

Impacts of Growth

PLANNING DEPARTMENT

Planning Department Functions

Current Planning

- ▶ Review of land use permits
- ▶ Pre-Applications Conferences
- ▶ Shorelines and Critical Areas
- ▶ Signs
- ▶ Subdivisions
- ▶ Site Plans
- ▶ Design Review
- ▶ Inspections
- ▶ Consistency review of Building and Engineering Permits
- ▶ Staff for DRB

Code Enforcement

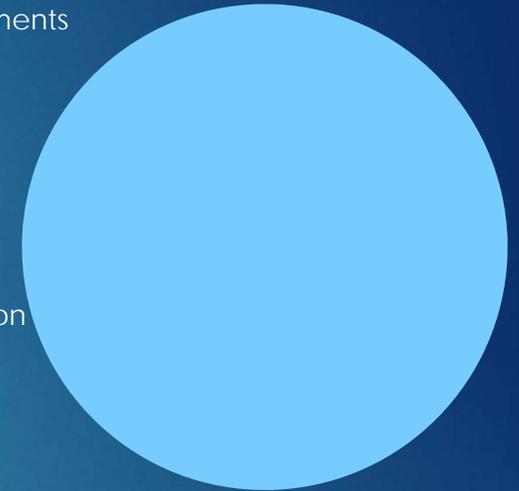
- ▶ Public Nuisances
- ▶ Land Use
- ▶ Support Building and Public Works Enforcement

Long Range Planning

- ▶ Comprehensive Plan Amendments
- ▶ Text Amendments
- ▶ Rezones
- ▶ Buildable Lands
- ▶ Annexations
- ▶ Mapping
- ▶ Regional Planning Coordination
- ▶ Staff for Planning Commission

