



The Latimore Company, LLC

# 2x6 Working Group

Kitsap County DCD  
September 20, 2024



# 9/13 Session – 2x6LU

- Staff and industry, no community reps
- Pre-app recognized in two forms
  - Pre-app – as it is today, ~80% design, written responses, existing template, best when agencies participate (but hard to schedule), needs intake checklist and disclaimer about changes to the fundamental design thereafter
  - Hourly – as it is today, early/midway thru design, add written response/transcript/recording attaching what was submitted for comment – travel together for context and disclaimer about changes to the fundamental design thereafter
- Submittal
  - Publish periodic “frequently missed submittal items” – also informs possible checklist update
- Completeness screening
  - Essentially return to triage, possibly in a weekly meeting like we did before... Monday intake day? – BFS in larger ones
  - Needs a good checklist that lists what we check for – including statements that speak to Kitsap code
  - Max of 28 days (14 for Cycle 2). 3 business days too short. 2 weeks? Decide in next session
  - If incomplete, NOIC with listed deficiencies to the applicant
  - Intake meeting only if requested by applicant, scheduled by 2x6 admin – essentially “intake debriefing”
  - Reviewer can always reach out to the applicant/designer for clarifying questions
  - If triage completes early, cycle start when fees paid (no later than Day 1)?
- Intake and debriefing meetings
  - Fee for these? They’ve become meetings at the election of the applicant. Recommend no debrief fee: part of the process
- Team is eager to jump into intake checklists
- Friday (9/20): 2x6 kickoff (SDAP). Tuesday (9/24): DAG call on basis of metrics.

