



The Latimore Company, LLC

# 2x6LU Working Group

Kitsap County DCD  
September 13, 2024



# Staff Focus

- Intake checklist content, how many checklists we combine together, and any Y/R items
  - Assignment approach (reviewers for a project) and continuity into 2x6
  - Completeness screening timeline and details, ringing the bell for intake meeting
  - BSA timing, options
  - Collaboration points
    - Inquiries (15mins, consults, hourlies)
    - Pre-app (and “pre-dev” if we add this option)
    - Kickoff meeting
    - Intake meeting
    - Debriefing meeting
  - Consolidated (concurrent) review: when and how
    - 2x6LU/2x6 sync
    - When a 2x6LU travels alongside a permit (commercial, shoreline, CABR, CUP, etc.)
  - Agency and public comment timing and flow to planning review block
  - Timing and flexibility of dedicated review blocks
  - Review checklist content
  - Week 4 division meeting details
  - Week 5 internal meeting details, participants, decision-making, action items
  - Week 6 wrap-up, letter, ending the cycle
  - LU part (SEPA, tech meeting, staff report, recom/decision, preview, notices, hearing, ...)
  - Alpha (simulation) and beta (try on an actual application) testing
  - Clearing current backlog (along with outside help)
  - Review of drafts (checklists, brochures, website, 2x6 admin tool)
  - Any text amendments we need
- We have the future state map
  - We have the post-its



# Industry Rep Focus

- Collaboration points
  - Inquiries
  - Pre-app (and “pre-dev” if we add this option)
  - Kickoff meeting
  - Intake meeting
  - Debriefing meeting
  - Technical review meeting
  - Status determination (newly easy)
- Review of intake checklists
- Waiver timing, decision timeline
- Info request format for resubmittal screening
- Testing of parcel reports, R/Y/G, 2x6, and 2x6LU
- BSA timing and consolidated review



# Community Rep Focus

- 2x6LU public process
  - Outreach and formats
  - Comments inbox
  - Comment period, cutoff point to support 6 week pace
  - Type II, Type III if different
- Review of brochures, website, public portals
- Parcel report testing

