



City Government 101

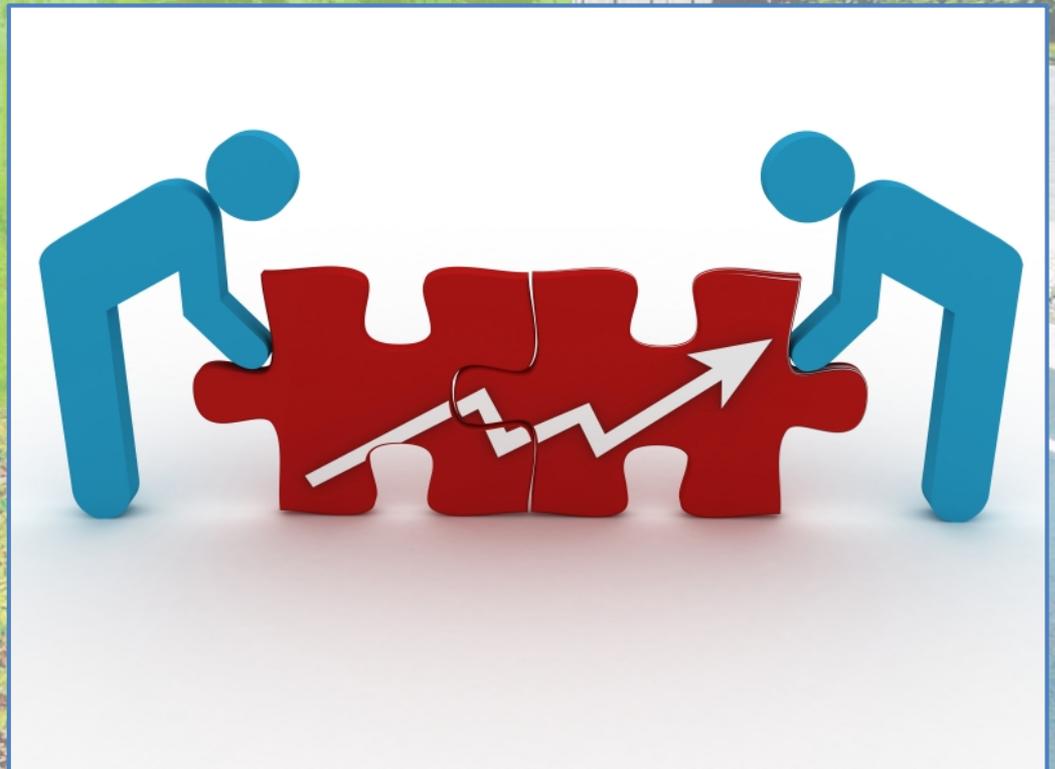
PLANNING, BUILDING, & PUBLIC WORKS

Part 9a: Community Development

Department History

2005 Merger

- **2 Department into 1**
- **Community Development**
 - *Planning*
 - *Building*
 - *Code Enforcement*
- **Public Works**
 - *Engineering Services*
 - *SWM Utility*
 - *Maintenance*
- **PBPW**



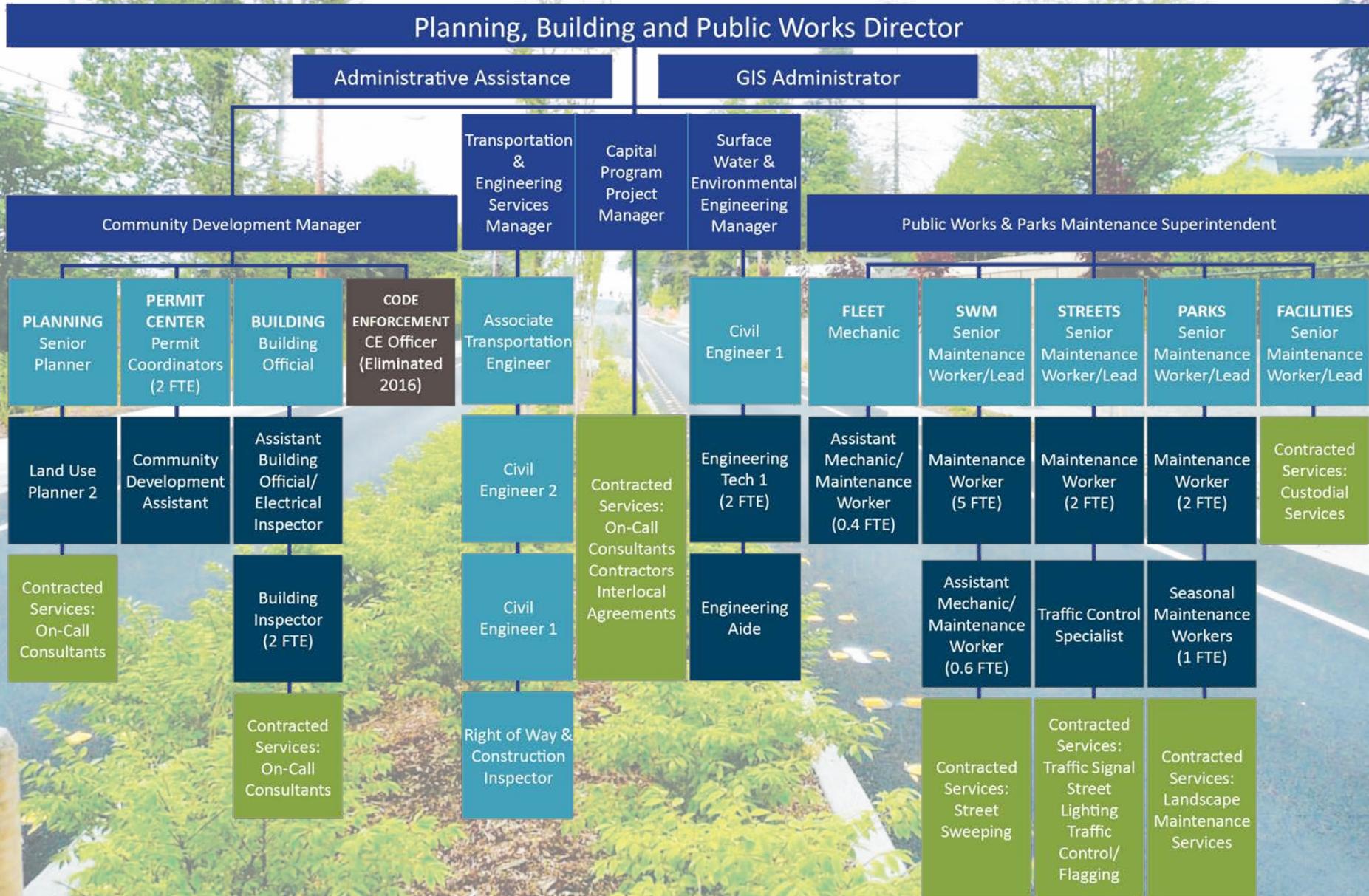
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- **PBPW – not PB&J**



Department Organization

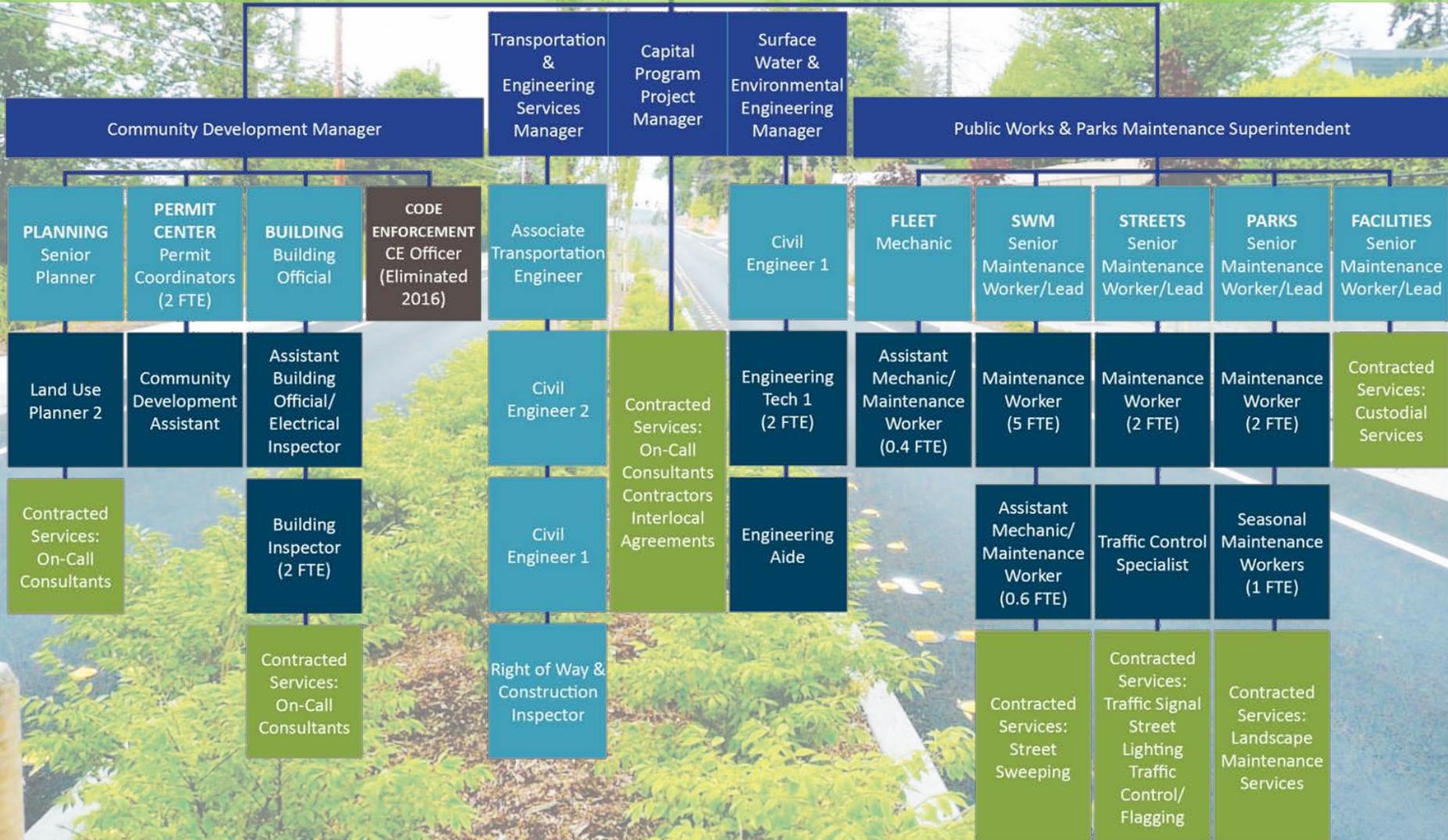


Department Organization

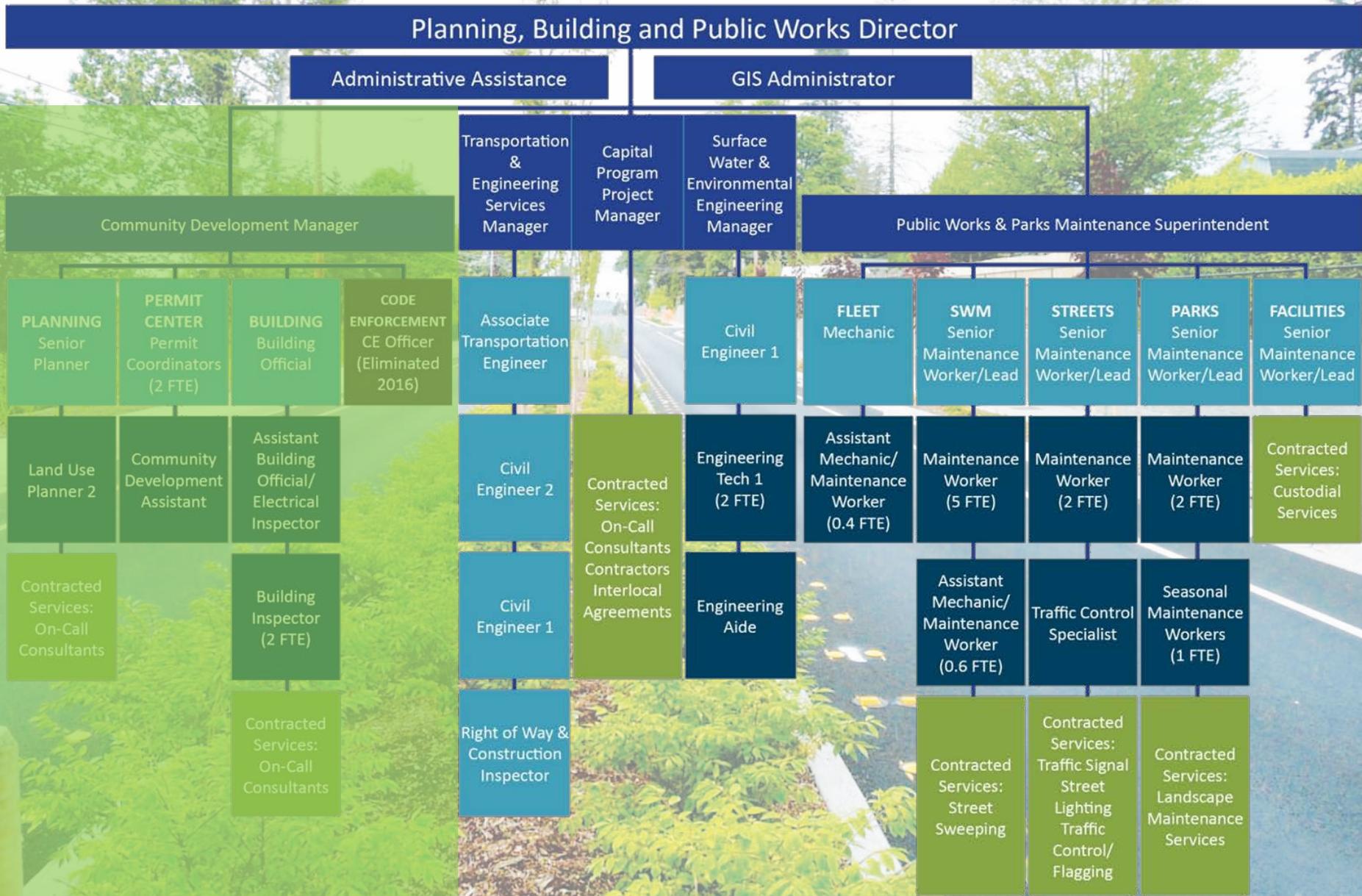
Planning, Building and Public Works Director

