

# Development Services

## Bellevue Development Committee

Rebecca Horner, Director  
*Development Services Department*

November 15, 2023



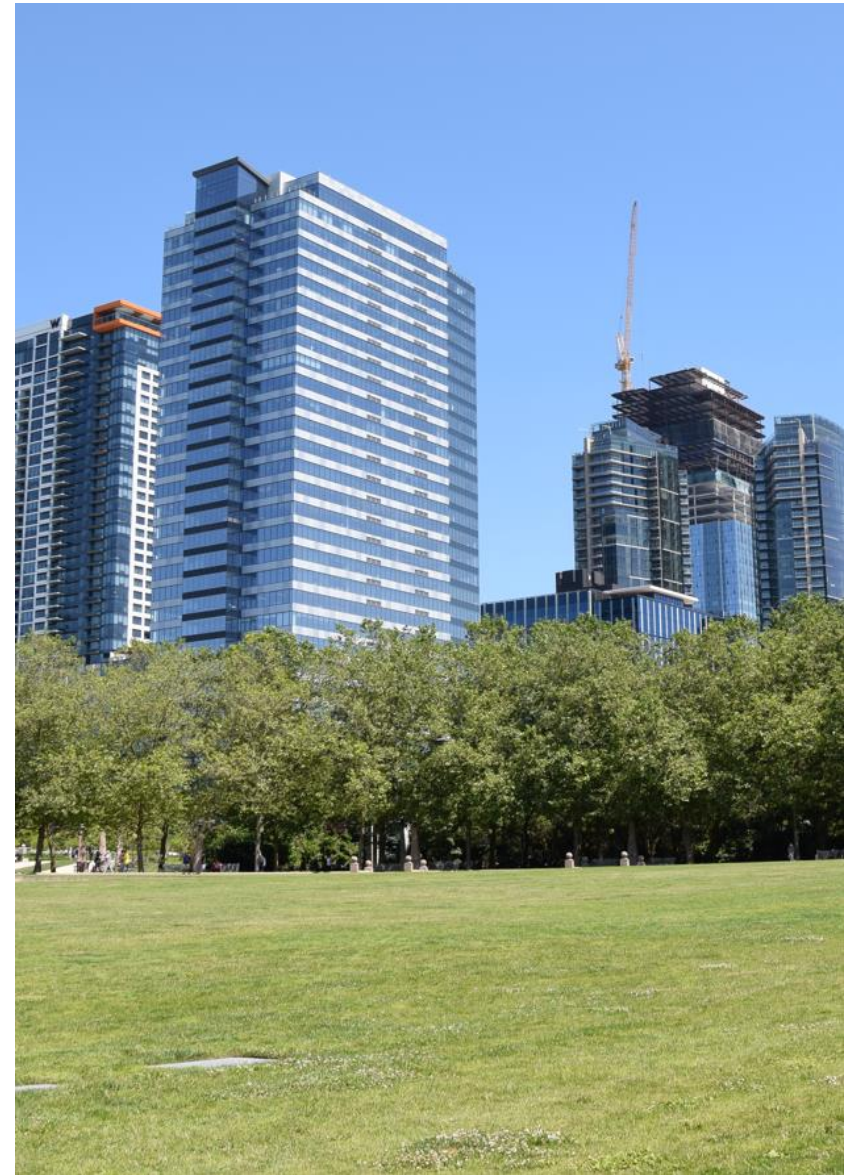
# Welcome & Networking

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# Agenda

1. Welcome & Networking
2. Permit Timelines & Development Activity
3. Items from Previous Meeting
4. Code and Policy Update
5. City Feedback
6. Development Community Feedback
7. Closing & Next Meeting