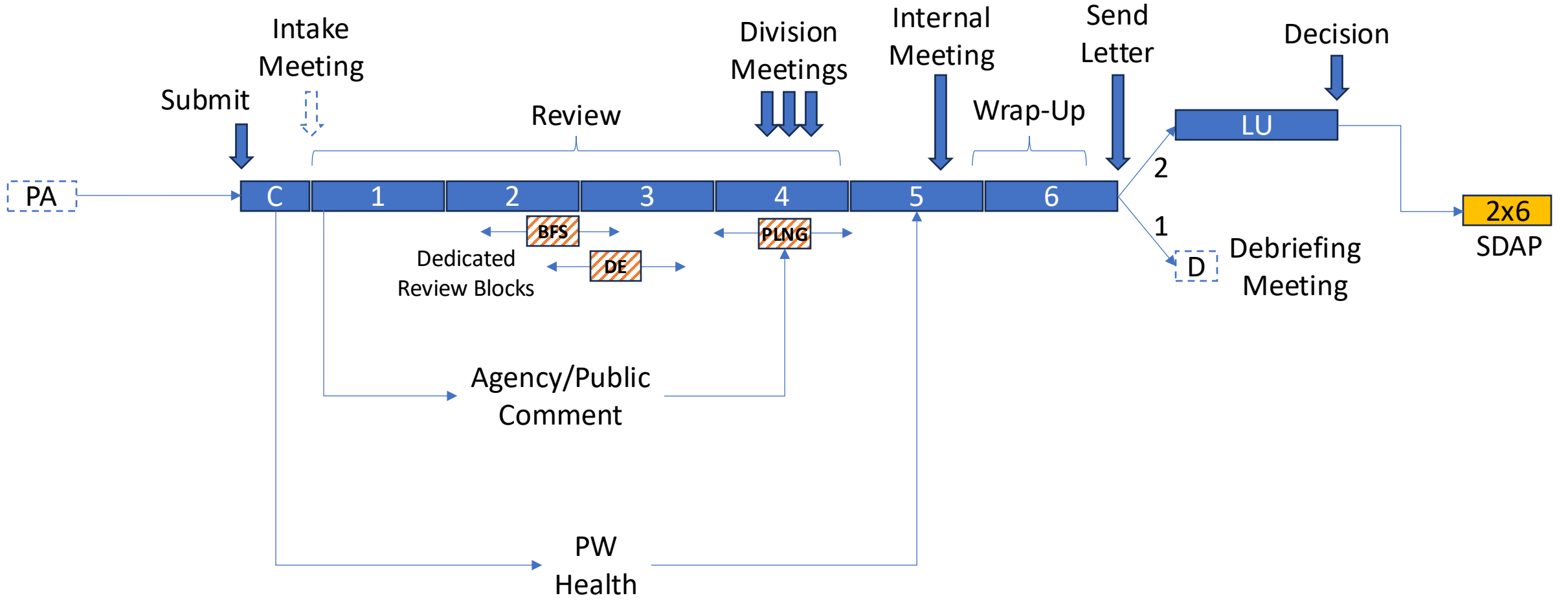


# 2x6 Working Group

- Consolidate smaller SDAPs into BP
- Standalone SDAPs
- SDAP with health permits (well, septic)
- SDAP with ROW access/utilities
- SDAP with SEPA
- SDAP triggering FPA
- 2x6 and R/Y/G combination
  - Residential
  - Commercial SDAP scenario
  - Compliance cases
- Consolidated review with land use
  - 100% design in the door (combo land use and SDAP)
  - Overlapping (2x6 not meant for this)
- Project lead role
- Lead engineer role
- Assignments (choosing reviewers)
- PW → DE
  - Traffic, traffic model runs
  - ROW
  - Sewer
  - Net PW role
- Checklists
  - Intake
  - Review
- Kickoff meetings
  - Deliverable
  - Intake checklist customization
- Acceptance letter
- 2x6 SOP



# 2x6LU





# 2x6LU Elements – 3 Groupings

## Up Front and Completeness

1. Pre-app (and earlier “pre-dev”?)
  - Intake checklist (pre-dev too if we add that option)
  - Review checklist (and deliverable)
  - Intake checklist customization at pre-app
  - Akin to 2x6 kickoff meeting for SDAP
2. Inquiries up front (15min, Consults, Hourly)
  - Role of parcel report(s)
3. Intake checklists
  - One for each land use app type
  - Yellow/red sections?
4. Completeness screening, intake meeting
  - Day -3 upload and routing
  - Screening to intake checklist (or per pre-app)
  - Ringing the bell for intake mtg, holding the meeting
  - Resolving deficiencies
  - Fee payment (Day 1. After intake mtg if held)
5. Consolidated review
  - 100% design scenario (100% design SDAP at LU app)
  - When applicant insists (how to treat no conditions)
  - Method when connected to R/Y/G permit (CUP, etc.)
  - Compliance cases?

