

COMMUNITY DEVELOPMENT PLANNING DIVISION KNOWN EXISTING WORKLOAD AND FUTURE PROJECTS

NOTE: Hours are weekly estimates only because each activity will vary each day based on level of complexity involved with the specific circumstance. For example, a counter interaction or phone call may take less than 5 minutes for that circumstance but 30 minutes for the next. Or a conditional use permit application may involve significant neighborhood interest and take more time than an uncontested one. Also, each week workload will vary from each other week such as annual Comp Plan work that is mostly in 2nd half of the year. It is also important to note that the estimated available capacity is spread out among 4 different employee classifications which makes it difficult to just attribute it to one employee for a specific project.

HOOR REFERENCE GUIDE BASED ON 40-HOUR WEEK (total of 2,400 minutes) per staff member

- 1% = 24 minutes/wk = 4.8 minutes/day
- 5% = 120 minutes/wk = 24 minutes/day
- 10% = 240 minutes/wk = 48 minutes/day
- 20% = 480 minutes/wk = 96 minutes/day
- 30% = 720 minutes/wk = 144 minutes/day
- 50% = 1200 minutes/wk = 240 minutes/day

REQUIRED DAILY ACTIVITIES

- Counter work with public
- Phone work/email with public/agencies
- Pre-app meetings new requirement for most permits)
- Permit application processing
 - Review for completeness & follow-up for more info
 - Notice of application
 - SEPA if required
 - Critical Areas if required
 - Design review if required
 - Public notice if required
 - Routing to other Dept.'s
 - Board/Commission meeting if required (notice, agenda and minutes)
 - Hearing Examiner meeting if required (notice, agenda and minutes)
- Code enforcement
- Ordinance drafting
 - Drafting, Planning Commission/Council review
- Council meetings (regular + special)
 - In 2013 there were 24 regular Council meetings.
 - Staff attended 21 of 24 regular Council meetings
 - non-LDC items on 17 regular meeting agendas
 - LDC-only items on 4 other regular meeting agendas
 - Each Council meeting requires preparation of an agenda, supporting materials (e.g., 1st and 2nd reading ordinances) and attendance
- General Dept. management
 - personnel, budget etc.
- Office administration
 - time keeping/payroll/invoicing, budget, etc.
- Special issue resolution
 - complaints, requests, etc.
- Miscellaneous legal issue resolution
 - before and during litigation/appeal

ESTIMATED % of Weekly Work

- (Sr Planner 20% Plan Supervisor 10% Plan Tech 5% Director 1%)
- (Sr Planner 20% Plan Supervisor 18% Plan Tech 15% Director 15%)
- (Sr Planner Plan Supervisor Plan Tech – time unknown)
- (Sr Planner 40% Plan Supervisor 30% Plan Tech 10% Director 6%)

- (Sr Planner 3% Plan Tech 5% Director 3%)
- (Plan Supervisor 5% Director 5%)

- (Plan Supervisor 10% Director 10%)

- (Plan Supervisor 5% Director 15%)

- (Plan Tech 55% Director 15%)

- (Plan Supervisor 5% Director 12%)

- (Director 8%)

LONG RANGE PLANNING and OTHER PROJECTS

- LDC Implementation (will be less over time)
 - Educate/assist public
 - Development of forms
 - Identified issue review including legal
- Shoreline Master Program
 - Grant funded and underway
 - Minimal work but will increase slightly in 2014 for adoption, then will decrease to very minimal once adopted
- Brownfields
 - Grant funded and underway
 - Minimal work and will decrease as project ends
- Electronic Permit Tracking System
 - Council priority project 2012/2013 budget - contract executed
 - Now in template development stage for data input
 - Followed by data population, training (more hours), and go-live
- Geographic Information System (GIS)
- Annual Comp Plan Amendment Process

Totals

Sr. Planner 96%
 Planning Supervisor 99%
 Planning Tech 100%
 Director 99%

Capacity Potentially Remaining (excluding GIS)

Sr. Planner 4%
 Planning Supervisor 1%
 Planning Tech 0%
 Director 1%

TOTAL 6% = 134 minutes per week = 2.25 hours/week

UNKNOWNNS

A large project permit application would add disproportionate amount of time to Sr. Planner and Director

OUTSTANDING PROJECTS OR COUNCIL IDENTIFIED POTENTIAL PROJECTS

ITEMS DEFERRED FROM LAND DEVELOPMENT CODE ADOPTION PROCESS

Mural Ordinance Adoption (est. 30 hours)

- Council direction (maybe a study session with Landmarks Commission and Arts Commission) -staffing
- Complete draft and format for Code – Staff
- Attorney review
- Review of final draft by Arts Commission, Landmarks and Design, and Planning Commission
- Council process (meetings/hearings/ordinance adoption) staffed

Sign Code Amendments/Update (est. 50 hours if non-controversial)

- TAC meeting staffing and preparation of any requested materials
- Council process (meetings/hearings/ordinance adoption) staffed

Demolition Process Update (est. 30 hours)

- Staff research and preparation of draft along with existing Landmarks Commission draft
- Planning Commission and Landmarks Design Commission meetings staffed
- Council process (meetings/hearings/ordinance adoption) staffed

Airport Overlay Zone Update (joint with County) (est. 40 hours)

- Staff Airport Advisory Committee meetings to develop recommended amendments
- Planning Commission meetings staffed
- Council process (meetings/hearings/SEPA/ordinance adoption) staffed

OTHER POTENTIAL PROJECTS IDENTIFIED BY STAFF AND/OR COUNCIL

Fee Schedule Review

- Staff research and preparation of draft recommendations and ordinance
- Council process (meetings/hearings/ordinance adoption) staffed

Professional Staffing for Landmarks Commission

- RFQ process and consultant selection
- minimal time involved but would add unbudgeted expense

Critical Area Ordinance Update (fees/requirements/enforcement)

- Time commitment is totally dependent on level of update and process followed
- Could wait for larger Comp Plan/Dev Reg review in 2017 which is to begin in 2015

Commercial Highway (CH) and Commercial Tourist (CT) Review

- Staff prepares options
- Planning Commission meetings staffed
- Council process (meetings/hearings/SEPA/notice/ordinance adoption) staffed
- Time commitment is unknown but will be longer process if rezones are required or if sub-area (interchange) planning is involved

GMA Comp Plan and Development Regulation Review/Update by June 30, 2017

- State expects it to begin in 2015 with grant funding cycle supported by Work Plan
- Significant public participation required
- State requirements for review must be complied with
- Time commitment will be totally dependent on level of review to be performed

Update on the Geddis Building

Public Transit – status, feedback, Council feedback

Community Center – status, next steps, collaborations/partnerships

Strategies for Light Industrial Lands Along Dolarway

Parks

Commissions and Boards in general