

#	Recommendation	Department	Status	Action Required	Staff Recommendation
1	Cross-train reviewers to review similar but multiple disciplines. Reducing the number of individual departments reviewing permit applications.	All	In-Progress	Administrative	Where Feasible
2	Cross-train administrative staff responsible for the intake and routing of applications and plans so that they have an understanding of the disciplines involved. Expand their responsibilities to include conducting completeness checks at the intake of both initial applications and resubmittals.	Building	Continuous	Administrative	Agreed
3	Cross-train reviewers to review similar but multiple disciplines. Reducing the number of individual departments reviewing building permit applications.	Building	Continuous	Administrative	Agreed
4	Transition to digital application and plan set submission for the Drop-off Building Permit Process.	Building	In-Progress	Administrative	Agreed
5	Transition the current walk-thru permitting process to an electronic application submission that is reviewed the next business day.	Building	In-Progress	Administrative	Agreed
6	Examine ways to reduce the number of temporary certificate of occupancies applied issued.	Building	In-Progress	Administrative	Agreed
7	Update policies and procedures to require all comments to be readdressed at the time of resubmittal.	Building	Implemented	Administrative	Agreed

8	Require the applicant to resubmit a complete plan set upon each resubmission.	Building	In-Progress	Administrative	Agreed
9	Permit Clerks should be allowed to process credit card payments at their terminal after receiving proper training.	Building	In-Progress	Administrative	Agreed
10	Ensure proper policies are in place related to the determination of fees, especially for private provider permits for smaller scale project where minimum fees are assessed.	Building	Continuous	Administrative	Agreed
11	The Building webpage should be streamlined to provide relevant information through less searching. An overview of the application and review process should be provided through a graphic.	Building	Continuous	Administrative	Agreed
12	Require all reviewers to sign off or indicate not applicable on all plan sheets.	Building - Lead, All	Implemented (as of 6/6/2019)	Administrative	Agreed
13	Reviewers should sign each plan sheet versus completing the approval cover letter for walk through permits. Maintaining integrity throughout the review and construction process.	Building - Lead, All	Implemented (as of 6/6/2019)	Administrative	Agreed

14	Create the position of Permit Coordinator to provide oversight of the entire development review and permitting process. The Permit Coordinator would also serve as a liaison to the development community to resolve issues.	City Manager	Pending Budget Process	Administrative	Agreed
15	Conduct public hearings for land development regulation text amendments to once per quarter (initially) versus the current philosophy of conducting hearings at will throughout the year. Three year goal is to conduct public hearing for land development regulation text amendments to twice a year.	Planning	To Be Implements After Code Rewrite	Policy/ Legislative	Agreed
16	Other review departments should receive notice regarding projects being reviewed by the four Planning Boards and be provided an opportunity to "opt in" to commenting or providing recommended conditions of approval.	Planning	In-Progress	Administrative	Agreed
17	Expand participation in pre-application meetings and use them as an opportunity for broad input from the City on all issues potentially affecting a project. Do not require applicants to identify what board their project is subject to before attending the preapplication meeting.	Planning	In-Progress	Administrative	Agreed

18	Consider requiring staff-issued Planning permits for some complex projects that don't require Board approval but that do review staff review to ensure that all site issues are addressed prior to architectural review.	Planning	No Action At This Time	Legislative	Not Recommended
19	Transition to electronic packets for all land use boards.	Planning	No Action At This Time	Administrative/ Policy	Agreed
20	Conduct public hearings for land development regulation text amendments at the first reading of the ordinance.	Planning	No Action At This Time	Policy	Not Recommended
21	Rewrite the land development regulation portion of the adopted City codes and ordinance to incorporate best practices.	Planning	In-Progress	Legislative	Agreed
22	Modify the approval authority for single family homes constructed pre-1942 and not located in a local historic district. Staff should have the authority to review and approve these permit types.	Planning	No Action At This Time	Legislative	Agreed
23	Conduct a review of project types to identify more projects that can be approved at the staff level without Board review. Single family residences in particular should be fast tracked with staff review if possible.	Planning	No Action At This Time	Legislative	Agreed (contingent on recommendation #22)

24	Consider moving the authority for issuing variances to the city Board of Adjustment so that the Land Use boards responsible for determining compliance with regulations are not also responsible for issuing variances.	Planning	No Action At This Time	Legislative	Not Recommended
25	Ensure that all planning staff involved in development review is included in the development and review of proposed land use text amendments.	Planning	In-Progress	Administrative/ Policy	Agreed
26	The Planning webpage should be expanded to provide more relevant information on the webpage versus a link to the municipal code. Additional information should be provided for each land use boards and review authority and approval.	Planning	In-Progress	Administrative	Agreed
27	Create a manual or series of handouts detailing specific historic design standards.	Planning	In-Progress	Administrative	Agreed
28	Exclude interiors from Historic Preservation Board review and transition to staff review.	Planning	No Action At This Time	Legislative	Not Recommended (Requires voter referendum)
29	Reduce the timeline for conducting a public hearing for land use boards between 4 and 6 weeks after application is received.	Planning	No Action At This Time	Legislative	Generally Agreed, Further Research Required
30	Ensure holistic approach to resiliency standards including discordance between elevated and non-elevated building in or near historic areas.	Planning	Continuous	Legislative/ Policy	Agreed

31	In conjunction with streamlining regulations to reduce the use of variances, HPB's jurisdictions should be to determine historic appropriateness only.	Planning	No Action At This Time	Legislative	Not Recommended (Requires voter referendum)
32	Include other review agencies in the Planning review, and where possible identify and ensure resolution of issues that would otherwise potentially delay or derail a project once it reaches the building permit stage.	Planning - Lead, All	In-Progress	Administrative	Agreed
33	Implement a Development Review Committee of staff responsible for transportation, public works, floodplain management, urban forestry to participate in pre-application meetings and review projects before they are seen by the community's Land Use board.	Planning - Lead, All	In-Progress	Administrative	Agreed