



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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Larry Keeton, Director

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TO: County Commissioners
County Administrator

FM: Director, Community Development

RE: Quarterly Reports

The Board of Commissioners requested the Department prepare quarterly reports regarding its progress in improving its business practices.

Attached are the quarterly reports for the 2nd and 3rd Quarters, 2008.

Key findings:

- Department continues to make progress in improving its review processes/practices
- Fire Marshal program shows significant improvements in that over 95% of their key permits types (Automatic Fire Extinguishing Systems and Fire Alarm and Detection Systems) are issued within 30 days of submittal.
- Commercial Tenant Improvements will exceed 2007 levels of submittals and average processing time has dropped to 26.5 days versus the 30 day standard.
- Conditional Use Approvals were adjusted between 2nd Quarter and 3rd Quarter reflecting data correction in the Department's Land Information System and development of consistent protocols for establishing completion.
 - Processing time is decreasing in conditional use permits, meaning long standing backlog is being eliminated.
 - Note that as of the 3rd Quarter, 2008, the number of conditional permits is 12 compared to the total of 13 issued in 2007.
 - Note that one (1) application was completed within the standard of 106 days established under current code.
- Single Family Residence permits are down, although 217 permits were issued in the 3rd Quarter with processing time dropping from 33.8 days in 2nd Quarter to 26.5 days in the 3rd Quarter. Investigation into why there was a significant drop in the 14 day processing time found that many applications are pending Health Department approval. This is due to the fact the county has authorized concurrent review at both the Health Department and in DCD.
- Single Family Residence approval within 30 days continues to rise each quarter over previous years.
- Preliminary Plats continue to plague the department as we continue to clean up old applications, although the completion rate doubled in the third quarter compared to the first six months of the year.
- Site Development Activity Permits show also show improvements. Commercial permit approvals exceed the 2007 total with 7% actually being accomplished in the time frame established by code. Single Family residence approval shows improvements as well.

- Building inspection activity shows improvement in that we're actually performing an increased number of inspections over 2006 and 2007, which had overtime authorized. Rollover (number of inspections scheduled but moved to the next day) has dropped by 50% over 2008.

In the 3rd Quarter, we've added a new performance measure submitted to issue ratio. This is the number of permits submitted during a given time frame and the number of permits issued during the same time frame. In 2006, the ratio was 83%, yet as of the end of third quarter, this percentage increased to 88% overall. In reviewing each division's ratio, one notes that Environmental Review is dropping. The analysis points to that fact that more applications have been submitted, to include appeals which demand an extraordinary amount of time, thus accounting for the decreased percentage.

Performance Measures - As of 9/30/2008

2008 Data is from January 1 - September 30, 2008

Submitted to Issued Ratio	2006	2007	2008
Permit Division			
Building	86%	91%	96%
Fire Marshal	90%	93%	104%
Engineering	85%	90%	87%
Environmental Review	62%	60%	52%
Land Use	42%	42%	53%
Total Permits Submitted	4858	4772	3068
Total Permits Issued	4017	4151	2692
Total Submitted to Issued Ratio	83%	87%	88%

Permit Type Objective Processing Time	Automatic Fire Extinguishing System		
	10/30 Days		
Year	2006	2007	2008
Issued	47	43	36
Average Processing Time-Days	38.8	17.7	12.3
% Met Objective Target	0%/39%	19%/84%	36%/97%

Permit Type Objective Processing Time	Fire Alarm and Detection System		
	10/30 Days		
Year	2006	2007	2008
Issued	60	52	44
Average Processing Time-Days	34	54	11.4
% Met Objective Target	10%/59	13%/54%	43%/96%

Permit Type	Commercial Tenant Improvements		
Objective Processing Time	30 Days		
Year/Quarter	2006	2007	2008
Issued	74	104	102
Average Processing Time-Days	27.5	33.1	26.5
% Met Objective Target	64%	62%	78%

