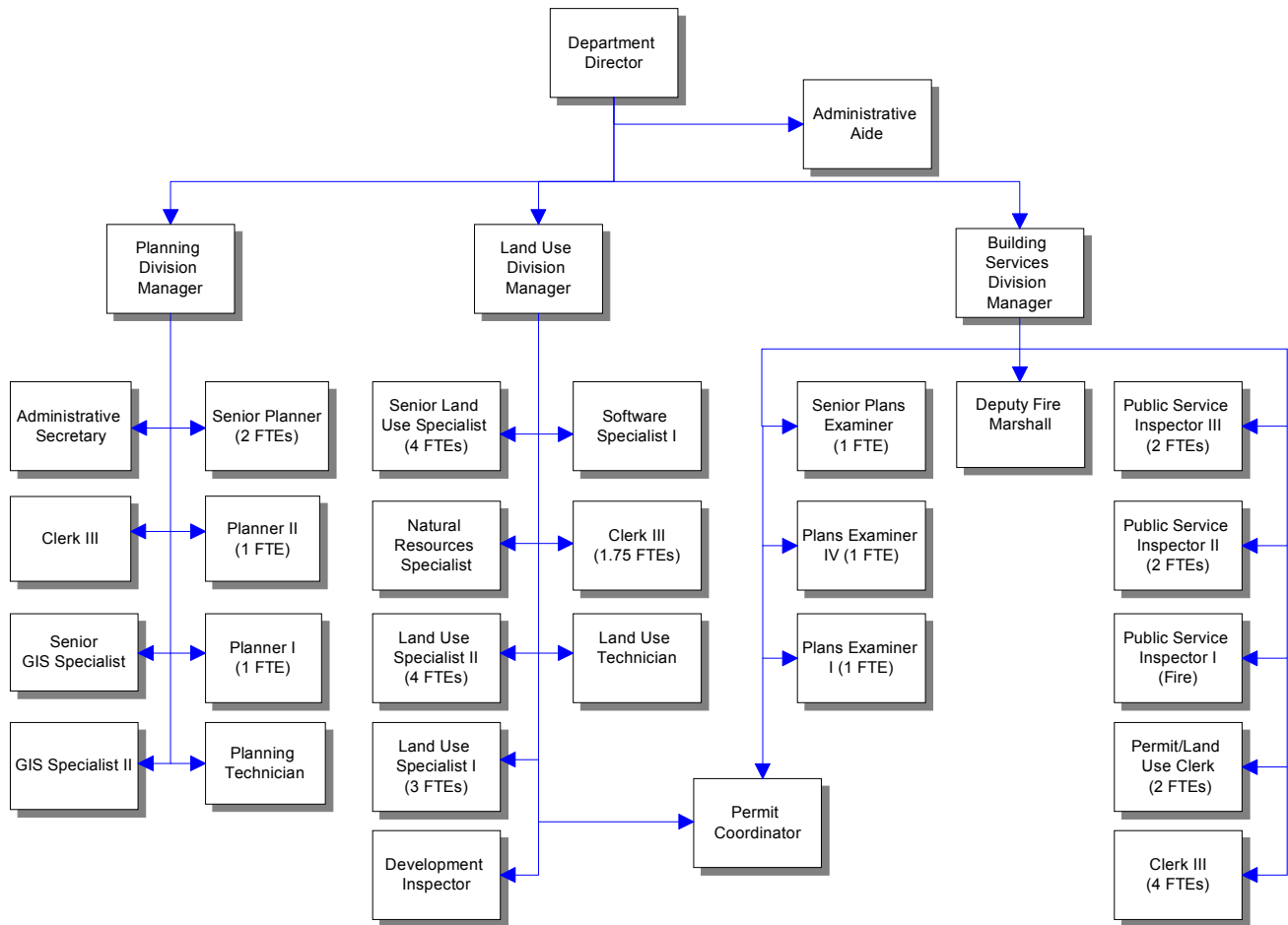


# Planning & Development Services



This Permit Coordinator position is shared 50/50 between the Land Use Division and the Building Division.

# Mission & Objectives

## Mission

### Administration

Customer service oriented administration of planning, land use and building code regulations providing implementation of county policies within the Comprehensive Plan, building/zoning code and development review process as it relates to the physical and economic health of the county.

### Building Services

Provide customer service while administering laws, codes and policies to promote better building construction and greater safety for our community.

### Land Use

Assist the public and other agencies in the implementation of the Comprehensive Plan, county policies, subdivision shoreline and environmental zoning codes in conjunction with federal, state and county regulations as they pertain to the development review process and as they relate to the physical and economic health of our county.