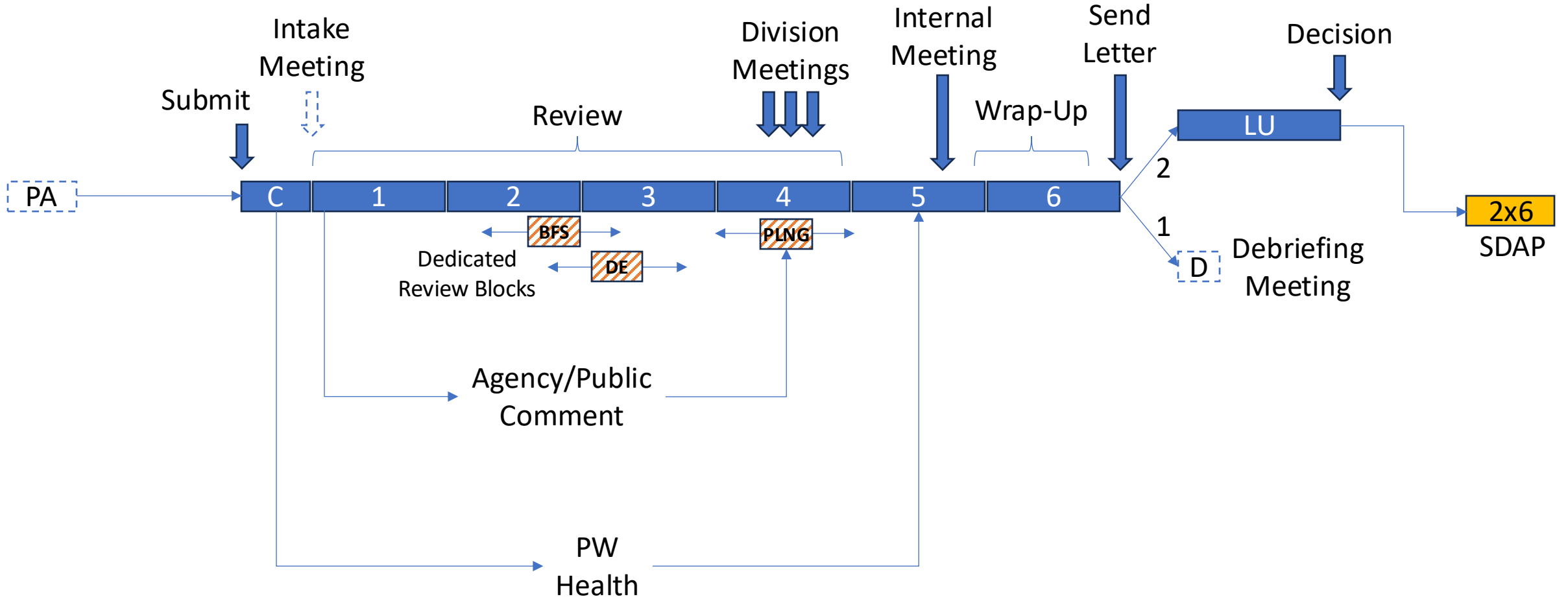


# 2x6 Working Group

- Review proposed 2x6 permit types
    - Consolidate smaller SDAPs into BP
  - Consolidated Review
    - With land use
    - With R/Y/G
  - SDAP:
    - Standalone (grading)
    - With SEPA
    - Triggering FPA
    - From health permits (well, septic)
    - With ROW access/utilities
  - Kickoff meetings
    - Deliverable
    - Intake checklist customization
  - SDAP – P Plat intake checklist
- Project lead role
  - Lead engineer role
  - Assignments (choosing reviewers)
  - PW → DE ← Meet on Tuesday?
    - Traffic, traffic model runs
    - ROW
    - Sewer
    - Net PW role
  - Checklists
    - Intake ← Propose we construct our first few on Tuesday
    - Review
  - Acceptance letter
  - 2x6 SOP



