



The Latimore Company, LLC

# Permit Process Improvements

Kitsap County Department of Community Development

Planning Commission

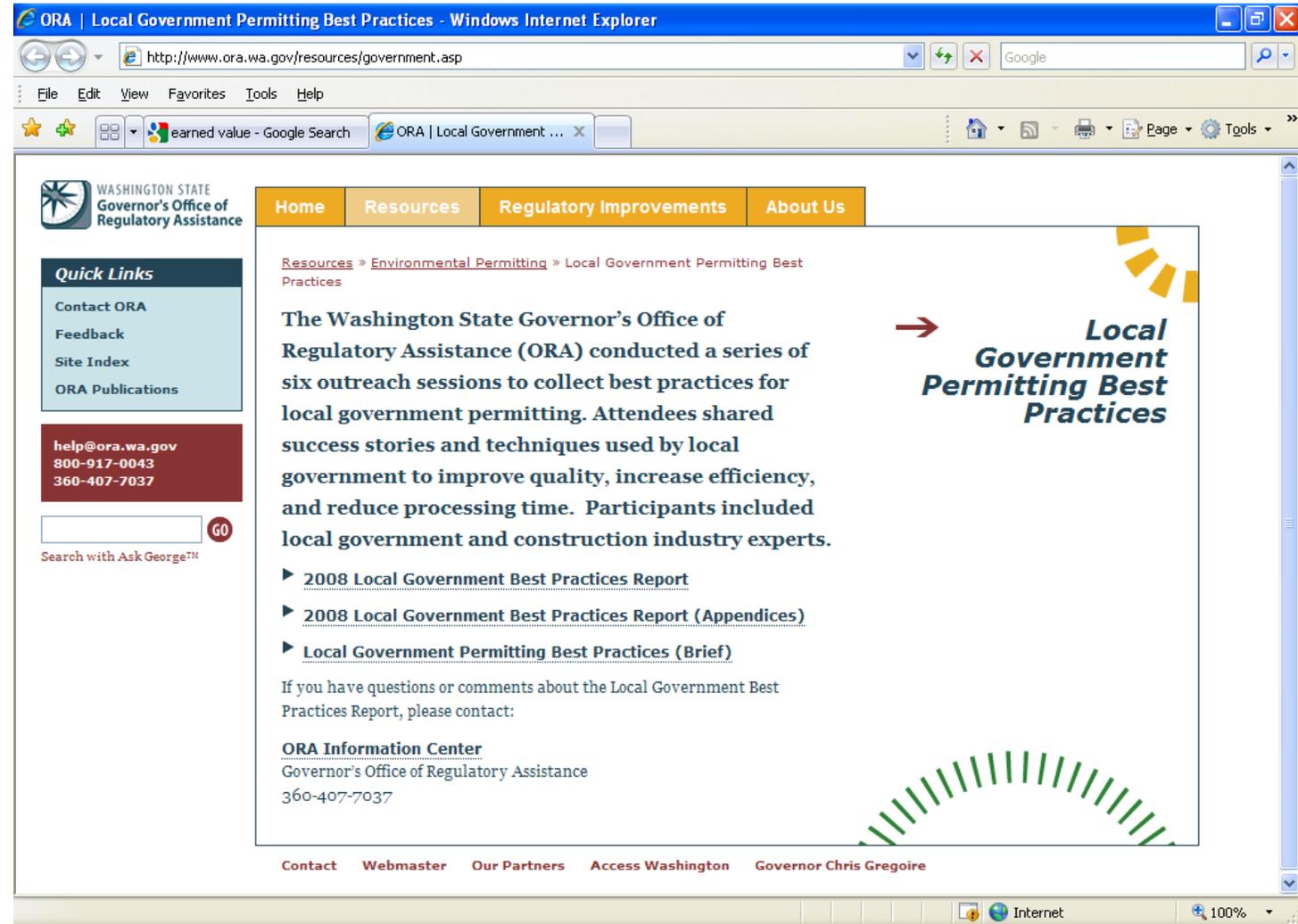
Kurt Latimore

July 2, 2024

# Best Practices for Local Government Permitting

1. Establish mutual understanding
2. Engage stakeholders early
3. Ensure complete applications
4. Understand your process and fees
5. Use information technology
6. Utilize flexible staffing strategies
7. Internal project management