### Planning

To enhance and protect the quality of life and comply with the Growth Management Act by preparing land use, transportation and facility plans, policies and official controls to guide and regulate land development within Whatcom County. Provide professional and responsible recommendations to advisory boards, legislative bodies and the County Executive regarding land use and economic development issues.

## Objectives

### Administration

Seek input from the Whatcom County community, learn from the past, offer visions and choices for the future, and recommend policies and actions which promote or achieve the following:

- Involve citizens in county decisions.
- Anticipate trends and emerging issues.
- Ensure compliance with the Growth Management Act and other Whatcom County policies and regulations.
- Preserve and enhance unincorporated county neighborhoods and housing choices.
- Provide harmony between the natural and built environment.
- Promote adequate parks, recreation and cultural resources.
- Support a healthy economic base.
- Seek creative solutions to regional planning problems/opportunities.
- Develop and test new county programs, prepare and administer fiscally responsible budgets.
- Maintain and improve upon the high levels of customer service.
- Provide accurate and timely service to the public using available resources.

### Building Services

- Provide required services, including enforcement and plans check with courtesy, compassion and professionalism.
- Maintain and improve upon the levels of customer service.

## Objectives continued

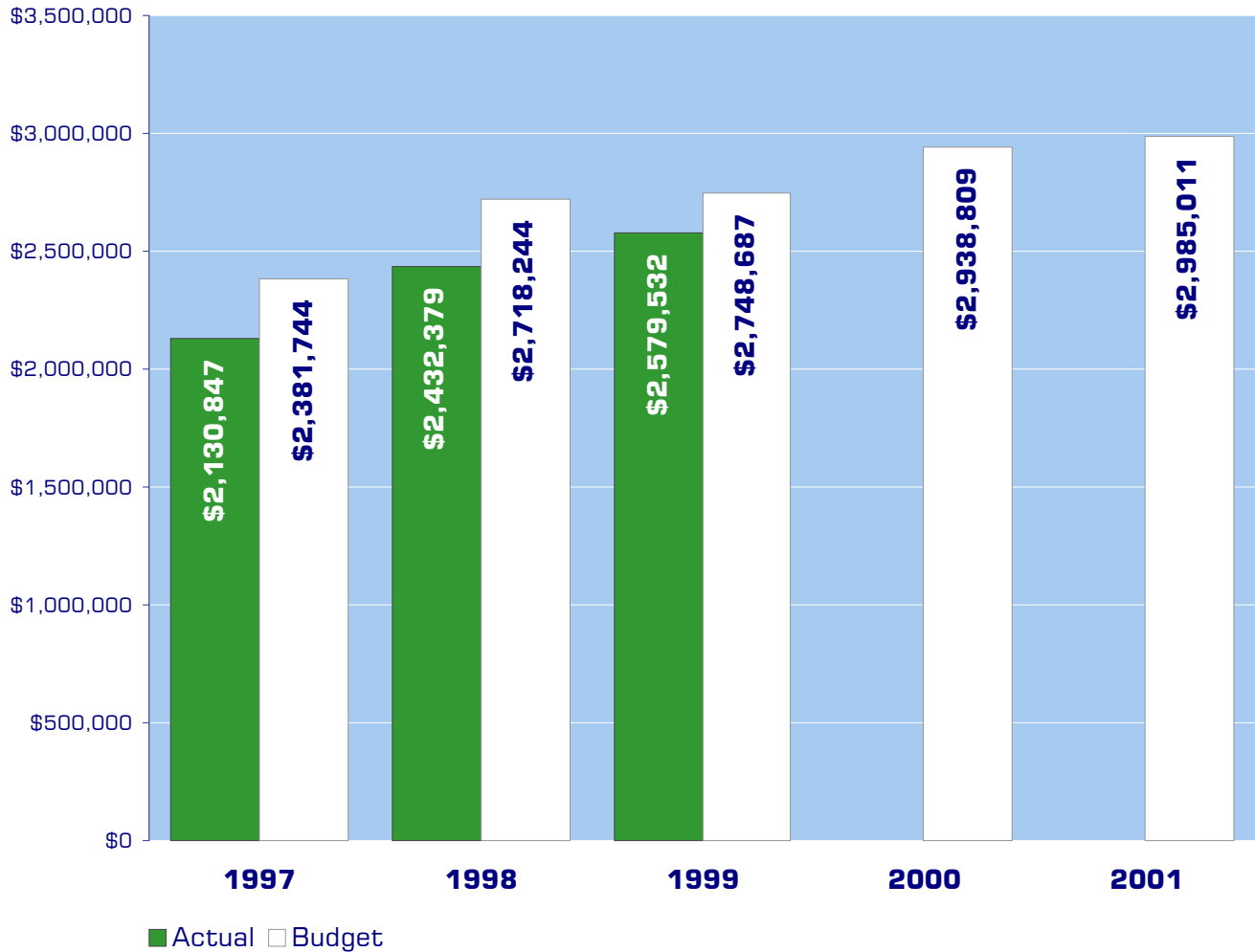
- Coordinate permit process to monitor and track permits and to provide backup for plan check during times of heavy work loads.
- Develop written policies and procedures for function of division.
- Provide accurate and timely service to the public using available resources.
- Maintain residential plan review turnaround at 3 weeks or under.
- Maintain building inspection appointments with 24 hour notice.
- Process minor commercial plans within 8 weeks.
- Process large commercial plans within 12 weeks.
- Continue joint arson investigation program with Sheriff's Office and investigate feasibility for increase in monies allocated by the Sheriff's Office.
- Continue public education through department tours, fire education workshops and other events.
- Develop countywide burn permit program including funding and staff to cover services.
- Continue to refine administrative processes to enable more efficient use of resources.
- Provide required services, including enforcement with courtesy, compassion and professionalism.
- Provide for certainty in an ever changing regulatory environment by staying current with amendments and approval of federal, state and local laws, and informing the public in a timely manner.

