

2X6	
Category	Post-it
2X6 LU	NOA's need to add mailing time to community and then back to County-1 submittals are lengthy 2 week to review & Respond is too short.
A	can not track in SG Camino entry only
A	requesting before permit app introduces chance for error
A	Administrator seems more like a supervisor vs in Admin
A	Administrator for 2X6. Permit tech rotation? New position?
A	Administrator role almost sounds akin to PRP manager-coordinating all projects should be specialized position and paid accordingly.
A	Book Ends on Kickoff MTG what is it what is it not
A	Do appointment pairs run across multiple projects? What if the pair makes sense for the type of permit and not another? what happens during vacations or if someone leaves?
A	Please maintain the same review team on phased projects.
A	Who's communicating to the customer during those 3 days? How/Who do we decide whether the meeting is needed?
A	How are they requesting appointment pair? Who does that request go to? How can they see which appointment pairs are available?
A	list of questions should be required prior to debriefing to ensure we have answers to reduce additional meetings and fragmentation.
A	How are customer service tasks & goals going to be met when reviewers have blocked off, inaccessible time?
A	Applicant known questions-How do they submit?- Upload? to Administrator? Sending questions B4 meeting. Does this Add more fragmentation? Send to Administrator maybe?
A	Where is the capacity & processing for niche tasks coming from? Appeals, legal lot determinations, zoning letter (hourly) and paid meetings, road approach etc. T21 tasks other than Land Use & SDAP.
A	If parcel tag is used to track kickoff, how will this work for projects with multiple phase on some parcels?
A	Kickoff meeting - where is it noted? Are there notes captured for future use and were would they live since permit isn't XXX yet?
A	Is the person assigned to the kickoff meeting automatically the one assigned to the permit?
A	Administrator at intake meeting?
A	Requesting before permit has to be automatic cancel without
A	clearly defined/enforced document standards
A	Vital need for checklist for applicants
A	Have all appropriate professionals in attendance in kickoff meeting
A	have 30% of plans at kickoff meeting
A	Can applicant request intake meeting? This may be helpful for larger, more complicated projects?
A	expiring after 90 days? Resubmittal responsiveness and what are the consequence for non responses?
B	SDAP 1st LU decision should be dashed.
B	Suggestion to start Camino APP at beginning-SG. Permit # *Pending intake status
B	LU approval first, then SDAP 2X6 LU=12 weeks. 2X6 SDAP=12 weeks 24 weeks=6 weeks more than concurrent but less work for DCD than concurrent=more efficient=shorter reviews? Concurrent LU & SDAP 2X6 LU=12 weeks 3X6 SDAP=18 weeks BC 1st review cycle might be wasted. After 2 review cycles customers get charged hourly. =more expensive for customers. =more work for DCD bc of rework. require pre-app?
B	Type II & Project Plan Template to baseline
B	Preferably no concurrent review.
B	Allow SDAP and LU review concurrently for 90% design submittals.
B	No concurrent Review-Land use determines conditions and SDAP review depends on those conditions.
B	Need to find ways to help ensure that comments from outside agencies come in in a timely fashion so we can meet timelines.
B	NOA-technical review meeting-required *LU requirement for SEPA-what submittals are needed? -before 1st 2X6 review.
B	stormwater & Kitsap Health for septic should happen together! Especially determining certain drains.
B	Do we private aka "give out" comments early? before 2X6/1X6 ends? *If we do that, we cannot receive questions in between.
B	Need to stop mid-cycle submittals to reduce process fragmentation
B	DCD is QC review of BIO/GEO reports b/c code is not followed. Ex: Bio *Avoidance not truly considered before requesting 25% admin reduction to wetland/stream buffer. Ex: Geo *buffer/setback referenced but no site plan w/ geo referenced points.
B	Stamping plans-who will be required to stamp plans on civil/landscape? -is this a big rework to consider? -Ex: fire approves & stamps first cycle but LU returns and new civil plans are submitted-fire will need to go back and stamp again.
B	PW sewer step needs to be reviews for every permit to see if the project is within the service area. It has been deleted when it should not have been in the past. Can the permit techs or DE be trained on sewer to know if it can be deleted?
B	Camino not used by PW & HD
B	universal site plan for developers and applicants - advise early!
B	BB not currently created until after intake meeting sheet. It may still change. We are funded by the permit fees. And application is not complete until fees are paid and the clock starts. Fees should be paid before review starts or special fee created.
B	Narrative on how land use conditions are being met
B	detailed project descriptions

