

<i>What can we do internally (as staff) to improve the development review process?</i>	
Item	Item
	<i>Listed by Item #</i>
1	Increase the number and type of projects subject to administrative review
2	Different way of looking at advisory board review; make distinctions among types of projects
3	Police - what do I need to know?; not extraneous information
4	Emphasis on value of cross-disciplinary process
5	Add a technology component; check off comments, etc.
6	Obtain staff comments that are complete and concise
7	Begin a multi-dept. review of projects when they first arrive as concept plans
8	Develop and implement performance measures and conduct periodic assessments
9	Allow external design professionals to certify some requirements during process
10	Formalized and unpublished road map for process so we can check on status
11	Make sure all participants are on the same page to avoid misinterpretations
12	Reduce number of iterative reviews of project to avoid repetition; institute a re-review fee
13	Increase transparency so staff, management and public are all aware of status of project
14	All DHR comments obtained at DHR meeting
15	Clarify elements in development review process and make sure everyone understands
16	Understand how other departments schedule so we can coordinate meetings, etc.
17	Adherence to comment deadlines
18	Develop a system to activate building permits faster between departments
19	Make sure design professionals and engineers also understand process and what is required of them
20	Clarify the review responsibilities of different departments
21	Create a web-based system so everyone can see status, identify key players, actions needed, etc.; include e-mail component
22	Implement a denial mechanism
23	Set priority for all reviews currently being reviewed by Town staff
24	Survey developers to get their perspective
25	Make sure we have opportunity for input and at what stage
26	Create opportunities for staff education, especially departments not traditionally involved
27	Discover/unearth issues earlier in the process
28	Create a paperless application and review process
29	Tie early review of projects to specific provisions of comprehensive plan, etc.
30	Clarify and enhance the role of department heads in the process
31	Require all information to be provided during special use permit process
32	Encourage more direct contact between reviewer and applicant to address specific questions
33	Get staff involvement prior to public and council involvement
34	Make 'expedited review' accurately reflect the term
35	Assess the best development review process and technology in country; choose and implement
36	Lessen the administrative function of the planner
37	Continue to encourage citizen participation but conserve review time
38	Periodically ask Council and advisory boards their priorities of written product from DHR to get match of their needs and DHR time spent
39	Develop a better working relationship among departments
40	Learn the processes and requirements for each department so we can integrate into our department without duplicating other departments' work
41	Provide incentives to applicants to provide written responses to staff comments
42	Provide guidelines with examples for those deliverables that may require further explanation

Chapel Hill DHR Team Input 3.17.08												
Total Points	Item	What can we do internally (as staff) to improve the development review process?										
		Item									Points Tally	
		<i>Listed by Points Received in Descending Order</i>										
37	21	Create a web-based system so everyone can see status, identify key players, actions needed, etc.; include e-mail component									3	5
25	15	Clarify elements in development review process and make sure everyone understands									5	5
22	12	Reduce number of iterative reviews of project to avoid repetition; institute a re-review fee									4	5
20	11	Make sure all participants are on the same page to avoid misinterpretations									1	5
19	7	Begin a multi-dept. review of projects when they first arrive as concept plans									3	3
15	1	Increase the number and type of projects subject to administrative review									4	3
15	8	Develop and implement performance measures and conduct periodic assessments									3	3
13	17	Adherence to comment deadlines									1	5
12	5	Add a technology component; check off comments, etc.									3	1
12	23	Set priority for all reviews currently being reviewed by Town staff									2	4
11	20	Clarify the review responsibilities of different departments									4	1
11	30	Clarify and enhance the role of department heads in the process									4	2
11	35	Assess the best development review process and technology in country; choose and implement									5	4
10	28	Create a paperless application and review process									5	5
9	24	Survey developers to get their perspective									1	3
8	33	Get staff involvement prior to public and council involvement									1	2
7	26	Create opportunities for staff education, especially departments not traditionally involved									4	3
7	41	Provide incentives to applicants to provide written responses to staff comments									1	4
6	6	Obtain staff comments that are complete and concise									3	3
6	10	Formalized and unpublished road map for process so we can check on status									3	3
6	22	Implement a denial mechanism									2	4
5	4	Emphasis on value of cross-disciplinary process									5	
5	13	Increase transparency so staff, management and public are all aware of status of project									2	3
5	29	Tie early review of projects to specific provisions of comprehensive plan, etc.									1	4
5	36	Lessen the administrative function of the planner									4	1
4	18	Develop a system to activate building permits faster between departments									4	
4	27	Discover/unearth issues earlier in the process									4	
3	16	Understand how other departments schedule so we can coordinate meetings, etc.									1	2
3	42	Provide guidelines with examples for those deliverables that may require further explanation									3	
2	3	Police - what do I need to know?; not extraneous information									1	1
2	25	Make sure we have opportunity for input and at what stage									2	
2	31	Require all information to be provided during special use permit process									2	
2	34	Make 'expedited review' accurately reflect the term									1	1
2	39	Develop a better working relationship among departments									2	
2	40	Learn the processes and requirements for each department so we can integrate into our department without duplicating other departments' work									2	
1	2	Different way of looking at advisory board review; make distinctions among types of projects									1	
1	14	All DHR comments obtained at DHR meeting									1	
0	9	Allow external design professionals to certify some requirements during process										
0	19	Make sure design professionals and engineers also understand process and what is required of them										
0	32	Encourage more direct contact between reviewer and applicant to address specific questions										
0	37	Continue to encourage citizen participation but conserve review time										
0	38	Periodically ask Council and advisory boards their priorities of written product from DHR to get match of their needs and DHR time spent										
330												
15												
22												