### **Planning**

### **Land Use**

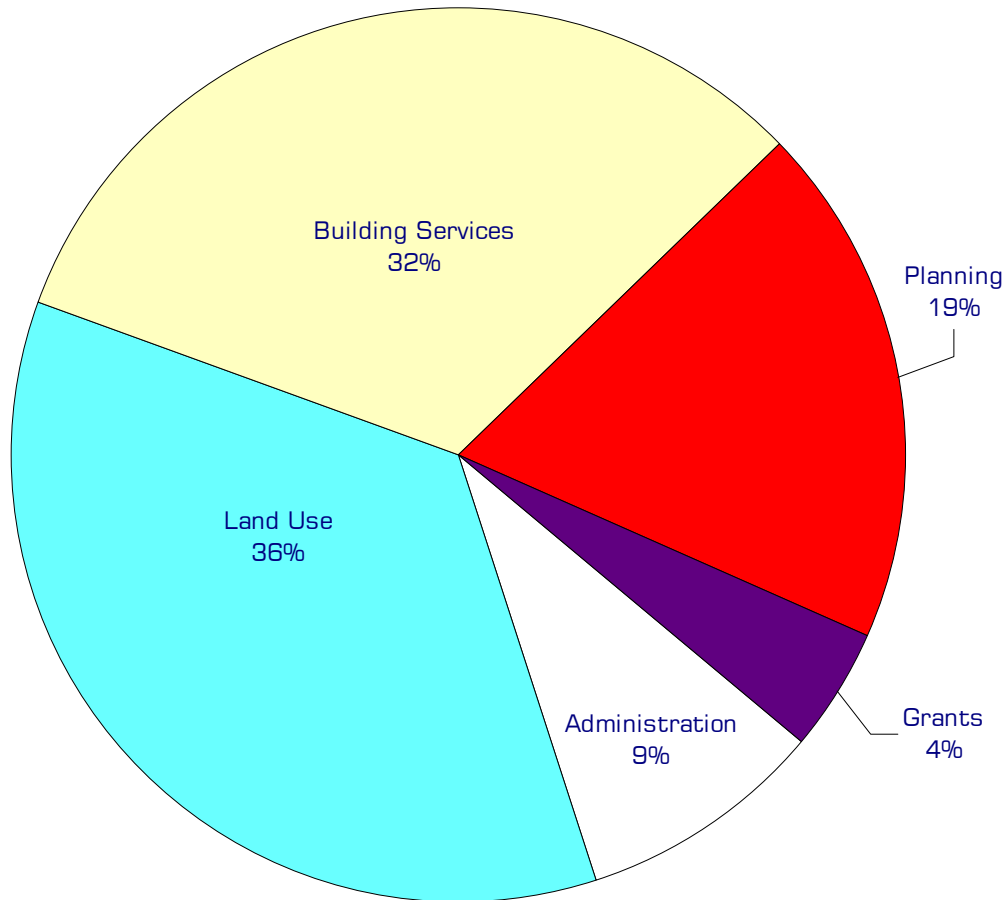
- Comply with the Growth Management Act.
- Implement the Comprehensive Plan.
- Coordinate Capital Facilities planning.
- Perform mandated current planning functions including review of rezones, open space, annexation requests, zoning text amendments, comprehensive plan amendments, forest practice applications and public information on land use questions.
- Enhancement of GIS resources to increase interdepartmental communication and promote GIS services with other jurisdictions, the development community and with citizens.
- Develop program to update subarea plans and complete the update of two subarea plans.
- Maintain high quality levels of customer service.
- Provide accurate and timely service according to state mandates to the public using available resources.
- Assist general public and development community in understanding and complying with the applicable land use and environmental laws that pertain to their property or development proposals.

