Electronic Plan Review

City of Bloomington development review process, software selection process, and implementation process.

Moderator:
Mike Kuno, Sambatek

Presenters:
Jen Desrude, PE
Londell Pease, Senior City Planner
Get to know City of Bloomington

- Population  86,435
- Area in square miles  38.42 sq. mi.
- Full time staff  569
- District with the most development potential  South Loop (by MOA)
- Number of hotel rooms  9,016
- Number of apartment units approved since 2005  2,161
- Number of areas that are developable, but still undeveloped  1
City of Bloomington Plan Reviews

• Pre-application reviews
  • 2015 = 54
  • 2016 = 41

• Planning applications
  • 2015 = 217
  • 2016 = 161

• Permit applications
  • 2015 = 12,290 (57 reviewed by Engineering)
  • 2016 = 11,867 (60 reviewed by Engineering)
City of Bloomington Engineering & Planning

• Engineering Division (36 staff members)
  • 17 involved with Development Review and Inspections
    • 1 City Engineer
    • 3 Senior Engineers/Manager
    • 6 Civil Engineers
    • 1 Land Surveyor
    • 5 Engineering Technicians
    • 1 Office Assistant

• Planning (9 staff members)
  • 6 involved with Development Review and Inspections
    • 1 Planning Manager
    • 1 Senior Planner
    • 2 Planners
    • 1 Planning Technician
    • 1 Office Assistant
City of Bloomington Development Review Committee (DRC)

- Staff from various departments:
  - Planning
  - Engineering
  - Utilities
  - Building and Inspection
  - Environmental Health
  - Licensing
  - Fire Prevention
  - Police
  - Assessing
  - Parks and Recreation
  - Legal

- Every Tuesday morning
  - Review
  - Provide Comments
  - Take Minutes

- Required by City Code that most applicants attend a pre-application (informal) and post-application (formal) DRC
Moving into an Electronic (more connected) Age

- **DRC**
  - Started with saving documents to a common folder
  - 2010 – started using SharePoint
  - 2016 – started using CityView
- **Building and Inspections Permits**
  - Prior to 2017 - Permits Plus software
- **Utility Permits**
  - Prior to 2010 – paper system
  - 2010-2017 – RT Vision

- **Right-of-way Permits**
  - Paper applications linked to properties in GIS

- **Planning**
  - Prior to 2013 – all paper
  - 2014-2016 – Laserfiche introduced
  - 2016 – Paper when requested
Community Development Software
2013 Goals and Objectives

• Streamline review process
• Reduce processing cost and time
• Online permit submittal and tracking
• Allow simultaneous review
• Minimize errors from outdated plans
• Go PAPERLESS (Electronic Plan Review)
Community Development Software Approach

- Inclusion
- Hired BerryDunn
- RFP
- Review and selection
- Three full day demonstrations
- Selected CityView
Community Development Software Decision

• Ease of configuration
• Compatibility and Integration
• BlueBeam
BlueBeam vs. Acrobat

- Customizable interface and profiles
- BlueBeam excels with markups and is intuitive for most of our users.
- Tool chest
- Visual search
- Comparison tools
- Less expensive
CityView / Bluebeam Demonstration
Preliminary Results

- February 2016: Went live with CityView/BlueBeam for Planning and Licensing
  - Review time is quicker
  - Response time is quicker
  - Continue to work together as a cross-departmental team
  - Continue to work the kinks out

- January 30, 2017: Going live with CityView/BlueBeam for Building and Inspections and other permits (Utility, some ROW)

- Later 2017: Going live with online Portal for select application types
  - Considering front desk kiosks or iPads to train users on Portal
  - Need detailed how-to documents to get customers set up
Questions?

From this...

To this

*Images from Google*
CityView Outlook Add-In

CityView add-in adds new pane in Outlook with direct links to applications in CityView

Hey Jen,

Could you please take a look at Case 224 in Cityview? It's an RV Permit so I wouldn't normally have you review it, but the RV is 4 feet from the front property line so it may impact sight lines and future sidewalk. Could you add some language in the staff report regarding your thoughts about it?

