

LUTI Presentation – Permitting Tiger Team

May 7, 2024

Agenda

1. 2024 Goal
2. Tiger Team Structure
3. Actions Completed and Underway in Q1
4. Current Permit Review Times
5. Current Site Development Plan Review Times
6. Coming in Q2

2024 Goal

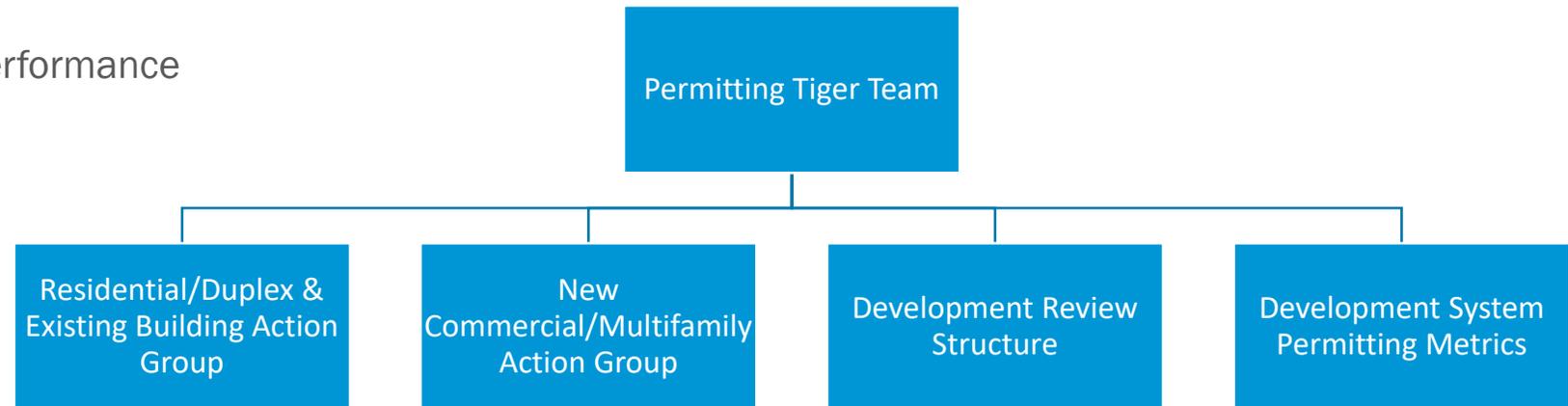
Re-envision the development permitting process and reduce city review time by 30% by Dec. 31, 2024.



Tiger Team Structure

1. Co-chairs – Molly Urbina and Jill Jennings Golic
2. Focus – Focused on short-term and medium-term actions to meet the goals
3. Tiger Team Structure – One Tiger Team with four action groups
 - a. Tiger Team Participants

- CPD
- Development Systems Performance
- DFD
- DOTI
- DPR
- HOST
- Excise
- DDPHE
- CASR
- Tech Services
- OSEI



Actions Completed and Underway in Quarter 1

- Completed 2023 baseline data for city review time
- Two completed innovations related to the building permit process one of which will reduce review timelines for smaller commercial projects by increasing project valuation limits
 - Reduction in number of permits for Single-family/Duplex projects – CPD will now issue one residential construction permit when building a new house and detached garage
 - Commercial Project Valuation Change
 - Given rising cost of materials for construction in the past 10 years, the valuations of projects have increased approximately 50%
 - City has adjusted valuation thresholds for Major, Intermediate and Minor commercial projects

Project Type	Former Valuation	NEW Valuation	Target Review Times	% of Estimated Projects Impacted
Major Commercial Projects	\$1M+	\$1.5M+	4 weeks	24%
Intermediate Commercial Projects	\$500k - \$1M	\$750k - \$1.5M	2 weeks	3%
Minor Commercial Projects	Up to \$500k	Up to \$750k	2 days	