# Expenditure Trends



NOTE: Capital expenditures and residual equity transfers are not shown to more accurately reflect ongoing operational costs.

## 2001 Budget by Program



*NOTE: Capital expenditures and residual equity transfers are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1997	Actual 1998	Actual 1999	Budget 2000	Budget 2001	\$ Change 2000 to 2001	% Change 2000 to 2001
<b>OPERATIONS</b>							
<b>General Fund</b>							
800 Planning & Develop. Admin	250,755	252,753	258,193	309,453	265,639	(43,814)	-14.16%
820 Land Use Services	736,834	871,692	879,743	990,007	1,058,884	68,877	6.96%
830 Building Services	518,137	586,973	760,179	909,985	960,875	50,890	5.59%
2500 Planning	491,347	574,964	557,717	602,409	567,315	(35,094)	-5.83%
2510 GIS	90,652	107,139	107,914	126,955	132,298	5,343	4.21%
2540 GMA Grant	6,628	18,080	13,512	-	-	-	0.00%
2541 CTED Ind. Land	14,398	-	-	-	-	-	0.00%
2542 CTED/ HUD	-	19,348	2,274	-	-	-	0.00%
2566 Regulatory Reform Developm	5,989	1,430	-	-	-	-	0.00%
2568 DOE - CZM Drayton Harbor	16,107	-	-	-	-	-	0.00%
<i>Total Planning &amp; Develop. Operations</i>	<i>2,130,847</i>	<i>2,432,379</i>	<i>2,579,532</i>	<i>2,938,809</i>	<i>2,985,011</i>	<i>46,202</i>	<i>1.57%</i>
<b>CAPITAL</b>							
<b>General Fund</b>							
800 Planning & Develop. Admin	1,350	5,518	-	11,500	-	(11,500)	-100.00%
820 Land Use Services	63,899	30,397	-	3,400	-	(3,400)	-100.00%
830 Building Services	29,785	6,998	-	1,800	1,280	(520)	-28.89%
2500 Planning	30,479	17,948	-	-	-	-	0.00%
2510 GIS	-	7,898	-	-	8,544	8,544	0.00%
<i>Total Planning &amp; Develop. Capital</i>	<i>125,513</i>	<i>68,759</i>	<i>-</i>	<i>16,700</i>	<i>9,824</i>	<i>(6,876)</i>	<i>-41.17%</i>
<b>TRANSFERS</b>							
<b>General Fund</b>							
800 Planning & Develop. Admin	-	-	600	-	-	-	0.00%
820 Land Use Services	-	23,328	15,500	-	-	-	0.00%
830 Building Services	-	-	500	-	-	-	0.00%
<i>Total Planning &amp; Develop. Transfers</i>	<i>-</i>	<i>23,328</i>	<i>16,600</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0.00%</i>
<b>TOTAL PLAN &amp; DEVELOPMENT</b>	<b>2,256,360</b>	<b>2,524,466</b>	<b>2,596,132</b>	<b>2,955,509</b>	<b>2,994,835</b>	<b>39,326</b>	<b>1.33%</b>

## 2001 Funding Sources

Land Use Permits	331,000
Plan Check Fees	560,000
Building Permits	1,070,000
Other Fees	314,016
General Fund	683,895
Miscellaneous Revenues	26,100
<b>Total Funding</b>	<b>2,985,011</b>

### Land Use Permits

Fees collected for long and short plats and for the various land-use permits: conditional use, variance, major development, rezone, SEPA fees and exemptions from subdivision rules and lot line adjustments.

### Plan Check Fees

Fees collected for the review of construction plans.