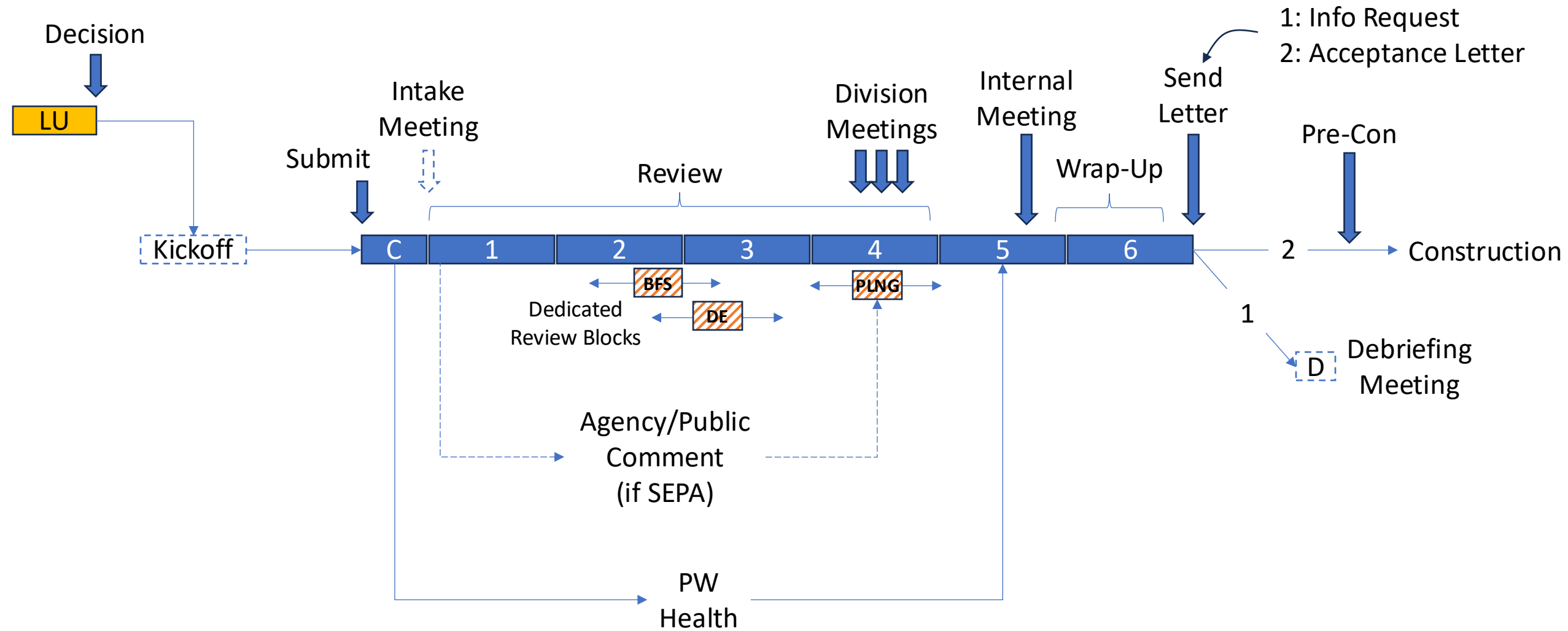
# 2x6LU





2x6

The Latimore Company, LLC





# Consolidated (Concurrent) Review

## **RCW [36.70B.120](#) Permit review process.**

(1) Each local government planning under RCW [36.70A.040](#) shall establish a permit review process that provides for the integrated and consolidated review and decision on two or more project permits relating to a proposed project action, including a single application review and approval process covering all project permits requested by an applicant for all or part of a project action and a designated permit coordinator. If an applicant elects the consolidated permit review process, the determination of completeness, notice of application, and notice of final decision must include all project permits being reviewed through the consolidated permit review process.

(2) Consolidated permit review may provide different procedures for different categories of project permits, but if a project action requires project permits from more than one category, the local government shall provide for consolidated permit review with a single open record hearing and no more than one closed record appeal as provided in RCW [36.70B.060](#). Each local government shall determine which project permits are subject to an open record hearing and a closed record appeal. Examples of categories of project permits include but are not limited to:

(a) Proposals that are categorically exempt from chapter [43.21C](#) RCW, such as construction permits, that do not require environmental review or public notice;

(b) Permits that require environmental review, but no open record predecision hearing; and

(c) Permits that require a threshold determination and an open record predecision hearing and may provide for a closed record appeal to a hearing body or officer or to the local government legislative body.

(3) A local government may provide by ordinance or resolution for the same or a different decision maker or hearing body or officer for different categories of project permits. In the case of consolidated project permit review, the local government shall specify which decision makers shall make the decision or recommendation, conduct the hearing, or decide the appeal to ensure that consolidated permit review occurs as provided in this section. The consolidated permit review may combine an open record predecision hearing on one or more permits with an open record appeal hearing on other permits. In such cases, the local government by ordinance or resolution shall specify which project permits, if any, shall be subject to a closed record appeal.

