

# Update 5

July 25, 2022

- Can you elaborate on “address applications” and “address sign applications”? What is Skagit’s definition and use of these?

Address Applications are requests for an address to be assigned. Addresses are assigned by our Geographic Information Services (GIS) department. Requirement 6.16 (33)

Address Sign Applications are requests from the public to create a sign with the address on it. Skagit County requires all addresses within rural Skagit County be reflective with numbers at a specific height. Skagit County GIS will have the sign manufactured and sent to the requester for new address requests. Requirement 6.16 (35)

- How many years of Accela data is needed to transfer? What file type is the information available in? If a SQL server data bank is available, does the County have the ability to query the information to a CSV or Excel file? How many records? Are there any attachments to those records?

See Update 1 and 3, We require all Accela data to be transferred, we can put the information into a CSV or Excel file. There may be attachments to these records, that will need further investigation.

- Is the GIS vendor ESRI Online with web service for integration? Or is it self-hosted?

We currently use the following sources for GIS web services:

Esri’s ArcGIS Online (this is Esri’s cloud solution that hosts GIS web items like maps and layers as web services)

Esri’s ArcGIS Server software- (this is one of Esri’s on-premise solutions where we self-host GIS web services)

\*Note: Over the next year, we will be implementing a 3rd source for GIS web services: Esri’s ArcGIS Portal (this is Esri’s on-premise version of it’s ArcGIS Online cloud, so this will be self-hosted GIS web services)

- How many layers do you currently have in GIS? What’s the approximate amount of data points that you would like to integrate into the permitting module?

We currently have about 400 production GIS layers. Unsure about the term “data points” referenced here. If this term refers to data layers, it is difficult to know how many data points we would be integrating into the permitting module because it is up to the Planning/Permit department to decide

which of the 400 layers they want to include in their new permitting system. Assuming the new permit system will include a similar set of GIS layers to what we currently have in geoSkagit, that number would be: 270. If data points are referring to address points the County manages about 27,000.

- Do you mind providing us your most complicated workflow example?

See the two workflows at the end of this document.

- Are you interested in integrating with ICC codes directly through the new platform?

We are not sure what is meant by ICC.

- What merchant provider would you to integrate in this project for Credit Card transactions? Or is the County open for recommendations?

See requirement 6.18 (5d)

- Are you currently a Microsoft 365 email client? If so, would the county like to integrate Microsoft outlook and SSO?

We are a Microsoft 365 client. We are not planning on integrating our staff with Single Sign On at this time, however, would consider it as part of implementation.

- Do you have any view only users? If so, how many?

I believe we would have view only users. I believe this number would be less than 10.

- Does the County have a need to track bonds/performance guarantees?

Yes

- Is the County requesting an integration with plan review? If so, is there a preference?

See Minimum Requirements for Planning Department.

- Did the County work with a consultant to develop this RFP?

No

- Can you describe your current plan review process.

<https://www.skagitcounty.net/Departments/PlanningAndPermit/permitmain.htm>

- Can we get a list of the custom reports that you would like to have?

We will not be able to compile this list before the deadline today.

- How many inspection forms does the County have?

We have one inspection building permit – storm water is part of that – Critical Areas/Natural Resources has their own form

- How many automated form letters would the County like automated?

We have several form– We have several form letters for different purposes: Fire Marshal, Building Teams, Current Planning Team and Natural Resource Team each have these. We will not be able to deliver this information by end of business today

- Is there a desired timeline that the County is looking to meet?

We were hopeful to implement a new system within 12 to 18 months.

- In recent years has the County seen any demonstration from other vendors prior to this RFP?