## 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

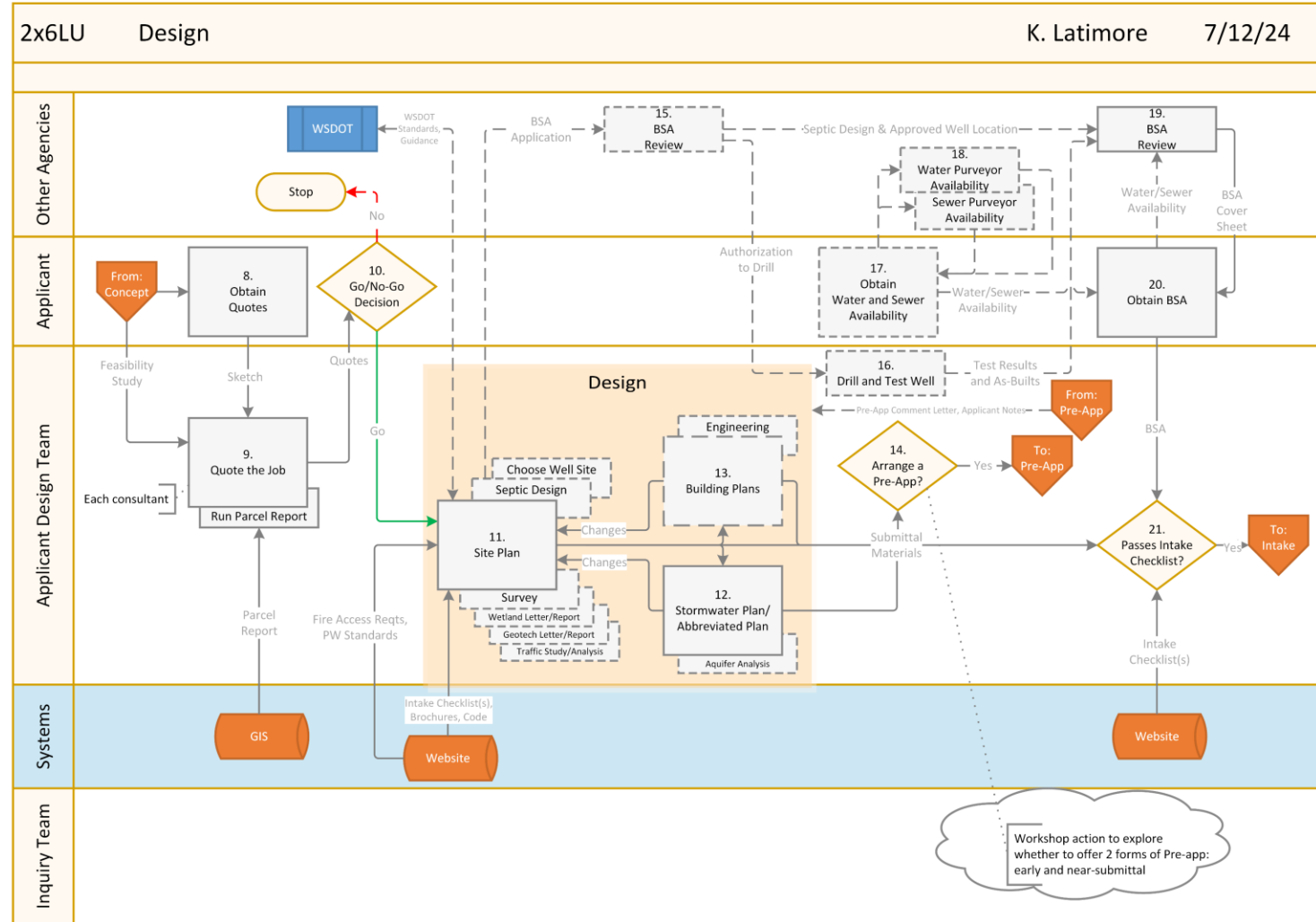
## Finishing a Cycle and Decision steps

13. Internal meeting
  - All reviews AP\* or RTND
  - Comments/conditions/notes all make sense, actionable, consistent
  - Redline where helpful instead
  - Role of supervisor
  - Drawing in reviewers as needed (applicant too?)
14. Info request
  - Format, content, BlueBeam vs. SmartGov notes
  - Week 6 workflow to transmit on Day 42
15. Debriefing meeting
  - Including scheduling now that it's not fixed at Day 49
16. End of Cycle 2
  - Conclusions, notes, and redlines to applicant
  - Clean set for LU part
17. LU part – SEPA, Staff Report, Decision workflow
  - SEPA determination, technical meeting
  - Type II
    - Staff report, decision and conditions, 3-day preview
    - NOD
  - Type III
    - Staff report and recommendation
    - Exhibit assembly, NOH, and postings
    - Hearing, decision and conditions
  - Timeline tracking - 100 (42+42+16) / 170 (42+42+86)
18. 2x6LU SOP
  - Write down our procedure for all these elements
  - Publish internally for standardized staff use



# 1. Pre-App / "Pre-Dev"

- Goal
  - Shared understanding of County requirements for this site and use
  - Feedback on expensive/pivotal design considerations
  - Surface any show-stoppers
  - Avoid design rework
  - Written County responses
  - Understand how 2x6LU works and sync with 2x6 SDAP
  - Intake checklist customization as agreed
  - Successful first-pass (complete) intake
- Optimum timing (or range of options)
- Pre-App intake checklist
  - What the County needs to know to answer the above
    - Preliminary site plan (containing xx, xx) -- example
    - Project narrative
  - Including specific questions to answer
  - New asset: Parcel reports
- Assignments (who participates and continuity to LU)
- Review checklist (and deliverable)
  - Response to specific questions
  - Standard review checklist items
    - Environmental
    - Traffic, ROW
    - Drainage, Grading
    - Fee estimates
  - 2x6LU, 2x6, R/Y/G instructions and the interrelationships
- The meeting itself: how it flows, covering everything, any checklist markups
- Health? PW? Other?
- Akin to 2x6 kickoff meeting for SDAP