Administrative Assistance

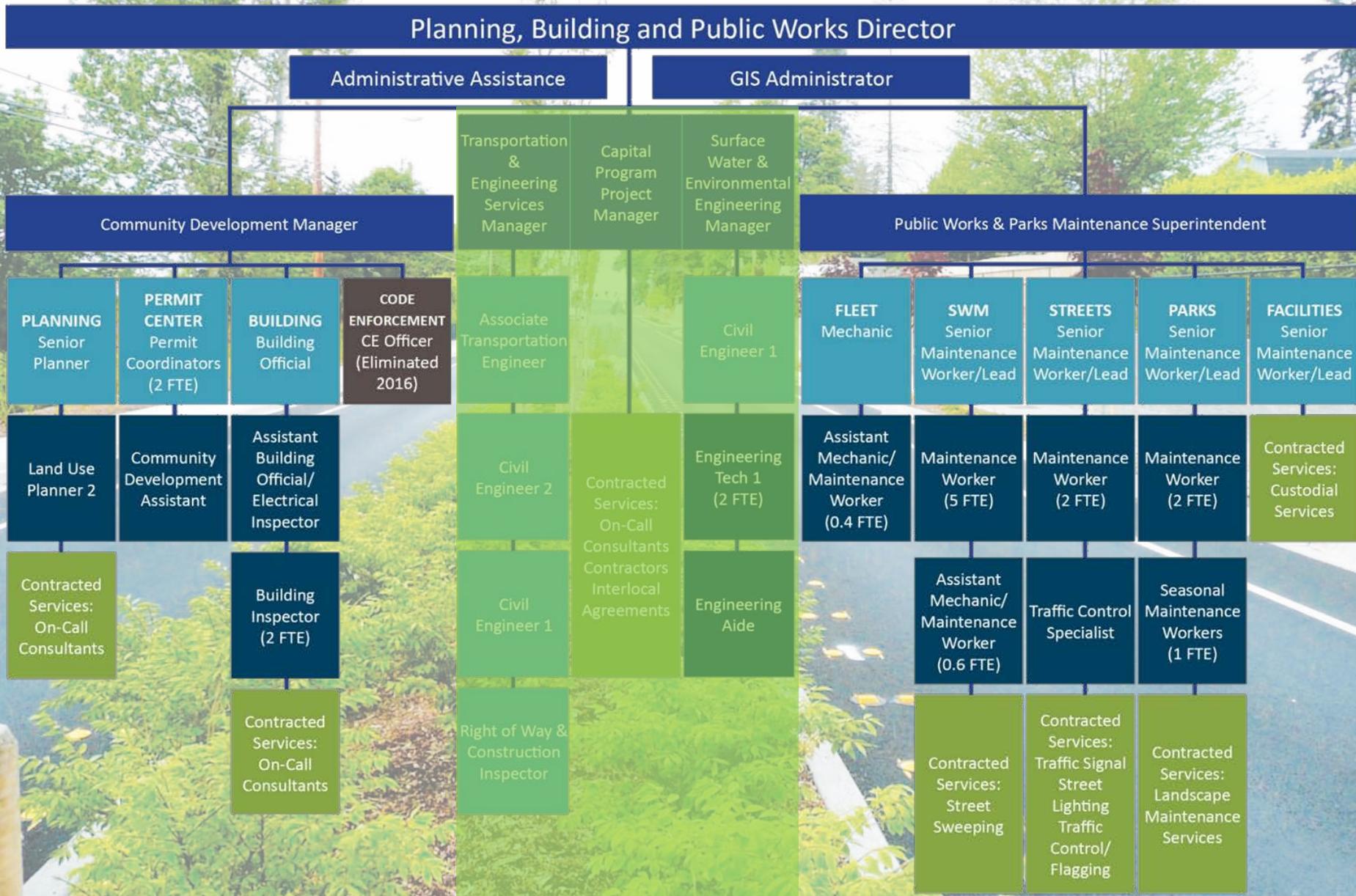
GIS Administrator



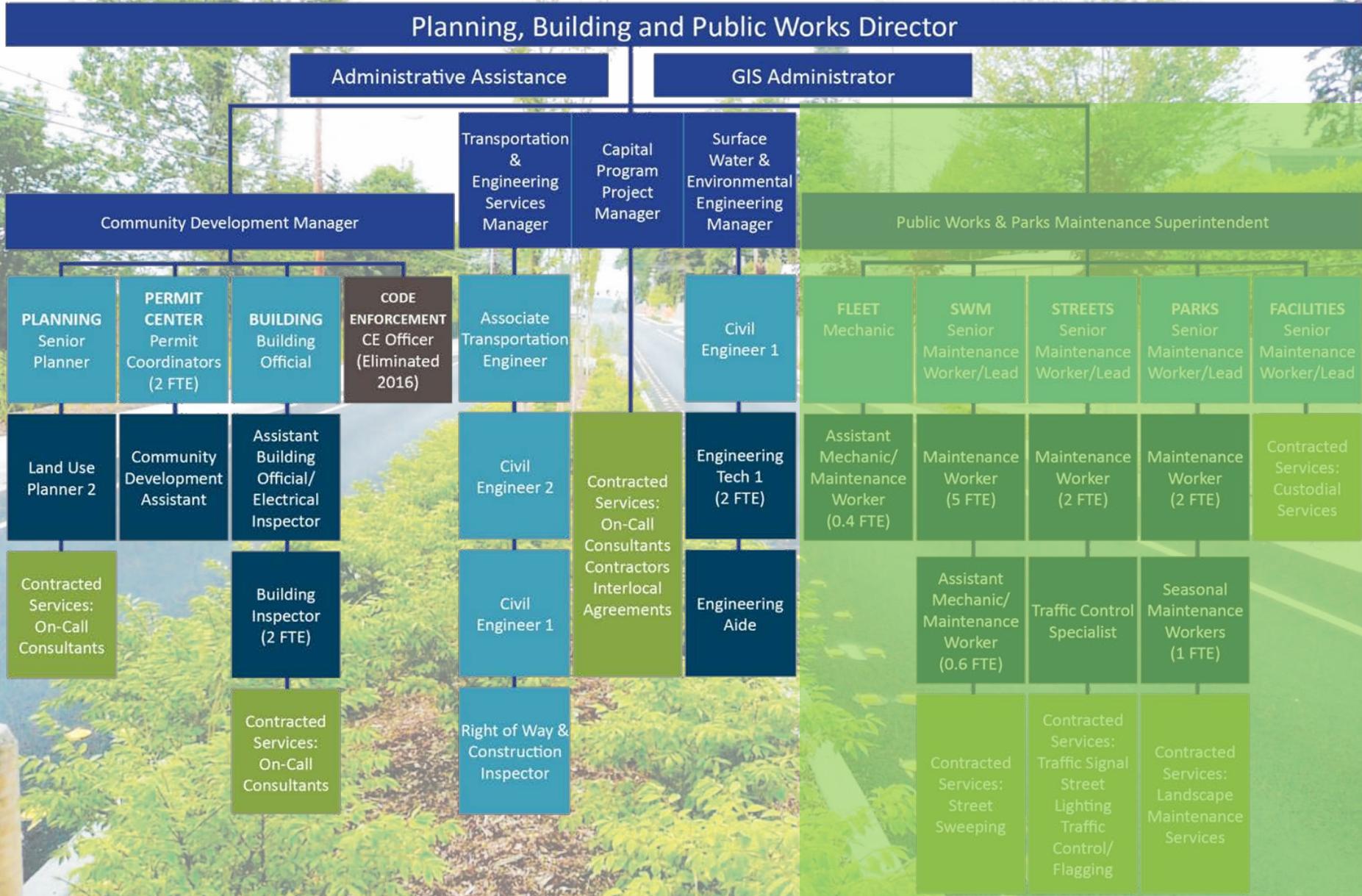
Department Organization



Department Organization



Department Organization



Department Organization

Planning, Building and Public Works Director

Administrative Assistance

GIS Administrator

Community Development Manager

Transportation & Engineering Services Manager

Capital Program Project Manager

Surface Water & Environmental Engineering Manager

Public Works & Parks Maintenance Superintendent

PLANNING Senior Planner

PERMIT CENTER Permit Coordinators (2 FTE)

BUILDING Building Official

CODE ENFORCEMENT CE Officer (Eliminated 2016)

Associate Transportation Engineer

Civil Engineer 1

FLEET Mechanic

SWM Senior Maintenance Worker/Lead

Streets Senior Maintenance Worker/Lead

Parks Senior Maintenance Worker/Lead

Facilities Senior Maintenance Worker/Lead

Land Use Planner 2

Community Development Assistant

Assistant Building Official/Electrical Inspector

Civil Engineer 2

Contracted Services: On-Call Consultants Contractors Interlocal Agreements

Engineering Tech 1 (2 FTE)

Assistant Mechanic/Maintenance Worker (0.4 FTE)

Maintenance Worker (5 FTE)

Maintenance Worker (2 FTE)

Maintenance Worker (2 FTE)

Contracted Services: Custodial Services

Contracted Services: On-Call Consultants

Building Inspector (2 FTE)

Civil Engineer 1

Engineering Aide

Assistant Mechanic/Maintenance Worker (0.6 FTE)

Traffic Control Specialist

Seasonal Maintenance Workers (1 FTE)

Contracted Services: On-Call Consultants

Right of Way & Construction Inspector

Contracted Services: Street Sweeping

Contracted Services: Traffic Signal Street Lighting Traffic Control/Flagging

Contracted Services: Landscape Maintenance Services

PBPW Department

Personnel

- **41 Total FTE's**
 - *3 Planning*
 - *4 Building*
 - *3 Permit Center*
 - *6 Engineering Services*
 - *5 SWM Utility*
 - *17 Public Works and Parks Maintenance*
 - *1 GIS Analyst*
 - *2 Admin Staff*

- **1 Department Director**
- **1 Administrative Assistant**
- **1 GIS Administrator**



PBPW Department

Personnel

- **41 Total FTE's**
 - *3 Planning*
 - *4 Building*
 - *3 Permit Center*
 - *6 Engineering Services*
 - *5 SWM Utility*
 - *17 Public Works and Parks Maintenance*
 - *1 GIS Analyst*
 - *2 Admin Staff*

Longevity with the City

- Dave Maresh – 32 years
- Loren Reinhold – 25 years
- John Cozart – 23 years
- Dick Stites – 22 years
- Larry Pickard – 21 years
- Scott Romano – 20 years

- 12 other employees between 10-20 years



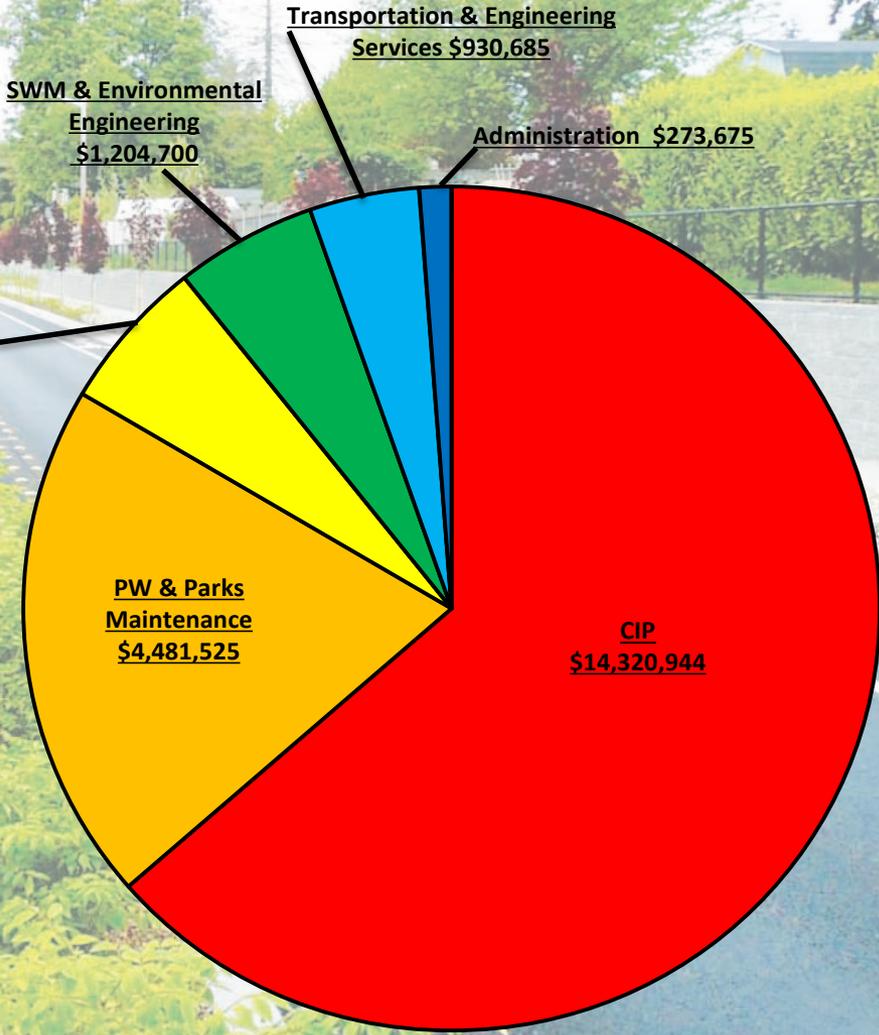
- Degree's from:
 - University of Washington
 - Washington State University
 - Central Washington University
 - University of Portland
 - University of Idaho
 - University of Illinois
 - Michigan Technical University
 - University of Kansas
 - and more.....

- 5 P.E.'s
- 3 P.T.O.E.'s
- 2 AICP's
- Certified Building Officials
- Certified Master Code Professionals
- Certified Master Electricians
- and more.....