- Predictability
- Timeliness
- Efficiency
- Collaboration



The screenshot shows a web browser window displaying the ORA website. The page title is "Local Government Permitting Best Practices". The main content area features a navigation menu with "Home", "Resources", "Regulatory Improvements", and "About Us". Below the menu, there is a "Quick Links" section with links for "Contact ORA", "Feedback", "Site Index", and "ORA Publications". A search bar is visible with the text "Search with Ask George™". The main body of the page contains a news article titled "Local Government Permitting Best Practices" with a sub-header "Local Government Permitting Best Practices". The article text reads: "The Washington State Governor's Office of Regulatory Assistance (ORA) conducted a series of six outreach sessions to collect best practices for local government permitting. Attendees shared success stories and techniques used by local government to improve quality, increase efficiency, and reduce processing time. Participants included local government and construction industry experts." Below the article text, there are three bullet points: "2008 Local Government Best Practices Report", "2008 Local Government Best Practices Report (Appendices)", and "Local Government Permitting Best Practices (Brief)". At the bottom of the page, there is a footer with links for "Contact", "Webmaster", "Our Partners", "Access Washington", and "Governor Chris Gregoire".



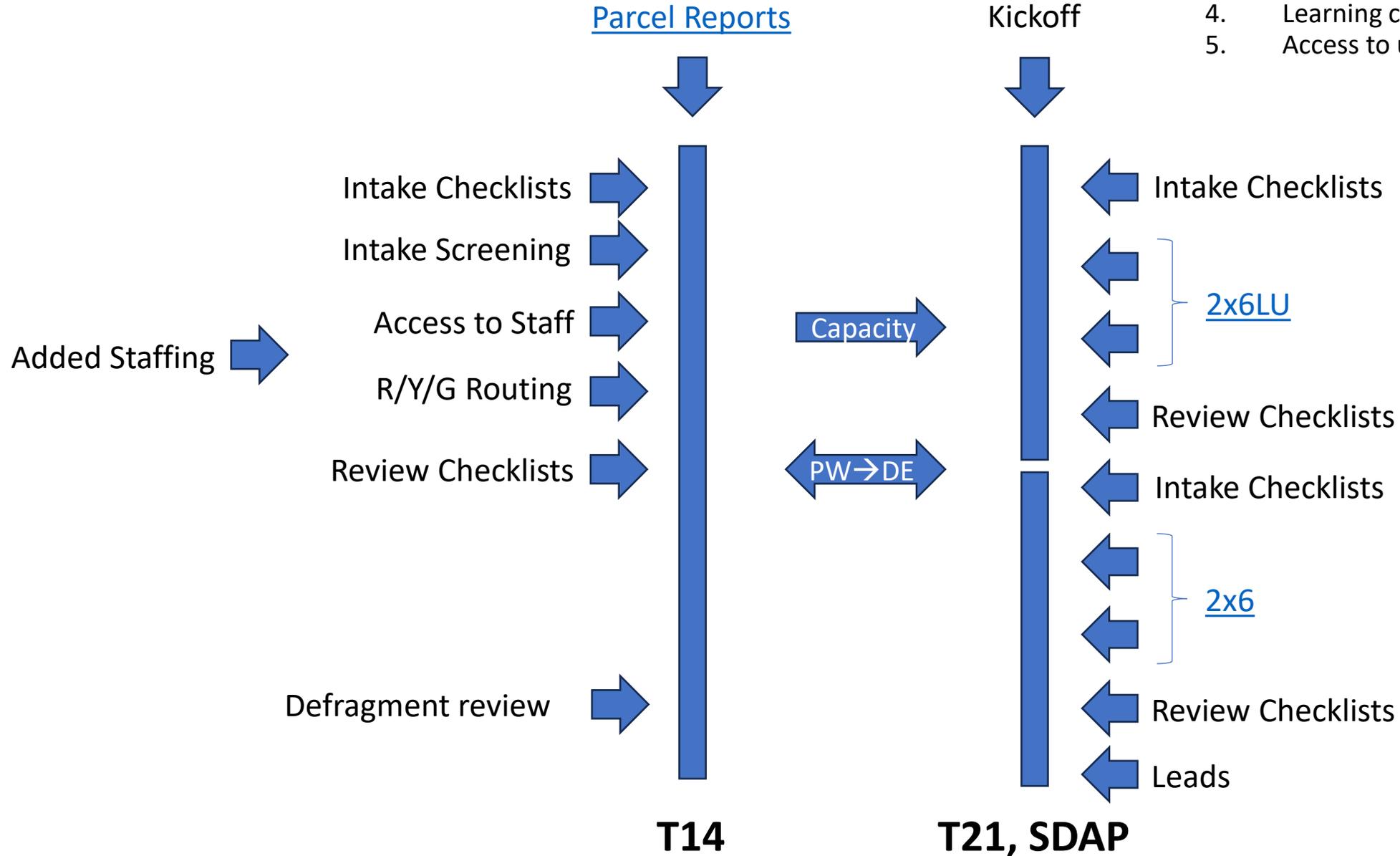
# Our Constraints

1. Getting on the same page, up front, for applicant success
2. Complete applications
3. Fragmented review
4. Learning curves
5. Access to us



# The Path Forward

1. Getting on the same page, up front, for applicant success
2. Complete applications
3. Fragmented review
4. Learning curves
5. Access to us





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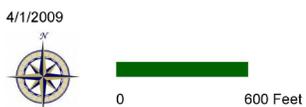
# Parcel Reports



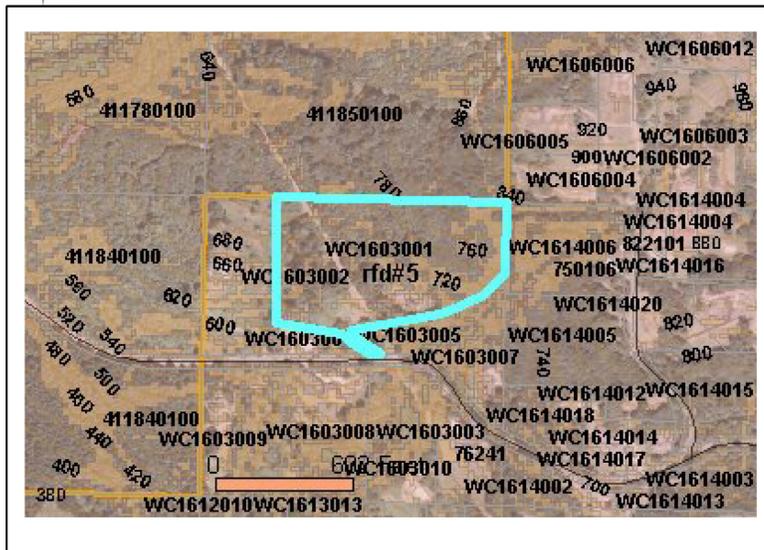
# Parcel Reports Improving Predictability

- Creates email to DCD inbox
- Subject: Red Parcel Report\_PRXXXXXX
- Attach your sketch
- Type in your questions
- Queued for reply email and guidance

Ask a Tech Button



**Cowlitz County Parcel Report**  
 Parcel Number: WC1603001  
 Owner: DAVIS CHARLES W/T ANNE  
 Situs: 1102 CHINA GARDEN RD , KALAMA 98625



