**1/19 Meeting on Permit Metrics Dashboard**

**Clarifications & Concerns:**

* Currently, the dashboard displays issued permits for 2018-20
  + Distinguish between issued or finaled. Don’t use completed (too vague)
* Dashboard uses total days (including work days) and city working days
* Review median # of days and consider including in the dashboard
* Process doesn’t look for Commercial Express Reviews specifically
  + Instead, they look for *over-the-counter* permits which are defined as those permits that take about a day to process
* Process doesn’t cite the cause of the resubmittal – i.e. which department or staff review caused it
* Process is not aggregating broad entitlement types
  + e.g. “Design Review” instead of “Design Review Commercial”
* Process is applying one entitlement to a single Y number
  + It ignores the multiple entitlements that could be applicable
  + Doesn’t consider the ‘primary’ entitlement
  + If include all entitlements on a single Y number, the 4th or 5th entitlement for example will show a length of time that is misleading as it is waiting for the first 3 entitlements to process
* What is the ‘hierarchy’ of entitlements?
  + What makes it a primary? Going to the highest board/hearing?
* Can we track Commissions and Hearings?
  + How are they represented in the workflow?
* Can we track external review or waiting periods?
  + e.g. CEQA, county review
  + CEQA is tracked in Accela but there are only 1-2 projects per year
* Can we see what type of construction and work it is?
  + e.g. building type, residential or commercial
  + Building’s Accela labels it. But Planning might not

**Next Steps & Goals**

Short Term *(2 weeks)*

* Total Days, Total Working Days, City Working Days, Public Working Days (remove weekends)
* Columns clarifying if the permit is issued or finaled
* Confirm the hierarchy of entitlements (Gerardo)
* Allow multiple entitlements per Y#
  + Do not delete duplicates, though consider only including the first 2 or 3 entitlements in a Y number, understanding the time for others will be misleading
  + Column for primary entitlement (Y/N)
  + Column for sub-ID, Y#, primary, count of entitlements
* Aggregate or Re-organize Entitlement Types
  + Start with simple trims (e.g. Design Review instead of Design Review Residential)
  + Consider aggregating all tentative map permits together
  + Columns for different entitlement types
    - What type of use permit? Conditional?
    - Administrative or small entitlement? Signs or Tree Removal
* Changing the Dashboard
  + Allow users to view different permits
  + Better charts to understand counts of permits
  + Histogram of counts of total days, rounds
* **Meet on February 8th @ 9am to review 2021-22 data and edits**

Long Term *(1-2 months)*

* Tracking time dedicated for external review (CEQA, county)
* Tracking Commissions and Hearings
  + counting, timeline, results?
* Tracking ADUs and JADUs