- Trademark and Copyright
- Officers and Directors
- Staff Positions and Job Descriptions
- Outside Professional Support

# LAND PLANNING

## Land Use Planning

Land planning plays a key role in every development project. Land planning is the process of legally preparing the property for the proposed project. As its name implies, planning focuses on preparing a plan for development and following it through to approval, resulting in a site that is ready for further development or is permitted for a specific use. This includes short and long term planning and the preparation and guidance of land-use applications through the maze of jurisdictional approvals. The Abbey Road Group is prepared to assist clients with land planning services from annexations to plat approval.

The Abbey Road team begins each project by meeting with the client in order to gain a full understanding about the property and the client's vision for its development. By taking the time to understand the property and the vision, the team is able to provide unbiased advice on how to best proceed. The team's recommendations are based on years of experience and an in-depth knowledge of planning. The team's experience in every aspect of planning allows Abbey Road to be the client's one stop for projects of every type.

The planning team is known for commitment to clients and responsiveness to client needs. Clients receive updates on the status of their project at regular intervals, as well as special updates when necessary. Clients can also expect the Abbey Road team to be responsive to all client requests and be proactive when it comes to working with sub-consultants and local jurisdictions.

The team's goal is to fight for each client's development rights in a way that is beneficial to the client while meeting local jurisdictional requirements. The planning team understands that this often requires creative solutions that appeal to the client and to the jurisdiction. This innovative approach provides benefits to all parties with minimal concession, and results in an efficient and effective process that leads to proven and tangible results in as little time as possible.

The Abbey Road planning team is committed to building and maintaining relationships with jurisdictions that allow applications to move more efficiently through the land use process. In addition, these relationships allow the planning team to stay up-to-date on the important jurisdictional changes that may affect a client's properties.

Preparing property for future development is a complex process and requires a knowledgeable team of planners who are committed to the success of the project and who understand the intricacy of the process. Clients can rely on Abbey Road's proven planning staff to move your project forward and improve development potential!



## Land Use Vesting

The term *vesting* is often used in land planning referring to the point at which the governing jurisdiction considers the project to be ready for review. Vesting is crucial because it establishes a date that will be used to determine the development regulations that will apply during the review of the project.

Vesting is a protection for the property owner or developer that assures that the regulations applying to the project will remain consistent throughout the lifetime of the application. Vesting applies to use permits, preliminary plats, final plats, short plats, large-lot divisions, binding site plans and shoreline-development permits.

In general vesting is straightforward. If a new development regulation goes into effect on December 1st, and the project is vested on or before the 30th of November, it is not held to the new regulation. However, if the project is vested on the 1st of December or later, the project will be forced to comply with the new regulations. The importance of keeping up with changing codes cannot be understated, because missing a vesting deadline can be costly. Property owners and developers must know and understand the process for getting approvals within the jurisdiction, and must take into account review times, comment periods and other variables in the process.

The jurisdiction's process itself may be the largest variable to the process of vesting. Jurisdictions are often vague about the vesting process, meaning property owners and developers must take responsibility for their projects by becoming knowledgeable of the jurisdictional processes and requirements that govern their property.

*Each jurisdiction is different; please take the time to consult the code in your area for detailed vesting information, and contact the Abbey Road Group for further details and assistance.*



### Conditional Use Permit (CUP)

Conditional Use Permits are land use permits required due to unusual characteristics such as use, size, location, or demands upon public facilities resulting from such a use.



### Annexation

Annexation is the process of incorporating part of a jurisdiction into another jurisdiction; usually from county to city.



### Shoreline Permits

Shoreline Permits are specialty permits intended to protect the environment, that are required for development adjacent to water, shorelines, or river tributaries.



### Binding Site Plan

A Binding Site Plan is a form of site plan generally reserved for commercial and industrial land which governs the development of all land on which the use is proposed.



### Rezone Applications

The rezone process of changing the zoning classification of a property by request of the property owner. Jurisdictions can also make zoning changes at their discretion.



### Variance Requests

A variance is a relief from a development standard such as lot area, setback, building height, landscaping, or parking, which prevents reasonable use of the property.



### Plat Approvals

Platting is the process of dividing land into legal lots, tracts, or parcels for sale or development.



### Boundary Line Adjustments

Boundary Line Adjustments are the process of modifying property lines in conjunction with neighboring parcels to increase development potential.



### SEPA Approvals (State Environmental Policy Act)

SEPA is a state regulation requiring local jurisdictions to evaluate the environmental impact of a project application prior to its approval.

## The Abbey Road Commitment

\*We are **committed** to being the client's representative and fighting for their development rights.

\*We are **committed** keeping clients up to date on land use issues that may affect property rights.

\*We are **committed** to keeping clients updated and informed on the status of their projects.

\*We are **committed** to being fully responsive to client needs and being pro-active with local jurisdictions.

\*We are **committed** to moving projects along as efficiently as possible to save time and money.

\*We are **committed** to providing value driven "one-stop" service for projects of any type.

\*We are **committed** to solving land planning issues with creative and innovative solutions.