

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

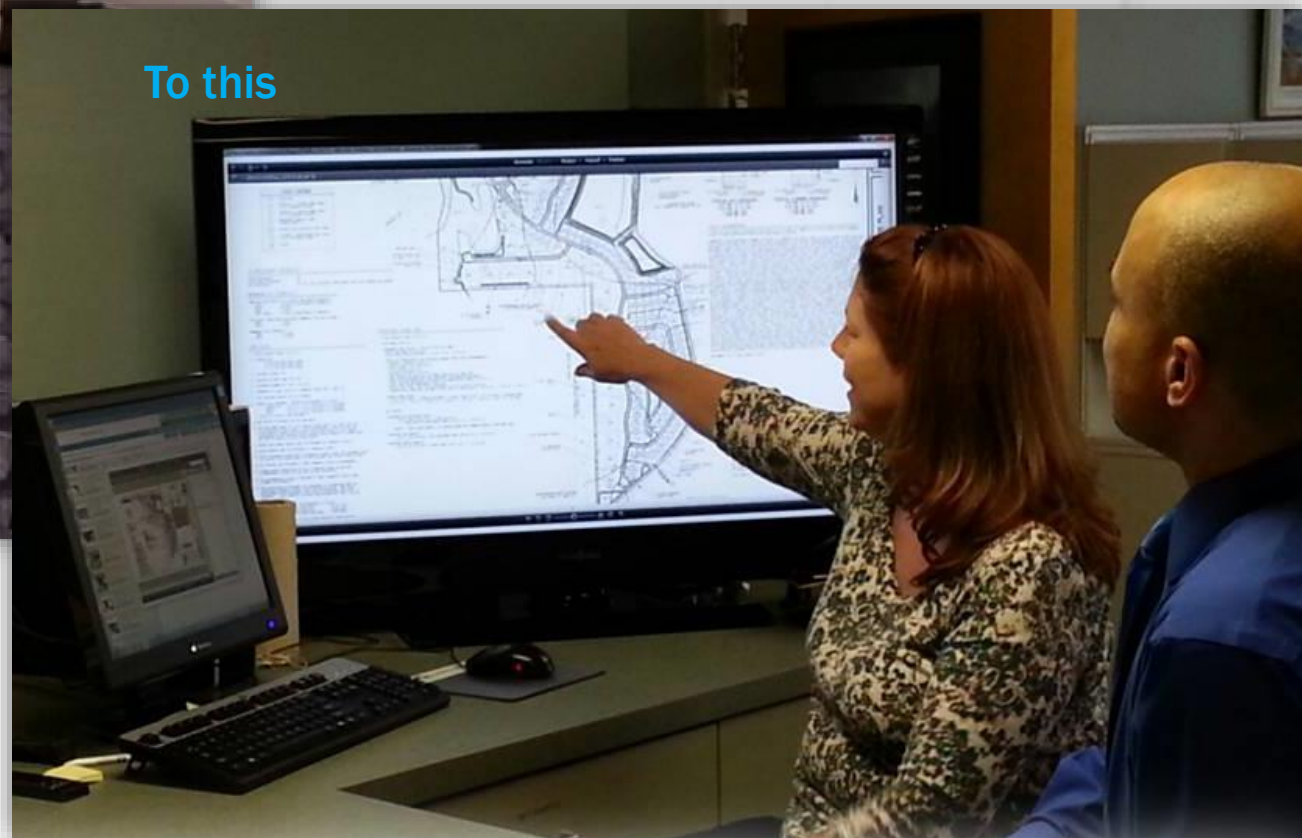
- February 2016: Went live with CityView/BlueBeam for Planning and Licensing
 - Review time is quicker
 - Response time is quicker
 - Continue to work together as a cross-departmental team
 - Continue to work the kinks out
- January 30, 2017: Going live with CityView/BlueBeam for Building and Inspections 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





CityView Outlook Add-In

Outlook ribbon showing tabs: FILE, HOME, SEND / RECEIVE, FOLDER, VIEW, ADD-INS, BLUEBEAM, CityView, LASERFICHE, ADOBE PDF. The CityView tab is active, showing options like CEAM, Team Email, Reply & Delete, To Manager, Done, Create New, Move, Rules, OneNote, Unread/Read, Categorize, Follow Up, Search People, Address Book, Filter Email, Create PDF, Change Settings, and Select Folders.