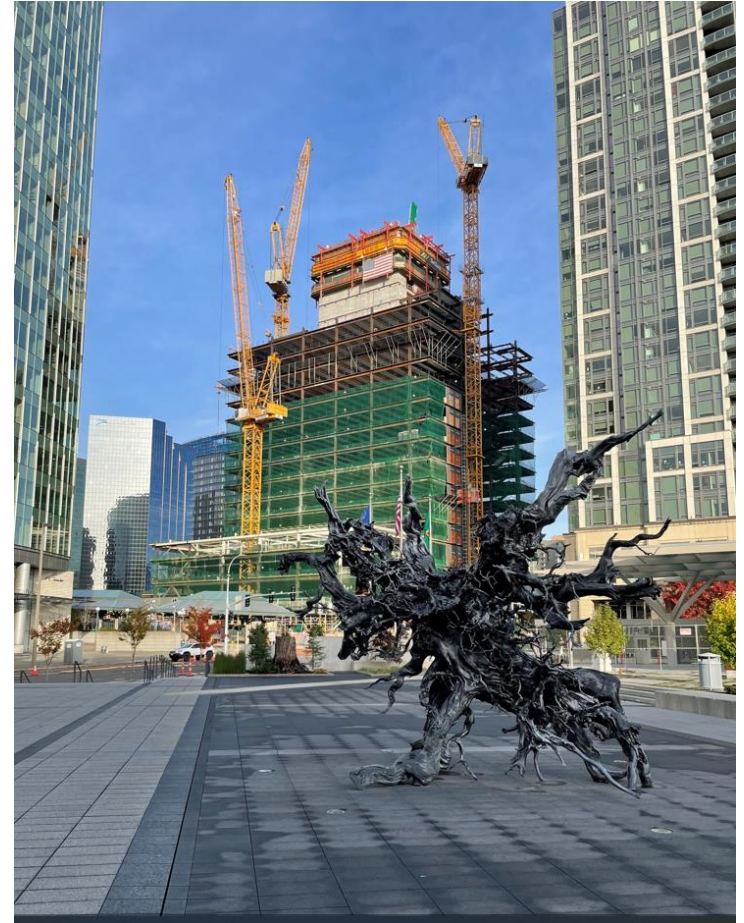


# Permit Timelines & Development

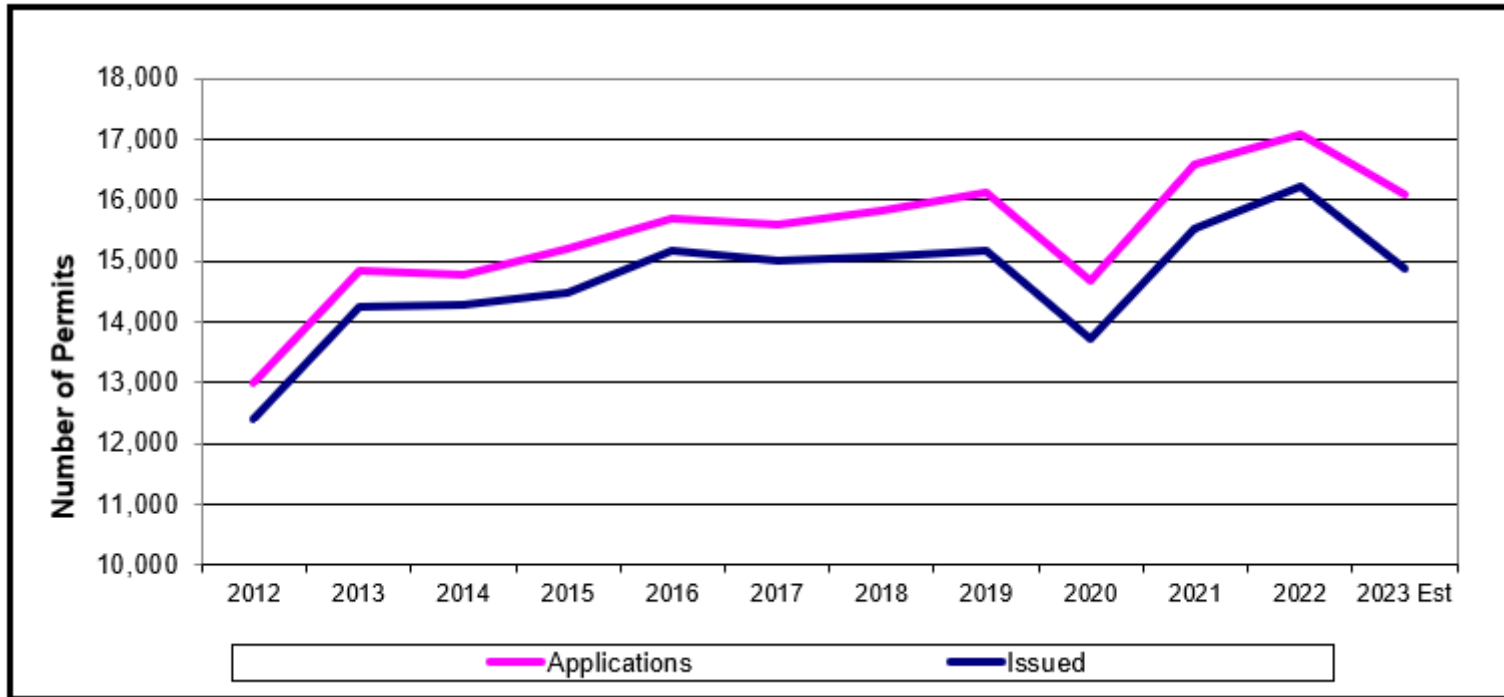


# Permit Timeline Trends

1. City Performance Improving
  - Vacant positions being filled
  - Expanding consultant resource pool
  - Technology capacity investments
2. Development Pipeline Slowing
  - Permit extensions being requested
  - Applicants taking longer to respond
3. Current Challenges
  - Time to train and onboard