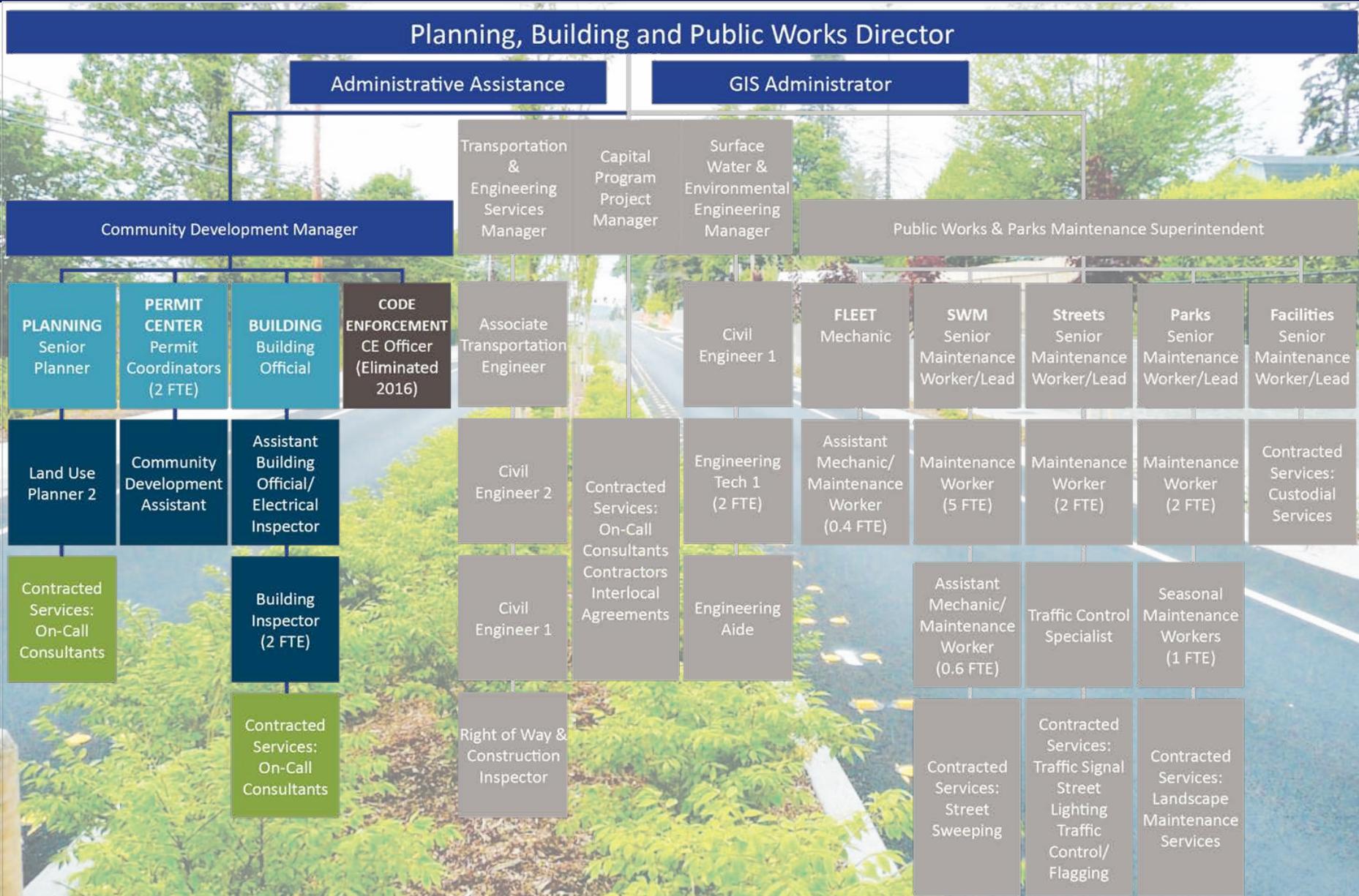
PBPW Department

Budget

- **2016 PBPW Budget = \$22,523,329**
 - *Operating*
 - *SWM Utility*
 - *Capital*



Division Organization



Team Organization | Community Development

Community Development Manager

PLANNING

Senior Planner

Land Use Planner 2

Contracted Services:
On-Call Consultants

PERMIT CENTER

Permit Coordinator
(2 FTE)

Community
Development Assistant

BUILDING

Building Official

Assistant Building
Official/Electrical
Inspector

Building Inspector
(2 FTE)

Contracted Services:
On-Call Consultants

CODE ENFORCEMENT

CE Officer
(Elimiated 2016)

Community Development | Planning

Key Elements of Planning in Des Moines

- **Long Range Planning**
 - *Comprehensive Plan*
 - *Facilitate Dialogue w/ Neighborhoods and the Community*
 - *Preferred Land Use and Zoning*
- **Provide Policy support to City Council**
 - *Zoning Code and Land Use Development Regulations*
- **Current Planning**
 - *Permitting*
 - *Design Review*
 - *Environmental Review*
 - *Code Enforcement*
- **Solid Waste & Recycling Contract**



Community Development | Planning

Key Elements of Planning in Des Moines

- **Support Economic Development**
 - *Partner with investors in our community*

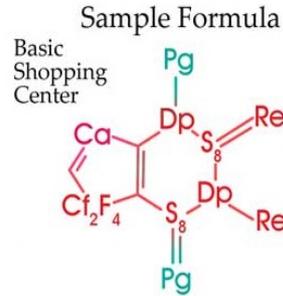


Photo by: Done Wilson, Port of Seattle.

Community Development | Planning

Periodic Table of City Planning Elements

1 Ci City Hall																		2 O Office					
3 Po Post Office	4 Co Community Center																	5 Gs Grocery Store	6 Fm Farmers Market	7 Ca Cinema	8 Be Bed & Breakfast	9 Re Recycling Center	10 B Bank
11 H Hospital	12 Li Library																	13 Cf Coffee Shop	14 Sr Skating Rink	15 Sp Sports Complex	16 Mo Motel	17 Sg Storage	18 Cl Clinic
19 Mu Museum	20 Cu Cultural Center	21 Fi Fire Station	22 St Streetscape	23 Nu Nursery School	24 P Park	25 Sf Single Family Residential	26 Cc Child Care	27 Ph Pharmacy	28 Re Restaurant	29 De Deli	30 By Bakery	31 S Shop	32 At Amphitheater	33 Sw Swimming Pool	34 Ho Hotel	35 W Warehouse	36 Dt Dental Clinic						
37 Bu Bus Stop	38 Bt Bus Terminal	39 Pd Police Station	40 Pa Public Art	41 El Elementary School	42 Ts Townsquare	43 To Townhomes	44 Sc Senior Care	45 Os Office Supplies	46 Bk Bookstore	47 Ms Music Store	48 Cy Candy Shop	49 Sm Supermarket	50 Th Theater	51 Ap Amusement Park	52 Rv Rec. Vehicle Park	53 In Industry	54 Lb Laboratory						
55 Tr Train Station	56 Ma Marina	57 Hb Historic Structure	72 Hi High School	73 Mi Middle School	74 Bg Botanical Garden	75 Cm Condominium	76 Eh Elderly Housing	77 Cs Clothing Store	78 Lr Laundromat	79 Sa Beauty Salon Barber	80 Fl Florist Shop	81 Gd Garden Shop	82 Dp Department Store	83 Tp Theme Park	84 V Visitors Center	85 Ei Eco-Industrial Park	86 Bp Business Park						
87 Sp Seaport	88 Ap Airport	89 Lm Landmark	104 Pv Private School	105 Cg Community Garden	106 Zo Zoo	107 As Apartments	108 Mh Mobilehome Park	109 Dc Dry Cleaner	110 As Antique Store	111 Fs Furniture Store	112 Hc Home Improve. Ctr	113 Hs Hardware Store	114 Fg Fitness Gym	115 Aq Aquarium	116 Cv Convention Center	117 Pw Power Station	118 Bs Broadcast Studio						



58 Wo Place of Worship	59 Pg Parking	60 Ce College	61 Gc Golf Course	62 Hs Homeless Shelter	63 My Mortuary	64 Ac Animal Care	65 Pr Printer	66 Ga Gas Station	67 A Auto Service	68 Cw Carwash	69 F Fast Food	70 Sv Street Vendor	71 Cn Casino
90 He Heliport	91 Jl Jail	92 U University	93 La Landfill	94 Ce Cemetery	95 Au Adult Use	96 Ni Nightclub	97 Ba Bar	98 Pb Pub	99 Ls Liquor Store	100 Wi Winery	101 Ps Pawn Shop	102 Tt Tattoo Parlor	103 Tp Treatment Plant

Community Development | Planning

Core Skills, Knowledge, Experience, and Values of our Planners



Community Development | Planning

Regulatory Framework for Planning

STATE

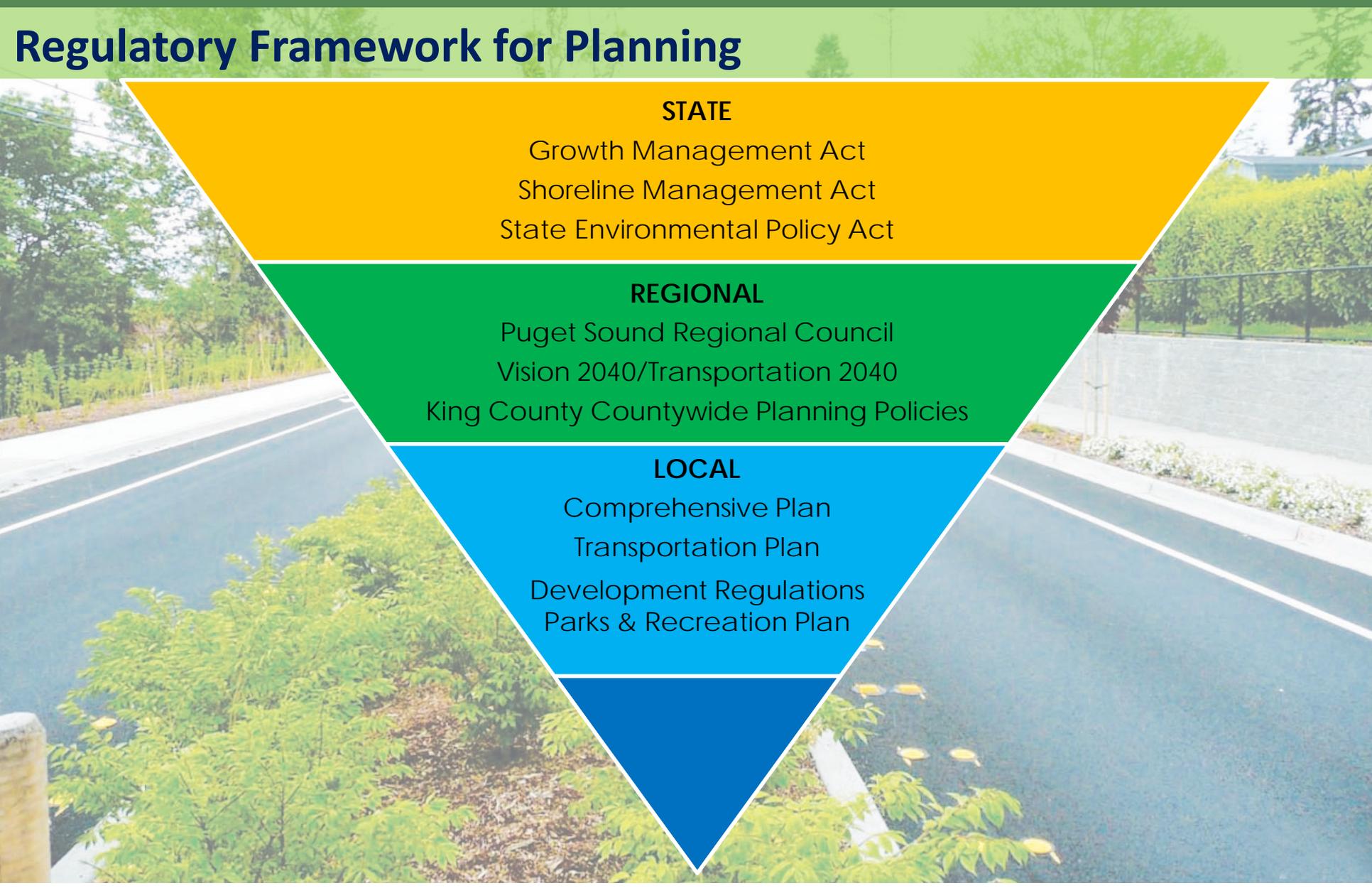
Growth Management Act
Shoreline Management Act
State Environmental Policy Act

REGIONAL

Puget Sound Regional Council
Vision 2040/Transportation 2040
King County Countywide Planning Policies

LOCAL

Comprehensive Plan
Transportation Plan
Development Regulations
Parks & Recreation Plan



Community Development | Planning



State: Growth Management Act (GMA) Chapter 36.70A RCW

- Enacted in 1990 in response to rapid population growth and concerns with suburban sprawl, environmental protection, quality of life, and related issues
- Requires the fastest growing counties and the cities within them to plan extensively in keeping with goals on:
 - *Sprawl reduction*
 - *Concentrated urban growth*
 - *Affordable housing*
 - *Economic development*
 - *Open space and recreation*
 - *Regional transportation*
 - *Environmental protection*
 - *Property rights*
 - *Natural resource industries*
 - *Historic lands and buildings*
 - *Permit processing*
 - *Public facilities and services*
 - *Early and continuous public participation*
 - *Shoreline management*
- Establishes the primacy of the comprehensive plan:
 - *The starting point for any planning process and the centerpiece of local planning.*
 - *Development regulations (zoning, subdivision, and other controls) must be consistent with comprehensive plans.*
 - *Requires early and continuous public participation*

State: Shoreline Management Act

- **Enacted in 1971 (Chapter 90.58 RCW) to:**
 - *Manage and protect the shorelines of the state by regulating development in the shoreline area.*
 - *Prevent the inherent harm in an uncoordinated and piecemeal development of the state's shorelines.*
- **The three basic policy areas to the Act are:**
 - *Shoreline Use*
 - *Environmental Protection*
 - *Public Access*
- **Its jurisdiction includes:**
 - *Pacific Ocean shoreline and the shorelines of Puget Sound, the Strait of Juan de Fuca, rivers, and streams and lakes above a certain size.*
 - *It also regulates "wetlands" associated with these shorelines.*
- **Primary responsibility for administering this regulatory program is assigned to local governments.**
 - *Shoreline master programs, adopted under [chapter 173-26 WAC](#), that establish goals and policies that are implemented through use regulations.*
 - *No substantial development is permitted on the state's shoreline unless a permit is obtained from the local jurisdictions.*