### Planning Clearance Information Zoning & Comprehensive Plan

Zone(s)	None
Comprehensive Plan(s)	RR2
Subdivision	
Short Plat/Large Lot #	
Legal	SECT,TWN,RNG:16-6N-1W DESC: 16
Acres	11.78
Fire District	Yes
<b>Critical Areas</b>	
Type 1 Shoreline Stream	No
Type 2 Fish Bearing Stream	No
Type 3 Fish Bearing Stream	No
Type 4 Non Fish Perennial Stream	No
Type 5 Non Fish Seasonal Stream	No
Shoreline	No
Aquifer Recharge Area	No
NWI Wetlands	No
Hydric Soils	No
Highly Erosive Soils	No
Deep Seated Landslides	No
Deep Seated Landslide Scarps	No
Shallow Landslides	No
Sag Ponds	No
Potentially Unstable Slopes	No
Slopes 80%	Yes
Slopes 60-80%	Yes
Slopes 45-60%	Yes
Slopes 30-45%	Yes
100 Year Flood Plain	No
Heritage Areas	No
Fish & Wildlife	No
Volcanic Hazards	No
Ancient Landslide - Lynn Miller	No
Mine Hazards	No
Seismic Hazards	No
Mailing Address	PO BOX 841, KALAMA, WA 98625

**Status: RED** Brochure  
 Proceed to the Building and Planning Department for a Planning Clearance Review. You can access necessary forms from the online Site Plan Package. Planning Clearance may take up to 2 weeks time of application.

Disclaimer: Cowlitz County does not guarantee the accuracy, completeness, or usefulness of any an 'as is' basis without any warranty of any kind, expressed or implied, including but not limited to, particular purpose, and assumes no responsibility for anyone's use of this information.

1. Red  
Yellow  
Green  
Signals  
Complexity  
and Next Steps

2. Click to learn more.  
Help you'll need.

3. Organizes  
Inquiries

4. Organized  
Project

"Hey I got this red parcel with slopes...."

- For the applicant
- Their team
- Their other agency interactions
- For staff



Scan at Counter to get on the same page quickly

- Residential permits (T14 at first)
- Platform for enhancements in the future

# Parcel Report Concept

## Parcel Reports Improving Predictability

1. Signals Complexity and Next Steps

2. Click to learn more. Help you'll need.

3. Organizes Inquiries

4. Organized Project

- Creates email to DCD inbox
- Subject Inquiry\_PRRXX (from parcel report)
- Attach your sketch
- Type in your questions
- Queued for reply email and guidance

• Include 2012 aerial image as second page with tips for what to look for and correlate with the parcel report?

• Tips for when they see different things onsite?

"Hey I got this red parcel with slopes..."

Scan at Counter to get on the same page quickly

## Intake Checklists Improving Predictability

### RESIDENTIAL PROJECTS Intake Checklist

Actual checklists likely to be application specific

Application forms attached to intake checklists

- Up-front understanding of what's needed
- Continue uploading via Camino

Items required for every submittal

Items required for Yellow/Red hits

Verbiage for waiver scenarios (Enabling efficiency when not needed)

Commonly Required Submittal Items	Project Types								
	New Residence	New Manufactured Home	Addition	Interior Remodel	Detached Garage/Accessory Structure	Retaining Wall	Covered Deck or Porch	Accessory Dwelling Unit	Guest House
Site Plan	X	X	X		X	X	X	X	X
Floor Plan	X	X	X	X	X	X	X	X	X
Construction Plans	X	X	X	X	X	X	X	X	X
Engineered Plans & Calculations			X		X			X	X
Energy Code Documents	X		X		X			X	X
Stormwater Worksheet	X	X	X		X	X	X	X	X
Property Owner Authorization	X	X	X	X	X	X	X	X	X
Kitsap Public Health District Approval	X	X	X		X	X	X	X	X
Urban Area XXXX	Y	Y					Y	Y	Y
Wetland Report	R	R	R		R			R	R
Geotechnical Assessment	R	R	R		R	R		R	R

## Sketcher - Improving Collaboration

3

- Add a third page of a scaled 8 1/2 x 11" with topography and maybe slopes and wetlands?
- Doodle page for prospective applicants to lay out their concept and consider the hits.
- An attachment in email inquiries or chats.
- Printout to bring to the counter.

We would like to remove the FD callouts (which are always in the center of the drawing area) and turn off the beige layer that makes all auto site plans brown.