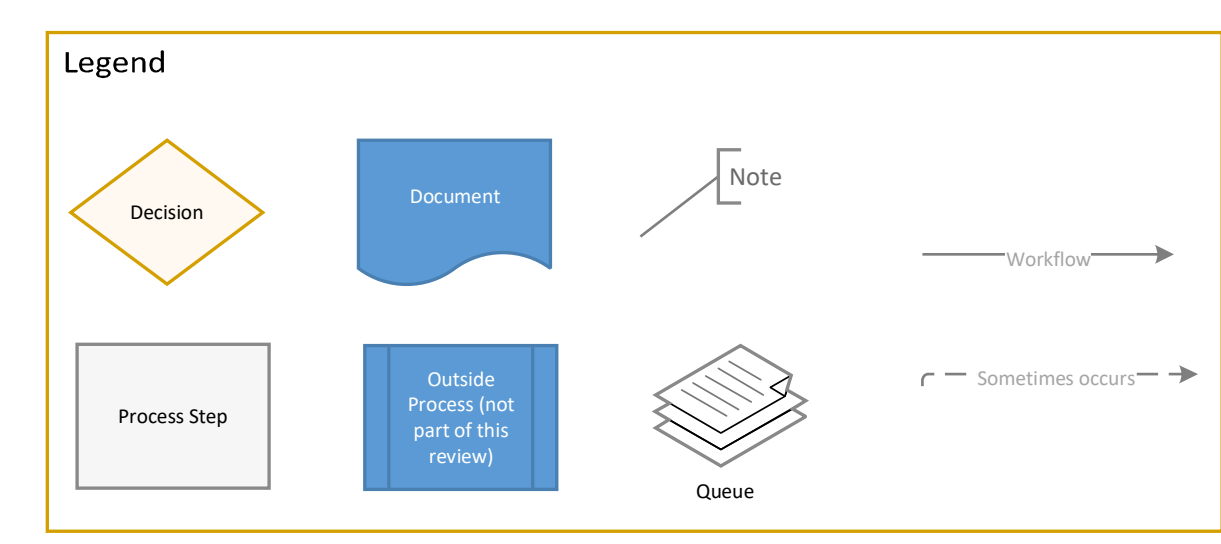
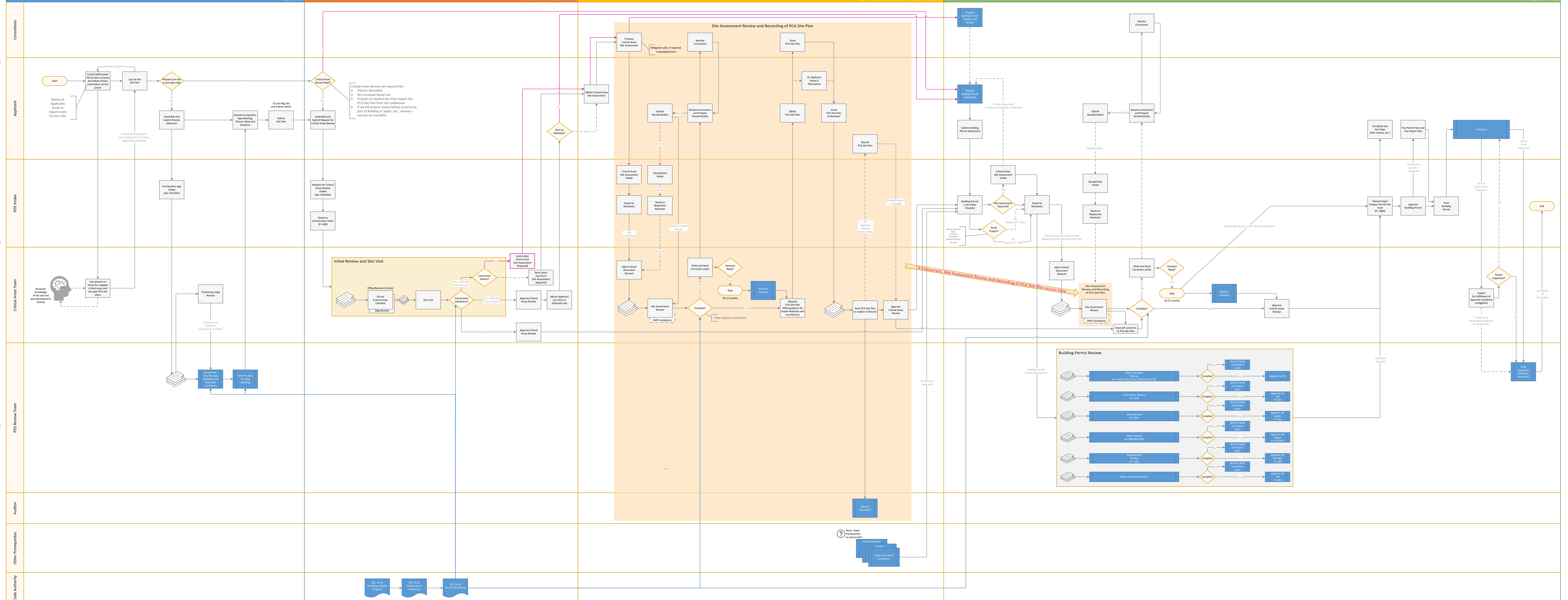
Yes