Community Development | Planning

State: State Environmental Policy Act (SEPA)

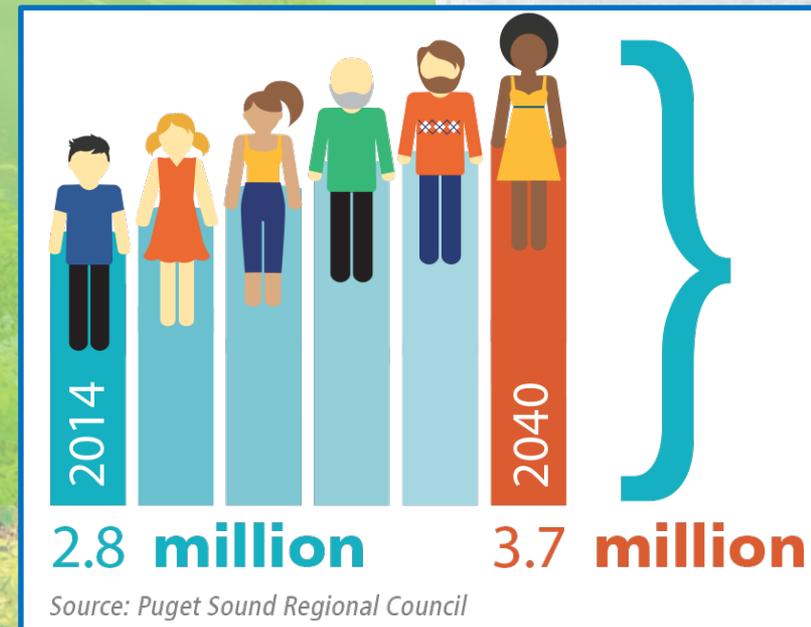
- Enacted in 1971 (Chapter 197-11 WAC and Chapter 43.21C RCW)
- Requires that agencies incorporate the environmental implications of project development into their decision-making process:
 - *Decisions may be related to issuing permits for private projects, constructing public facilities, or adopting regulations, policies, or plans.*
 - *We evaluate projects/actions for potential impacts to the earth, air, water, plants, animals, energy, health, land use, transportation, public services, and utilities.*
 - *We identify how our development regulations help to mitigate potential impacts. If necessary, we require additional mitigation measures.*
 - *More complex or controversial projects may require preparation of environmental impact statements that include alternative analyses and mitigation measures.*
- Information provided during the SEPA review process helps decision-makers, applicants, and the public understand how a proposal will affect the environment.
- The information can be used to change a proposal to reduce likely impacts, or to condition or deny a proposal when adverse environmental impacts are identified.

Community Development | Planning

Regional: Puget Sound Regional Council (PSRC)

Transportation 2040

- Transportation 2040 identifies investments to support the region's expected growth and improve the service transportation provides to people and businesses.
- Transportation 2040 lays out a financing plan that suggests a long-term shift in how transportation improvements are funded, with more reliance on users paying for transportation improvements.
- Transportation 2040 proposes a strategy for reducing transportation's contribution to climate change and its impact on important regional concerns, such as air pollution and the health of Puget Sound.



VISION 2040

& the Regional Growth Strategy

people



prosperity



planet



VISION 2040's Regional Growth Strategy is a preferred pattern for accommodating residential and employment growth. It is designed to minimize environmental impacts, support economic prosperity, improve mobility, and make efficient use of existing infrastructure.

Transportation 2040 Plan Framework



VISION 2040 – the Foundation for Transportation 2040
Sustainable Growth and Economic Development

Multicounty Planning Policies

- Provide guidance for implementing the *Regional Growth Strategy*:
- Growth is to occur first and foremost in the designated urban growth area; less development is to occur in rural areas.
- Centers are recognized for their benefits in creating compact, walkable communities that support transit and other services.
- Housing and jobs should be located in a manner that provides for easy mobility and accessibility.
- Investments in transportation and other infrastructure should be prioritized to centers.
- Countywide target-setting processes for allocating population and employment growth are to be consistent with the regional vision.

Community Development | Planning

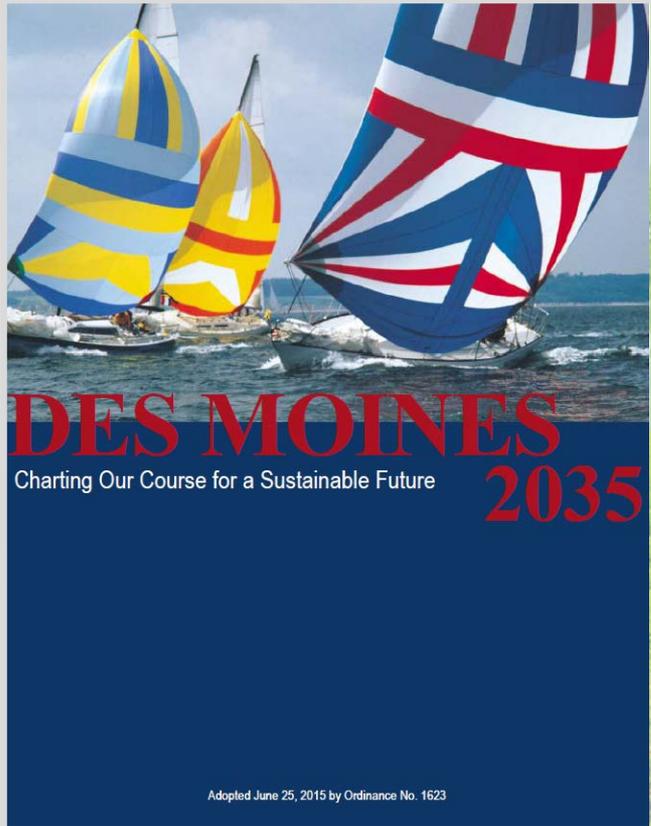
Regional: King County Countywide Planning Policies

- **CPPs are a series of policies that address growth management issues in King County.**
- **The Growth Management Planning Council (GMPC) brings together elected officials from King County and the cities and jurisdictions within it to develop the CPPs.**
- **CPPs provide a countywide vision and serve as a framework for each jurisdiction to develop its own comprehensive plan, which must be consistent with the overall vision for the future of King County.**



Community Development | Planning

Local: Des Moines Comprehensive Plan



- **Guides future use of land in Des Moines.**
- **Demonstrates how City will meet population and job growth forecasts by 2035:**
 - *3,000 housing units*
 - *5,000 jobs*
- **Intended to:**
 - *Direct growth into areas well-served by transit and other services;*
 - *Revitalize and enhance our commercial areas; and*
 - *Maintain the rich quality of life for our citizens.*

Required Elements:

Land Use
Transportation
Parks & Recreation
Cap Facilities/Utilities &
Public Service
Housing
Economic Development

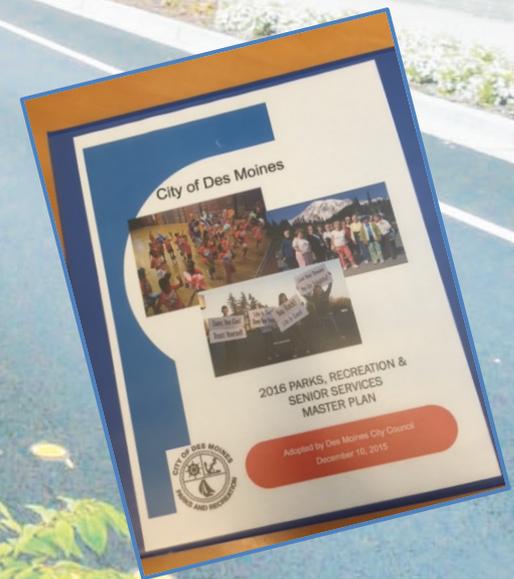
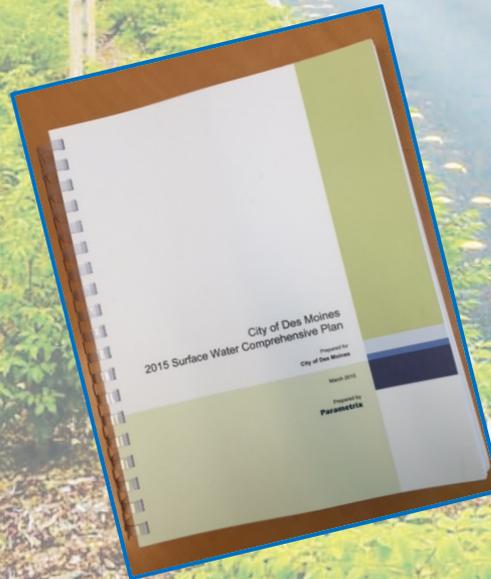
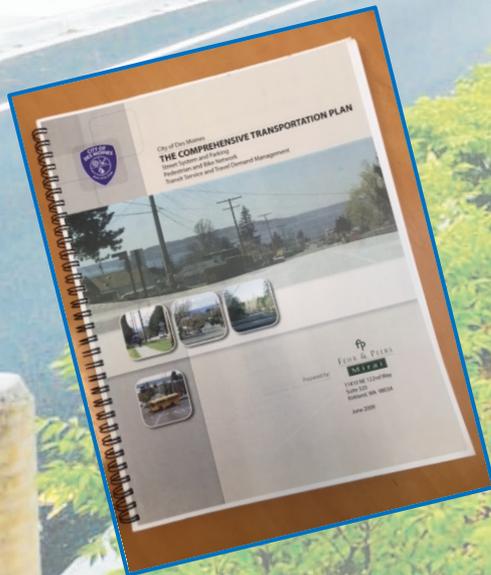
Optional Elements:

Conservation &
Environment
North Central
Marina District
Pacific Ridge
Healthy Des Moines

Community Development | Planning

Local: Comprehensive Plans Transportation, SWM and Parks Master Plan

- **CTP Adopted (2009)**
 - *Currently Being updated*
- **Parks Master Plan (2015)**
- **Surface Water Comprehensive Plan (2015)**



Community Development | Planning

Land Use & Development Regulations

- Environment Code – Title 16 DMMC
- Subdivision Code – Title 17 DMMC
- Zoning Code – Title 18 DMMC

- Provide Policy support to City Council
 - *Draft Ordinances*
 - *Draft Resolutions*
 - *Council Committee's*
 - *Council Agenda Packets*
- Local Law's

<http://www.codepublishing.com/WA/DesMoines/>

- Land Use Applications - Permits



Community Development | Planning

Land Use Applications & Decisions

- **Administrative Decisions**

- *Commercial Developments*
- *Subdivisions (9 of fewer lots)*
- *Sign Permits*

- **Hearings Examiner**

- *Variances*
- *Conditional Use Permit(CUP)*
- *Appeals of Administrative Decisions*
- *Issues remanded by Council*

- **Council Decisions**

- *PUD's (Preliminary and Final Plats)*
- *Subdivisions (10 lots or more)*
- *Shoreline Variances and CUP's*
- *Unclassified Use Permit (UUP)*
- *Zoning and Text Code Amendments*



Community Development | Planning

Land Use Applications & Decisions

- **Administrative Decisions**

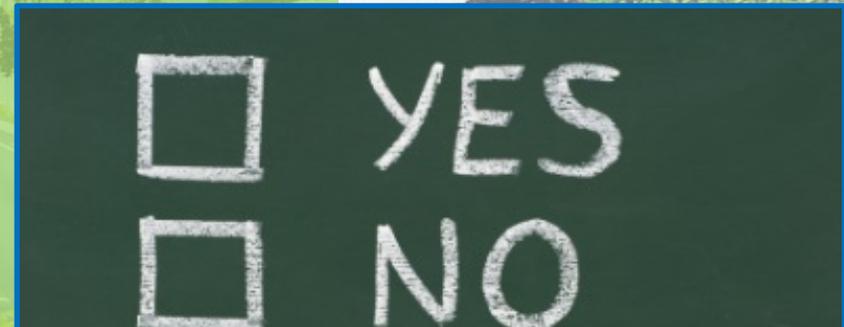
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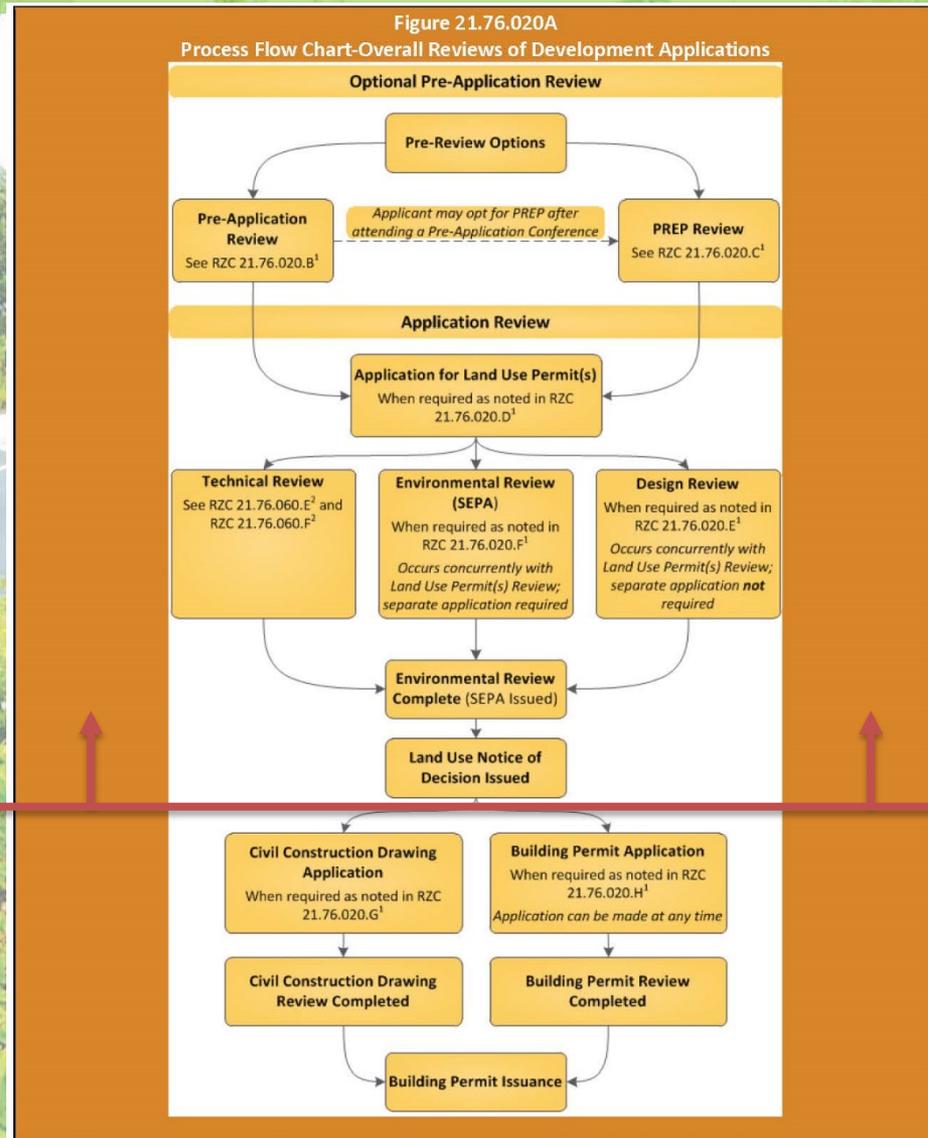
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Community Development | Planning