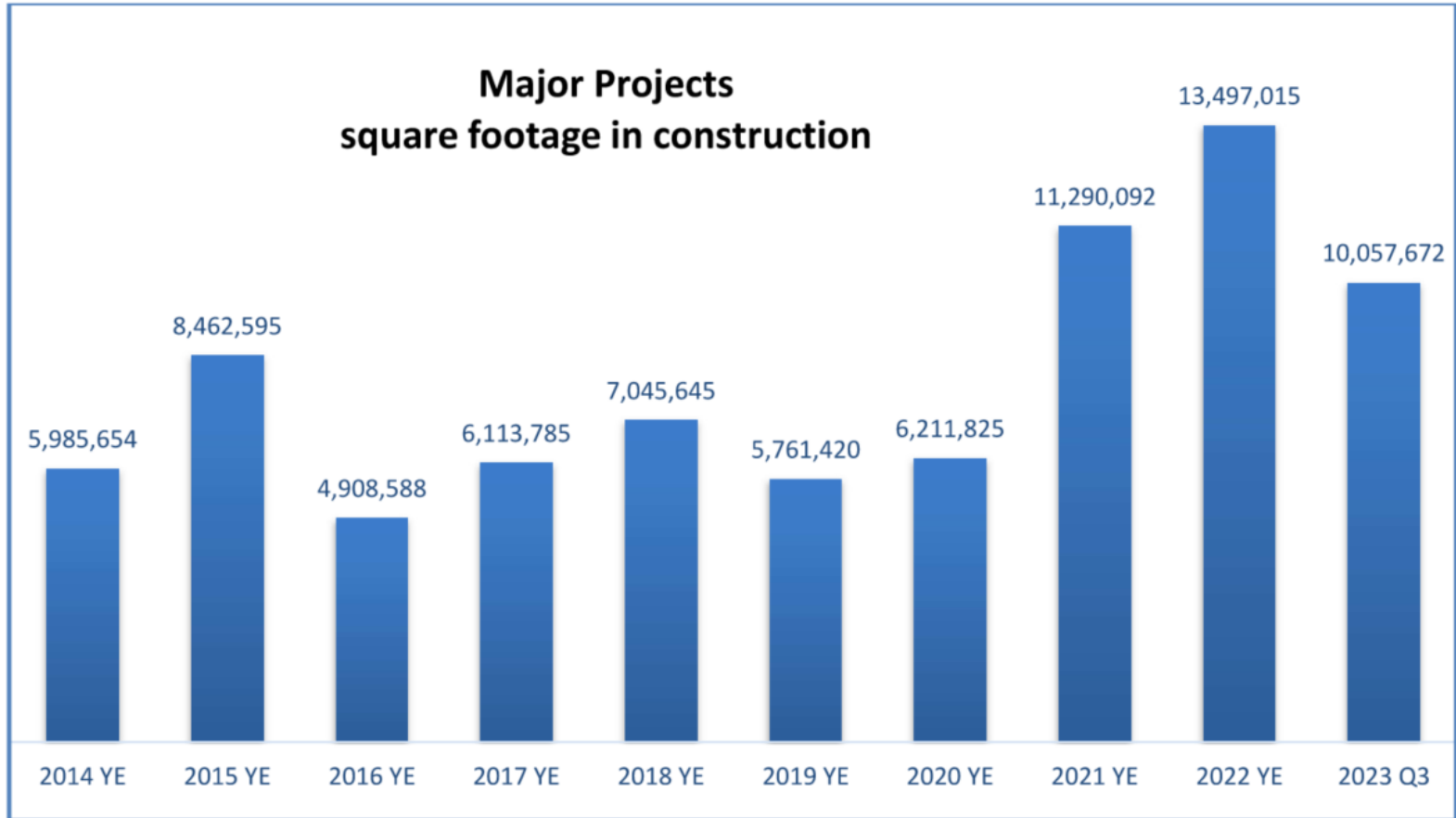


# Development Activity Update

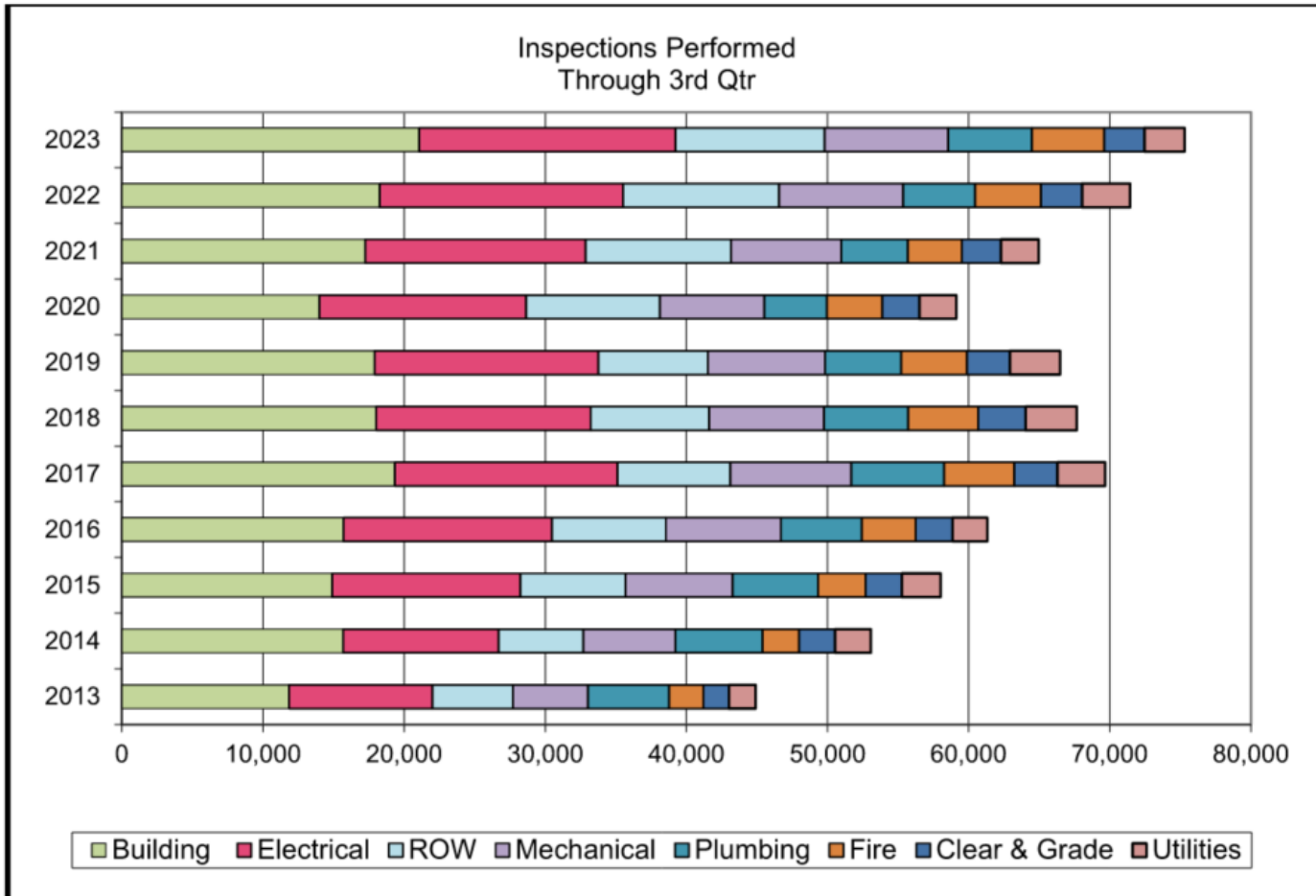


- Economic headwinds
- Continued interest in Bellevue
- Development pipeline slowing
- Inspection demand remains high