- On Requirements 6.1 line 4: Would you be open to Microsoft Power BI?

Yes

- On Minimum Requirements 6.7 line 39: Could you expand on the API capabilities that exist at the moment?

We do not see a line 39. We only have one interface that is currently functional. That is used to update payment information in the Permits Plus database that comes from our merchant account for electronic payments.





The Latimore Company, LLC

# Water Flash Cards

Skagit County

Planning & Development Services and Public Health

BOCC Update

March 22, 2022

Kurt Latimore



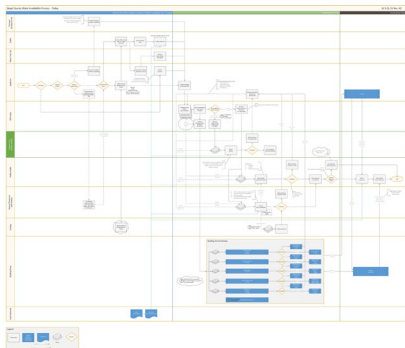
# Objective

The Latimore Company, LLC

- Document the typical water review process:
  - In a transparent way
    - Here's what the County team does
    - Here's the code section that drives it
  - Clear language
    - Applicants, County administration, and technical reviewers can all follow

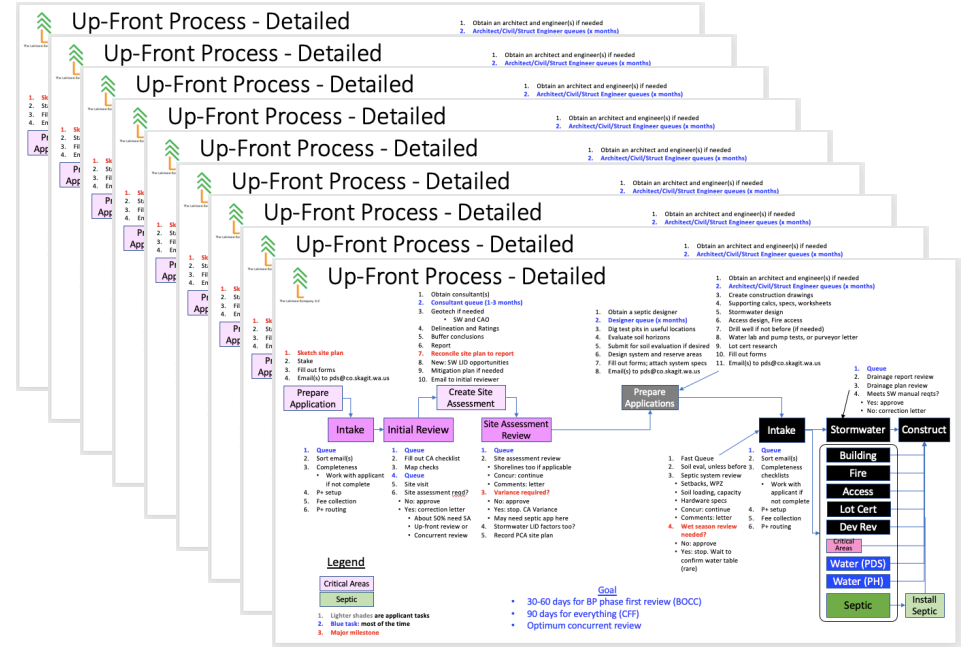
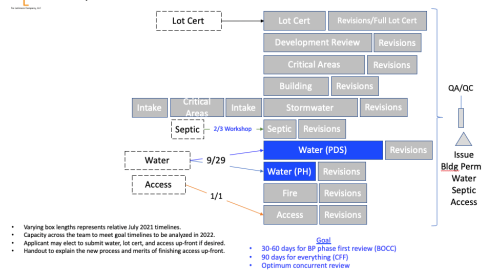
## Approach