- A Admin (appt pairs, capacity, whitespace, time blocks, tracking, project lead role)
- Review (completeness, review checklists, meetings, debriefings, review checklists,
- B meetings, debriefings, review checklists, standalone SDAP, lead engineer role, net PW, KPHD)
- C Consolidation of smaller SDAPs into BP (when there's a BP)

2X6	
Category	Post-it
B	Submitting SDAP after land use - denial at 3rd cycle is the incentive to submit after land use review. Should allow SDAP submittal, developers make the calculated risk and either apply or don't apply.
B	Agency comment can create a review toll (a half to the review).
B	Applicant response deadline --> expiration? Either info from intake or info requests.
B	Do we create a hardline for resubmittal timeline to ensure 2x6 is successful?
B	Need for a debriefing meetings? Provide opportunity to discuss code interpretations?
B	More states for the permit in SG to immediately identify if permit is in a waiting state.
B	Info requests can lead to studies etc. that may take longer than 90 days. Recommend a process when the 90 day response timeline can be extended as long as communication is occurring with county justifying extension.
B	How are we accounting for the extended times to get plan changes done through architects/contractors, and reports needed from biologists and geologists.
B	Do not intake a cycle 2 of an SDAP if LU/ER permit is needed, or even accept a T14 permit if proceeding permit is not issued.
B	built in time for applicant challenge of info request comments?
B	How cut and dry will we allow pushback on code interpretations for info request comments?
B	info requests amendments to reflect 2x6 timelines.
B	applicant changes their mind on design midway through the 2x6. How to deal with this?
B	debrief meeting - timeframe should be mutually agreed upon.
B	a window of 1-3 weeks to allow consultation time before debrief.
B	require narrative during resubmittal addressing how comments were addressed.
B	Where is compliance with Title 19 assessed?
C	What if building permit review triggers need for multiple T21 permits? Can they be done concurrently? How will those processes flow?
Capacity	can we communicate cost feasibility better to the customer for these harder to develop properties.
Capacity	NOA- interested parties only have access to 1st cycle documents, provide all submittal documents (2nd, 3rd) allow public to prepare informed comments
Capacity	Capacity-2X6 administrator redundancy needed (turnover, sickness)
Moved to 2X6LU	Keep a spreadsheet of comments received in SG?
Moved to 2X6LU	NOA - how long it takes for public to receive & time it takes to page through supportive paperwork n project. 14 days isn't enough.
Moved to 2X6LU	After NOA - staff report needs to be made public at the same time as when its sent to the developer.
Moved to 2X6LU	NOA - needs more public time. Public needs full access to all and newest submittals on a permit.
Moved to CAPACITY	process occurs without payment
Moved to CAPACITY	Are fees appropriate? Flat fee vs hourly?
Moved to CAPACITY	Fee for SDAP? We assume flat fee for first 2 cycles?
Moved to CAPACITY	Switch to estimated fee. Actual billing based on time and materials for all cycles.
Moved to CAPACITY	Fees for intake should be reviewed.
Moved to CAPACITY	Status check - 4,000 permits status check for each at 15 minutes to process and response = 1,000 hours to respond + FTEs
Moved to CAPACITY	Generalize the idea of a staff biologist.
Moved to INQUIRIES	Power BI list tells customer what each departments place is in line?
Moved to RYG	Intake - keep flexible and allow applicants to vest to code at time of submittal. 2nd cycle submittal ensures hard review of documents.
RYG	have checklists for applicant to prepare for submittals