

DEVELOPMENT ADVISORY FORUM
July 13, 2005 - 7:30 to 9:00 a.m.
Meeting Minutes

Item #	Discussion Item:
<p>7.13.05.I & 7.13.05.II</p>	<p><u>Welcome and Introductions:</u> Terry</p> <p>Terry welcomed everyone and thanked them for attending. He introduced Heather Gray and let everyone know that she has returned to Building Safety and will be shared by Building Safety and Planning. Erin Patterson introduced Lauren Barnett; she will be taking over her job with the Home Owner's Association. Harold Decker introduced Teri Killgore of the Fiesta Mall project.</p> <p>Terry went right into Tidemark Update because Rick needed to leave early.</p>
<p>7.13.05.V</p>	<p><u>Tidemark Update:</u> Rick Wagner</p> <p>E-Pay Module – Web Based System to pay for permits online. It is still fairly new, but Heather Gray's return to Building Safety should facilitate e-pay information to our customers. It pertains to all Permits, but you will not be able to print the Permit online yet. The service will also be utilized by Planning after we work out all the bugs.</p> <p>Questions: Our permitting process is too long, is there anyway that all the information can be input before coming in, have one counter where you only pick up after the permit is paid for? The Division will check into this. How long before customers will be able to print the permit online? Around one (1) year to get all the necessary software.</p> <p>E-Forms – Submit application for permits online to include: Swimming Pools and Spas; RV and Manufactured Housing; Additions and Remodels, and a combination of Plumbing, Electrical and Mechanical, projecting to have it together by the end of August.</p> <p>Launch into Revision the first part of August and finish up in November. Bringing it to Planning in February.</p> <p>Questions: Viewing Current Plan Review Comments – Can they use a format to access? Sometimes you cannot open comments. Steve will check into it. A question about E-Plan Submittals, which Rob Wauro was going to give in his presentation. Terry segued to e-plan review next.</p>
<p>7.13.05.VIII</p>	<p><u>E-Plan Review:</u> Rob Wauro</p> <p>Rob thanked everyone that participated in the E-Plan Review Focus Group (since January); it has been a success and will be continued. The Division is working on updating the procedures and fine-tuning the program over the next six more months. Just bring in a disk for review and the plan reviewers have the ability to pull up plans and make comments using dual screens. One incentive for using this process is to reduce the turn around time, cutting it almost in half. The project size is limited to 25 meg capacities (file size) for all applicants on commercial, and 25 megs for residential – master housing, subdivisions and custom homes. Rob again thanked everyone for their participation and looks forward to working with them further on this project.</p>
<p>7.13.05.IV</p>	<p><u>Fire Department – AutoCad Plans:</u> Terry</p> <p>Bob Horn was not present, so Terry gave a little presentation about the Fire Department having computers on each truck and being able to bring up the map of a building depicting all fire sprinklers, rooms, etc. The Fire Department uses our files (approved construction documents) to get this information. We are still working on this process and when it is finalized it will be emailed out to everyone.</p>

<p>7.13.05.III</p>	<p><u>Building Safety Division – General Updates: Terry</u></p> <p>Terry advised everyone that we are still working on Code Revisions, completion is projected for August or September.</p> <p>Council approved the Municipal Building remodel and it is projected to commence in August. The building is already under construction, replacing the exterior “M” blocks. The project will span nine (9) months and four (4) Phases of construction with five (5) personnel moves. Please bear with us on any delays you might encounter when coming in for permits and reviews. We are going to be getting much needed toilet facilities on the 1st floor, sprinklers and electrical for the building for starters.</p> <p>Staffing: We have ten (10) vacancies, three (3) have been filled (Heather Gray, Permit Tech and Civil Plans Examiner). Also vacant are two (2) Fire Plan Examiners, one (1) Deputy Director, and one (1) Project Coordinator.</p>
<p>7.13.05.VI & 7.13.05.VII</p>	<p><u>Planning Division – Process Improvements & Miscellaneous Items: John Wesley</u></p> <p>Laura Hyneman distributed handouts – Status Report on Current and Ongoing Process Improvements for June.</p> <ol style="list-style-type: none"> 1. Focus Group Meetings: the focus group meeting will be used to receive feedback on previous changes and to obtain feedback for additional improvements. First two meetings held, summaries of comments created and distributed. Third meeting being set up for July 13. 2. Establish tracking and reporting on Planning Division success in meeting turn around times: for the month of June, the report shows a total of 73 applications processed and 63 (86%) received the staff response on or before the stated deadline. 3. Public Review Process: establishment of a Zoning Hearing Officer to review and make recommendations on more routine zoning cases. 4. Eliminate Council Review of Some Site Plans: in order to shorten the review process for site plans and site plan modifications that do not require zoning changes, we are considering amending the process to allow P&Z approval of these items. Process timeline: August 2005-April 2006. Council gave approval to proceed on June 23rd. A revised policy, which constitutes a minor amendment and can be approved administratively, is being prepared for Council consideration. 5. Elimination of the requirement for introduction of ordinances that have been through the Planning and Zoning Process: the requirement to introduce an ordinance before the actual hearing and vote adds two weeks to the process. For those cases going through P&Z there is an extensive citizen participation process and a P&Z hearing before Council; this will require a charter change. The goal is to have it on the March 2006 ballot. The General Development Committee (GDC) approved pursuing this topic at their June 23rd meeting. 6. Update the zoning ordinance: the Mesa General Plan 2025 calls for a comprehensive review and update of the zoning ordinance to help implement the Plan. Funds have been budgeted for fiscal years 05/06 and 06/07 for this process. Estimated time frame for completion of this project is June 2007. City of Mesa (Planning) staff met with Town of Gilbert staff, May 2005, to review their experience. They also met with City of Tempe staff, June 2005, to review their experience. Draft RFQ has been prepared and sent out for review. 7. Pre-submittal process improvement: ongoing review of the pre-submittal process to address concerns and implement improvements. Process mapping completed. Sub-teams organized to address topics of: work instructions, measurements, obvious improvements, and creating a checklist. Reviewing what currently goes to pre-submittal to eliminate unnecessary application. At a review session on June 28, staff developed various options for being able to compile and track performance measures. <p>Miscellaneous – Fee increase tied to improvements and when are they going to take place. Staffing: Down 10 people also. Laura’s name, telephone number and email address will be added to the agenda for easy reference.</p>

7.13.05.VIII
(cont.)

Open Discussion (Miscellaneous): Terry

Turn Around Times (TAT): We are in a position to eliminate missed TAT's. The Division is adopting a zero tolerance guideline, which mitigates missed TAT's unless there is a valid, documented reason. During the last 12 months, only 177 TAT's out of 5,000 permits issued were missed. The Division credits fees on all the permits that TAT's are missed; this is calculated at permit issuance as a credit. Last month we only missed two (2), and one (1) was just misplaced.

Since Jeff has retired, Storm Drainage Impact Fee questions should be referred to Dave Heinert or Terry Williams.

Questions:

Is there any way to do a quick Plan Review Process for jobs that are smaller, no comments? Steve will do some checking on this.

Can an at risk approval be added to speed up the process before a permit is issued? Smaller jobs should be able to get out sooner.

Expedited plans at 50%. We should have increased revenues based on an increase in use, and we have four (4) outside entities (outsourcing) to assist help if we get bogged down.

The Certificate of Occupancy (CofO) process needs improvement; sometimes it takes weeks to receive. Terry will do some checking into this, he thought the process was 2-3 days.

The Next Meeting regularly scheduled Development Advisory Forum is slotted for October 12th, 2005.