- “Flash cards” that show the steps to prepare and review common water applications
- Include our existing water process flow:



- Show where water fits in Concurrent Review:

### Recap our New Concurrent Review Architecture



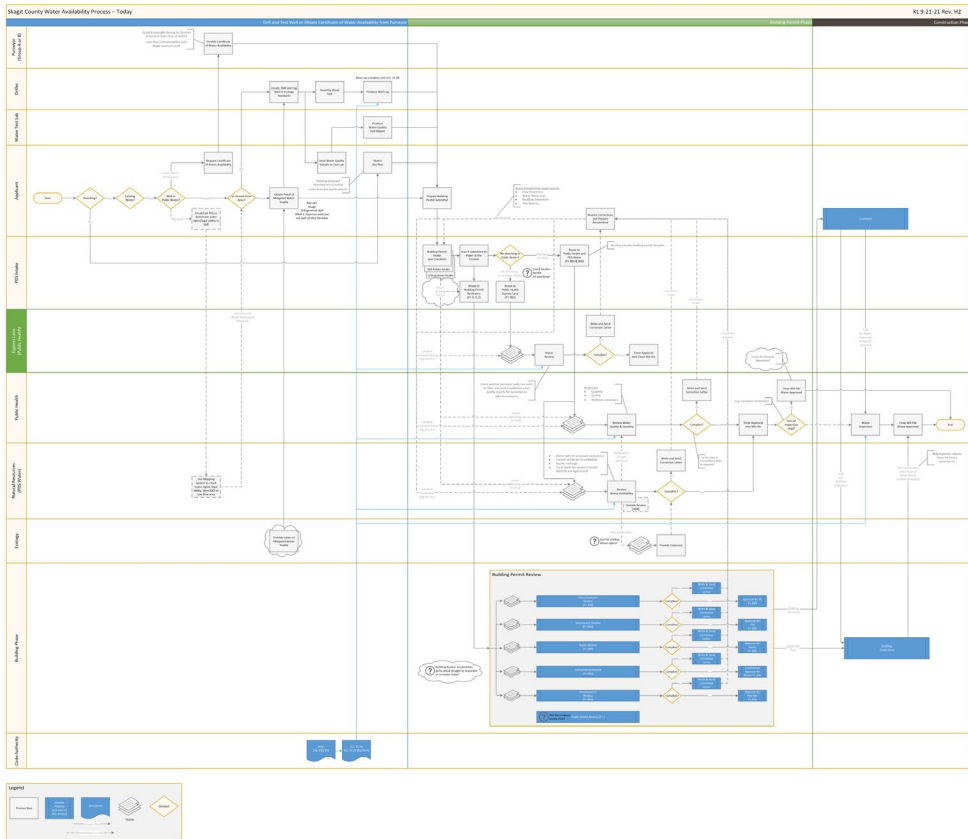
A flash card for each of these water scenarios:

1. New individual well
2. New Group A public water connection
3. New Group B public water connection
4. Existing individual well
5. Existing public water connection
6. Express lane
7. Rainwater catchment
8. Mitigation areas
9. Land division – new individual wells
10. Land division – new public water connections