## Parcel Reports - Improving Efficiency

Info Request if Planning Corrections are needed before releasing for review

Parcel Report

Planning Review by Tech at Intake

DE Review

BFS Review

Planning Review (Routed to Techs)

Planning Review (Routed to Current Planning)

Comments/ Conditions, Redlines

OSA Ready or Tech info req

Comments/ Conditions, Redlines

- Lightens load on Current Planning
- Best and highest use of skill sets
- Capacity for 2x6



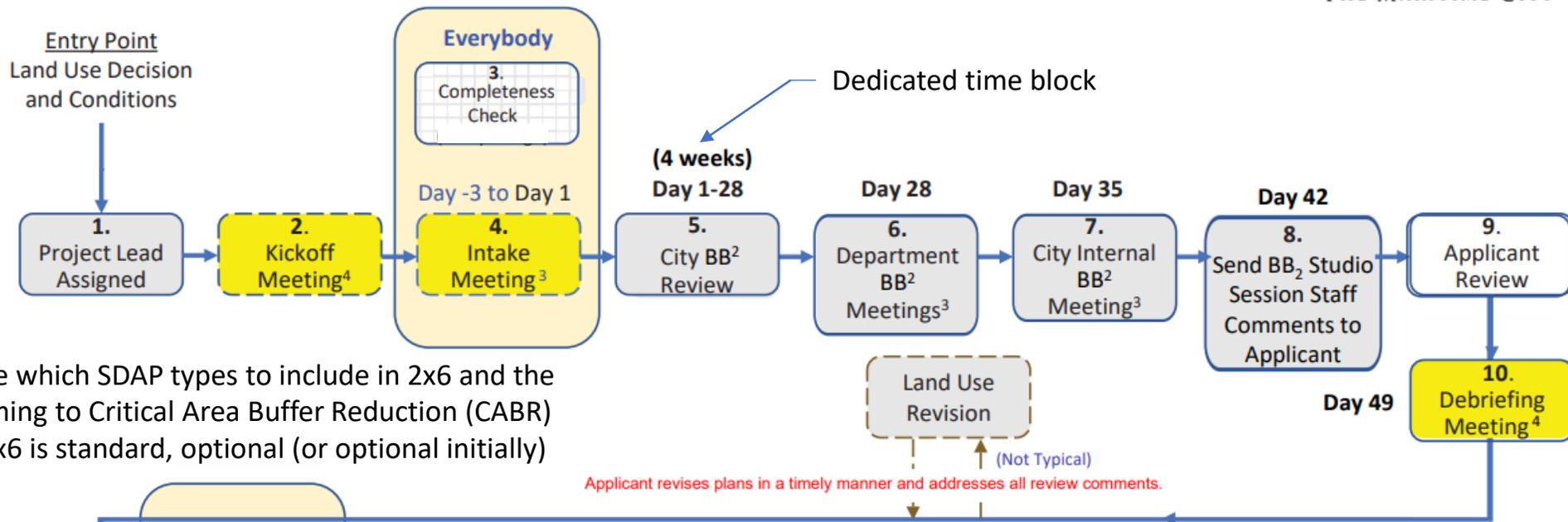
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2x6



# Electronic 2x6

-2 Submittals  
-6 Week turn-around time for staff review, per submittal



- We'll determine which SDAP types to include in 2x6 and the relationship/timing to Critical Area Buffer Reduction (CABR)
- And whether 2x6 is standard, optional (or optional initially)