Land Use Applications – Flow Chart



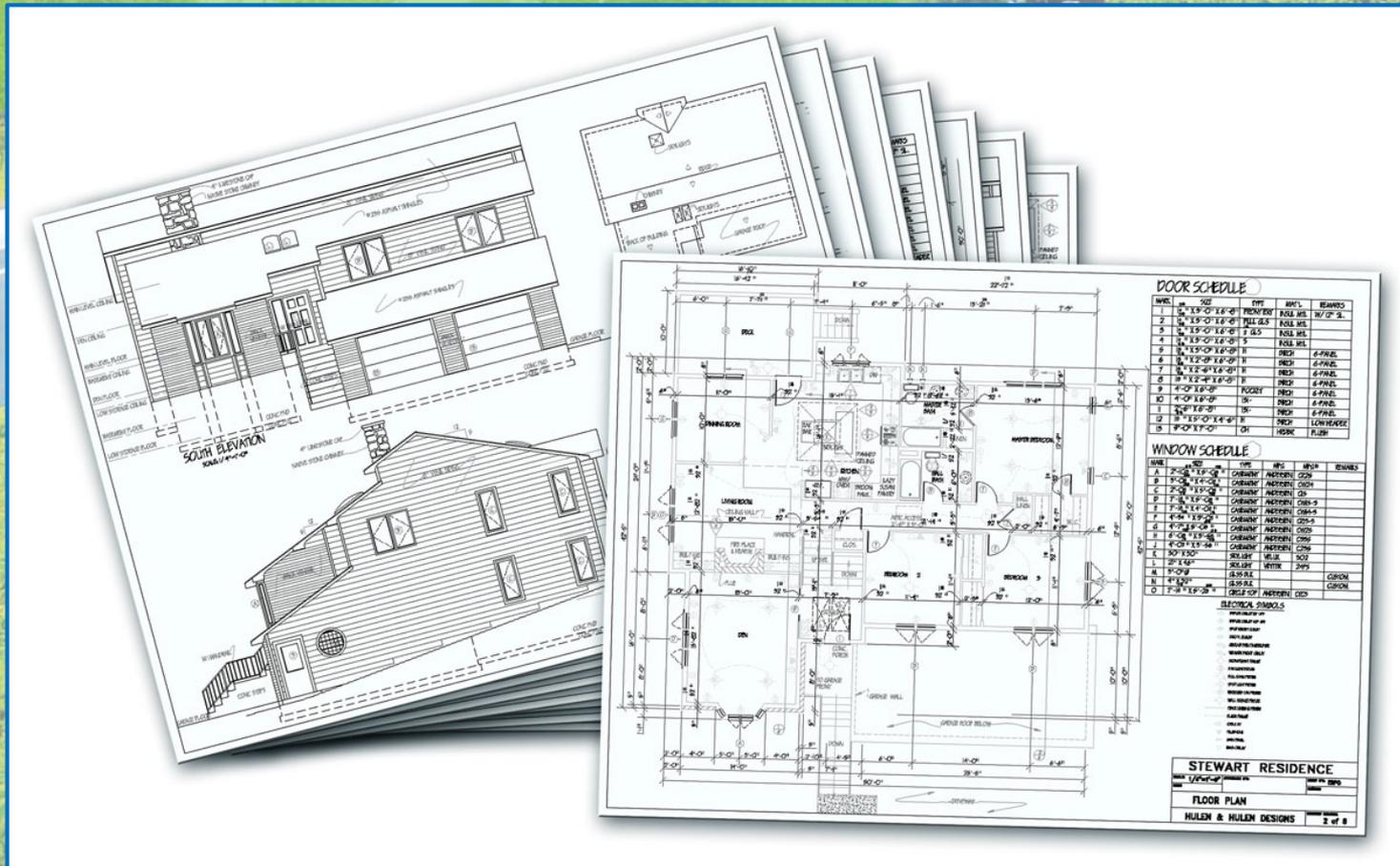
Community Development | Economic Development



Community Development | Building

Overview

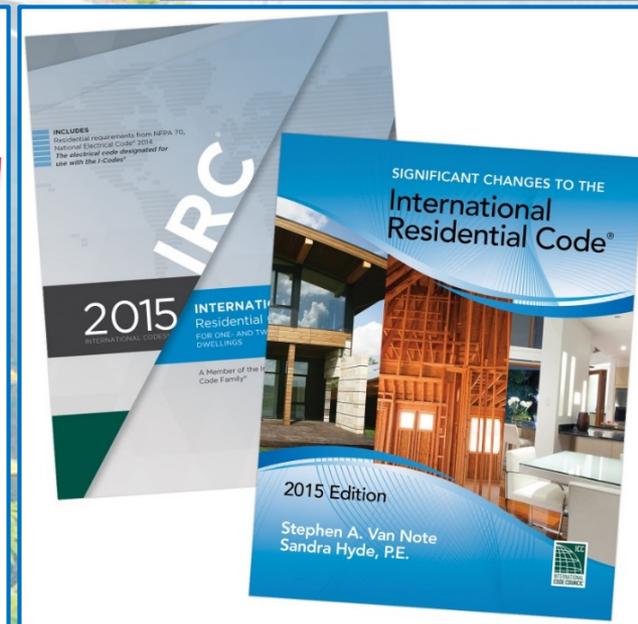
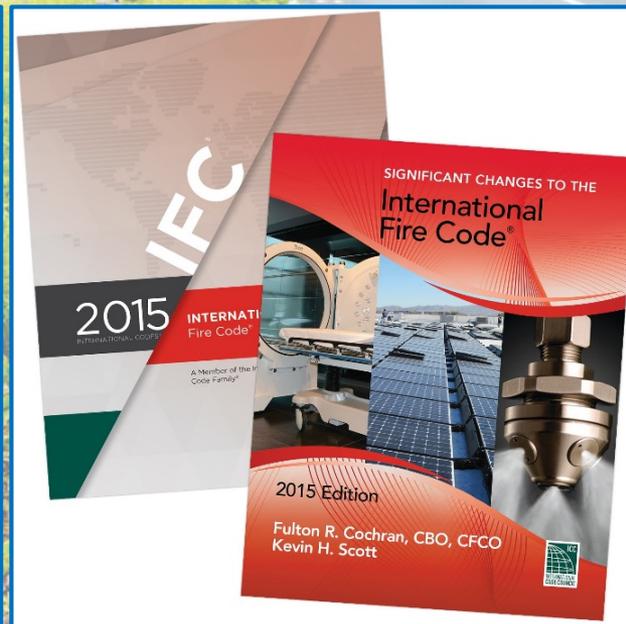
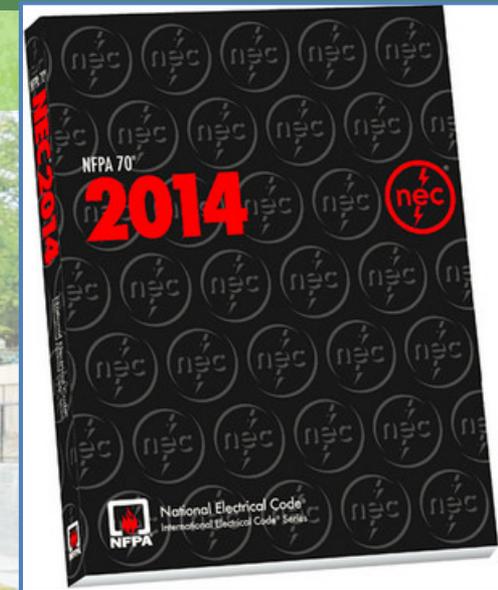
- Primary Function and Responsibility
- Secondary Functions
- Coordination



Community Development | Building

International Building Codes

- Adopted by Washington State (Chapter 51 WAC, Chapter 19.27 & 35.21.180 RCW)
- Adopted by Des Moines (Title 14 DMMC)
- Minimum Code Requirements



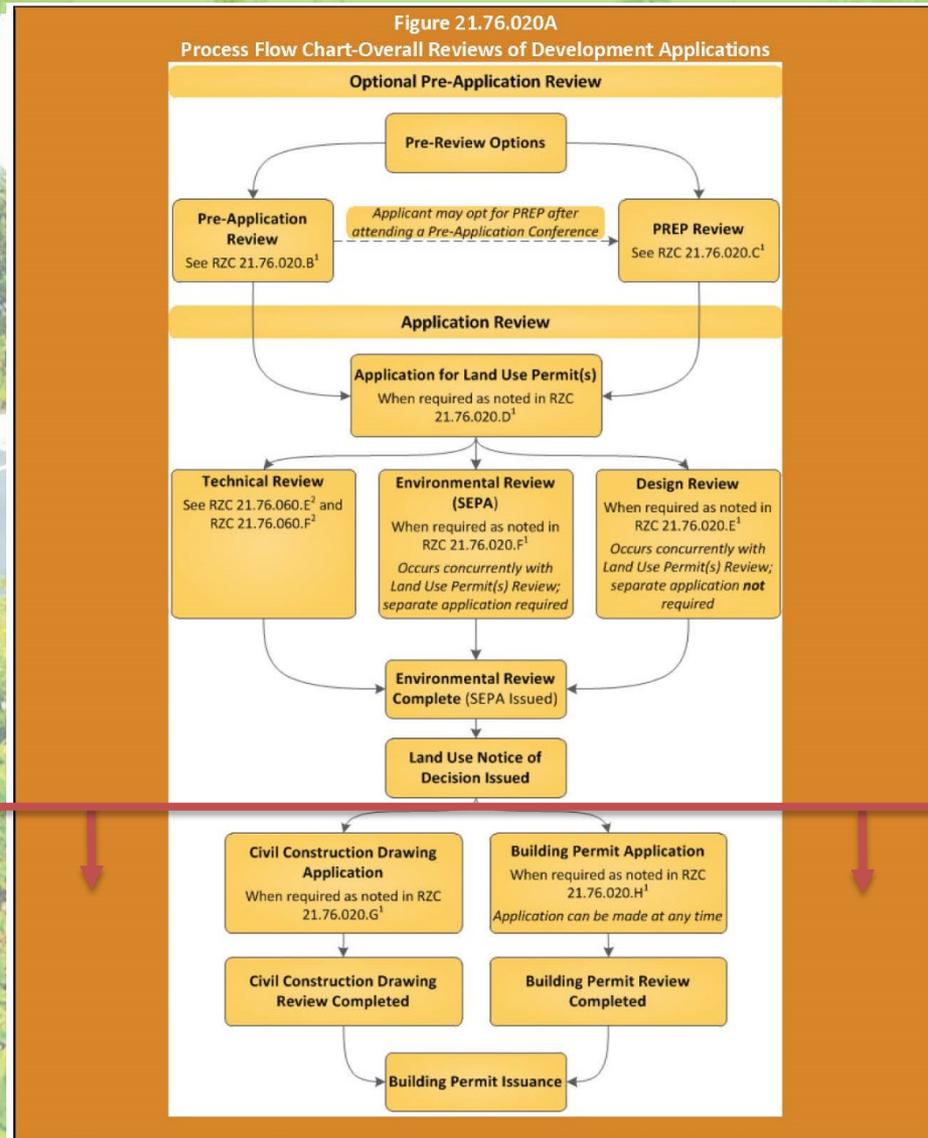
Community Development | Building

Fire and Life Safety is Priority 1!