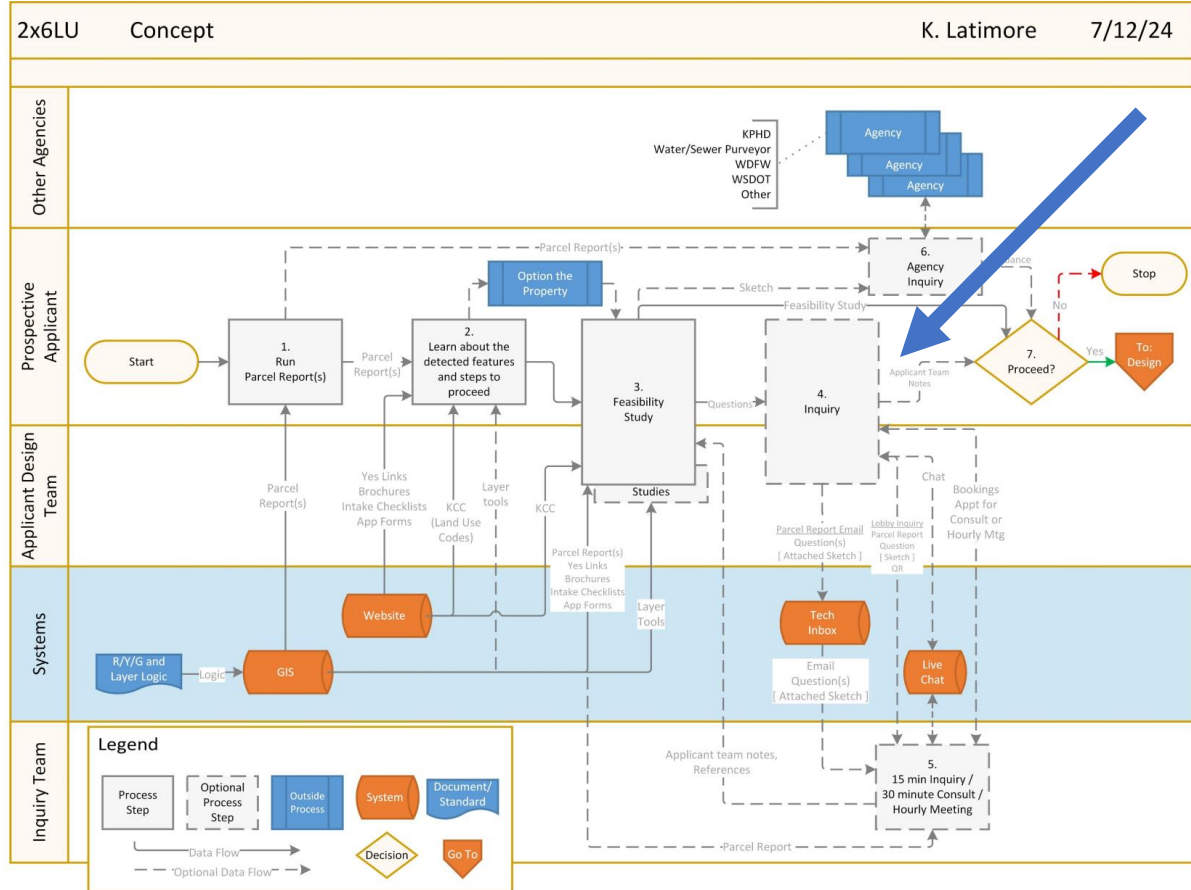


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