



<i>Title</i>	<i>Final Development Plan Process</i>		
Lead:	Jennifer Teal	Date:	July, 2014
Department:	Development, Council Office	Status:	Completed

### Background/Problem Statement

Planning & Development Department is constrained by the 30 day review window set by code for processing a Final Development Plan. Their process compresses the time needed to do a quality review before the application goes to the Planning Commission.

#### Goals:

- Improve the efficiency of the Final Development Plan review process.
- Improve the quality of initial applications.

### Approach

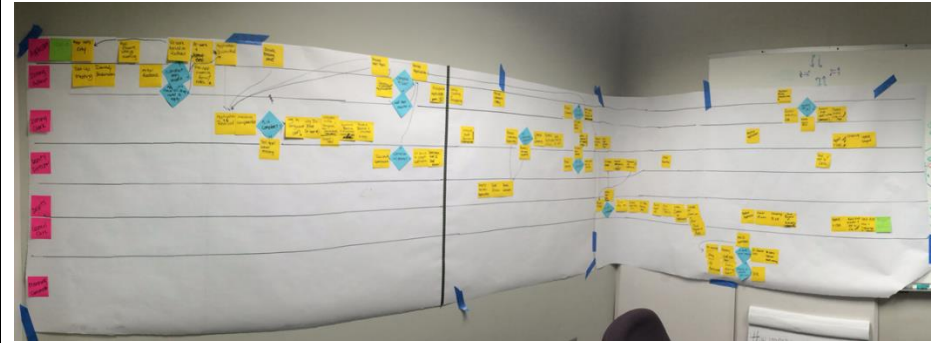
Project focused on the activities of the staff departments from when an applicant contacts the City with an idea for a Final Development Plan to the completion of the Record of Action.

### Analysis



### Solution/Implementation Plan

#### Streamlined process



### Results

- Improved application form & instructions (Poke Yoke)
- Clearly defined plan "Acceptance" for the 30 day review period
- Reduced planning & Development department steps by 25%
- Developed clearer understanding between departments
- Eliminated duplication of efforts

### Follow Up

The work done to improve the quality of the process and error-proof initial applications has carried over to many other processes that Building & Zoning work on.