## **21.04.180 Consolidation of project permit applications.**

A. Consolidation. Applicants may request the department consolidate review for all project permit applications related to the same proposal to provide an integrated process and avoid duplication. Consolidated permit processing shall follow the review, approval process and time frame of the highest numbered permit type represented among the consolidated permits, except that processing may be halted as needed for lower permit types when waiting on higher type permit review steps or actions. Type IV is considered the highest and Type I is considered the lowest.

B. Individual Review. Unless consolidated review is requested, individual review of project applications shall occur. For project applications processed individually, the highest numbered permit type application shall be acted first, followed by processing the lower numbered permit type application. This shall not be a violation of Section [21.04.250](#). However, if a higher numbered permit type application is dependent on first obtaining a favorable Type I or Type II decision, the Type I or Type II decision will be processed first or concurrently.

C. Combined Public Meetings or Open Record Hearings. A public meeting or open record hearing required by this chapter may be combined with any public meeting or open record hearing that may be held on the project by another local, state, regional, federal, or other agency, in accordance with the provisions of Chapter [36.70B](#) RCW.



# Consolidated Review

- Goal:
  - Predictability, timeliness, efficiency, and collaboration
  - 2 review cycles x 6 weeks each
  - Meet 5290 standards (65/100/170)
  - Equip the receiver for conclusive review cycle/design
  - Eliminate wasted cycles
  - Capture synergies
- Codes (state and local) provide for consolidated review at applicant's request
  - Individual review otherwise
  - Consolidated: completeness, notices, decisions together
- Several scenarios
- Sync managed by intake checklist and SG/2x6 Admin tool
  - Required or prerequisite at submittal
  - Method in SG and/or 2x6 Admin tool for tying these together
- Thinking if concurrent they travel together as 2x6 package
- How does an applicant reliably know in #3 and 4?
- Shorelines? Thinking exemptions travel R/Y/G package