Actions Completed and Underway in Quarter 1

- Six innovations underway for the site development plan process
 - Active – Project Review Letter Automation
 - Active – Customer Education Tools – Publicly Accessible Process Maps
 - Active – Customer Facing Meetings – Triggers and Expectations
 - Next Up – Internal Issue Resolution Meetings – Triggers and Expectations
 - Next Up – Clear Definition of the Role of Concept Meetings
 - Next Up – Project Review Consistency
- Developed 26 process maps for the site development plan phase; four of the most impactful for customers will be shared publicly on the website that provides a clear overview of the Concept/SDP process
- Suite of changes made to the building & zoning application intake process

Current Permit Review Times

Select Task from Drop Down to Filter the Page

All ▼

Current Plan Review Times Rolling 90-Days

	INITIAL REVIEW			RESUBMITTAL REVIEW		
	Average Weeks	90th Percentile Weeks	Volume (90-Day)	Average Weeks	90th Percentile Weeks	Volume (90-Day)
Major Residential Projects Ex: new homes, additions 400 square feet or larger, landmark projects	2.87	3.71	219	2.01	3.14	557
Major Commercial Projects Ex: new commercial and multifamily buildings, large additions, change of occupancy & projects with a valuation \$1.5 million or more	4.92	6.66	453	1.69	3.00	663
Intermediate Residential Projects Ex: type approved submittals, additions of 400 square feet or smaller	2.37	3.14	505	1.85	3.00	539
Intermediate Commercial Projects Ex: small additions and projects with a valuation between \$750,000 - \$1.5 million	2.22	3.57	2014	0.81	1.29	1222

	INITIAL REVIEW			RESUBMITTAL REVIEW		
	Average Weeks	90th Percentile Weeks	Volume (90-Day)	Average Weeks	90th Percentile Weeks	Volume (90-Day)
Minor Residential Projects Ex: small interior remodels, window or area wells, ground-level patios and decks, sheds	0.81	1.29	860	0.84	1.57	421
Minor Commercial Projects Ex: solar/PV systems under 10kW, temporary offices, sign installation, preparatory demolition	0.34	0.86	1021	0.36	0.86	299

	INITIAL REVIEW			RESUBMITTAL REVIEW		
	Average Weeks	90th Percentile Weeks	Volume (90-Day)	Average Weeks	90th Percentile Weeks	Volume (90-Day)
Zoning Permits Ex: Commercial Logged-In Zoning Permits	2.71	8.19	416	0.94	3.17	367

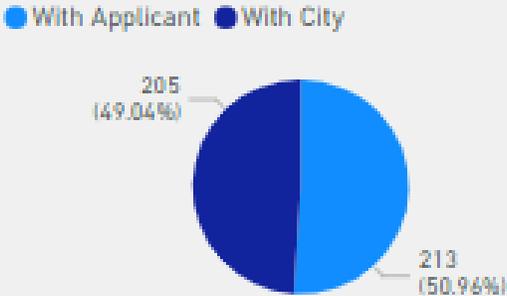
	Average Weeks	90th Percentile Weeks	Volume (90-Day)
	Zoning Code Interpretations, Use Determinations	3.45	11.77
Zone Lot Amendments	2.08	6.86	19

Current Site Development Plan Review Times

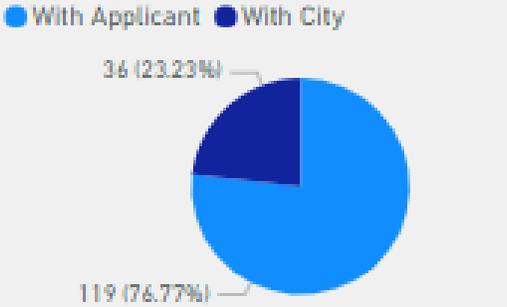
Median Days Late by Month & Year



SDP Records by Possession



Concept Records by Possession



Time in Possession for all Active Projects

Coming in Quarter 2

- Electronic recordation of site development plans
- Incorporating system wide review timeframes in the [CPD public dashboard](#)
- SolarAPP expansion to add three more eligible project types
- Action plans created for each action team with prioritized innovations – work shopping now, launching in Q3
- Reviewing modified drawings as a two-day review
- Pilot site development plan automated comment letter coming later in April
- Exploring software AI solutions
- Customer outreach and updated Development Systems Performance Technical Advisory Board
- DOTI SUDP and DDPHE coordination on pool and food/beverage submittal requirements and reviews