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

- Favorites
- Inbox 5
 - Unread Mail 5
 - Sent Items
- jdesrude@BloomingtonMN.gov
 - Inbox 5
 - Drafts
 - Sent Items
 - Deleted Items 3183
- Cabinet
 - CEAM
- CEAM Conference Planning
 - Electronic Plan Review
- Development
 - 10340 Penn Ave - lot split
 - 301 W. 90th
 - 700-900 American Blvd
 - 86th & Penn Subdivision
 - 90th & Penn Coffee Shop
 - 9216 Garfield
 - 951 American Blvd E
 - 9601 James
 - 9606-9612 Humboldt
- Alpha B
 - Anplewood-Mt. Hope

Search Current Mailbox (Ctrl+E) | Current Mailbox

All Unread By Date Newest

Today

- Chad Millner
RE: 2017 CEAM Election - reminder 10:27 AM
- Nick Bartemio
RE: Conference Call 10:09 AM
- Erik R. Sundbo
FW: Conference Call 9:43 AM
- Hanson, Shelly
FW: 2016 Certificate of Mileage - Over Due 9:00 AM

Yesterday

- Serum, Jeffrey
RE: Bloomington Central Station 5th Addition Northerly Access Easement Sun 1:00 PM
- Pease, Londell
IMPORTANT City View NOTICE Sun 12:25 PM

Last Week

- Hanson, Shelly
RE: ROW Needs and Questions - 108th west of France Fri 01/20
- Wolff, Barb
CityView T-Shirts for Go-Live Fri 01/20
- Wolff, Barb
LETTERS in TEST vs. PROD Fri 01/20

Reply Reply All Forward IM

Fri 01/20/2017 8:47 AM

O'Day, Elizabeth
Case 224

To Desrude, Jennifer

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

Liz O'Day
Planning Technician
1800 West Old Shakopee Rd
Bloomington, MN 55431
952-563-8919

CityView Activity List

Next 30 Days

Earliest First My Group

- 01/24/2017 **Record Council Decision**
PL201600207
1201 W 96TH ST, BLOOMINGTON, MN 55431
Routine
- 01/24/2017 **Record Council Decision**
PL201600235
8201 24TH AVE S, Unit., BLOOMINGTON, MN 55425
Routine
- 02/13/2017 **Planner Staff Report Update (CN)**
PL201600169
Routine

CityView To Do List

Activity To Do Lists ▾ ✕

To Do List

To Do List (Locations)

To Do List (Edit Values)

Inspection Scheduling

Inspection Scheduling

Inspection Scheduling (Edit Values)

Activity Tracking ⬆

Show Me

All My Assigned and Group Activities ▾

Refresh

Generate Email

Reference Number	Activity	Assigned To	Priority	Date Required	Outcome
PL201700010	Public Works Review - Pre-App	Jen Desrude	Routine	01/24/2017	Pending
PL201700010	Construction/Infrastructure Revi	Jen Desrude	Routine	01/24/2017	Pending
PL201700011	Public Works Review - Pre-App	Jen Desrude	Routine	01/24/2017	Pending
PL201700011	Construction/Infrastructure Revi	Jen Desrude	Routine	01/24/2017	Pending
PL201700011	Utility Review - Pre-App	Jen Desrude	Routine	01/24/2017	Pending
PL201700013	Public Works Review - Pre-App	Jen Desrude	Routine	01/24/2017	Pending
PL201700016	Public Works Review - Pre-App	Jen Desrude	Routine	01/24/2017	Pending
PL201700016	Construction/Infrastructure Revi	Jen Desrude	Routine	01/24/2017	Pending
PL201700016	Utility Review - Pre-App	Jen Desrude	Routine	01/24/2017	Pending
PL201700016	Traffic Review - Pre-App	Jen Desrude	Routine	01/24/2017	Pending
PL201700021	Public Works Review	Jen Desrude	Routine	02/16/2017	Pending
PL201700023	Public Works Review - Pre-App	Jen Desrude	Routine	01/24/2017	Pending
PL201700024	Public Works Review	Jen Desrude	Routine	01/23/2017	Pending
PL201700025	Public Works Review	Jen Desrude	Routine	01/05/2017	Pending
PL201700026	Public Works Review - Pre-App	Jen Desrude	Routine	01/24/2017	Pending