## Consolidated Review

u 9/19/24

① 100% concurrent SDAP/LU

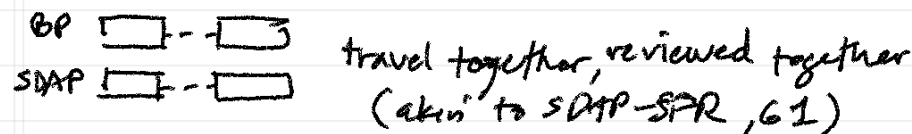


② overlapping SDAP/LU

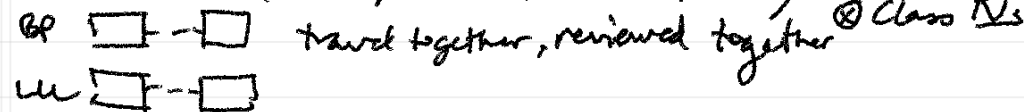


↳ if insist/must/should info request includes HEX CODE  
↳ high probability 3<sup>rd</sup> cycle

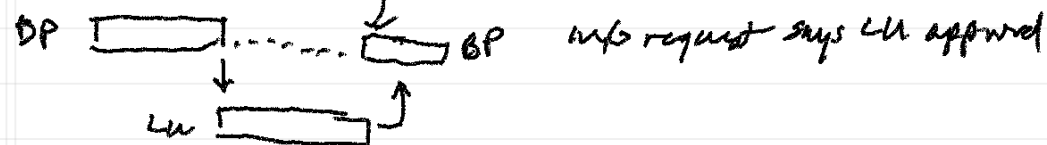
③ BP/SDAP (extensive grading, eng dominance, SEP+)



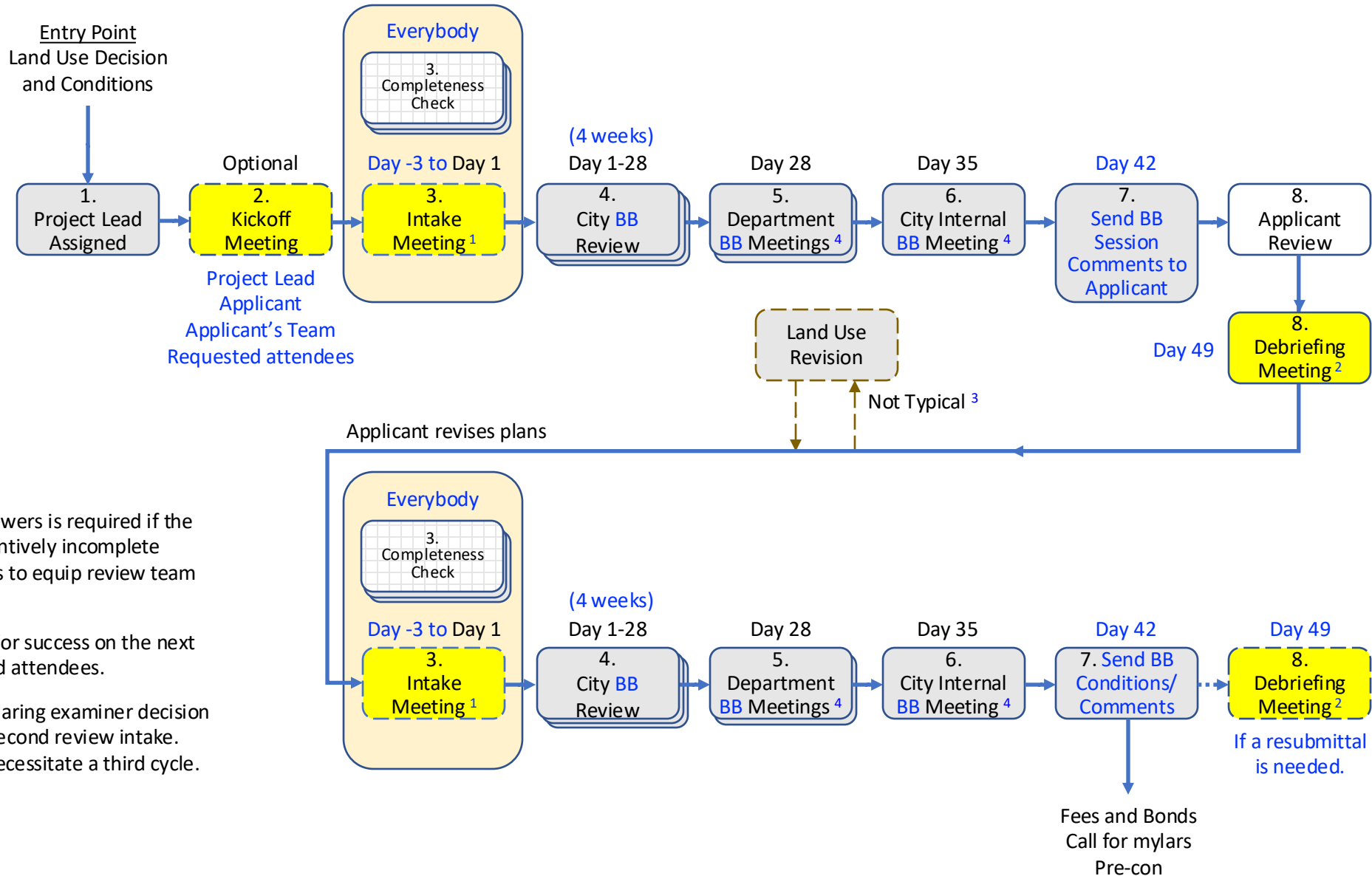
④ BP/LU (CUP, CABR, variance, SSDP) @ HBR