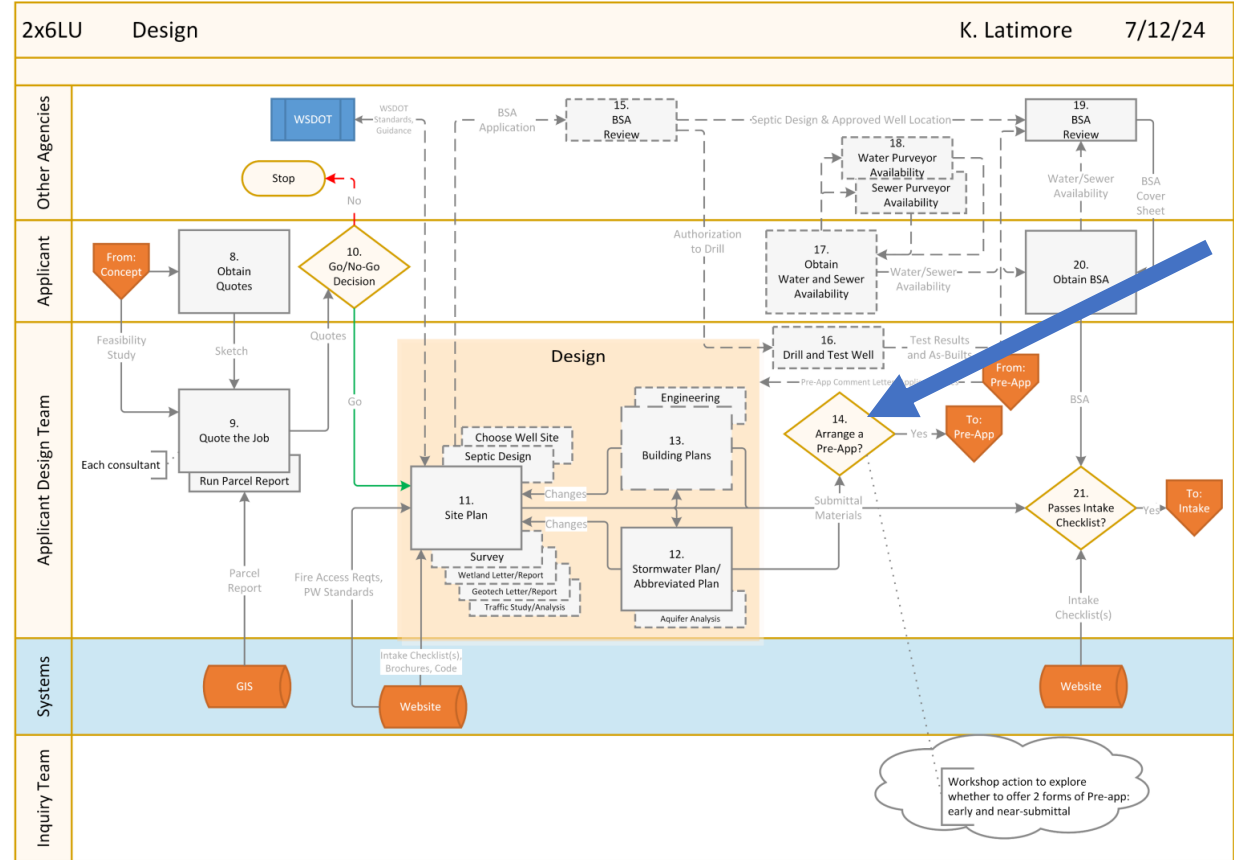
# Pre-App Timing