# Development Activity Update



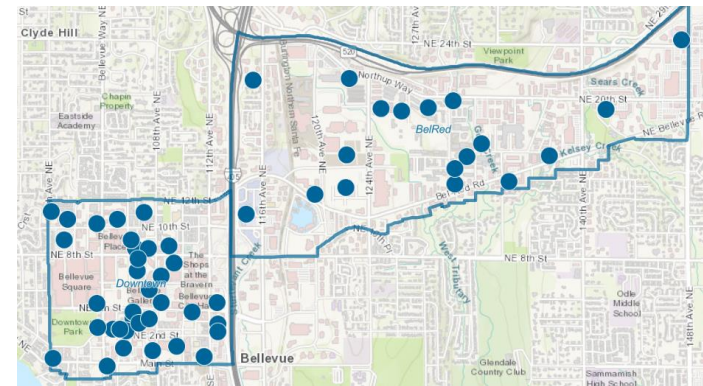
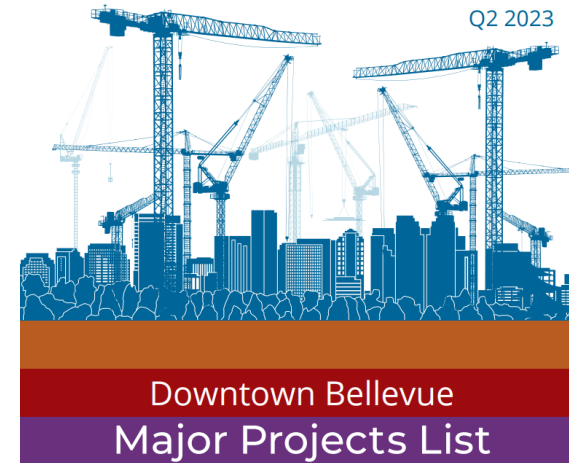
# Development Activity Update





# Development Activity Webpage

1. Bellevue Map Viewer
2. Building Bellevue Map
3. Major Projects List
4. Permit Timelines
5. Open Data Portal
6. Weekly Permit Bulletin
7. Performance Reports
8. Bellevue Development Committee



<https://development.bellevuewa.gov/development-activity>

# Questions

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# Items From Previous Meeting

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# Workplan Update

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# Process Improvement Workplan

## Background

- Stakeholder inputs – internal & external
- Strategic priorities – organizational & departmental
- Core business operations and service delivery
- Regional eCityGov Alliance = [MyBuildingPermit.com](http://MyBuildingPermit.com)
- Interdepartmental coordination & resourcing



# Workplan Outcomes

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Address Mandates and Critical Needs

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Consistency & Predictability

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Simplify & Streamline

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Improve Employee & Customer Experience

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Exceptional Public Service

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Equitable Service Delivery

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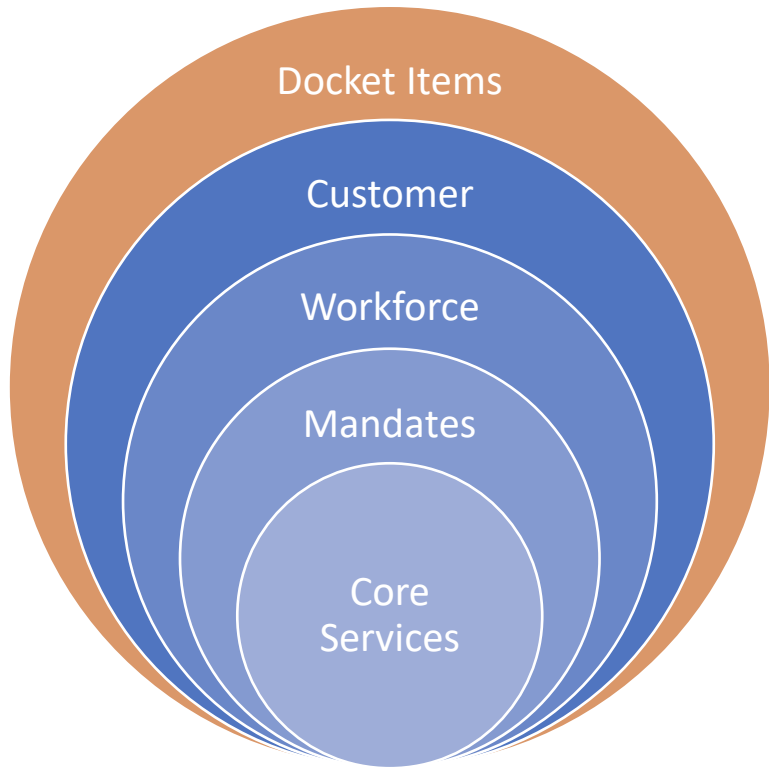
# Workplan Prioritization

- Displays **project readiness**.
- Meets a defined **mandate or critical need**.
- Creates **organizational efficiencies**.
- Meets a defined **customer need or priority**.
- Aligned with **information technology strategies**.

