

Development Review Process Improvements

Administrative Processes Already Implemented

1. Restructure webpage to act as a Development Review Portal (*in process*)
 - a. All resources stored here
2. Set up planning@cityoframsey.com as place to submit applications and plans (*in process*)
 - a. Calendar used as tracking tool-visible to all DRC members
 - b. Planning Division to manage tracking and distribution process
3. Applications (*change over as of 1/1/12*)
 - a. Single application for all requests
 - b. Separate packets as part of Development Review Manual
 - c. Property Owner acknowledges City may certify delinquent escrows.
4. Development Review Meetings (internal Staff meeting pre-Planning Commission)
 - a. Now prepared on AgendaQuick
 - b. Held one week later
 - c. All review comments due prior to the Development Review Meeting Agenda
 - i. Submitted through the Review Comment Sheet
 - d. Application materials and Review Comment Sheet routed through planning@cityoframsey.com

Additional Recommendations

1. Create Development Review Manual
 - a. See draft manual for specific information
2. Developer fills out supplemental questionnaire-matrix of zoning requirements
3. Fee Calculator available online for Developer to plug in own numbers
4. Planning Commission
 - a. Implement CUP authorization previously discussed with City Council
 - b. Identify other potential Planning Commission approvals
 - i. Simple lot split
 - ii. Lot consolidation
 - iii. Administrative Site Plan Approval
5. City Council
 - a. Consider certain routine approvals on Consent Agenda
 - b. Preliminary Plat and Final Plat on same night