⑤ Blossoming LU



# 2x6



<sup>1</sup> Intake meeting with reviewers is required if the application is found substantively incomplete (or non responsive). Goal is to equip review team for conclusive review.

<sup>2</sup> To equip applicant team for success on the next round. Applicant-requested attendees.

<sup>3</sup> Any revisions from the hearing examiner decision are incorporated prior to second review intake. Significant revisions may necessitate a third cycle.

<sup>4</sup> City staff only





# Kickoff Meeting - SDAP

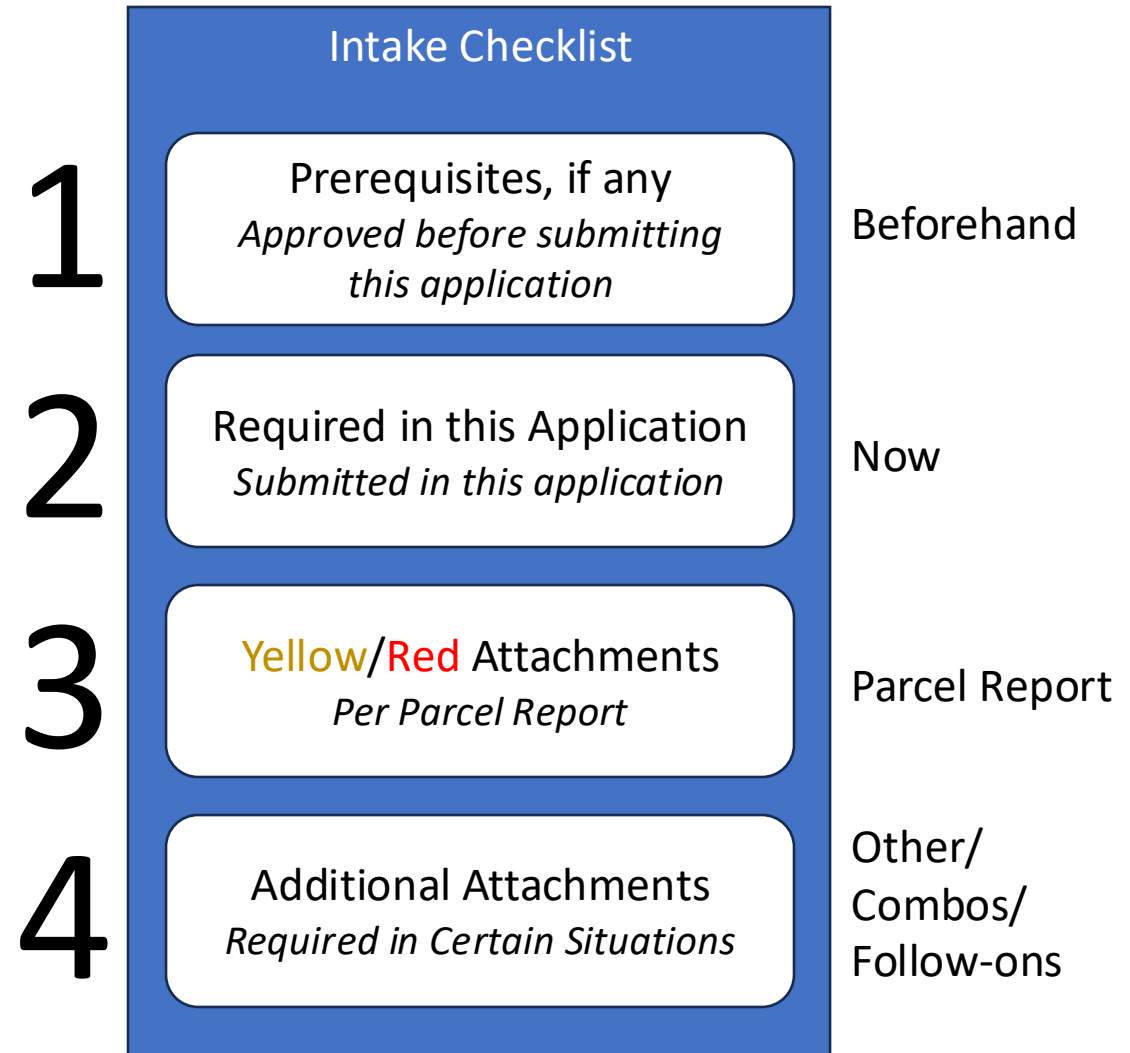
- Familiarize
  - New project owner
  - New/changed project team
  - New/changed DCD review team
  - New phase
  - Discuss our understanding at land use approval
  - Discuss any other agency activity since LU approval
  - Q&A LU conditions, what would trigger a LU amendment
- Any customization of the intake checklist
- Explain 2x6 and its intake rigor
- Applicant requested (optional), requested attendees
- New build team (contractors) – new pre-con required
  - Kickoff available here too
- DCD could initiate a kickoff meeting (can be really helpful)
  - Would there be a fee in this scenario?
  - Wouldn't be required



# 2x6/2x6LU Intake Checklists

- Decide which app types become 2x6LU
- Number of checklists
  - Combos or one for each type
- Camino wizard to help?
- Content (checklist items)
- Yellow/red sections
- Customization, if any, at pre-app/hourly
- Any
  - Naming conventions
  - Layering conventions
  - Cover sheet
  - Statements to include in reports
  - Worksheets

