






JEFFERSON COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street
Port Townsend, WA 98368
Al Scalf, Director

March 18, 2009

To: Port Ludlow Drainage District
Public Works Department
DCD Staff

From: Al Scalf, Director 
Stacie Hoskins, Planning Manager 
David Wayne Johnson, Project Planner 

SUBJECT: Port Ludlow Drainage District – Administrative Project Review Policy

Background

The Port Ludlow Drainage District (PLDD) was formed through a petition process in 1999 to address unique drainage issues within the northern portion (North Bay) of the Port Ludlow Master Planned Resort. Initial platting and building first occurred in North Bay in the 1960s. Because most of the PLDD was built-out prior to current Stormwater Standards (2005 DOE Manual), and because these standards are not always adequate to address single family residential development, and the unique soil and drainage issues found in Port Ludlow, the PLDD proposed several revisions to the Unified Development Code (UDC) to ensure adequate review and guidance regarding stormwater drainage facilities for new developments. The PLDD proposed UDC code amendments were submitted in 2006, processed under MLA06-00211 and included additions to the Stormwater Management section of the UDC under JCC 18.30.070.

Upon initial review of the proposed code changes within MLA06-00211, the UDC Administrator determined that the PLDD and County may be better served by a mutually approved and agreed upon Administrative Project Review Policy between the PLDD and the Departments of Public Works and Community Development.

New Review Policy

The attached Review Policy outlines the steps to be followed in the review process when applications for development within the PLDD are received by the County, and represents a collaborative effort between these agencies to achieve a common goal by defining and implementing a process without the need for a formal code amendment. Because these review procedures are not required to be codified, changing or adjusting them to improve the process can be done more easily and quickly with an amendment to the Policy, rather than with a lengthy resource-consuming formal code amendment. At the same time, the Policy represents a written agreement between the County and PLDD insuring the PLDD and the applicant that their proposals receive adequate review and guidance with regard to stormwater management.

Effective Date & Applicability

This review policy becomes effective immediately and applies to all property within the Port Ludlow Drainage District boundary as depicted on the attached PLDD map.

CC: BoCC
County Administrator
Deputy Prosecuting Attorney
Auditor

Applications for new plats or non-Single Family Residential (SFR) Development within the Port Ludlow Drainage District (PLDD)