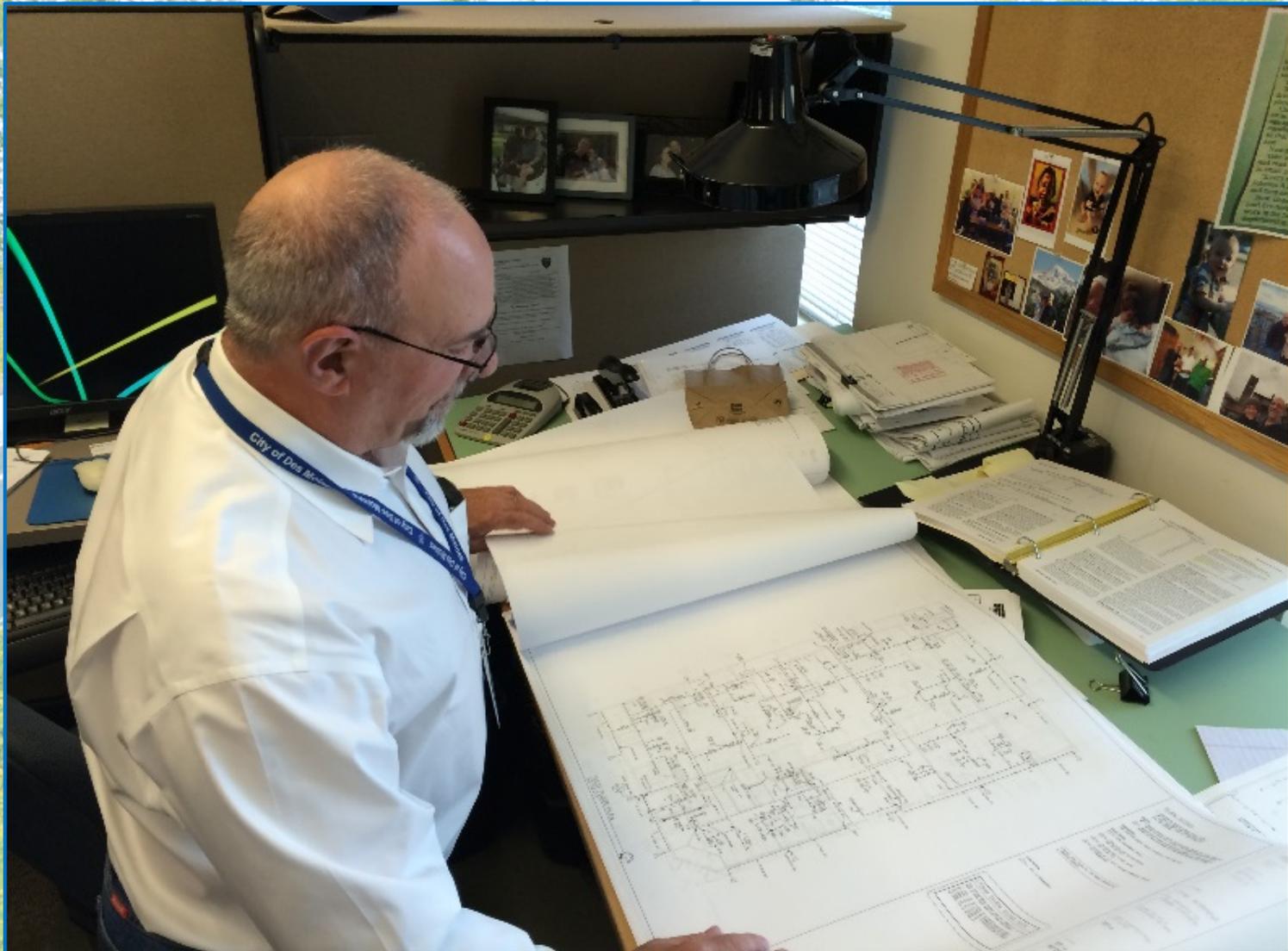
Community Development | Building

Building Permit Process



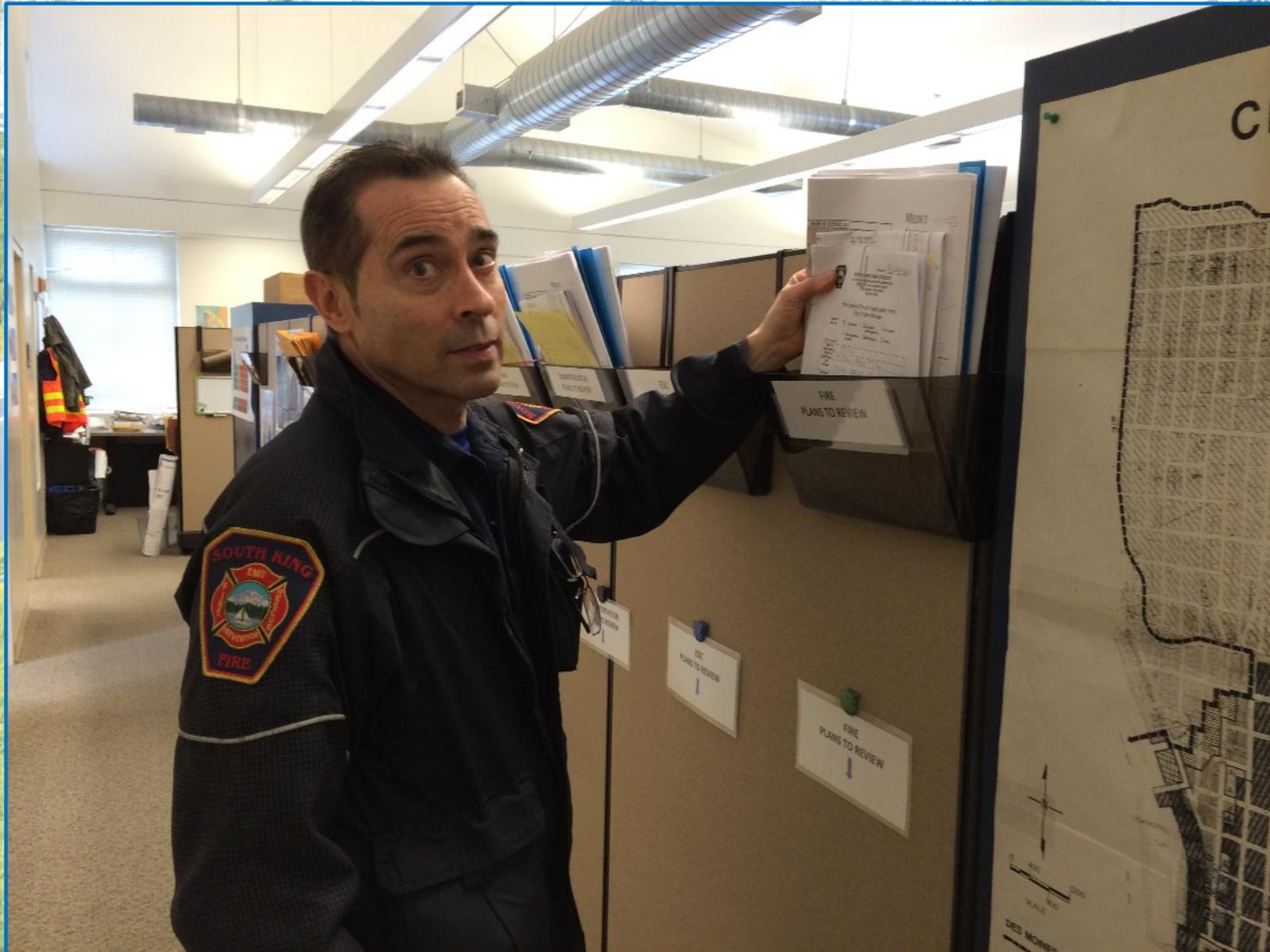
Community Development | Building

Plan Review



Community Development | Building

Plan Review | South King Fire & Rescue



Community Development | Building

Plan Review | Coordination

- Water & Sewer Availability
- Private Utilities (Gas, phone, power, etc.)
- Addressing



Community Development | Building

Permit Issuance



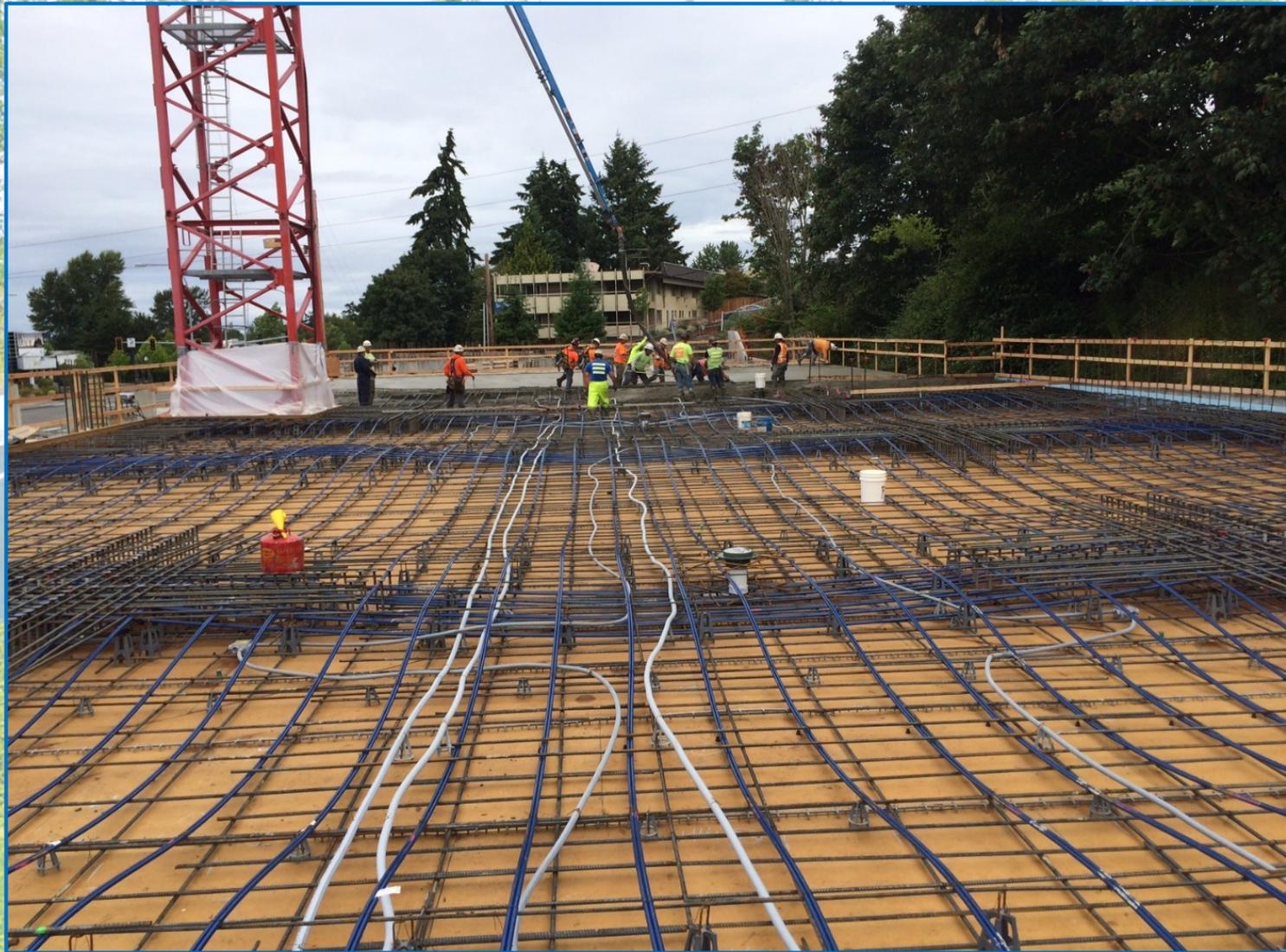
Community Development | Building

Inspections



Community Development | Building

Inspections



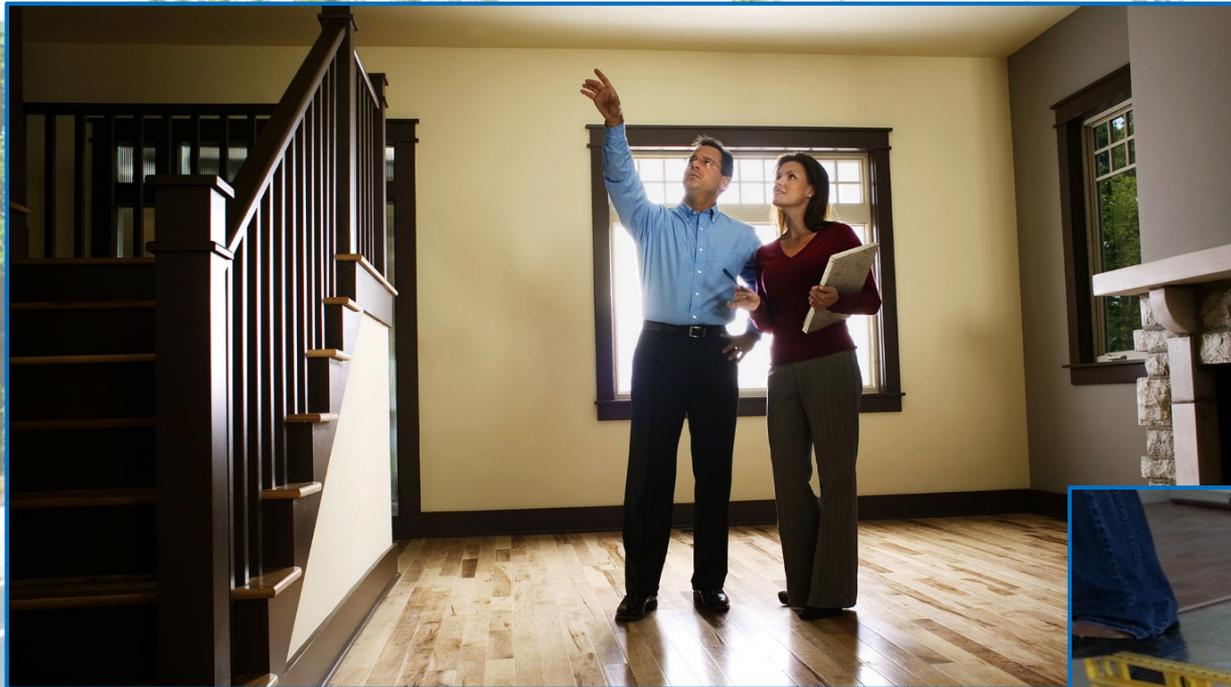
Community Development | Building

Inspections | Minimum Code Only



Community Development | Building

Inspections | **Not Fit & Finish**



Community Development | Building

Inspections | SKF&R



Community Development | Building

Certificate of Occupancy (C of O)

- All habitable residential and commercial buildings are required by law to have a Certificate of Occupancy (C of O).
- Buildings may lose their C of O if found in unsafe condition.



Community Development | Building

Insurance Rates

- Cities are rated by Washington Surveying and Rating Bureau (WSRB).
 - Fire Department
 - Water Supply
 - Emergency Communication Systems
 - Fire Safety Control
- Insurance rates affected by this rating.
- Des Moines currently rated at Class 3 (ratings from 1 – 10, 10 being the worst).



Community Development | Building

Insurance Rates

Mayors Ferrell and Pina...

