



Bellevue Development Committee

July 10, 2024 Agenda

1. **Welcome and Networking** – Rebecca Horner/Facilitator
2. **Permit Timelines and Development Update**
 - SB 5290 Process Changes – Reilly Pittman
 - Expedited Permitting Program for Affordable Housing Projects – Toni Pratt
3. **Items from Previous Meetings**
 - Inspection Sub-team Report Out – Gregg Schrader
 - Permitting Sub-team Report Out – Nate Tilson
4. **Code & Policy Update**
 - Affordable Housing Targets & Next Steps – Linda Abe & Sabrina Velarde
 - MFTE Overview and Discussion – Emil King, Linda Abe & Lindsey Masters
 - *~~BREAK- 10 minutes~~*
 - Electric Vehicle Charging Proposal – Jennifer Ewing & Colin Munson
 - Wilburton Code Amendment – Caleb Miller
5. **City Feedback** – Rebecca Horner
 - Recruitments
 - Staff Introductions
 - July Workplan Update
6. **Development Community Feedback** – Facilitator
 - MBAKS Middle Housing- Code Recommendations- Allison Butcher
7. **Closing and Next Meeting** – Facilitator
 - Next Regular BDC Meeting October 9th

Bellevue Development Committee Agenda Committee Members

- Patrick Bannon, Bellevue Downtown Association
- Joe Fain, Bellevue Chamber of Commerce
- Rebecca Horner, City of Bellevue

- Patience Malaba, Housing Development Consortium Seattle-King County
- Tim McKey, Sellen Construction
- Veronic Shakotko, Master Builders Association of King and Snohomish Counties

The purpose of the BDC meetings is to have an inclusive forum where the development industry and others can provide input and collaborate with city staff about concerns, challenges and solutions related to permitting, entitlement and code amendments. Participants acknowledge and agree that while communications in these meetings may refer to an actual permit, land use or code amendment project, they are for illustrative purposes only. As such, these communications are not considered comments or responses for any associated project and will not be kept as part of the project record or file.



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Memo

DATE: July 3, 2024
TO: Bellevue Development Committee
FROM: Kimo Burden, Acting Land Use Director
Reilly Pittman, Environmental Planning Manager
SUBJECT: BDC Update on Land Use Process Changes for 5290

Possible Changes to Land Use Process Related to SB 5290

As part of the SB 5290 process, the Development Services Department would like to get your feedback regarding process and submittal requirements for land use entitlements that we currently are considering related to Process I and II applications. Working with each review group, we have identified review considerations and several key items that are routinely asked for by our reviewers, or items that would help reduce permit review timelines and reduce the number of corrections.

The existing land use process is largely envisioned to be the same as currently exists but there are a few key changes and some new steps envisioned to assist the applicant in knowing what land use applications are needed, knowing what is required to apply, providing consolidated review comments from staff and requiring complete responses from the applicant to continue review.

Pre-Submittal Considerations:

The goal is for applicants and staff to know what land use permits are required for a proposal and the submittal requirements. Review of plans at this stage is focused on finding fatal flaws and issues before an application is submitted, and while proposals are still amenable to be changed. This stage includes both free and fee based services through pre-application meetings, predevelopment service reviews, and information communication at our information desks.

Submittal Considerations:

Permit intake must be timely while ensuring quality control and correctness. All submittal requirements will be provided as well as updated and complete description documents for each submittal requirement. This will inform the formal completeness review to ensure that not only is the correct document submitted but that the document has the required information and elements stated on the permit's description page. Submittals not providing the required submittal item or having documents that do not provide the information required would be considered incomplete.

To achieve this, we envision having improved information but are also considering additional options for applicants to obtain staff input through pre-applications, predevelopment, intake meetings, and informational or screening conversations prior to application submittal.

