

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: D-1

DATE: July 9, 2009

SUBJECT: Permit Efficiency Task Force

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is to consider a public request to establish a permit efficiency task force. The purpose of the task force would be to develop recommendations for improving the City's procedures for issuing planning and building permits. The Task Force would work through the summer and fall of 2009.

STAFF RECOMMENDATION:

Consider the request to establish a permit efficiency task force and direct staff.

SUMMARY:

City staff received a request from a local resident and business owner to evaluate the City's land use and building permit process. There is interest from the business community to serve on a permit task force. The outcome of the task force would be recommendations to the City Council on ways to improve the permit process.

The City is currently working with Kurt Latimore to improve the City's permit process. The Council will consider a proposal to extend Mr. Latimore's contract. The task force efforts could tie in with the work Mr. Latimore is proposing to complete by December 2009.

If the task force completes its work by October 2009, recommendations from the task force could be included in the 2010 budget.

The downside to the proposed task force is staff time and resources to support the effort. The City Council discussed using small work groups to update the 2004 comprehensive plan. The small work groups are scheduled to begin in September 2009. Staff suggested the work groups meet twice per month. If the Council approves creating a permit task force, the effort to support the various groups could overlap and be difficult for staff to meet other priorities.

FISCAL IMPACT:

The proposed task force would be supported by city staff. There may be some additional costs involved if the Council includes support for the task force in the amended Latimore contract.

ALTERNATIVES:

1. Discuss the proposal to establish a permit task force and direct staff to organize the effort. This alternative implies the City Council is interested in getting input from the Sultan community on ways to improve the city's permit process. This alternative may have some impacts on other staff priorities unless the Council adjusts the schedule to begin the comprehensive plan update.
2. Discuss the proposal and direct staff to areas of concern. This alternative implies the City Council is interested in the idea but needs additional information before taking action.
3. Discuss the proposal but do not take action. This alternative implies the City Council has concerns regarding the timing of the proposal with other work plan items such as the 2011 comprehensive plan update.

RECOMMENDED ACTION:

Consider the request to establish a permit efficiency task force and direct staff.