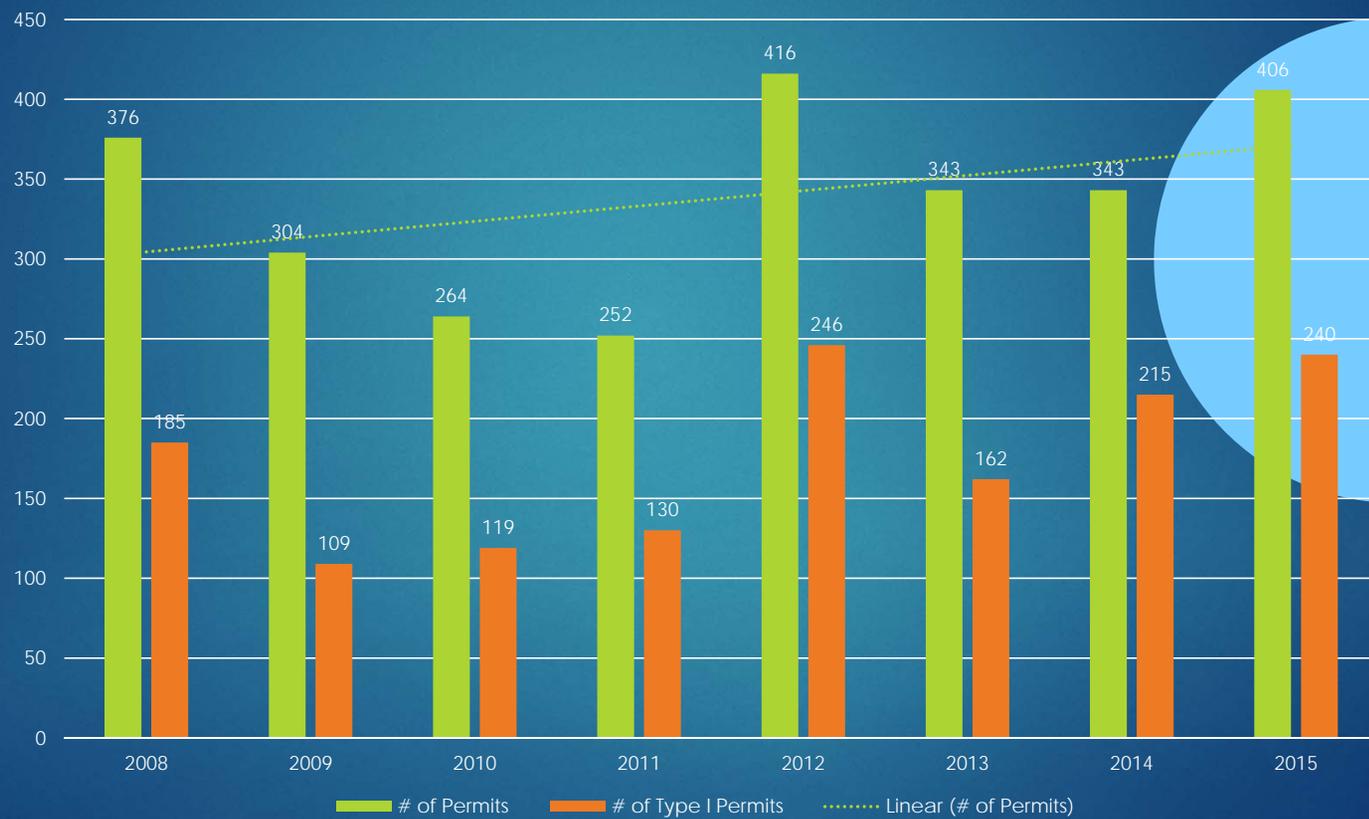
Capital Project Planning

- ▶ Supports Public Works Department
- ▶ Capital Elements of Comprehensive Plan
- ▶ Park Visioning
- ▶ Consultant selection and guidance
- ▶ Permit review



