

Department of Community Development Newsletter

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Our mission is to promote public safety, a healthy environment, and a strong local economy, and to provide courteous, timely, and efficient service to the public.

Our Online Permitting Portal is Turning One!

Did you know that the *new* Online Permitting Portal will be a year old in June? DCD, Public Works, and Environmental Health transitioned to a new permitting portal in 2024 to streamline public access to developmental permits throughout unincorporated Clallam County. Through a massive, concerted effort, these departments migrated decades of permits to a new software system, and rebuilt processes and workflows from scratch. While there have been some bumps and bruises along the way, many great achievements have been realized, such as reducing the backlog of building permits from 10 months to 6 weeks or less.

Are you purchasing a house? Building something new on your property? Need an address? Splitting or combining a parcel? Many questions can be answered by utilizing the new Online Permitting Portal at www.clallamcountywa.gov/permitsystem.

One of the most frequent questions we receive here at DCD are inquiries during real estate transactions, but did you know that most of this information is already available at your fingertips? The online permitting portal can provide you with information about past building permits and their statuses, conditional use permits, septic systems, water sources, drainage locations, and so much more! While most people rely on disclosure statements during the acquisition of a property, the statements don't always completely detail permits and property changes. As with any significant purchase, due diligence is important, and our permitting portal can be a useful tool in that effort.

Are you planning to build or modify a house? Add a garage to your property? Fix your foundation? All Building and Planning permits can be applied for online. Our new application system allows DCD to gather the required information without filling out a paper application. DCD also completes our reviews online which allows for real time updates to the status of an application as well as updating any additional requirements. Once an application is approved, you can even request your inspections online and see their results in real time.



Ediz Hook Planting event 2/24/2024 sponsored by Clallam MRC grant funds. Tiffany Royal, NWIFC photo credit.

As part of our transition to the new portal, a public seminar was held, and a copy of the presentation is available online at www.clallamcountywa.gov/1823. This seminar covered topics such as creating an account, records searching, applying for a permit or plan, inspection requests, and submitting payments. It is a valuable guide for anyone wanting to learn more about how to navigate the system.

In the coming months, there will be two days of significant impact to the Online Permitting Portal. On Tuesday, May 27, 2025, the Online Permitting Portal will be unavailable all day for a required system update. Then, beginning Tuesday, July 1, 2025, building inspections will only be able to be requested through the online portal, and the currently available inspection phoneline will be discontinued. While we understand this may pose some challenges, they are necessary so that we can continue working toward a single permitting interface. Additionally, our counter staff is available to assist as needed with any of your questions or troubleshooting needs.

Lower Elwha River CMZ

Clallam County was awarded a Shorelands Shoreline Planning Competitive Grant from the Washington Department of Ecology to prepare a detailed Channel Migration Zone (dCMZ) delineation analyses and mapping along the Lower Elwha River including two major tributaries (Little River and Indian Creek) to provide landowners, Clallam County, tribal co-managers and conservation partners a better understanding of hazards and future trends. Post-dam removal dCMZs will inform and guide shoreline, critical area, and land use management along these waterways, aiding both applicants and practitioners.

Critical areas, such as geologically hazardous areas and frequently flooded areas, that are in the shoreline jurisdiction are regulated by the Shoreline Master Plan (SMP), while critical areas located outside the shoreline jurisdiction are regulated by the Critical Areas Ordinance (CAO). Accurate CMZ mapping will help better implement both the SMP and CAO locally on a project-specific basis.

The overall goal is to better understand the current and future patterns of erosion and flooding along the Lower Elwha River system to incorporate risk-informed decisions into various planning processes to benefit public safety, infrastructure, and aquatic and riparian ecology.

The Lower Elwha River Channel Migration Zone (CMZ) Study second public meeting is scheduled for May 13th, 2025, in the Board of County Commissioners Meeting Room from 6-8pm. Clallam County's Consultants, Natural Systems Design, along with Project Manager Rebecca Mahan, will present the draft CMZ. Please visit our website for updates more information: <https://www.clallamcountywa.gov/1827/Elwha-River-Channel-Migration-Zone-Delin>

Can Emergency Responders Find You?