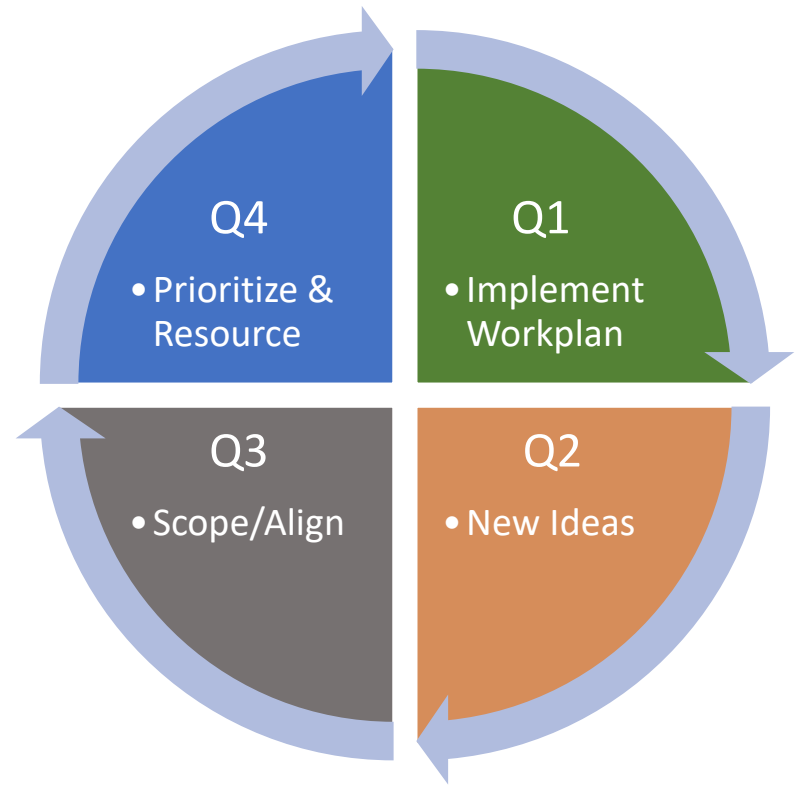


# Process Improvement Workplan

## Priorities



## Process







# 2023 Accomplishments

- Bellevue Map Viewer Permit Layer
- New Point of Sale System & Automation
- Permit Record Repository Replacement
- Consultant Resource Pool Expanded
- Building Permit Extension Ordinance
- Clear & Grade Phased Permitting Policy
- Multiple Software Application Upgrades
- Artificial Intelligence Pilots – Website Chatbot Live
- Bellevue Development Committee Formed



# Process Improvement Workplan

## Mandates and Critical Needs

Initiatives & Projects	Responds To	Begin
Senate Bill 5290 – Streamline Permit Review	Mandate/Streamline	Underway
House Bill 1293 – Streamline Regulations	Mandate/Streamline	2024
Expedite Permitting for Affordable Housing	Mandate/Streamline	Underway
Expedited TI Pilot Program	Critical Need	2024
MyBuildingPermit.com Release A & B	Mandate/Improve Service & Experience	2024
Technology Application Upgrades	Critical Need	Underway
Permit Tracking System Analysis	Critical Need	Underway

# Process Improvement Workplan

## Workforce Investments

Initiatives & Projects	Responds To	Begin
Building Resiliency – Resources & Availability*	Consistency/Predictability	Underway
Staff Training & Development*	Consistency/Predictability	Underway
Supervisor & Manager Training Program*	Consistency/Predictability	2024
Onboarding Program Enhancements*	Consistency/Predictability	2024

