

Jefferson County Department of Community Development (DCD) 2024 workplan

This is a partial list of ongoing programs and current projects on DCD's workplan for 2024, along with brief annotation regarding tasks and timelines.

Programs:

- Permit Center and Administration
 - Customer service
 - Includes visits to lobby, appointments, phone calls, and email
 - Addressing, road naming, over-the-counter permits (e.g., mechanical)
 - Personnel, financial, and office management
 - Includes staff training, department budgeting, and public records requests
- Long-Range Planning and Development Review
 - Land use policy: Comprehensive Plan and Development Code
 - Consistency with Growth Management Act, Shoreline Management Act, etc.
 - Annual Amendment Cycle and Periodic Updates
 - Staff support to Planning Commission
 - Current planning: land use approvals
 - Site Development Review (SDR) with Legal Lot of Record Determination (LLOR)
 - Subdivisions and Boundary Line Adjustments; Conditional Uses and Variances
 - Critical Areas protection, shoreline management, Forest Practices conversions, stormwater management, floodplain management
 - Code interpretations and parcel-specific open space tax program assessment
- Building Permits
 - Intake, plan review, inspection
 - Continuing education to maintain Ratings Bureau grade; develop internal skills, capacity
- Office of the Fire Marshal
 - Burn bans, fire inspections, fire investigation (detail below)
- Code Compliance
 - Building, Fire, Flood, and Development codes

Projects:

1. Shoreline Master Program (SMP) & Shoreline User Guide (SUG)
potential Board of County Commissioners (BoCC) adoption in March – Ecology approval, SUG completion, and staff training to follow
2. Federal Emergency Management Agency (FEMA) – floodplain management
fulfillment requirements from 12/14/23 Community Assistance Visit (CAV) and 1/10/24 follow-up meeting with Ecology – implement new Floodplain Development Permit – conduct compliance on one specific parcel identified in CAV – update Ch. 15.15 JCC per Ecology requirements (Planning Commission, Board, etc.) – consider (re)enrollment in Community Rating System (CRS)

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3. Growth Management Steering Committee (GMSC) – Countywide Planning Policies (CPPs) – population allocation / growth targets
coordinate GMSC meetings starting 3/5 – invite stakeholders, such as Tribes per House Bill 1717 – coordinate with city to select and allocate Office of Financial Management (OFM) population estimate to 2045 – revisit potential amendments to CPPs, which could involve zoning with Quinault Nation
4. Additional consultant assistance for 2025 Periodic Update
selection and contract negotiation following Request for Proposals (RFP) for various components – consultant management through at least June 2025
5. Periodic Update Grant (PUG)
contract management for 2025 PUG through State Department of Commerce – select, orient, and manage principal consultant – complete Growth Management Act (GMA) checklist – initiate public participation plan (including tribal involvement) – develop and manage webpage – complete all components of scope of work pursuant to schedule – includes Critical Areas Ordinance review
6. Middle Housing Grant (MHG)
contract management for MHG through Commerce – select consultant, project manager – integrate with 2025 Periodic Update – upcoming charrette-style workshops with developers, landowners, public
7. Climate Planning Grant (CPG)
submit revised scope of work per Commerce request – execute grant agreement through contract approval process – select consultant – hold internal strategy meeting; form Climate Planning Team – complete participation plan; involve stakeholders – initiate project; integrate with 2025 Periodic Update
8. Coordinated Water System Plan (CWSP)
plan and initiate process for CWSP with Public Utility District (PUD), city, other water providers – reconvene Water Utility Coordinating Council (WUCC) – seek and select consultant; execute contract – scope project, including schedule and budget – identify and secure funding sources – complete update
9. Short-Term Rentals
policy process through Planning Commission and BoCC – public hearing(s), deliberation, adoption – will require follow-up effort, including dedicate of funds and staff time, potentially with consultant help
10. 2024 Comprehensive Plan Amendment (CPA) Cycle
application preparation for county proposals – review of external applications – docketing process – staff report and SEPA threshold determination – Planning Commissioner hearing, deliberation, and recommendation – BoCC consideration and adoption – includes UGAs, housing, urban development regs
11. Port Hadlock Urban Growth Area (UGA)
coordinate with Public Works on timing of sewer infrastructure with urban development – integrate ideas into set of proposed amendments to urban regulations – address stormwater planning and transportation concurrency program – conduct outreach with visual component re: how area may look

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12. Port Townsend UGA

coordinate with city on UGA options, infrastructure extension – explore potential of UGA “swap” under anticipated amendment to GMA (per SB 5834)

13. Recompete – Strategy Development Grant (SDG)

examine policy options for Glen Cove area, conduct outreach to public, and negotiate agreement with City of Port Townsend – conduct federal procurement process for consultant selection – initiate project and complete scope of work

14. Port Ludlow Master Planned Resort (MPR)

plan for expiration of Development Agreement (DA) with Port Ludlow Associates (PLA) – address pending expiration of settlement agreement re: Forest Practices

15. Pleasant Harbor MPR – Black Point in Brinnon

continue review of development proposal – plat application submitted – contract planner engaged; significant staff resources still required

16. Fee study – fee ordinance

complete study – analyze options – present policy choices to BoCC – update fee schedule

17. Office of the Fire Marshal

continue program development – hire and onboard Deputy Fire Marshal – initiate inspection program – adjust burn ban protocols – revisit fireworks ordinance – orchestrate follow-up work associated with Community Wildfire Protection Plan (CWPP), including grant applications for equipment and programs

18. Stock Plans

complete and implement Building program to foster affordability of housing construction

19. Citizen Self-Service (CSS) portal for Enterprise Permitting & Licensing (EPL, formerly EnerGov)

continue implementation of (relatively) new database – collaborate with consultants and Information Technology (IT) for full deployment of EPL community development software system – strive for fully digital permitting process and public access to spatially-based permit information, past and present

20. Implementation of Senate Bill 5290

complete permit timelines analysis, strategy – implement changes, including enhanced tracking – test whether “dashboard” tool feasible for sharing results with public through automated process – scope Standard Operating Procedure (SOP) and/or development code amendments, as needed

21. County Strategic Plan

DCD is identified as either the responsible or co-responsible department on (at least) 20 action items in the strategic plan – some items would be handled together with projects listed above; others would have to be accomplished with distinct efforts – some items are not “due” until mid-year 2025; others are ongoing commitments