## 4 Sections





# Coming Next

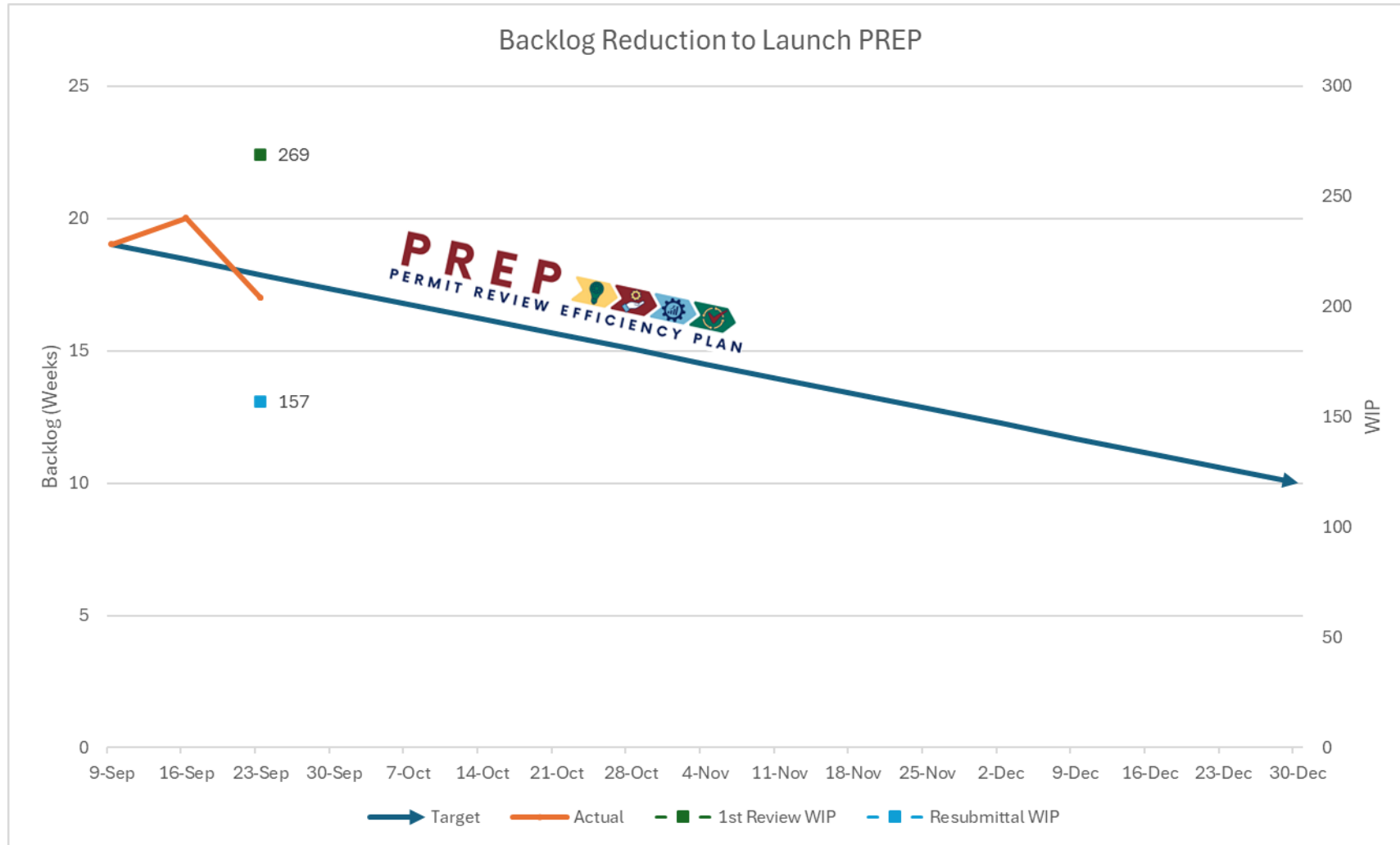
- Tuesday 9/24
  - DAG – basis of DCD timeline metrics
  - 2x6 Admin tool – design session
  - PW→DE?
  - First few intake checklists? 2x6 and R/Y/G?
- Next 2 Fridays 9/27, 10/4
  - R/Y/G
    - Intake checklists
    - Waivers
    - Waiver timing
  - 10/4 – Meet like this or action items/small groups
- Then back to 2x6 on 10/11, 10/18 →
  - 10/11 - Meet like this or action items/small groups
- Coming soon
  - Parcel reports – first draft

## Review and Administration

6. Appointment pairs
  - Capacity management
  - Selecting an intake appointment pair
  - Staff assignments
  - Dedicated review blocks
7. Notices and comment (community and agencies)
  - Outreach and formats (Type II, Type III)
  - Comment period, cutoff point to support 2x6
  - Agencies on board with new comment cutoff
  - Comments inbox, packaging for Planner
8. Review
  - DE (with new PW tasks), remaining PW role
  - Planning review (timed to comment period)
  - BFS review
  - Exploiting dedicated review blocks
  - Review checklists
  - 2x6 pace for PW and KPHD
9. Role of project lead, including escalations
10. Role of supervisor, manager
11. Status and tracking: 2x6 Admin Tool (PBI)
  - See every 2x6LU by day toward 42
  - Applicant visibility, inquiries (if any anymore)
  - Expiration management (held for another)
12. Weekly (Day 28) supervisor team meetings
  - Objective is to finish reviews in this week
  - Creating focus to keep reviews on track



# Burndown to PREP



- New 2x6 Administrator Monday morning tag-ups
- Precursor starts on Monday 9/23 8:45-9:00am