Permit Type	Conditional Use Permits (Hearing Examiner)		
Objective Processing Time	106 Days		
Year/Quarter	2006	2007	2008
Issued	8	13	12
Average Processing Time-Days	Insuff Data	329.6	315
% Met Objective Target	0%	0%	8%

Permit Type	Single Family Residence with Garage			
Objective Processing Time	14/30 Days			
Year/Quarter	2006	2007	2008	
Issued	601	677	335	
Average Processing Time-Days	38.2	35.4	27.6	
% Met Objective Target	30%/57%	45%/69%	17%/77%	Basics Down

Permit Type	Preliminary Plats		
Objective Processing Time	106 Days		
Year/Quarter	2006	2007	2008
Issued	6	17	9
Average Processing Time-Days	Insuff Data	443.8	502
% Met Objective Target	0%	24%	0%

Permit Type Objective Processing Time	Site Development Activity Permit - Commercial		
	106 Days		
Year/Quarter	2006	2007	2008
Issued	19	14	15
Average Processing Time-Days	221.3	190.3	290
% Met Objective Target	11%	0%	7%

Permit Type Objective Processing Time	Site Development Activity Permit Single Family Residence		
	106 Days		
Year/Quarter	2006	2007	2008
Issued	47	56	30
Average Processing Time-Days	93.2	186.8	166.9
% Met Objective Target	23%	13%	27%

Inspection Activity

Number of Conducted Building Inspections	25,059.00	24,913.00	16,582.00
Average Daily Inspections	16.06	15.97	18.22
Daily Roll Over average	Not Measured	8	4

Performance Measures - As of 6/30/2008

2008 Data is from January 1 - June 30, 2008

Permit Type Objective Processing Time	Automatic Fire Extinguishing System		
	10/30 Days		
Year	2006	2007	2008
Issued	47	43	23
Average Processing Time-Days	38.8	17.7	12.7
% Met Objective Target	0%/39%	19%/84%	33%/96%

Permit Type Objective Processing Time	Fire Alarm and Detection System		
	10/30 Days		
Year	2006	2007	2008
Issued	60	52	19
Average Processing Time-Days	34	54	10.8
% Met Objective Target	10%/59	13%/54%	47%/95%

Permit Type Objective Processing Time	Commercial Tenant Improvements		
	30 Days		
Year/Quarter	2006	2007	2008
Issued	74	104	35
Average Processing Time-Days	27.5	33.1	34.3
% Met Objective Target	64%	62%	83%

Permit Type Objective Processing Time	Conditional Use Permits (Hearing Examiner)		
	106 Days		
Year/Quarter	2006	2007	2008
Issued	8	13	15
Average Processing Time-Days	Insuff Data	329.6	411
% Met Objective Target	0%	0%	6.67%

Permit Type	Single Family Residence with Garage		
Objective Processing Time	14/30 Days		
Year/Quarter	2006	2007	2008
Issued	601	677	118
Average Processing Time-Days	38.2	35.4	33.8
% Met Objective Target	30%/57%	45%/69%	40%/71%

Permit Type	Preliminary Plats		
Objective Processing Time	106 Days		
Year/Quarter	2006	2007	2008
Issued	6	17	3
Average Processing Time-Days	Insuff Data	443.8	555.7
% Met Objective Target	0%	24%	0%

Permit Type	Site Development Activity Permit		
Objective Processing Time	106 Days		
Year/Quarter	2006	2007	2008
Issued	19	14	6
Average Processing Time-Days	221.3	190.3	212.8
% Met Objective Target	11%	0%	0%

Permit Type	Site Development Activity Permit Single Family Residence		
Objective Processing Time	106 Days		
Year/Quarter	2006	2007	2008
Issued	47	56	13
Average Processing Time-Days	93.2	186.8	181.5
% Met Objective Target	23%	13%	23%

Inspection Activity			
Number of Conducted Building Inspections	25059	24913	10923
Average Daily Inspections	16.06	15.97	12.00
Daily Roll Over average	Not Measured	8	4