



CITY OF GRAND RAPIDS ADMINISTRATIVE POLICY

NUMBER: 18-02	DATE: <i>September 28, 2018</i>
REVISIONS:	
ISSUED BY: City Manager	SIGNED: <i>[Signature]</i>

SUBJECT: Design Team

PURPOSE: *"Grand Rapids is a vibrant, exciting and diverse community in which to live, work and visit. Guided by our core values of integrity, honesty, respect, competence, service and family, our dedication to excellent service, leadership and creativity makes this happen." ¹*

The City's Design Team brings together the City's best designers, planners and operators to meet with developers, designers and other agencies to foster proactive and productive project discussions for shared success by:

- Understanding desired results and requirements,
- Reviewing proposed and alternative design solutions,
- Discussing, challenging, collaborating, assisting, and seeking solutions,
- Providing guidance and expertise,
- Making recommendations to various boards and commissions regarding specific projects, if appropriate,
- Advising the Vital Streets Oversight Commission on possible changes to the Vital Streets Plan,
- Reviewing and approving additions, deletions or other changes to the Vital Streets Guidelines,

with the outcome of delivering exceptional projects that improve our community by creating great places, accomplishing asset management, supporting economic development and recognizing the need for balance and distribution.

POLICY:

1. The Deputy City Manager shall designate the Chairperson of Design Team. If conditions warrant, the Deputy City Manager may designate co-chairpersons.

2. The Chairperson shall ensure that agendas are prepared, facilitate the meetings, cause minutes and notes to be prepared, cause design team decisions to be tracked, facilitate meetings and help resolve differences and conflicts.
3. Members shall be nominated by Managing Directors or Department Directors, reviewed by the Chairperson of Design Team and appointed by the Deputy City Manager.
4. Design Team shall review facility, parks, street and infrastructure and private or not-for-profit development projects.
5. The Engineering Department will coordinate scheduling, publishing agendas, taking and publishing the minutes of our meetings,
6. Project review requests should include information about the project and include proposed plans and amount of time needed, so the Design Team can come prepared to offer the most valuable feedback,
7. Design is an iterative process that focuses on blending the attributes and strengths of Design Team disciplines to produce exceptional projects. Tradeoffs are required and must be examined and understood in reaching design decisions.
8. Design Team's final determination will be implemented.
9. Matters that cannot be resolved will be referred to the Deputy City Manager for resolution.

OUR VALUES:

1. We meet together regularly and our attendance is consistent,
2. We believe it is critical that Planning; Traffic Safety; Mobility; Fire; Stormwater, Sanitary Sewer, Water and Street Lighting Utilities; Forestry; Engineering, and on a project by project basis – others; demonstrate that Design Team is a priority by their presence, preparation and participation,
3. We will treat developers, designers and community members with respect and assist them in understanding the City requirements and, where possible, to provide guidance and options in how to meet said requirements,
4. We will use the Vital Streets Plan and Design Guidelines to inform and guide our work,
5. We are curious about what is working for others and will share our relevant experiences, ideas and findings with the Design Team and our staff,

6. We strive to work as an effective team, seeking to understand, contributing, encouraging open and honest communication and feedback, being courteous, and knowing that collaboration takes time, work and empathy,
7. We will regularly review how we are doing and how we can improve,
8. We will develop and track project performance data information for evaluation of the metrics established by the Vital Streets Oversight Commission and by City policy and practice,
9. By meeting together regularly, our goal is, not only the best design, but to reduce the review time of City staff and reduce rework by designers.

¹ City of Grand Rapids Building a Better City...by Design Vision Statement