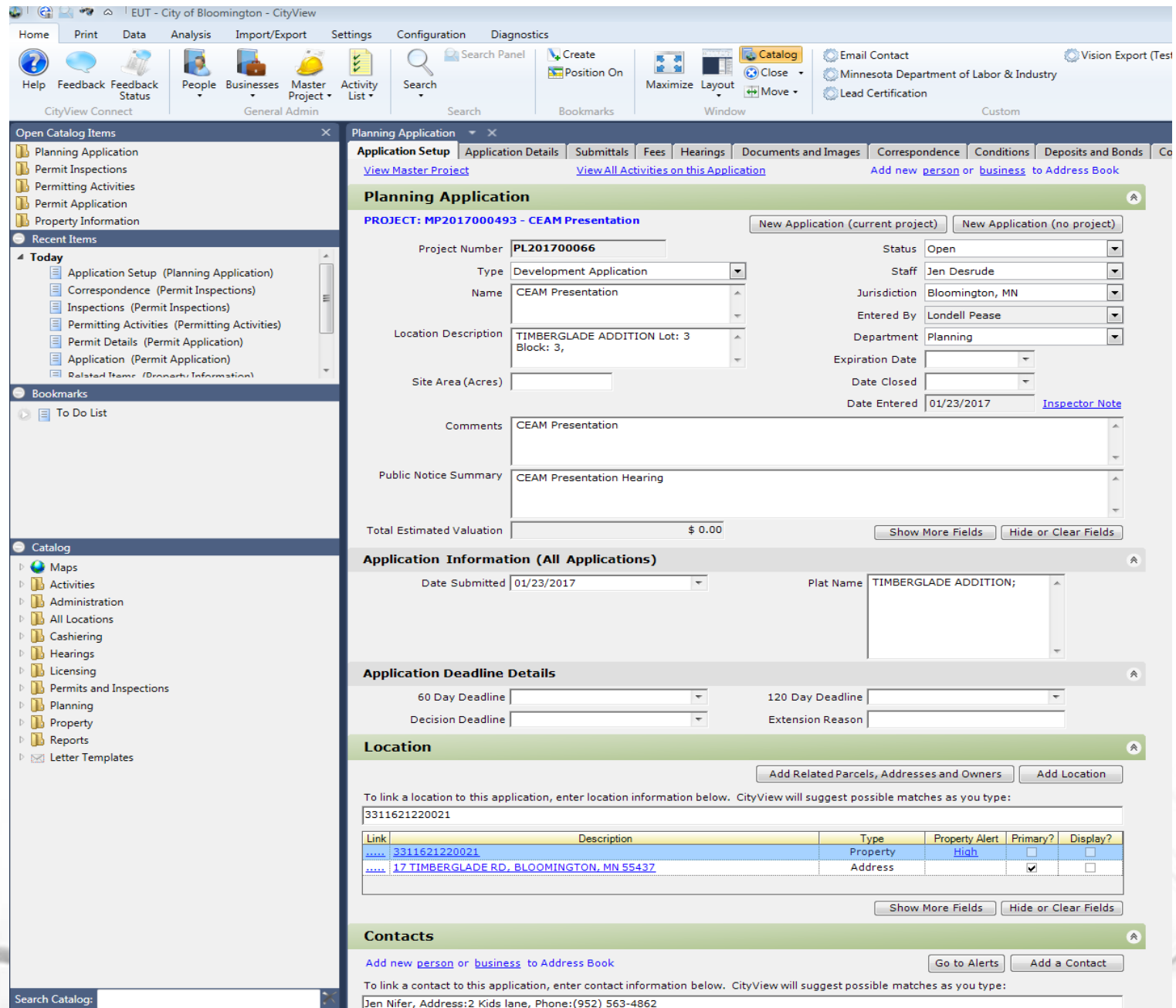
Bulk Assignment

All Currently Displayed

Advanced

Comments

CityView Features



The screenshot displays the CityView web application interface for a planning application. The top navigation bar includes Home, Print, Data, Analysis, Import/Export, Settings, Configuration, and Diagnostics. Below this is a toolbar with icons for Help, Feedback, CityView Connect, People, Businesses, Master Project, Activity List, Search, Bookmarks, Window, and Custom. The left sidebar contains a navigation tree with sections for Open Catalog Items, Recent Items, Bookmarks, and Catalog. The main content area is titled 'Planning Application' and contains several sections: 'Application Setup' with fields for Project Number (PL201700066), Type (Development Application), Name (CEAM Presentation), Location Description (TIMBERGLADE ADDITION Lot: 3 Block: 3), Site Area (Acres), Status (Open), Staff (Jen Desrude), Jurisdiction (Bloomington, MN), Entered By (Londell Pease), Department (Planning), Expiration Date, Date Closed, and Date Entered (01/23/2017); 'Application Information (All Applications)' with Date Submitted (01/23/2017) and Plat Name (TIMBERGLADE ADDITION); 'Application Deadline Details' with 60 Day and 120 Day Deadline fields and an Extension Reason field; 'Location' with a table of suggested matches for the location 3311621220021; and 'Contacts' with a table of suggested matches for the contact Jen Nifer.

Home | Print | Data | Analysis | Import/Export | Settings | Configuration | Diagnostics

CityView Connect | People | Businesses | Master Project | Activity List | Search | Bookmarks | Window | Custom

Open Catalog Items

- Planning Application
- Permit Inspections
- Permitting Activities
- Permit Application