*\*Informed By Stakeholder Feedback*





# Process Improvement Workplan

## Customer Needs

Initiatives & Projects	Responds To	Begin
Consistent Communication Via MBP*	Consistency/Predictability	Underway
Review & Simplify Submittal Requirements*	Streamline & Simplify	Underway
Hourly Invoice Payment Portal Via MBP*	Streamline & Simplify	Underway
Inspection Process Improvement*	Consistency/Predictability	2024
Permit Expiration Auto-Notifications*	Improve Service & Experience	2024
Inspector App Enhancement*	Improve Service & Experience	2024
Permit Intake & Review Process Automation*	Streamline & Simplify	2024
Digital Conversion of Paper Records*	Streamline & Simplify	2024
Building Bellevue Phase II*	Streamline & Simplify	2024
Adjusting Customer Service Delivery Methods*	Improve Service & Experience	Underway
Permit Tracking System Enhancements*	Improve Service & Experience	2024

*\*Informed By Stakeholder Feedback*



# Process Improvement Workplan

Workplan Docket	
Initiatives & Projects	Responds To
DS Strategic Plan Update	Exceptional Public Service
One-Time Customer & Small Business Support	Simplify Service
MBP Status Site – Access to More Information	Streamline & Simplify
Public Information & Permit Discovery Enhancement	Streamline & Simplify
Evaluate Project Management Pilots	Streamline & Simplify
Consolidated Review/Revision Process	Streamline & Simplify
Review Target Timeline Updates	Improve Service & Experience
Utilities Department Lean Process Improvements	Improve Service & Experience
Public Facing Dashboards	Improve Service & Experience
Consolidate Civil Construction Permit Process	Streamline & Simplify
Digital Land Use Code Platform Enhancement	Improve Service & Experience
Innovative Technology Pilots	Improve Service & Experience

# Input Opportunities

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- Review & Simplify Submittal Requirements
  - BDC Meetings **November 15 & January 10**
- Senate Bill 5290 Implementation
  - BDC Meetings **January 10 & April 17**
- 2025 Process Improvement Workplan Inputs
  - BDC Meeting **July 10, 2024**
  - Customer Experience Surveys
- BDC Sub-Teams Later Today
  - Inspections
  - Permitting/Applications



# Sub-Teams Overview

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# Break

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# Code and Policy Update

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# Update on Council Activity

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- October 23:
  - Downtown IOC Extension Adopted
  - Wireless Communications Facilities LUCA adopted
- November 6:
  - Design Review Approval Extensions Study Session
- November 13:
  - MFTE Code Amendments regarding micro-apartments Study Session



# Design Review Approval Extensions

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# LUCA Objectives

- Provide consistency in extension practices
- Allow additional time for applicants to complete projects
- Balance flexibility for projects and the public purposes of new land use regulations



# Current Process

- Design Review approvals expire pursuant to LUC 20.40.500
- No opportunity for extension

Type of Project	Effective Date	Duration	Required Actions
Design Review	Date of Approval	2 years	Submit complete building permit; maintain permit(s)



# LUCA Components

- Creates extension opportunity by amending Part 20.30F LUC (Design Review)

## Timing of Request

- Submitted before expiration
- No earlier than 45 days before expiration

## Extensions Allowed When

- Unforeseen circumstances
- Expiration would result in unreasonable hardship

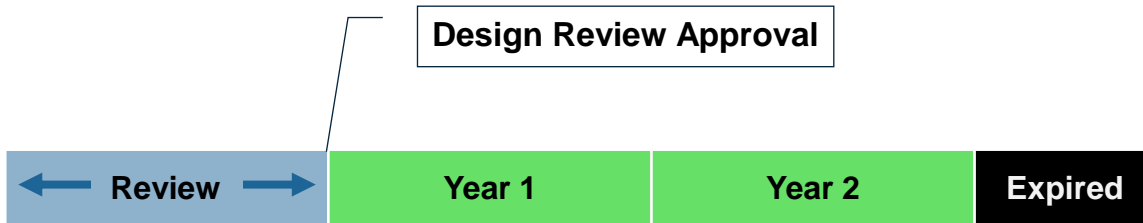
## Time Limitation

- Up to 2-year extension
- May grant multiple extensions
- Shall not exceed 4 years total