Proposed Changes to Submittal Documents for Land Use Entitlements:

- **Site Easement Diagram with Narrative:** Due to the complexity of existing and proposed easements, this submittal document would identify all existing and proposed easements (Land Use, Transportation and Utilities) with a corresponding table to identify all existing, proposed and any easements to be relinquished. In return we would be able to start working with our Real Property Division earlier in the entitlement process to start working on the necessary new easements and/or relinquishments, which would aid in preventing delays to the construction permit issuance time frame.
- **Fire Review Sheets:** Plan documents to show external and internal improvements specific to Fire Review considerations
 - Fire Site Plan (External) to show Fire lane, Hydrants, Hose Pull Distances, Exterior access door locations, PIV, FDC, FARS external panel(s) and Fire Lanes
 - Fire Emergency Access Floor (Internal) to show Riser room, FCC (if required), Fire pump room (if required), Elevator bank locations and Interior stair locations
- **Consolidated Site Plans:** This would be a consolidated PDF that groups all site plans which depict various site elements. For example, a land use/zoning site plan, grading plan, landscape plan, mitigation planting plan, easement plan, fire plan and civil site plan. This will help to ensure that all site plan sheets across our submittal requirements are consistent with each other to prevent errors. City review staff have identified that there are inconsistencies on these various plan sheets during the entitlement review, which then becomes problematic under the various construction permits. If they are combined together, it is easier for the review team to reference and determine these inconsistencies earlier/quicker in the process.
- **Document Descriptions:** Ensure that all submittal requirements have updated descriptions to clarify what information and elements are required for each submittal requirement.
- **Update Environmental Submittals:** Review, revise, and create environmental information required as part of critical area and shoreline permits.
- **The content within each submittal document will be evaluated to determine completeness of an application, instead of just checking to see if each submittal document has been simply submitted.** This is to ensure a thorough submittal to the city for staff to review each land use entitlement without the need for multiple rounds of revisions. DS will ensure all submittal requirements are clearly detailed on the City's Permit page.
- **Templates:** Would it be beneficial if Development Services provided templates for Site Plans, Development Standards, Amenity Calculation, Density Intensity Calculation, Checklist, Critical Areas Documentation, etc.
- **Single PDF Plans Sets:** In an effort to streamline the review process and make it easier for both applicants to submit, and reviewers to review, plan sets submitted for Land Use entitlements should be combined and bookmarked, according to the guidelines already indicated on MBP.com. Note: plan sets do not include supporting documents, such as SEPA checklists, geotechnical reports, critical areas reports, application forms, etc. These shall remain as separate files from the combined plan set. The goal is to cut down on the number of items needed to be uploaded/submitted to MBP.com, which in turn cuts down on the time for us to intake the entitlement.

- The plan set should include the following (when applicable): Boundary & Topographic Survey, Site Plan, Floor Plans, Building Elevations, Building Sections, Preliminary Clearing & Grading Plan, Road Plan, Preliminary Landscape Plan, Exterior Lighting Plan, Sign Master Plan, Preliminary Street Lighting Plan, etc.

Review Considerations:

Review comments will be provided in a consolidated comment letter. The applicant will need to ensure and demonstrate that all comments are addressed at resubmittal. The resubmittal will be screened to ensure that all comments are addressed and if not, then the resubmittal will not be accepted until all comments and requested information are provided.

As part of the SB 5290 process, the Development Services Department would like to get your feedback regarding the submittal requirements for land use entitlements that we currently are considering. We are exploring updating the submittal requirements for Process I and II Land Use applications. Working with each review group, we have identified several key items that are routinely asked for by our reviewers, or items that would help reduce permit review timelines and reduce the number of corrections.

Comment Feedback Card

Name:

Organization:

1. What feedback do you have regarding the information and questions provided?
2. Are there any challenges you see in implementation of the above?
3. Do you have any suggestions to meet the above needs based on what other City's are implementing?
4. Would additional opportunities for pre-applications or communication prior to permit submittal be of assistance?
5. Are there any items you see that are difficult to provide at time of application submittal?
6. Do you see an easement diagram with narrative as a benefit to the review process? Is there anything that is difficult to provide as part of this at application?
7. What can DS do to ensure you have the tools and information to submit a complete application? Would a virtual intake appointment be helpful? Would this be easier under a Pre-Development Services permit?
8. How do you feel about the City providing templates and checklists to ensure required submittal items and document elements are provided at submittal? These might limit or lockdown formatting or individual choice in how information and documents are presented.
9. Are there any other template ideas that would assist with entitlement submittal?
10. Are there any concerns about responding to all of the City review comments to be able to resubmit and continue review?