- Property Information

Recent Items

- Today
 - Application Setup (Planning Application)
 - Correspondence (Permit Inspections)
 - Inspections (Permit Inspections)
 - Permitting Activities (Permitting Activities)
 - Permit Details (Permit Application)
 - Application (Permit Application)
 - Related Items (Property Information)

Bookmarks

- To Do List

Catalog

- Maps
- Activities
- Administration
- All Locations
- Cashiering
- Hearings
- Licensing
- Permits and Inspections
- Planning
- Property
- Reports
- Letter Templates

Planning Application

PROJECT: MP2017000493 - CEAM Presentation

New Application (current project) | New Application (no project)

Project Number: **PL201700066** | Status: Open

Type: Development Application | Staff: Jen Desrude

Name: CEAM Presentation | Jurisdiction: Bloomington, MN

Location Description: TIMBERGLADE ADDITION Lot: 3 Block: 3 | Entered By: Londell Pease

Site Area (Acres): | Department: Planning

Comments: CEAM Presentation

Public Notice Summary: CEAM Presentation Hearing

Total Estimated Valuation: \$ 0.00

Application Information (All Applications)

Date Submitted: 01/23/2017 | Plat Name: TIMBERGLADE ADDITION;

Application Deadline Details

60 Day Deadline: | 120 Day Deadline: | Extension Reason: |

Location

To link a location to this application, enter location information below. CityView will suggest possible matches as you type:

3311621220021

Link	Description	Type	Property Alert	Primary?	Display?
3311621220021		Property	High	<input type="checkbox"/>	<input type="checkbox"/>
17 TIMBERGLADE RD, BLOOMINGTON, MN 55437		Address		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Contacts

To link a contact to this application, enter contact information below. CityView will suggest possible matches as you type:

