

Pleasant View City Development Review Process

Observations and Recommendations

Meeting with Tyson/Andrea

- Currently doing Public Works and Engineering Reviews for applications.
- Do not have functional project tracking system (Bluebeam and spreadsheets).
- Tyson is busy with many other projects (storm water audit, etc.).
- No recording or minutes from DRC meetings.

Meeting with Tammy/Andrea

- Do not have functional project tracking system (Bluebeam and spreadsheets).
- Tammy keeps her own spreadsheets and tracks paper applications manually.
- We are still using paper applications/submitted at front counter.
- No recording or minutes from DRC meetings.
- Phone calls and e-mail responses/front counter questions can be a full-time job.
- Most time is spent on administrative applications/long range planning takes a back seat.

Recommendations

- Engineering review should cover Public Works comments (roads, storm water, etc.).
- We need a project tracking/review system. Using paper applications and tracking by a manual spreadsheet is outdated.
- DRC meetings should be recorded and minutes should be taken and e-mailed to everyone in attendance.
- Tammy is overwhelmed (my words, not hers) and she is doing a great job considering the work load.
- We need to consider additional staffing for Planning.
- We need to focus more on long range planning (general plan and ordinances).
- Complaints about time and process are due to the lack of staffing/software solutions.
- We have a capable and professional staff.