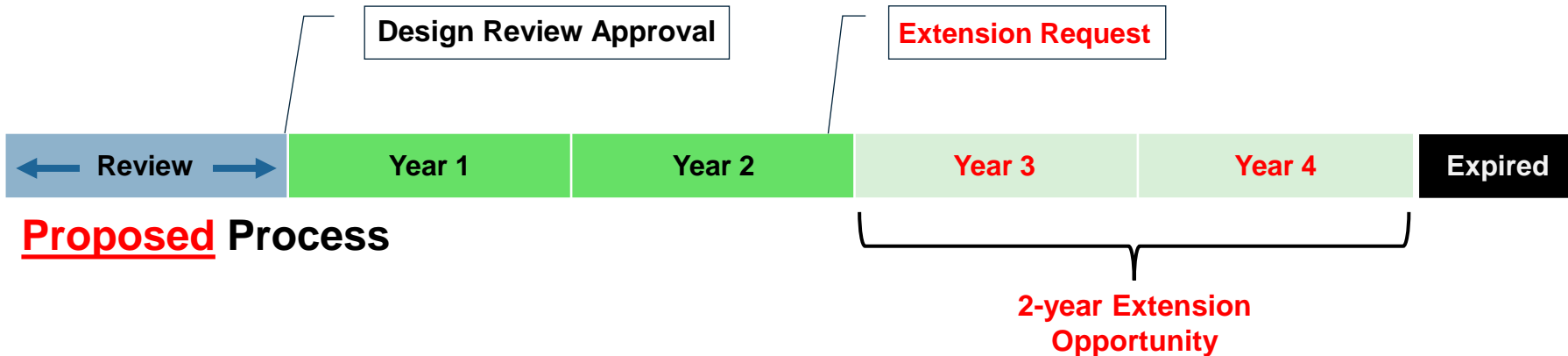
Design Review  
approval remains  
“alive”



# Effect of LUCA



Current Process



Proposed Process



# Downtown IOC Vesting

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# Building and Grading Permit Extensions

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# Upcoming Input Opportunities

- Tree Canopy Amendments LUCA/BCCA
  - Landmark Tree Ordinance Extension **December 4 (action)**
  - Council Study Session **December 4 (information only)**
  - Planning Commission Study Session **December 13**
  - BDC meeting **January 10**
  - Public Information Session **January 11**
- Design Review Approval Extensions
  - Council Study Session **November 6**
  - BDC meeting **November 15 (today)**
  - Council Study Session **early 2024**
- Downtown IOC Vesting Language
  - BDC meeting **November 15 (today)**
  - Council Study Session **early 2024**



# Other Updates

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- Phase 2: Next Right Work Residential FAR Increase LUCA underway
- Wilburton CPA/LUCA Economic Analysis Contract



# City Feedback

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# City Feedback – Recruitments

Position Title	# of Positions
Code & Policy Planner Manager	1
Utilities Review Professional	2
Permit Technician	1
Senior Land Use Planner	2
Senior Transportation Review Engineer	2
Plumbing Inspector	1
Building Inspector	2
Electrical Inspector	3
Building Technical Specialist	1



# City Feedback

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- Permit fee ordinance update
  - Council tentative adoption November 20<sup>th</sup>
- Permit submission improvements and updates
- Current process updates
  - Phased clear & grade policy posted online
  - Streamline notification process for expiring permits
  - Reviewing permit submittal requirements



# Questions

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# Development Community Feedback

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# Closing and Next Meeting

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- Next meeting date: January 10<sup>th</sup>
- Time and location: 1:00 – 4:00PM at City Hall
- Thank you!
- Optional: Sub-team meeting time
  - Inspections
  - Permitting/Applications





# Inspections Sub-Team

## Inspection Themes

- Inspection results conflicts with approved plans
- Detail of inspection oversight
- Inflexible code interpretation
- Use and oversight of special inspection
- Overall process efficiency
- Capacity and availability
- Levels of authority (what can inspectors approve vs escalation)



# Permitting/Application Sub-Team

## Permitting & Application Themes

- Consistency & predictability
- Simplify and streamline permitting
- Permit review timelines
- Communication & code interpretation
- Access to information and permit records
- Project management and single point of contact
- System and service delivery improvements

# Permitting/Application Sub-Team



## Single Family Building Permit Current Required Submittal Documents

1	Architectural Plan
2	Energy Code Sheet
3	Site Plan
4	Storm Drainage Report
5	Storm Water Pollution Plan
6	Storm Water Site Plan
7	Structural Calculations
8	Structural Plan
9	Survey – Boundary & Topo
10	Utility Abandonment Form