Jen Nifer, Address:2 Kids lane, Phone:(952) 563-4862

CityView Features

Planning Application ✕

Application Setup **Application Details** Submittals Fees Hearings Documents and Images Correspondence Conditions Deposits and

Application Information ⬆

PROJECT: MP2017000493 - CEAM Presentation

Project Number	PL201700066	Description	Type	Property Alert
Type	Development Application	3311621220021	Property	High
Status	Open	17 TIMBERGLADERD, BLOOMINGTON, MN 55	Address	
Staff	Jen Desrude			
Name	CEAM Presentation			

[View Master Project](#) [View All Activities on this Application](#) [Add a new person or business to Address Book](#)

Application Types ⬆

[Generate Fees and Workflow](#) [Add Application Type](#)

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

Description

Estimated Valuation \$ 0.00

[Show More Fields](#) [Hide or Clear Fields](#)

Final Site and Building Plans Details ⬆

Size Building Footprint	<input type="text"/>	Building Height	<input type="text"/>
Total Floor Area	<input type="text"/>	Total Site Area (SF)	<input type="text"/>

Impact Fee Calculation ⬆

Assess % [Add Calculation](#)

Work Item	Unit	Quantity	Amount	Total	Credit?
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Adjusted Valuation: (total of non credit * Assess %) minus total of credit \$0.00

CityView Features

Application Types ▲

Link	Type	Status	Status Date	Approval Track
.....	Final Site and Building Plan	Under Review	01/23/2017	Planning Commission & Council
.....	<div style="border-bottom: 1px solid gray; padding: 2px;"> <input type="text" value="Please select the Application Type."/> </div> <div style="border: 1px solid gray; padding: 2px;"> <p style="margin: 0;">Desc</p> <ul style="list-style-type: none"> Airport Zoning Permit Approval Time Extension Certificate of Appropriateness Change of Condition Comprehensive Plan Amendment Conditional Use Permit Easement Vacation Encroachment Agreement Environmental Assessment Worksheet Environmental Impact Statement Final Development Plan Final Plat - Type I Final Plat - Type II Final Plat - Type III Final Site and Building Plan Information Interim Use Permit Moratorium Noise Exception Ordinance Amendment </div>			
			Estimated Valuation	\$ 0.00
			<input type="button" value="Show More Fields"/>	<input type="button" value="Hide or Clear Fields"/>
			<input type="checkbox"/> Assess <input type="text" value=""/> %	<input type="button" value="Add Calculation"/>
			Quantity	Amount
			Total	Credit?
			total of non credit * Assess %) minus total of credit	
				\$0.00

CityView – Features

Submittal Requirements



Add a Requirement

Item	Priority	Status	Verified?	Date Verified
Detailed Project Description		Not Required	<input type="checkbox"/>	
Site and/or Building Plans		Received	<input checked="" type="checkbox"/>	01/23/2017
Civil Plans		Not Required	<input type="checkbox"/>	
Stormwater Management Plan		Not Required	<input type="checkbox"/>	
Signed Application Form		Not Required	<input type="checkbox"/>	

Description

[View in larger grid](#)

Fees

Show Me

All Fees

Recalculate All Fees

Recalculate Selected Fee

Add a Fee

Link	Type	Quantity	Fee Amount	Payable?	Amount Paid	Paid?	Date Paid
.....	Final Site & Blding Plans (incl rev) acted upon by t		\$ 660.00	<input checked="" type="checkbox"/>	\$ 0.00	<input type="checkbox"/>	

Payment in Progress?