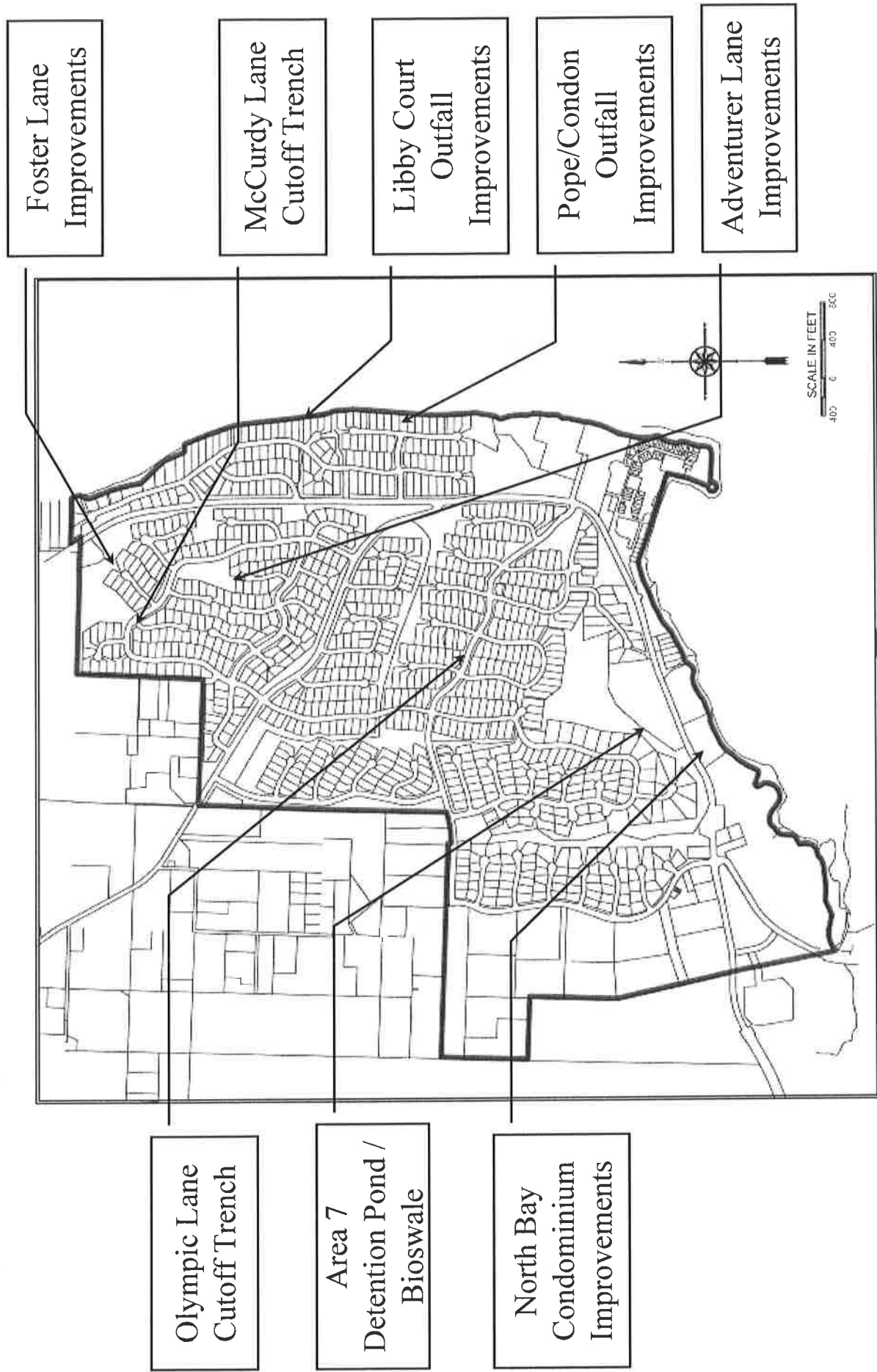
1. Pre-Application (Include PLDD)
 2. Application
 3. Notice of Application & SEPA (optional DNS)
 - i. 14 days (Preliminary Drainage Plan & Special Reports)
 4. Route to agencies (include PLDD; if document is provided as an electronic file, DCD will email document to PLDD).
 5. Comments (SEPA and Preliminary Plat or commercial development)
 - i. PLDD will submit comments to PWD & DCD for consideration regarding consistency with 2005 DOE Stormwater Management Manual for Western Washington for projects not subject to PL Development Agreement, or the Puget Sound Stormwater Management Manual for the Puget Sound Basin, current as of February 2, 1997, for projects subject to PLDA. Comments may include consistency with UDC and any other reports needed for review.
 - ii. PLDD will identify necessary easements for any PLDD drainage facilities located within the proposed development and will state whether PLDD chooses to accept responsibility for operation and maintenance of specified facilities.
 - iii. PLDD will submit comments to the County within 2 weeks of receipt of materials.
 6. Applicant Resubmits. Steps 4, 5, and 6 repeated as necessary.
 7. Notice of Public Hearing & Final SEPA Determination
 - i. 10 days Comment (letter or at hearing)
 8. Preliminary Plat Approval
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9. Applicant submits 2 copies of Stormwater Site Plan to PWD, and 1 copy each to DCD and PLAA. Applicant's engineer submits electronic copy to PLDD.
 10.
 - a. PWD reviews
 - b. PLDD reviews & gives comments to PWD on drainage issues, including easements and maintenance
 - c. PWD considers PLDD comments
 - d. PWD gives comments and red-lined plans to applicant's engineer to revise
 - e. Notify DCD if facilities change location.
 - f. Applicant resubmits 2 copies of stormwater site plan to PWD
 - g. PWD approves plans for construction.
 11. Public Works Department authorizes applicant to construct in compliance with the stormwater site plan. Applicant forwards copies of approved plans to DCD and PLDD.

12. Applicant starts construction & engages engineer to inspect and sign Record Drawings plans for facilities.
13. Applicant contacts PWD for inspections and Final Approval (roads, drainage, etc.)
14. Any easements/agreements conditions of approval prepared, signed, ready to record on face of plat or document referenced on plat.
15. PLDD needs to see Final Blue Lines & won't sign O&M Agreement until all OK.
16. Final plat approved – goes to BoCC & recorded with JC Auditor.

Applications for SFR development within the PLDD

1. Prior to application:
DCD will have handouts available to the public for stormwater control within the PLDD. Handout will include minimum requirements for drainage plan.
2. Once an application is submitted:
DCD will route the application to PLDD and any other agency with authority for comment. (14 day comment period)
3. PLDD will provide comment to DCD on the plan.
 - a. If acceptable, DCD will approve the plan. Go to step 4.
 - b. If revisions needed, DCD will forward to the applicant a comprehensive list of comments to address.
 - i. The applicant shall submit a revised plan to DCD to review.
 - ii. Go to step 2.
4. Issue building permit.
5. Construction on property begins. Contractor calls in to DCD Building Division for inspections.
 - a. Construction Pollution Prevention (BMPs)
 - i. DCD Building Division confirms BMPs in place on site and stormwater facilities constructed per plans.
 - b. Permanent Stormwater measures constructed
 - i. Possible to have training for Building Division to learn installation of preapproved menu of options?
 - ii. Applicant may engage services of PLDD or licensed engineer to confirm stormwater facilities constructed per plans and submit letter to DCD that it is done.
 - c. DCD signs off "final stormwater approval" in permit database.
 - d. Contractor may then call in for "Final Inspection" and obtain Certificate of Occupancy.

January 16, 2008 Jefferson County Planning Commission Meeting – UDC Amendment



Gray & Osborne, Inc.
CONSULTING ENGINEERS

Port Ludlow Drainage District