It is truly an honor to be able to inform you that our fire department has been re-rated by the Washington Survey and Rating Bureau (WSRB). In the post-recession era, we have been anxiously awaiting the results of the re-rate which utilizes a comprehensive and quantitative methodology and scoring system as follows:

- *Overall fire department (staffing, response times, training, equipment, etc.): 40% of the score*
- *Water supply (evaluation of local water purveyors and fire flows): 35% of the score*
- *Emergency Communications (an evaluation of our radio systems and Valley Communications): 9% of the score*
- *Fire Safety Control (fire and building codes, inspections, fire investigations, etc.): 16% of the score*

Based on the above criteria, and a thorough review of our department over the past six months, we have achieved the following:

- *The City of Federal Way and unincorporated area within South King Fire & Rescue is rated a Class 2. The total point score is a 1.88, with a Class 2 lying between a 1.01 and a 2.00. We are a SOLID Class 2!*
- *The City of Des Moines is rated a Class 3. **The total point score is 2.01 (yes, that is correct...we are within 0.01 points of achieving a Class 2 in Des Moines!!!!).***

*These scores should make you proud as we are the only fire district in the history of the State to have achieved a Class 2 rating. In fact, **there are only four (4) Class 2 fire agencies in our State** (Seattle Fire Department, Bellevue Fire Department, Olympia Fire Department, and South King Fire & Rescue). All of our neighboring fire agencies are Class 3's or Class 4's. **There are no Class 1's in our State. This means that our citizens are receiving the lowest fire insurance rates available within our State.** Further, the Class 3 in Des Moines is so close that we will make a concerted effort to ensure we achieve a Class 2 during our next re-rate (the major area of deficiency points relates to water systems, which we will work collaboratively with the City of Des Moines to improve and enhance in the years to come).*

I thought I should share this with you as soon as we received the official word. I am proud and humbled by the ongoing efforts within our fire department, the outstanding members of our department, and the collaborative relationship we have with all our public partners.

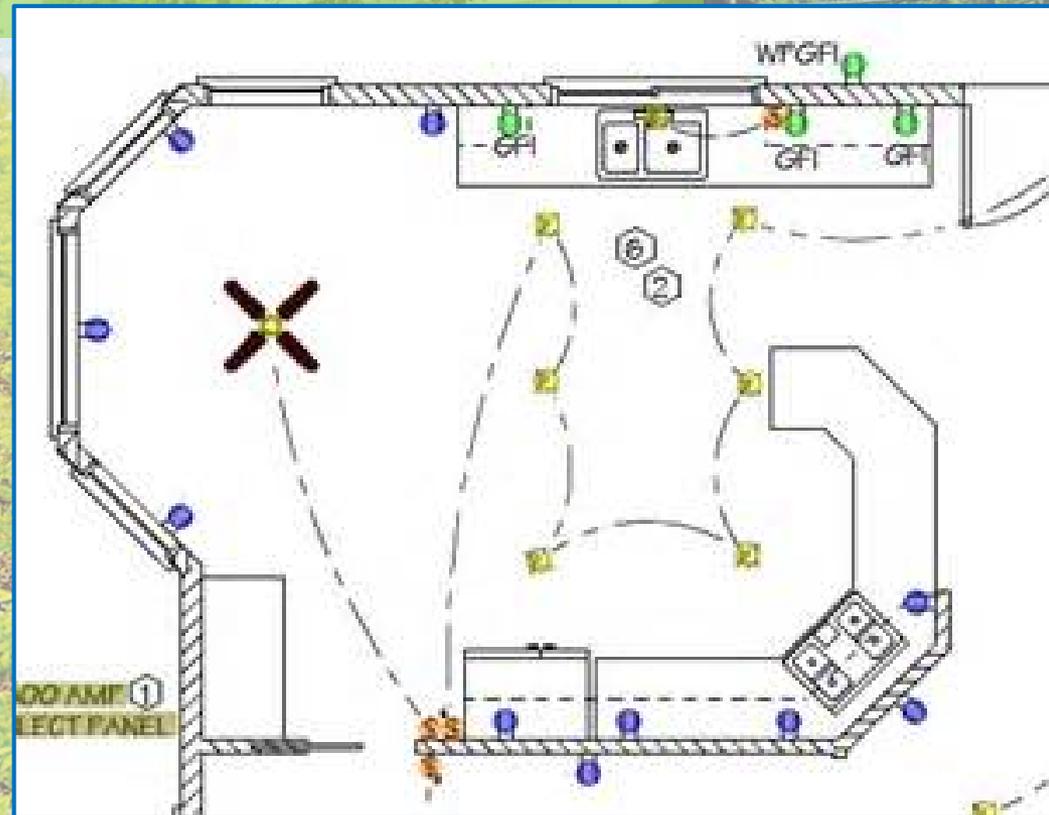
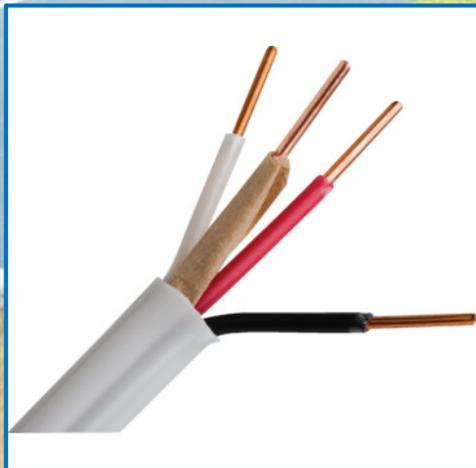
We rated high...but we will continually strive to rate even higher!!!!

*Al Church, Fire Chief/Administrator
South King Fire & Rescue*

Community Development | Building

Electrical Program

- City Electrical Program vs. Department of Labor and Industries (L&I)
- One stop shop
- Cost and time



Community Development | Building

Electrical Program – Home Inspection

- **L&I Process:**
 - *On-line*
- **Total Cost = \$250**
- **Inspection: 2-7 Day Window (AM or PM)**
- **Other Inspections: N/A**



Community Development | Building

Electrical Program – Home Inspection

- **L&I Process:**
 - *On-line*
- **Total Cost = \$250**
- **Inspection: 2-7 Day Window (AM or PM)**
- **Other Inspections: N/A**



Community Development | Building

Electrical Program – Home Inspection

- **City Process:**
 - *On-line*
 - *Over the Counter*
- **Total Cost = \$250**
- **Inspection: *Next Day***
(AM or PM)
- **Other Inspections: *At same Time***
(Building, Plumbing, or Mechanical)



Community Development | Building

Electrical Inspections Residential & Commercial



Community Development | Building

Electrical Program – Components

Use Genuine
To Locate The
Trane Parts Outlet
Nearest You
1-800-755-6338
TRANE
www.trane.com
Trane Parts

TRANE
A DIVISION OF AMERICAN STANDARD INC.
LYNN HAVEN, FL 32444

MODEL NO. YSC048A1EMA1F000000000000 A
SERIAL NO. 444102278L
DATE OF MFG. 11/2004
ELECTRICAL RATING 208-230/60/1
MIN/MAX OPER. VOLT 187/253
MIN CKT AMP 34.0
MFS/+ MCB 50 83UF
CONTROL CKT. VOLTS 24 VAC

UL

LISTED COOLING PORTION OF HEATING AND COOLING UNIT GAS HEATING PORTION CLASSIFIED BY UNDERWRITERS LABORATORIES INC. IN ACCORDANCE WITH ANSI Z21.47a - 1999

FORCED AIR FURNACE WITH COOLING UNIT, FOR OUTDOOR INSTALLATION ONLY.

THIS UNIT SHOULD BE INSTALLED AND REGULARLY MAINTAINED IN ACCORDANCE WITH THE SERVICE LITERATURE MANUAL(S).
PREC-UM-1 & PREC-IDM-1

MINIMUM TEST PRESSURE HIGH 278 LOW 144 PSIG	COMP	QTY	PH	HZ	RLA-VOLTS	LRA
	#1	1	1	60	22.7/208	131

FAN	COND	EVAP STANDARD	EVAP OVERSIZE
	1	1	1
	1	1	1
	1	1	1

QTY	PH	HZ	FLA-VOLTS	HP	FACTORY CHARGED
1	1	60	2.0/208	0.33	CKT#1 4.40 LBS R12
1	1	60	3.6/208	0.60	
1	1	60	5.7/208	0.80	

SCRATCH INK OFF SQUARE WHEN OVERSIZE MOTOR IS INSTALLED

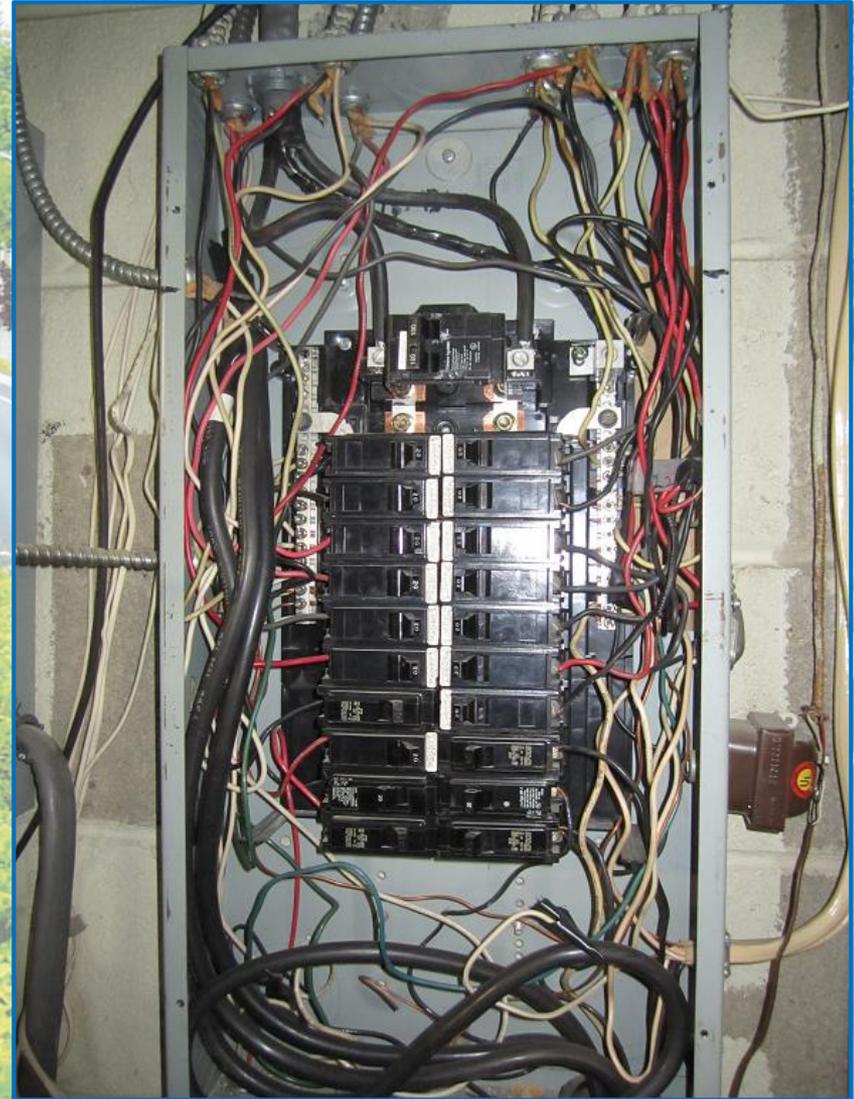
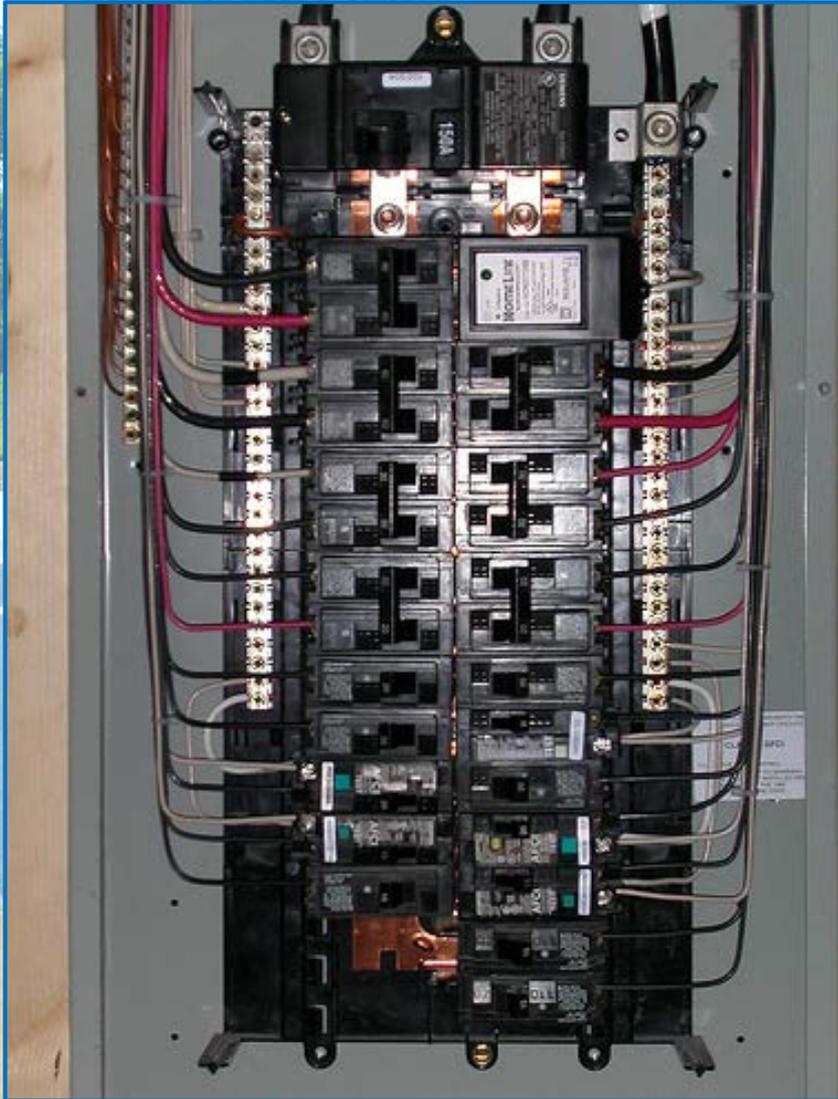
HEATING INPUT BTUH 80000
HEATING OUTPUT BTUH
MIN INPUT