Amount Owing

\$660.00

Paid

\$0.00

[Adjust Fee](#)

CityView – Features

Activity Tracking

Show Me

Go	Link	Activity	Assigned To	Priority	Date Required	Outcome	Date Complete	
...	Verify Submittal and Fees	Elizabeth O'Day	Routine	01/23/2017	Complete	01/20/2017	
...	Generate Submittals and Fees	Elizabeth O'Day	Routine	01/20/2017	Complete	01/20/2017	
...	Waiting for Fee Payment	Jen Desrude	Routine	02/02/2017	Payment Received	01/20/2017	
...	Is DRC Meeting Required?	Jen Desrude	Routine	01/20/2017	Yes	01/20/2017	
...	Assign to Meeting(s) if require	Jen Desrude	Routine	01/20/2017	Complete	01/20/2017	
...	Application Completeness Revi	Elizabeth O'Day	Routine	01/17/2017	Complete	01/20/2017	
...	Generate DRC Meeting Minutes	Jen Desrude	Routine	01/20/2017	Complete	01/20/2017	
...	Generate Complete Application	Elizabeth O'Day	Routine	01/20/2017	Complete	01/20/2017	
...	Planning Review	Londell Pease	Routine	01/17/2017	Comments Receive	01/20/2017	
...	Building Department Review	Duke Johnson	Routine	01/17/2017	Comments Receive	01/20/2017	
...	Fire Department Review	Laura McCarthy	Routine	01/17/2017	Comments Receive	01/20/2017	
...	Public Works Review	Jen Desrude	Routine	01/17/2017	Comments Receive	01/20/2017	
...	Other Departmental Review	Elizabeth O'Day	Routine	01/17/2017	No Comments	01/20/2017	
...	Add External Agency Review	Elizabeth O'Day	Routine	01/20/2017	Not Required	01/20/2017	

CityView – Features

[View Master Project](#) [View All Activities on this Application](#) Add a new [person](#) or [business](#) to Address

[Show Planning Types on this Application](#)

Reviews

Show Me

Link	Activity	Assigned To	Date Required	Date Requested	Outcome	Date Complete
.....	Application Completeness R	Elizabeth O'Day	01/17/2017	01/20/2017	Complete	01/20/2017
.....	Planning Review	Londell Pease	01/17/2017		Comments Receive	01/20/2017
.....	Building Department Review	Duke Johnson	01/17/2017		Comments Receive	01/20/2017
.....	Fire Department Review	Laura McCarthy	01/17/2017		Comments Receive	01/20/2017
.....	Public Works Review	Jen Desrude	01/17/2017		Comments Receive	01/20/2017
.....	Other Departmental Review	Elizabeth O'Day	01/17/2017		No Comments	01/20/2017

Comments

Start Time	<input type="text"/>	Responsible Department	Public Works
End Time	<input type="text"/>	Resource Group	Engineers
Hours Spent	<input type="text"/>	Category	
Priority	<input type="text" value="Routine"/>	Completed By	Jen Desrude

[Show Review Comments History](#)

[Show Review Extended Description](#)

Completed By	<input type="text"/>	Requested By	<input type="text"/>
Original Due Date	<input type="text"/>	Contact Details	<input type="text"/>

Review Checklist

Review Corrections

To add a correction to this review, enter text below. CityView will suggest possible matches as you type:

CityView Select Corrections (Select Corrections)

Add Correction?	Desc
<input type="checkbox"/>	MDH permit
<input type="checkbox"/>	Miscellaneous/Other
<input type="checkbox"/>	MMUTCD signage and pavement markings
<input type="checkbox"/>	MPCA permit
<input type="checkbox"/>	New sidewalk or trail
<input type="checkbox"/>	Nine Mile WD
<input type="checkbox"/>	No use of public streets for construction
<input type="checkbox"/>	NPDES / SWPPP
<input type="checkbox"/>	NPDES Industrial
<input type="checkbox"/>	Parking lot island
<input type="checkbox"/>	Parking space count
<input type="checkbox"/>	Parking stalls
<input type="checkbox"/>	Private access/driveway easement
<input type="checkbox"/>	Private utility easement
<input type="checkbox"/>	Property lines and easements
<input type="checkbox"/>	Right-of-way
<input type="checkbox"/>	Riley Purgatory Bluff Creek WD
<input type="checkbox"/>	SAC
<input type="checkbox"/>	Sanitary sewer cover
<input type="checkbox"/>	Sanitary sewer materials
<input type="checkbox"/>	See Document Markups
<input type="checkbox"/>	Short cone manhole

Extended Description

See Document Markups