Land Use Permit Growth

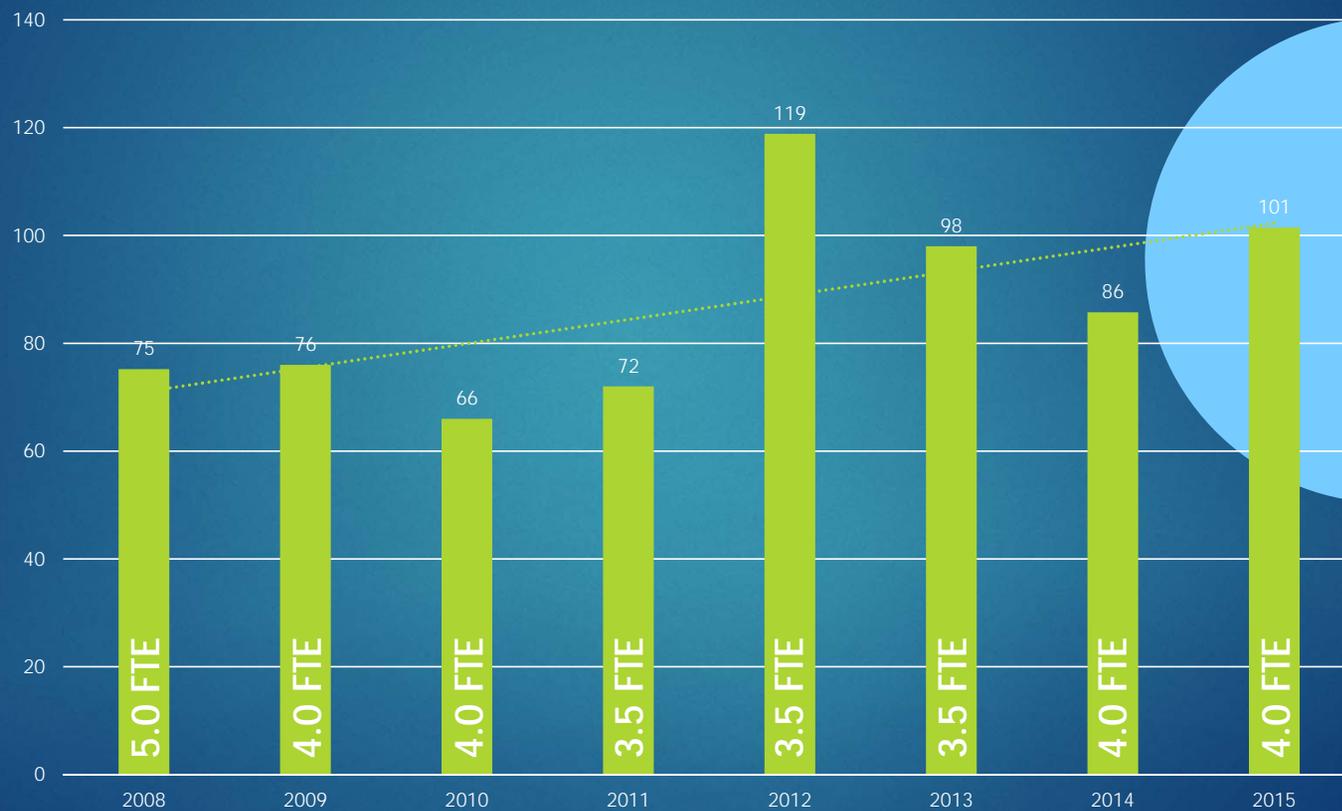
2008 to 2015



Source: Interlocking Permit Database

Permits Per Plan Reviewer

2008 to 2015



Source: Interlocking Permit Database

Efficiencies Gained

2008 to 2015

Permit Improvements

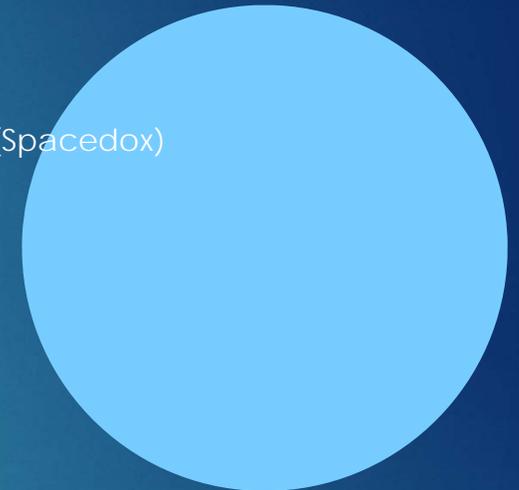
- ▶ Latimore Report
- ▶ Electronic permit review for single-family and building permit consistency review (Spacedox)
- ▶ Interlocking Permit System
- ▶ 2011 Land Use Permit Process Streamlining

Staff

- ▶ Planners with longevity
- ▶ Interns
- ▶ Planning/Building Clerk (added February 2014)
- ▶ Community Service Officer (added January 2015)
- ▶ Conversion of staff from Long Range to Current

Policies and Procedures

- ▶ Coordination of setback inspections for single-family
- ▶ Action-only minutes
- ▶ No private Comprehensive Plan amendments 2014 and 2015



Efficiencies Lost

2008 to 2015

Projects

- ▶ New market post-recession yields substantial amount of revision to permits
- ▶ Increased Planning support for capital projects

Code Changes

- ▶ Shoreline Master Program
- ▶ FEMA Flood Hazard Habitat Assessments

Staff

- ▶ Lost longevity in associate planner positions (2015)
- ▶ Reduced administrative support for Hearing Examiner, DRB, Planning Commission
- ▶ Decentralized and deprioritized code enforcement, until 2015

Policies and Procedures

- ▶ Closed counters to general planning questions two days a week
- ▶ Record management and filing deprioritized
- ▶ Reduced sign sweep frequency
- ▶ Limited long range planning work program capacity



Future of Planning and Permitting

2015 to 2020

Current Planning

- ▶ Increase in lower-level permits: Single-family, tenant improvements, minor site plan amendments, boundary line adjustments, plat revisions
- ▶ More infill and redevelopment: downtown, shoreline

Code Enforcement

- ▶ More code complaints due to more people in the City

Public Participation

- ▶ Increase in project inquires and public record requests.
- ▶ More public outreach expected

Long Range Planning

- ▶ Increase in annexations as land in City develops
- ▶ Increase in need for Visioning: Harbor Element, Westside Redevelopment, Employment District
- ▶ Gig Harbor prominence regionally leads to increase in regional coordination
- ▶ Affordable housing needs

