

## **Project Document Digital Distribution Proposal**

Move that VNC Board direct Councilmember Rosendahl (and any and all Councilmembers and relevant City agencies) to introduce to the City Council the following motion posthaste:

Whereas the Department of City Planning is mailing to Neighborhood Councils complete sets of plans and file documents submitted by applicants for building permits, and

Whereas Neighborhood Councils must timely review these documents to prepare and forward recommendations to the Department of City Planning, and

Whereas the cost to prepare, reproduce and mail such documents is extraordinary,

Be it resolved that the Department of City Planning immediately commence a thirty-day study on the application of its extensive existing digital and internet resources to perform the following services:

- 1) *Require* all commercial project applicants to provide the Department of City Planning with digital Portable Document Format (PDF) project files and/or secure web links to same, in addition to the standard paper document sets,
- 2) *Request* all residential applicants to provide the Department of City Planning with same,
- 3) Digitize all non-digital project materials received,
- 4) Provide a web-based library (FTP site or similar) of all digitized project files, available to all Neighborhood Councils,
- 5) Include web links to these resources within the list of Entitlement Applications Received by the Department of City Planning, which is currently distributed to all Certified Neighborhood Councils,
- 6) Provide all Neighborhood Councils with annual training regarding use of the digital library,
- 7) Eliminate paper document delivery (except by specific request),
- 8) Fund these ongoing services with cost savings achieved by eliminating paper document delivery.