## Concept phase, Design phase, ... or Either

### Concept Phase (before Go Decision)

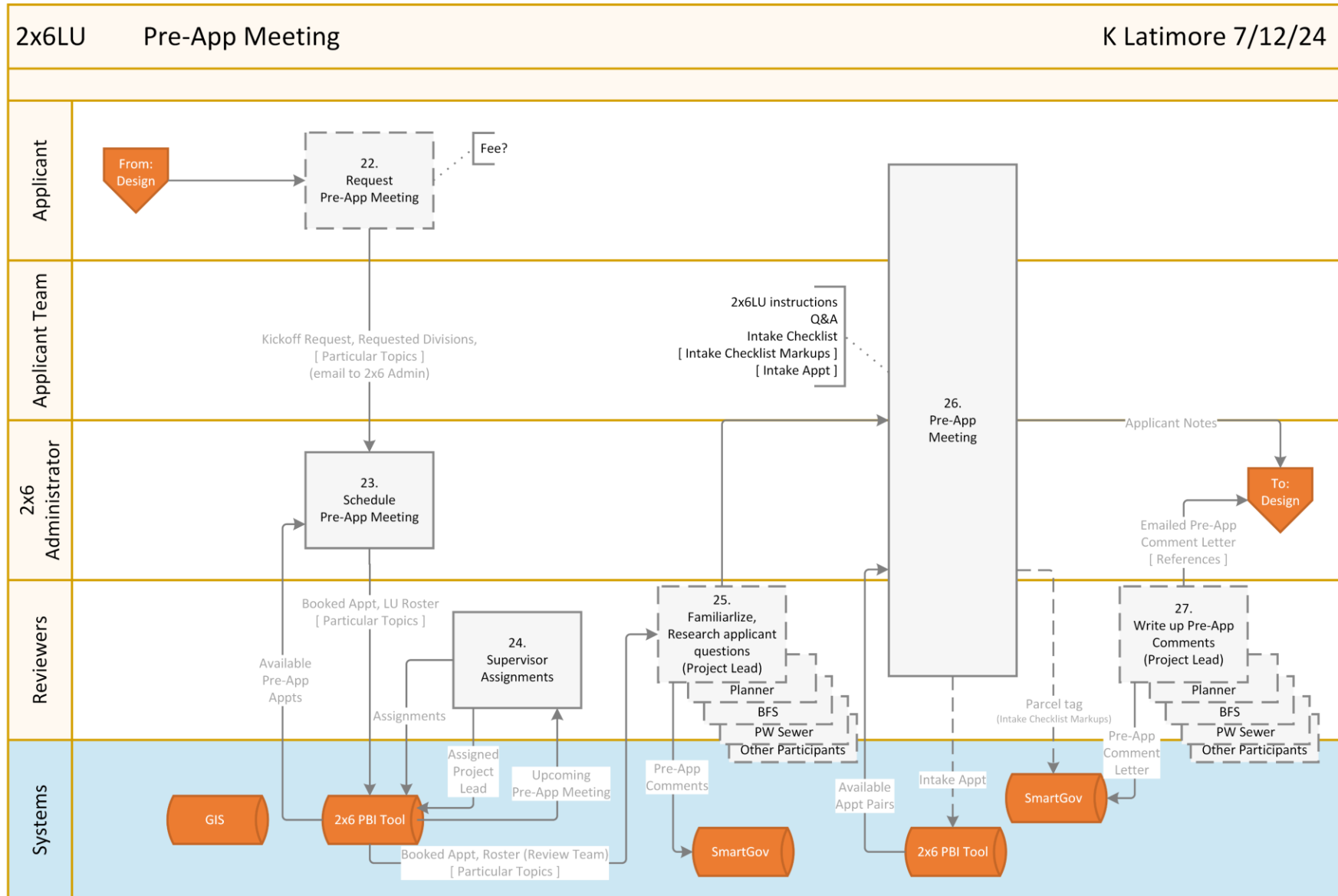


### Design Phase





# Requesting and Holding a Pre-App Meeting

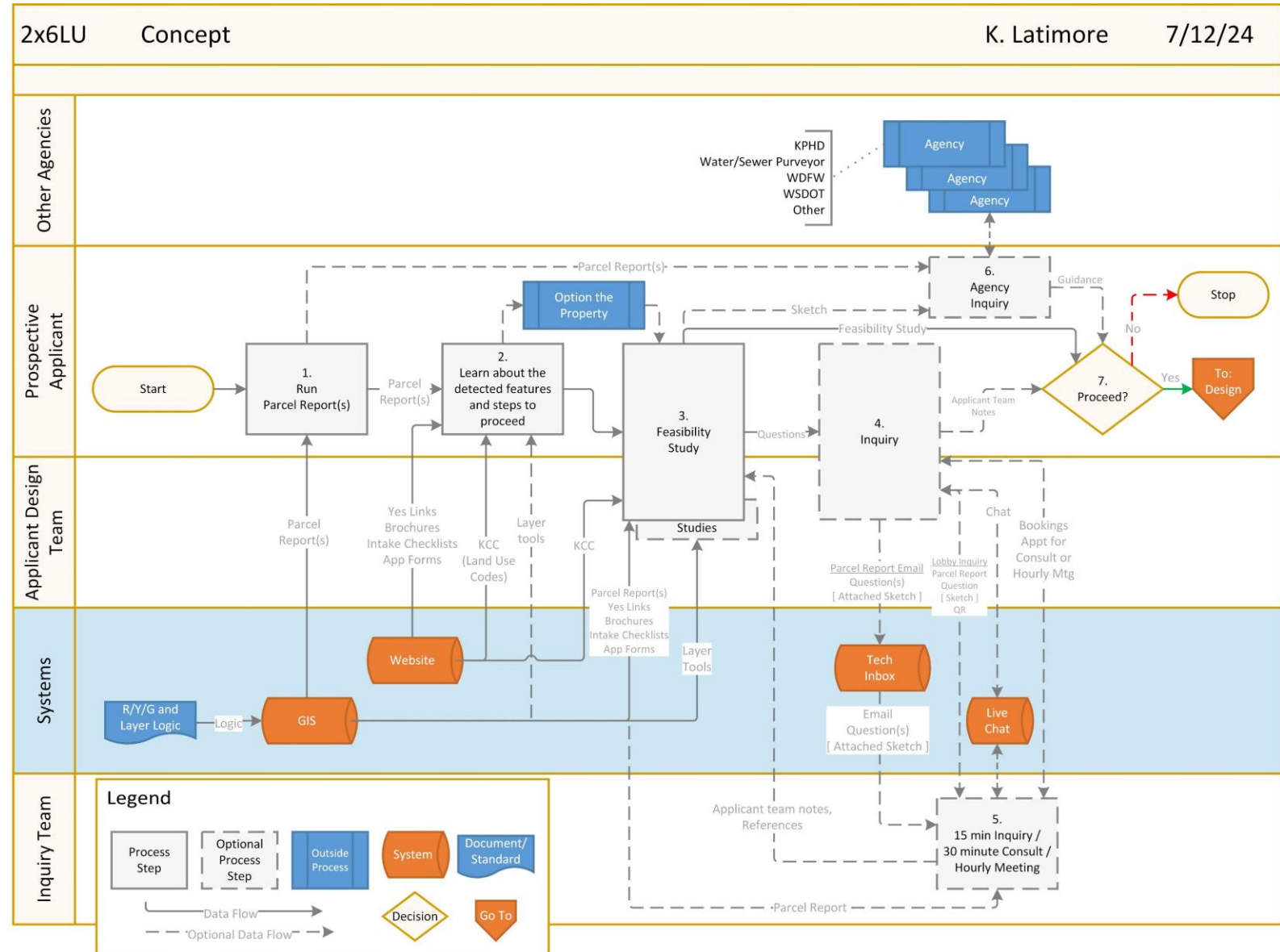




# Inquiries

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- 15 minute inquiry (free)
  - Parcel report (QR scan if lobby)
  - Applicant questions
    - Optional conceptual sketch
  - Verbal responses from on-duty staff
  - Handouts
- Ask-a-tech (15 min inquiry launched from a parcel report)
  - By chat (existing system)
  - Lobby
- Consult (30 min) – residential lot project
  - Cross functional staff reps
  - Parcel report
  - Conceptual sketch
  - Applicant questions
  - Bulleted list, verbal responses
  - Handouts
- Hourly
  - Cross functional staff reps as requested
  - Applicant questions
  - Conceptual sketch
  - Parcel report, research beforehand
  - Verbal responses
  - Handouts





# Intake Checklists

- Decide which application types become 2x6LU
- Number of checklists (combos or one for each type of application)
- Camino wizard to help
- Content (checklist items)
- Any yellow or red sections?
- Customization from pre-app
- Any
  - Naming conventions
  - Layering conventions
  - Cover sheet
  - Statements to include in reports



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  - Naming conventions
  - Layering conventions
  - Cover sheet
  - Statements to include in reports
  - Worksheets



