

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

REGULAR AGENDA REQUEST

TO: Board of Commissioners
Mark McCauley, County Administrator

FROM: Brent A. Butler, AICP, Director of Community Development
Josh D. Peters, AICP, Deputy Director, Community Development

DATE: November 7, 2022

RE: Shoreline Management Program Update Contract Amendment & Lot of Record Implementation Support

STATEMENT OF ISSUE:

The Department of Community Development (DCD) continues to review large numbers of permits that coincide with implementation of the LOT of RECORD ordinance enacted October 3, 2022 occurring just one business day apart from the September 30, 2022 receipt of the Department of Ecology's (ECY) Shoreline Master Program (SMP) comments. Coupled with the loss of a key staff person, DCD sees the need to supplement staffing through consultants and/or additional short-term staffing. For the foregoing reasons, DCD seeks to apprise the Board of County Commissioners (BoCC) of the likelihood of significant permit review impacts.

ANALYSIS:

Permit Volumes

The number of 2022 building permits illustrates a slowing but we are still in record territory, as portrayed below.

TABLE 1 – PERMIT ACTIVITY

Actual to 10/31 / Projected

	Year 2018	Year 2019	Year 2020	Year 2021	Year 2022	Year 2022
Building Permits	588	582	677	755	595	649
Zoning Permits	44	69	73	67	46	50
Shoreline Permits	23	25	22	22	15	16
Subdivisions	21	23	18	27	22	24
Pre-application	35	41	26	35	40	43
Critical Area Stewardship Plan	0	2	2	0	1	1
Customer Assistance Meetings	813	679	383	428	414	452
Site Development Review					64	192

Shoreline Master Program & the Shoreline User's Guide Grant

DCD submitted draft Shoreline Master Program Periodic Update documents to ECY in November 2021. While by statute ECY is required to complete its review within thirty to 45 days in accordance with Washington Administrative Code (WAC) 173-26-104 (3) (b) (i), DCD only received comments in October 2022 just as the county adopted a new LOT of RECORD ordinance. Because the county accepted ECY's Shoreline Users Guide (SUG) grant during the current biennium, grant work must be completed by the end of the current legislative biennium on June 30, 2023. Unfortunately, work on the SUG cannot start until the SMP update is adopted by the county. With only \$8,000 left unspent in the consultant's contract (BERK), DCD doesn't anticipate that there's funding for BERK to finalize the SMP nor available county staff to do it in BERK's place. To complete this task ahead, DCD would need to retain BERK to facilitate comment review, analysis, and response recommendation; public meeting(s) with reconvened shoreline task force; preparation of revised SMP update proposal; public process through Planning Commission to BoCC. If DCD were to retain BERK for this additional work, we would ask them to prepare a scope of work and proposed budget.

Recommendation 1 – Approve DCD to return to BERK for discussion regarding a contract amendment and return to the BoCC for approval of the amount necessary for BERK to complete the SMP update and consider returning the Shoreline Users Guide Grant.

LOT of RECORD implementation

Beginning on October 4, 2002, Jefferson County DCD requires a Site Development Review (SDR) application prior to acceptance of development permit applications that create land disturbance. The County continues to experience higher than average permit volumes at the same time that county implements a significant new LOT of RECORD process whose goal is to complete SDR reviews for "simple" lots within a week. By "simple," DCD means a lot that is large enough to accommodate development without infringing upon critical areas or their buffers, and one that does present other complications related to Legal Lot of Record Determination or other issues.

Recommendation 2 - Retain on-call consultant support for current planning (\$75,000 for six months)

FISCAL IMPACT:

Approval of this request requires supplementing DCD's budget by \$75,000 for an on-call current planning consultant, and an additional amount to be determined through discussions to supplement BERK's existing contract.

RECOMMENDATION:

DCD requests that the BoCC listen to a presentation and provide direction.

REVIEWED BY:
Mark McCauley, County Administrator

11/3/22
Date