One of the most important things to prepare in case of an emergency, is your 911 address placard. Why? Because first responders cannot help you if they cannot find you! This is why it is imperative that your 911 address placard is maintained, cleaned, visible, and installed correctly. Did you know that there is a specific location, orientation, and height in which the address placard should be installed? And there are different requirements for shared driveways? Our website, www.clallamcountywa.gov/1201 provides guidance on how to properly install your address placard, with detailed instructions available. In addition, it prescribes when an address must be changed, and how the addressing system works.

If you are missing your address placard, or need a new one, replacements can be purchased through the Building Department for \$50, which also includes the mounting post. No appointment is necessary, and you can typically walk out of our office with your new sign and post in about 5 minutes!

Saying Farewell to Some Dear Friends

The DCD will be saying goodbye to some dear friends in the coming months:

Lori Kennedy, Fiscal Specialist V, DCD Administration. Lori began her career in the WSU Extension Office of Clallam County in 1997. She took

the role of Fiscal Specialist IV with DCD in 2013 and was promoted to her current role as Fiscal Specialist V in 2019.

Lori is largely self-taught and brought a practical wisdom to her work. She successfully managed a range of office and project duties, including payroll, budgeting, fiscal reporting, and grant management. Among her more notable accomplishments, she was instrumental in managing the multi-year, multi-agency grants utilized for the completion of the Lower Dungeness Floodplain Restoration project and completion of the realignment of Towne Road. Lori will be retiring at the end of May.

Cathy Lear, Habitat Biologist Manager, Environmental Quality. Cathy is a graduate of Arkansas State University and the Huxley College Annex at Peninsula College in 1995. She started with DCD in 1999 as an Associate Planner. She was promoted to Habitat Biologist in 2007 and has served as the Habitat Biologist Manager for the Environmental Quality Division since 2021. Cathy has overseen a range of grant funded and County-initiated environmental improvement projects over the years including the River's End Restoration Project and Lower Dungeness Floodplain Restoration and has facilitated community involvement and organizations such as the Dungeness River Management Team and the Clallam County Marine Resources Committee. Cathy will be retiring at the end of June.

Annette Warren, Building Official, Building Division. Annette began with DCD in 1995 as a permit technician for the Building Division. Annette quickly advanced through the ranks of the Building Division, including roles as Building Inspector, Plans Examiner and Fire Marshal. Annette began her current role as Building Official for Clallam County in 2015. She has served with distinction and has fostered an efficient and well-trained Division staff that prides itself in helpful service and timely permit reviews. Annette will also be retiring at the end of May.

These three long-serving employees and their combined leadership have helped contribute to the quality Department that DCD has become. Their exit from service represents over 83 collective years of experience and institutional knowledge. And although we are excited to experience the new talent we will be recruiting, their departures will be deeply felt.

Volunteer Opportunities

Streamkeepers is always looking for additional volunteers. If you would like to volunteer, please contact Streamkeepers Coordinator Joel Green at joel.green@clallamcountywa.gov or 360-417-2281.

Public Meetings:

Planning Commission

First and Third Wednesday of Every Month

Marine resources Committee

3rd Monday of Every Month

Conservation Futures

2nd Wednesday of Every Month

Lower Elwha River CMZ

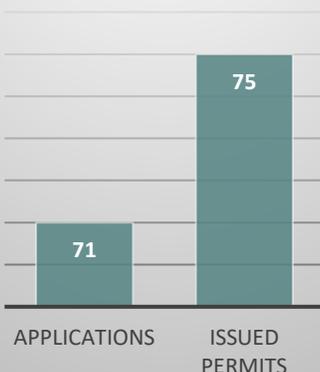
Second public meeting

May 13th, 2025, 6-8pm

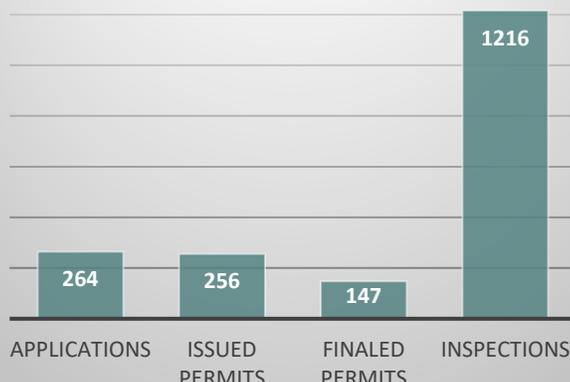
BOCC Board room

Quarterly Reporting

Planning Division



Building Division



Code Enforcement