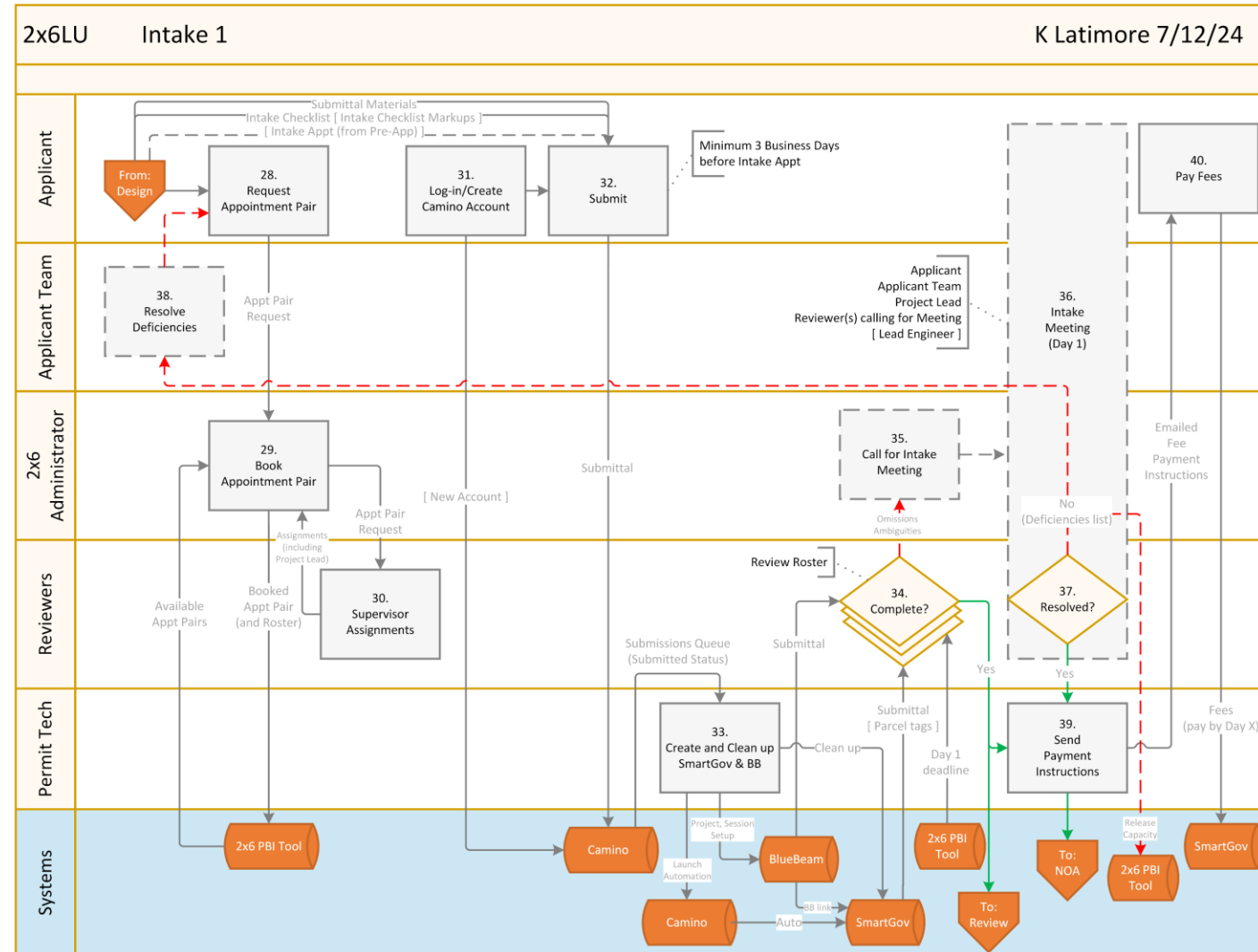
# Intake and Screening

## • Lead-time

- Camino upload deadline
- Technician intake and distribution to review team for completeness screening
- Completeness screening (team already chosen)
- How long? 3 business days? 28/14 days max.

## • Completeness screening

- Each reviewer good/clear or rings the bell
- Everyone good/clear
  - Technician designates technically complete
  - Applicant informed no intake meeting needed
  - Payment due on Day 1
  - Cycle starts on Day 1
- Bell was rung
  - Technician broadcasts that the intake meeting is on
  - Initiator comments to applicant to prepare
  - Hold intake meeting (on Day 1)
  - Resolved: Cycle starts
  - Not resolved: deficiencies resolved by applicant then new appointment is arranged





# Consolidated Review

## 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.

(Ord. 539 (2016) § 9, 2016: Ord. 490 (2012) § 3 (Att. 1), 2012)

- 2x6LU/2x6
  - 2x6 (SDAP) meant to follow 2x6LU
    - Conditions not known till 2x6LU complete
    - Pressure to submit SDAP during LU greatly reduced by 2x6 timetable
  - 100% concurrent is fine
    - Risk of onerous revisions
- 2x6LU traveling with a permit
  - CUP, CABR, Shorelines with SDAP/building permit
  - Compliance cases
- Review the associated permit at the 6 week pace, as part of the 2x6LU review.
  - Any info request resolved between Cycle 1 and 2
  - Resubmit with Cycle 2 LU
  - Hold till LU approval
- Choose method in SG to associate these