Thurston County Green Development Stakeholders Group  
Stakeholders Meeting #3  
April 7, 2010 - 3:00 to 5:00 p.m.  
Thurston County Courthouse, Bldg 1, Rm. 152

Meeting Summary

Project Purpose: Thurston County seeks to engage key stakeholders to craft a regional strategy for fostering green development across the County.

Members in Attendance
Kellene Richards, Prodigy Energy Solutions  
Tessa Smith, The Artisans Group  
Ron Deering, Deering & Nelson  
Rob Rice, Gemini Corporation  
James Peterson, Lanza Premier Homes LLC  
Ariona, Department of Ecology  
Angela White, Olympia Master Builders  
Kristi Carlson, Sunset Air  
Barrett Burr, Polar Bear Construction  
Julie McBride, Mc Construction  
Joseph Becker, Ion Ecobuilding  
Alex Rossiter, Ecobuilding Guild Intern

Staff in Attendance
Terri Thomas, Solid Waste  
Kevin Hughes, Public Works  
Chris Edmark, Resource Stewardship  
Tony Kantas, Resource Stewardship

City Staff in Attendance
Bennett Barnes, City of Olympia  
Gary Carlson, City of Yelm  
Wade Duffy, City of Lacey  
John Darnell, City of Tumwater

Agenda items:

- Review drafted policy for procedures in reviewing green building permit applications.
- Discuss the policy with representatives from the cities and find a regional approach to promote more green building and job site recycling.
- Discuss next steps and process
The drafted policy includes the following language:

This policy sets forth the process and procedures in reviewing a recognized green certified building permit application.

Purpose: To provide a collaborative and expedited review of green certified building permits with a goal to promote development that seeks the greatest possible reduction in environmental impacts.

1. Any reference to “green certified building permit application” means only such applications that have been certified through Built Green, LEED, NAHB, Passive House, and Energy Star programs. To be considered a recognized “green certified building permit application” the building permit application must be third party verified by a certified professional within the said green program. There shall be periodic reviews of new certification programs to be considered by the county.

2. A recognized “green certified building permit application” includes all new construction and remodels that have been accepted by the above mentioned green certification programs.

3. To be considered a complete green certified building permit application at the time of submittal, the application must indicate what green program and level of certification the building is being constructed on the permit application. The application submittal shall include a third party verifier signature by a certified professional within the said approved green program. The application must also meet all other county requirements in determining a complete application.

4. The permitting system shall create a Green Project Review Team that will conduct all green certified building permit reviews and inspections by using the following guidelines.

   A. The green project review team shall consist of a plans examiner, building inspector, and staff from the public works, health, and planning departments. Representation from other sections and agencies is encouraged as applicable.

   B. The Permit Technician shall identify the building permit is considered green in the permit tracking system and assign a case manager at the time of building permit submittal. In most instances the case manager will be the plans examiner. A copy of the application shall be sent to each member of the green review team that represents their review department. In some instances a department may not be notified because their review is already being completed through the land use/site plan review process.

   C. The case manager shall email all members of the green review team within three (3) working days of application submittal to notify them of the green building permit submittal and that the application should be reviewed as prompt as possible.

   D. If questions arise in the review of the application, the reviewer will contact the case manager without delay, so the case manager can contact the applicant with the needed information to complete the review of the building permit application. If the case manager is not accessible, the reviewer should contact the applicant directly with the needed information.

   E. All subsequent information submitted by the applicant shall be submitted to the case manager. The case manager shall route all subsequent information to the appropriate reviewer.
F. The case manager shall coordinate with other agencies and incorporate their comments on the project.

G. Once the project has received final occupancy approval by the county and the third party verifier of the certificate program has issued their final approval, the case manager shall indicate the county and the third party verifier have finalized the construction in the permit tracking system.

H. Once the applicant submits the final third party verifier inspection approval that demonstrates the construction was built to the specifications of the green certificate building program, the case manager shall provide the applicant a recordable certificate indicating that the county recognized the construction as green development. The county certificate shall list the green certificate program(s) that the construction participated in and include a Thurston County stamp and signature. The applicant will have 90 days from the date of county final occupancy of the building to submit the final approval verification from the certificate program to receive the county recordable certificate.

I. If the green certified building permit application includes an innovative building technique that is not commonly used in the local building industry, the reviewer who approved the technique shall enter it into the innovative green technique data base.

5. The “innovative building technique data base” shall be designed and utilized as follows:

A. The data base shall be arranged by topic i.e. heating, insulation, grey water usage, straw bale, vegetated roofs, wind energy, solar thermal, passive solar, natural ventilation, etc.

B. Once the innovative technique and the green certified building permit application has been approved, the project manager shall enter the technique into the data base under the appropriate construction topic with explanation that supports how the concept meets or exceeds the code.

C. Once the innovative technique is entered into the data base, the case manager shall email a link to all appropriate reviewers and inspectors to inform and educate them on the technique. The email shall also be sent to the cities that participate in the database.

D. The data base shall be made available on the Thurston County web site and designed to allow all cities within the county to participate in the database.