FOR NATURAL GAS
MIN AMBIENT TEMP -40

JAN 11 2006

Community Development | Building

Electrical Program – Safety



Community Development | Building

Electrical Program – Safety



Community Development | Building

Electrical Program – Safety



Community Development | Building

Electrical Program – Safety



Community Development | Building

Building Code Enforcement



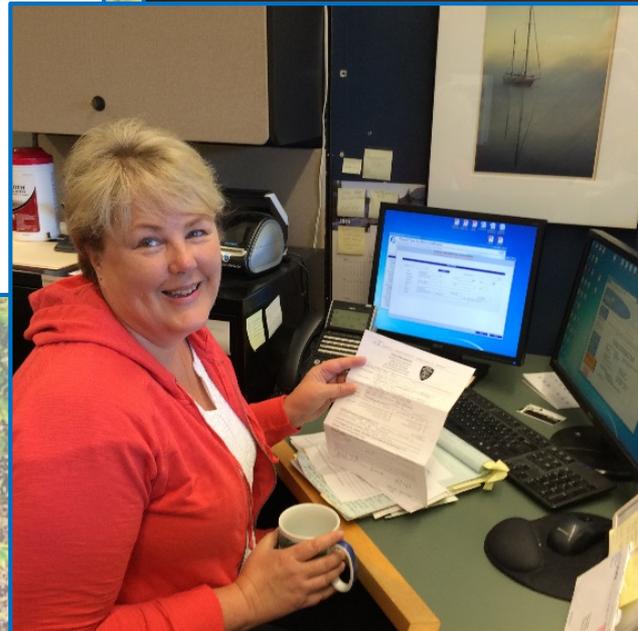
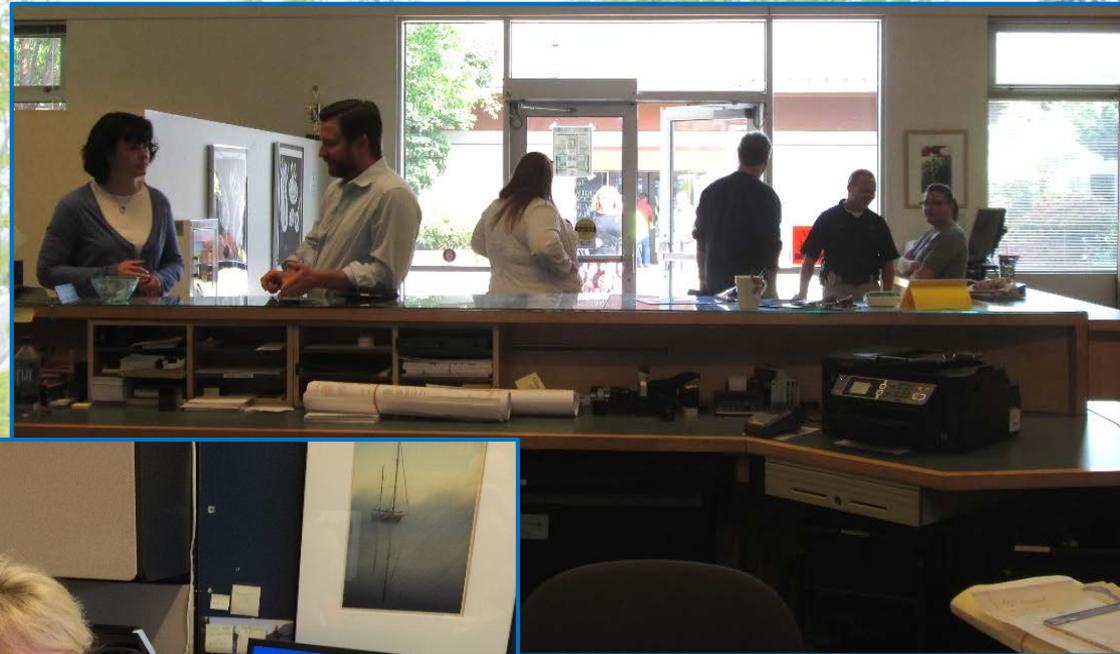
Community Development | Building

Building Code Enforcement



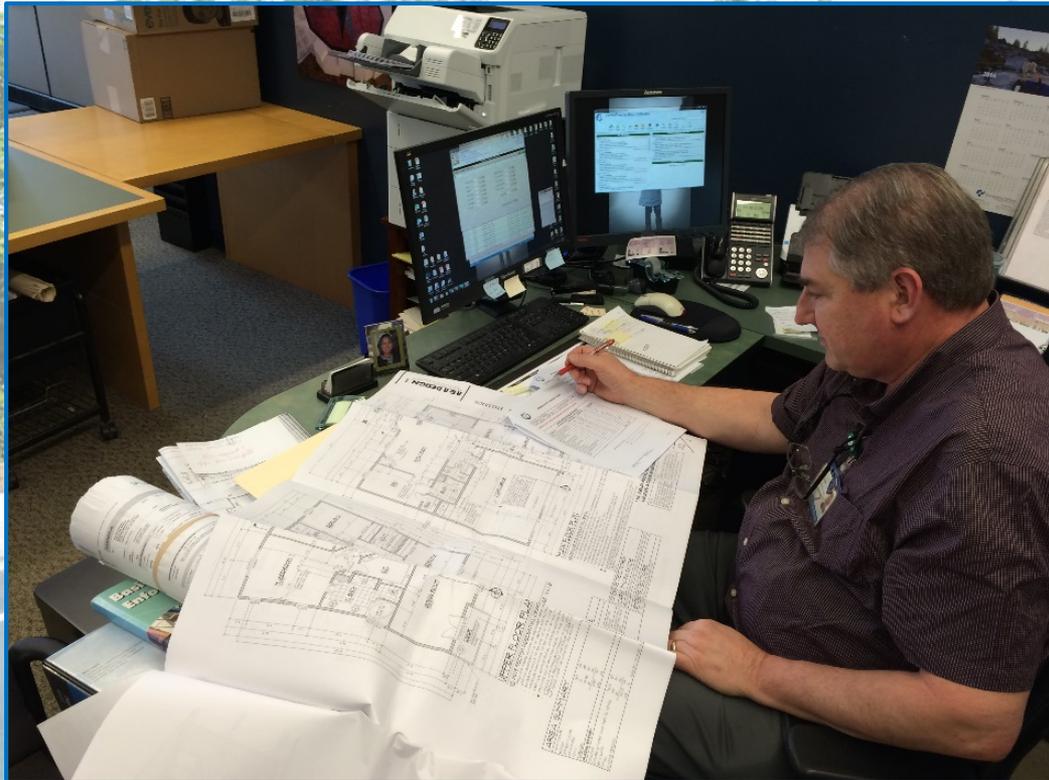
Community Development | Permit Center

City Hall & Customer Service



Community Development | Permit Center

Permits

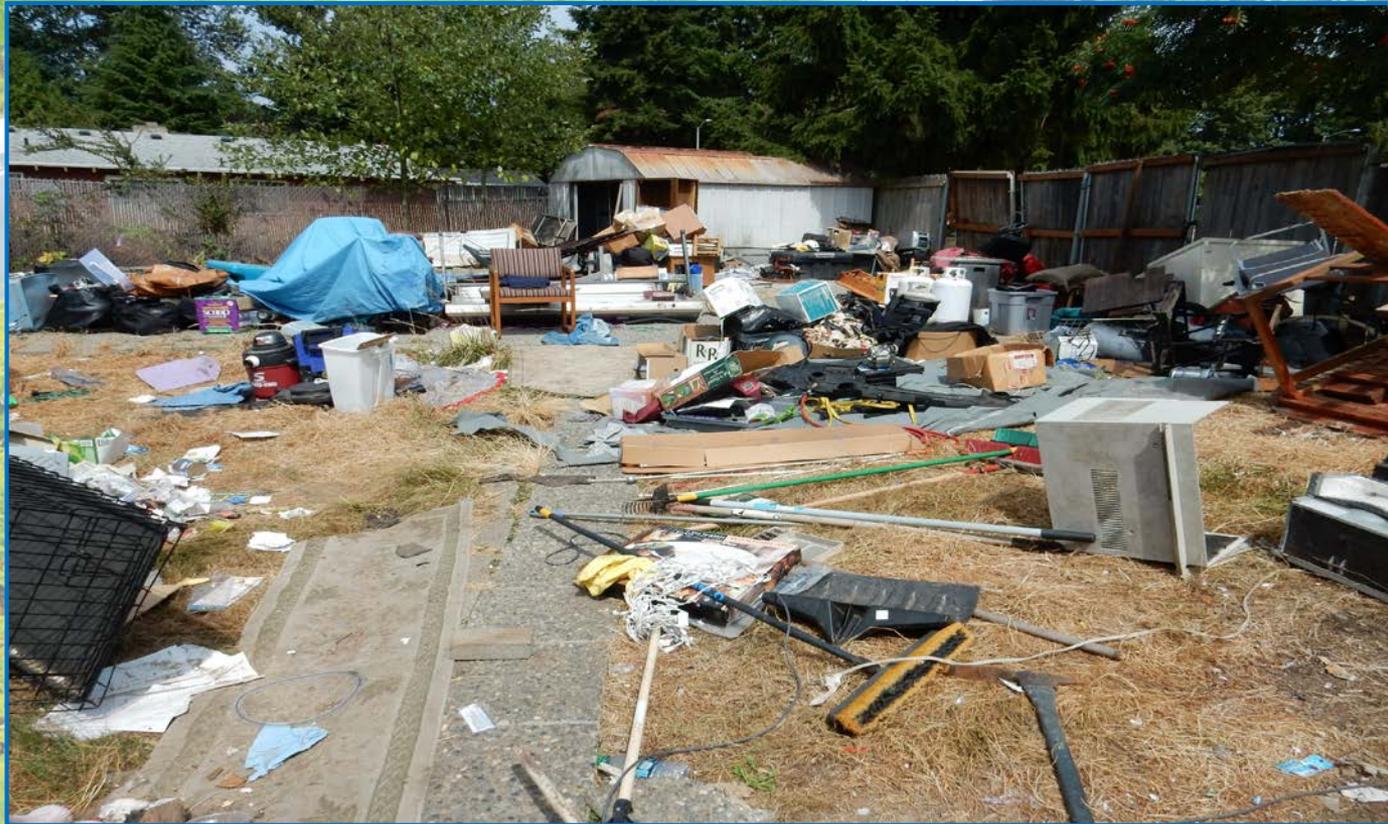


Online
Permits

Community Development | Code Enforcement

Overview

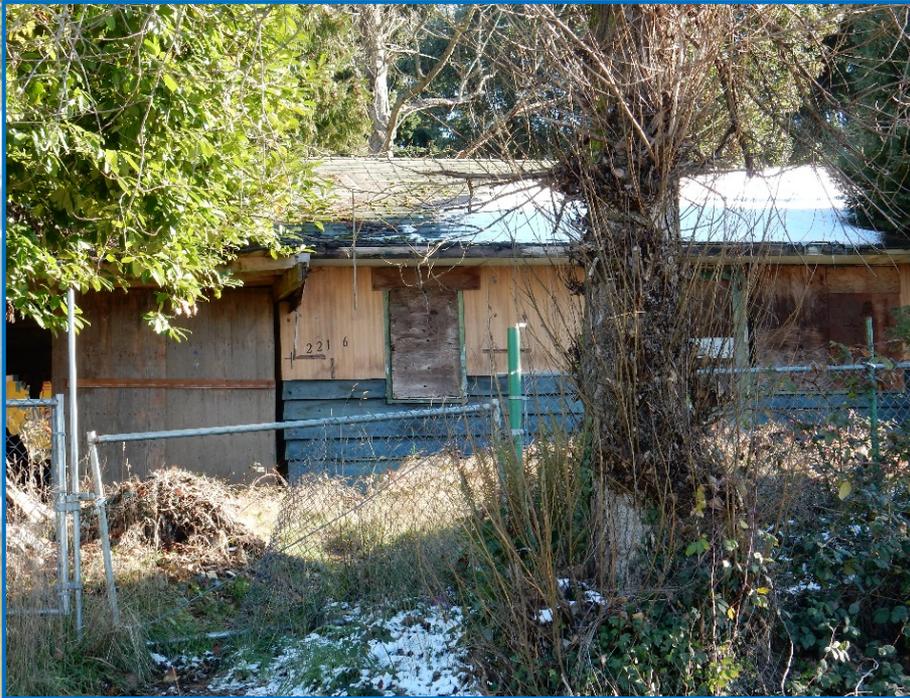
- Code Enforcement Officer Position Eliminated in 2016.
- Fire & Life Safety Issues only.
- All Code Enforcement Concerns report online - only



Community Development | Code Enforcement

Nuisance Properties

- 2016 Council Priority
- Only 3 properties remain on the list (15 resolved)



Community Development | Code Enforcement

Property Values



Community Development | Code Enforcement

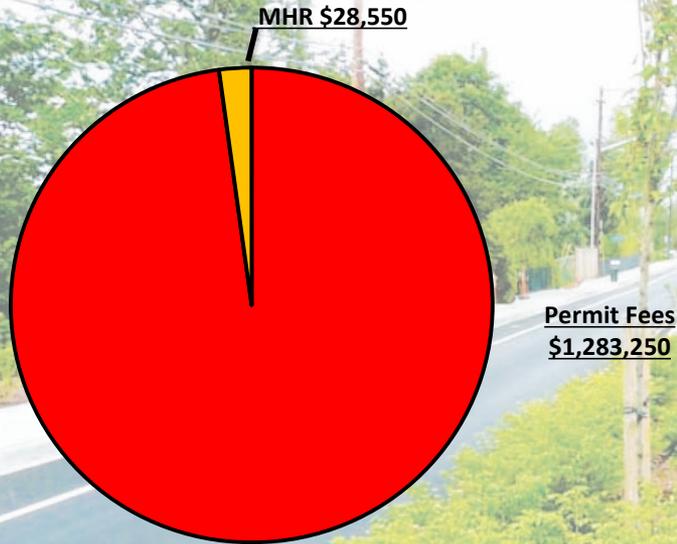
Health Concerns



Community Development

Personnel and Budget

Revenue



Expenditures



Ex. Budget = \$1,311,800

Revenue = \$1,581,257

- 3.0 FTE's Planning
- 4.0 FTE's Building
- 3.0 FTE's Permit Center



City Government 101

Community Development

- ✓ Part 9a: Community Development
- Part 9b: Engineering Services
- Part 9c: Public Works & Parks Maintenance