<sup>2</sup> BB Definition: BlueBeam

<sup>3</sup> City Staff Only

<sup>4</sup> All Parties: City Engineer, Project Lead, Eng. Tech, LU Planner,

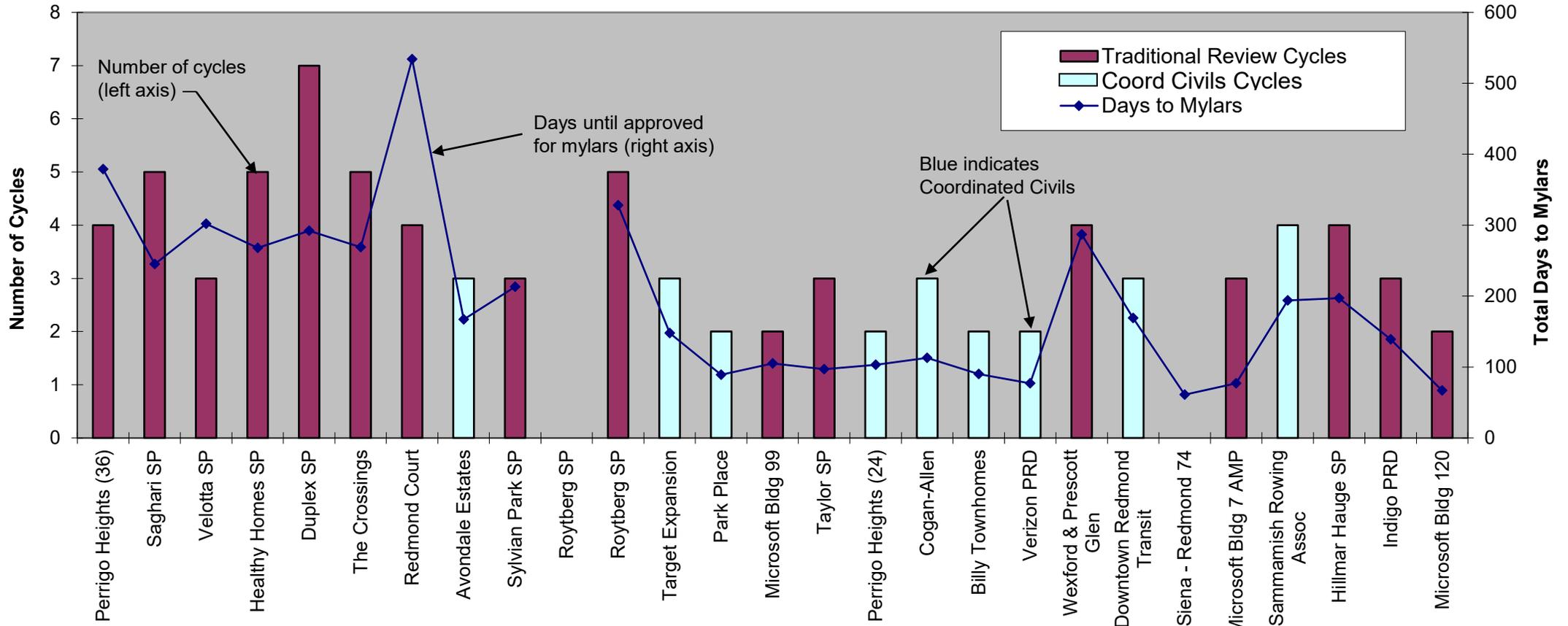
Fees and Bonds Call for mylars Pre-con

If project is complete will discuss next steps - engineer's estimate, bond, pre-construction meeting,



# Acceleration

## Redmond Coordinated Civils Improvement Effect





# 2x6LU

- The same forces, and now 5290, lead us to 2x6 for land use too
- Same structure but adds notice and comment steps, decisions, and these timelines
- Cycle 1
  - Notice of Application
  - Public and Agency comment period
  - Comments informed by any interested parties
- “LU” part
  - Day 85-100 (Type 2), Day 85-170 (Type 3)
  - SEPA determination and SEPA comment period
  - Staff report and recommendation
  - Preview
  - Administrative decision and Notice of Decision
  - Or
    - Notice of Hearing
    - Open record hearing
    - Notice of Decision

2x6 = 84 days

3x6 = 126 days



# The Balance of the Year is Busy

- Developing parcel reports, intake checklists
- Restoring intake screening, R/Y/G routing
- 2x6 and 2x6LU
- Our DAG is helping us
- Clearing backlogs, preparing for the new
- We may need your help too
  - Completeness: not complete till paid, can't pay till later: fix in code (21.04.150)
  - Expiration: suspend while held for another permit: fix in code (21.04.200)
  - Other