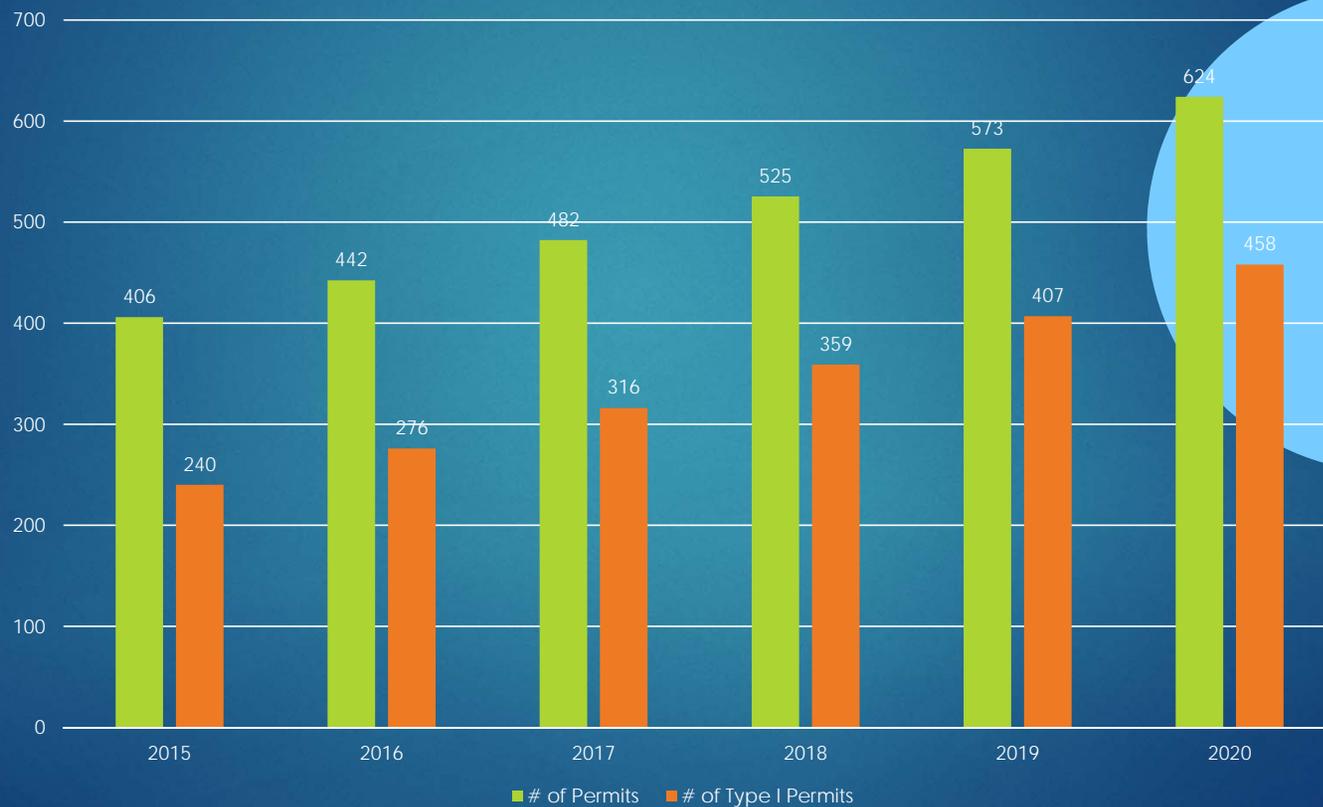
Capital Project Planning

- ▶ Increase in capital projects will lead to increase in Planning support to Public Works Department