Thanks

C/O O'Day
Planning Technician
1800 West Old Shakopee Rd
Bloomington, MN 55431
952-563-8013
## CityView To Do List

### Activity Tracking

#### Show Me: All My Assigned and Group Activities

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Activity</th>
<th>Assigned To</th>
<th>Priority</th>
<th>Date Required</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>PL201700010</td>
<td>Public Works Review - Pre-App</td>
<td>Jen Desruisse</td>
<td>Routine</td>
<td>01/24/2017</td>
<td>Pending</td>
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<tr>
<td>PL201700010</td>
<td>Construction/Infrastructure Revi</td>
<td>Jen Desruisse</td>
<td>Routine</td>
<td>01/24/2017</td>
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</table>
CityView Features

Application Information

- Project Number: PL2017000566
- Type: Development Application
- Status: Open
- Staff: Jen Desruelle
- Name: CEM Presentation

Application Types

- Type: Final Site and Building Plan
- Status: Under Review
- Status Date: 01/23/2017
- Approval Track: Planning Commission & Council

Estimated Valuation: $ 0.00

Final Site and Building Plans Details

- Size Building Footprint
- Building Height
- Total Floor Area
- Total Site Area (SP)

Impact Fee Calculation

- Adjusted Valuation: (total of non credit * Assess %) minus total of credit: $0.00
### CityView Features

**Application Types**

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<thead>
<tr>
<th>Link</th>
<th>Type</th>
<th>Status</th>
<th>Status Date</th>
<th>Approval Track</th>
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<tbody>
<tr>
<td>Final Site and Building Plan</td>
<td>Under Review</td>
<td>01/23/2017</td>
<td>Planning Commission &amp; Council</td>
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</tr>
</tbody>
</table>

- Please select the Application Type.

- Estimated Valuation: $0.00

- Assess: %

- Quantity | Amount | Total | Credit?

- Total of non credit (Assess %) minus total of credit: $0.00
### CityView - Features

**Submittal Requirements**

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<th>Priority</th>
<th>Status</th>
<th>Verified?</th>
<th>Date Verified</th>
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<td>Site and/or Building Plans</td>
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<td>Civil Plans</td>
<td>Not Required</td>
<td>Not Required</td>
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<tr>
<td>Stormwater Management Plan</td>
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<td>Not Required</td>
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<td>Signed Application Form</td>
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**Fees**

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<th>Link</th>
<th>Type</th>
<th>Quantity</th>
<th>Fee Amount</th>
<th>Payable?</th>
<th>Amount Paid</th>
<th>Paid?</th>
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<td></td>
<td></td>
<td>$660.00</td>
<td>✓</td>
<td>$0.00</td>
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- **Show Me**: All Fees
- **Recalculate All Fees**
- **Recalculate Selected Fee**
- **Add a Fee**

- **Payment in Progress?**: No
- **Amount Owing**: $660.00
- **Paid**: $0.00

**View in larger grid**
## CityView – Features

### Activity Tracking

<table>
<thead>
<tr>
<th>Go</th>
<th>Link</th>
<th>Activity</th>
<th>Assigned To</th>
<th>Priority</th>
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<tr>
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<td>Verify Submittal and Fees</td>
<td>Elizabeth O’Day</td>
<td>Routine</td>
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<td>Generate Submittals and Fees</td>
<td>Elizabeth O’Day</td>
<td>Routine</td>
<td>01/20/2017</td>
<td>Complete</td>
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<td>Waiting for Fee Payment</td>
<td>Jen Desrude</td>
<td>Routine</td>
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<td>Is DRC Meeting Required?</td>
<td>Jen Desrude</td>
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<td>01/20/2017</td>
<td>Yes</td>
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<td>Assign to Meeting(s) if required</td>
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<td>Laura McCarthy</td>
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<td>01/17/2017</td>
<td>Comments Received</td>
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<td>Jen Desrude</td>
<td>Routine</td>
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<td>Other Departmental Review</td>
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CityView – Features