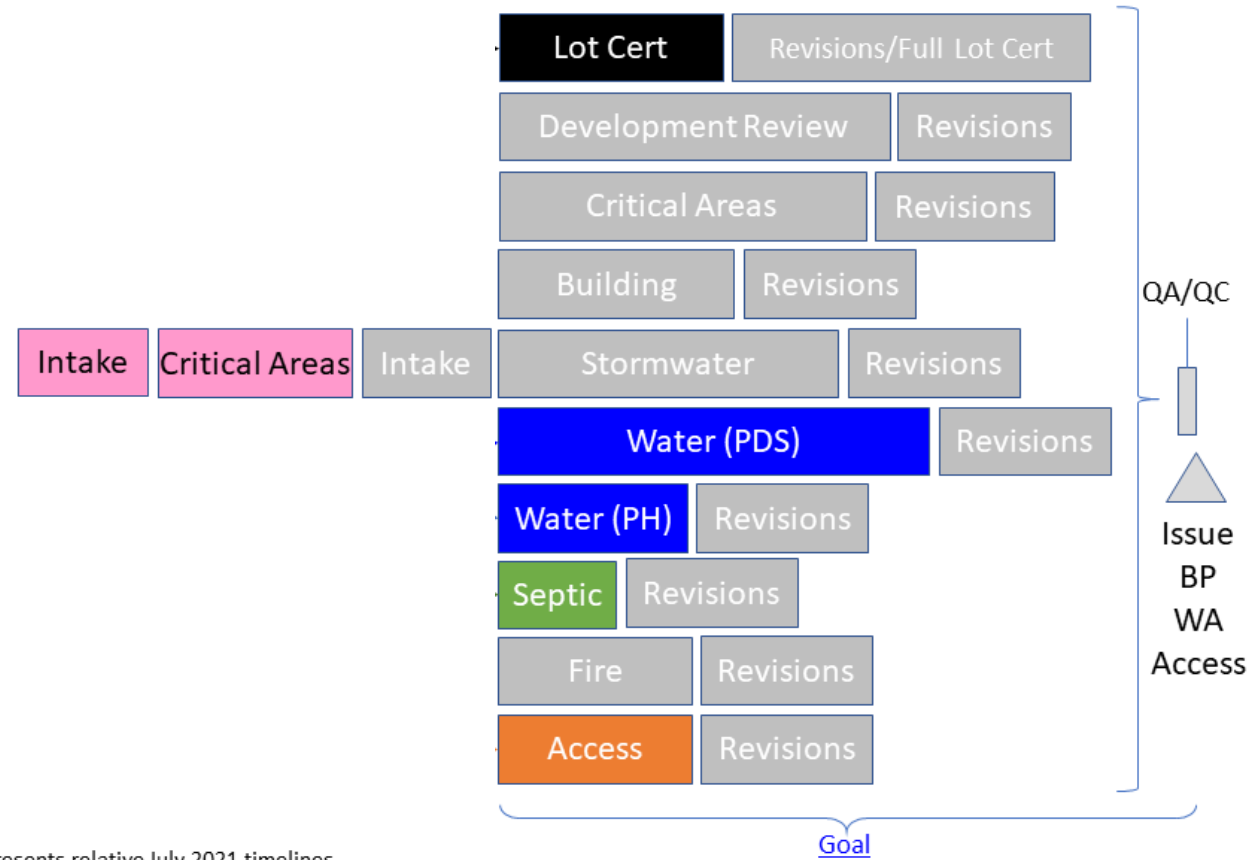


# Timing and Flow of Water Review

## Process Flow and Decision Path



## Concurrent Review Improvements



- Varying box lengths represents relative July 2021 timelines.
- Capacity across the team to meet goal timelines to be analyzed in 2022.
- Applicant may elect to submit water, lot cert, and access up-front if desired.
- Handout to explain the new process and merits of finishing access up-front.

- Goal
- 30-60 days for first review (BOCC)
- 90 days for everything (CFF)
- Optimum concurrent review

# New Individual Well

1. Sketch site plan
2. Stake
3. Fill out and submit request for Critical Areas Review

1. Applicant/consultant Queue
2. Obtain and submit unexpired test results
3. Record a wellhead protection zone onsite
  - Pre-1992 lot: "should be 100 feet"
    - Neighbor's approval if WPZ extends onto their lot and they agree to sign
    - Or mark it as a pre-1992 lot non-conforming well
  - Post-1992 (GMA) lot:
    - Record 100 feet WPZ or
    - Record a Status Report of the non-conformance
4. Rare: Pursue variance, alt source, or storage if flow too low (<1.5-3 gal/min)