Projected Land Use Permit Growth

2015 to 2020

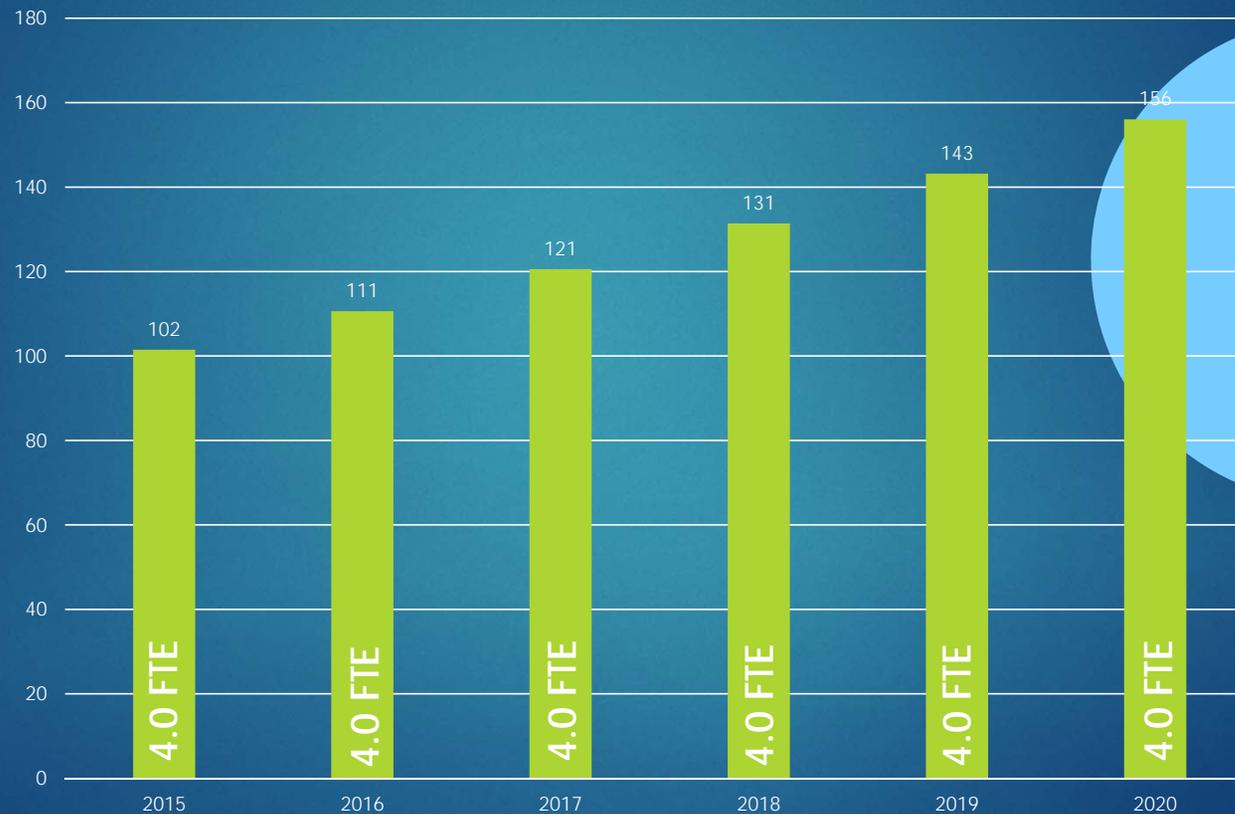


Includes 1,776 dwelling units in process

Based on 2010-2015 average annual growth in permits

Projected Permits Per Plan Reviewer

2015 to 2020



Permits per
Planner in
2008: 75

Based on 2010-2015 average annual growth in permits

Impacts of Growth

2015 to 2020

- ▶ Reactive instead of Proactive
- ▶ Increased turnaround times for permits
- ▶ Increase in public frustration with lack of information or timely permit review
- ▶ Increased need for information: Council, Public, Client Assistance Memos
- ▶ Need for more technological tools – Website, Online Permit Review, Social Media
- ▶ Continued diversion of planners to capital projects
- ▶ Long range planning only when required
- ▶ Increased potential for customer dissatisfaction
- ▶ Increased potential for low staff morale and high turnover

Planning's Development Plan

2015 to 2020

Staffing

- ▶ Park Manager for Public Works
- ▶ Building Assistant for Building/Fire Safety
- ▶ GIS Analyst
- ▶ Convert 1 Planning Assistant into 2 Planning Technicians (1 new FTE)
 - Counter coverage
 - Public outreach and inquires
 - Permit technician (Noticing, Pre-Apps, Intakes)
 - Records management
 - DRB, PC, and HEX Support
- ▶ Convert 3 Separate Planner Classifications into 1 Planner Classification
 - Classification would have 3-4 steps based on longevity, proven skills, knowledge
 - Planners move through steps via internal review process
 - Supports staff retention compared to high cost of turnover

Technology and Services

- ▶ SmartGov conversion
- ▶ Electronic land use permit review
- ▶ In-the-field technology for code enforcement
- ▶ Consultants for long range
- ▶ Consultant for client assistance memos
- ▶ Webpage and social media to respond to inquires

Post-2018

- ▶ New Assistant Planner