

Permitting Memorandum

TO: Permit Review Staff

FROM: Rachael Markle and Randy Witt

DATE: April 6, 2020

OBJECTIVE: Establishing procedures for processing Building, Land Use and ROW permits/projects based on the Governor's Stay Home Stay Healthy proclamation (March 23, 2020); Construction Guidance Memo (March 25, 2020) and Shoreline City Manager activation of Level 3 services (April 3, 2020)

CC: Debbie Tarry, Derek LaFontaine, Noel Hupprich, Tricia Juhnke, Ray Allshouse, Nora Gierloff and Jarrod Lewis

The purpose of this memo is to outline how new permits and permits with reviews in progress will be processed during the Governor's Stay Home Stay Healthy proclamation (extended to May 4, 2020).

1. We will not be accepting any permit applications that require a public hearing as we are limited by the Open Public Meetings Act and the State Attorney General's guidance regarding public hearings and actions.
2. Permit review staff are expected to telecommute as much as possible. City Hall visits should be minimized and for a short duration. Complete the health screening form if you enter City Hall or any other city facility.
3. Respond to all emails & phone messages - forward phone calls from your desk to a remote number.
4. Intake, Route, Review –and drop off plans for stamping & issuance. Permits Services (Jarrod at first but could expand) will prepare review packages for the reviewers. For smaller permits with 11x17 plans permit staff will attach application materials in TRAKiT and Nora/Ray/DREs will assign reviews electronically so that there is no need to pick up a hardcopy folder. Permit Services (Jarrod) will email the reviewers that a permit is ready for pick up and review. The reviewers will then schedule an appointment to pick up the permit for review using the calendar for room 304. Only one person in the office at a time to pick up and drop off plans.
5. Review permits in process (old permits) and new permits. FYI - New permit applications and revisions can be submitted electronically (as defined by Jarrod), USPS mail, UPS, Fed Ex and soon we may allow drop off on the quarantine cart.
 - a. Supervisors will be alerted that a new permit application has been submitted via an email from Jarrod. The email will be address to the supervisor of the team that will provide a project manager for the permit. That team supervisor will update the Project Manager contact in TRAKiT or will assign their selected Project Manager to perform that task. The

other two supervisors will be copied on this email to alert them that a new permit is ready for review.

- b. Reviewers will be alerted that a new permit application has been received for review by monitoring the TRAKiT “Planning Bin”, “DRE Bin” and “Building Bin”. The determination of who will be the reviewer for each new permit will be done in accordance with how work is typically divvied up. Update TRAKiT with specific reviewers.
 - c. Plan review staff will need to come to City Hall to pick up new application materials.
 - d. To minimize exposure, **new hard copy permits** submitted for review will be stored in room 321 for a 2+ day quarantine period.
 - e. After quarantine, the plans will be moved to room 304 for reviewers to pick up. Jarrod will try to prepare three permit packages, one for each reviewer – however due to limited staffing the 1st reviewer in for permit pick up might need to prepare the permit review sets.
 - f. The pick-up of permit application materials for review will be done by scheduling an appointment for pick up using the Outlook calendar for room 304. Only one person in the office at a time to pick-up permit application materials. Please enter a log note in TRAKiT, either at home or while in the office that you have picked up a set of permit application materials for review.
 - g. Plan review will be done via telecommuting. The Project Manager will coordinate all comment letters and permit issuance as is typically done.
6. Issue permits.
- a. Two sets of plans must be returned to City Hall when the permit is ready to issue.
 - b. The Project Manager and one of the reviewers as determined by the Project Manager will bring their plan sets back to City Hall for stamping and approval. The reviewer will bring their stamped and approved plan set back to City Hall first. The Project Manager will schedule their drop off appointment with conference 304 after the reviewer.
 - c. The return of the plans will also be done by scheduling an appointment to drop off the plans using the Outlook calendar for room 304. Only one person in the office at a time to returning and stamping plans. Reviewers need to place a dated sticky note on plans that are returning for stamping and issuance. These plans are to be placed in room 321, where they will remain for the 2+ days of quarantine. After quarantine, the plans will be moved to 304, for the Project Manager to complete approval stamping.
 - d. The Project Manager will email the other reviewers for permission and instruction on stamping and signing the plan sets for approval. These emails will be saved in TRAKiT.
The Project Manager will then ensure the stamps for Building, Development Review and Planning are all applied to both plan sets.
NOTE: When signing for another reviewing, sign like this: Rachael Markle

for Michael Daggs PEA. (PEA – stands for per email authorization). Permit Services will have all of the stamps available for your use. Please disinfect stamps after use.

- e. To reduce the number of stamps to reduce handling of the plans - if possible, limit stamping to just the cover page and mark the plan set with an ink line down the stack of pages to denote the approved sets and to reduce the workload.
- f. The Project manager needs to alert the Fire Reviewers (if applicable) that a permit needs stamped for issuance. Fire Reviewers are still dropping by to pick up and issue permits.
- g. The Project Manager sends an email to Permit Services (Jarrod for now) that the plans for permit # XXXXXXXX have been stamped and the permit is ready for issuance.
- h. One stamped set is kept in City Hall and the 2nd stamped set is issued to the permittee.
- i. Jarrod will complete permit issuance. Permits are paid for remotely. Permits that are small enough to mail will be mailed. Large permits can be picked up from Jarrod via appointment. Pick up is done outside of the building using the cart.

FYI - Noel and Nora are willing to pick up and deliver plans to and from reviewers that are unable to come to City Hall.

Next Memo: Preapplication Meeting procedures

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