### Building Permits

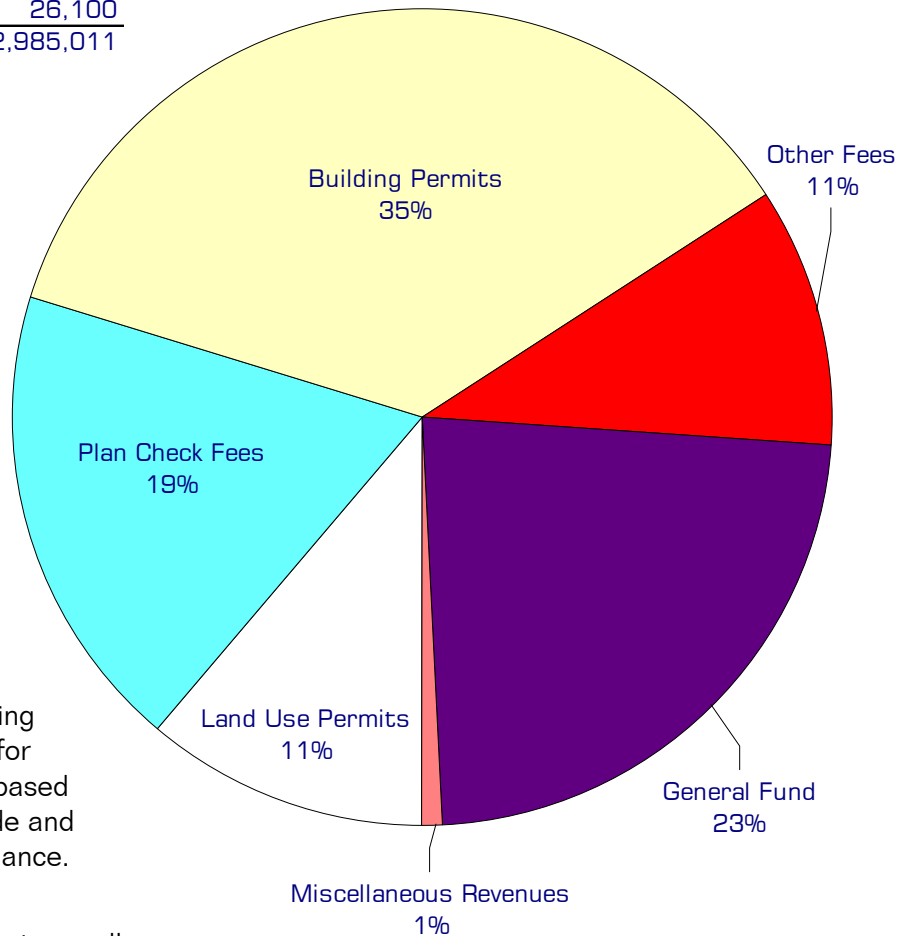
The department receives revenue from a variety of building related permits. The authority for the collection of these fees is based upon the Uniform Building Code and related codes and county ordinance.

### Other Fees

Planning and Development Services collects fees for annexation reviews, reviews for compliance with the Critical Area Ordinance, land clearing permits and surface mining fees.

### General Fund

Undesignated General Fund resources.



### Miscellaneous Revenue

The department receives small amounts of revenue from various sources such as the sale of publications, printing and duplicating charges and civil fines.

# Performance / Activity Measures

Actual 1997	Actual 1998	Actual 1999	Projected 2000	Projected 2001
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<b>Administration</b>					
Administrative Approval Use	43	61	44	70	75
Binding Site Plan	3	4	3	4	4
Building Permit Routing	1,760	1,500	1,404	1,800	1,800
Burn Permits	-	-	182	200	250
Clearing Grading Review	1,825	1,850	2,252	2,700	2,600
Clearing Permits	87	90	85	90	90
Compliance Cases	214	156	460	880	900
Compliance Inquiries	2,434	2,450	2,626	2,700	2,700
Comprehensive Plan Review	23	271	264	315	310
Critical Area Review	1,350	1,350	2,800	2,600	2,700
Critical Area Mitigation Plan	-	-	-	156	150
Conversion Option Harvest Plans	12	14	16	16	16
Fire Plan Review	135	135	150	176	200
Fire Safety Inspections	165	100	150	170	200
Forest Practice Applications	225	203	204	220	200
GIS Maps/Data	450	750	1,000	1,250	1,500
Grading Permit Reviews	265	403	441	1,000	1,600
Lake Whatcom Inspections	-	-	-	126	200
Long Plat	10	22	9	11	10
Major Planning Projects	-	-	-	3	5
Mechanical Permits	1,150	1,044	900	950	700
Mobile Home Permits	446	269	236	250	300
Open Space Applications	30	35	40	40	40
Plan Review	1,162	1,202	1,250	1,292	1,500
Plan Revisions	-	-	-	128	130
Planned Unit Development	5	5	3	4	4
SEPA Cases	214	216	211	280	240
Shoreline Conditional Use	6	10	10	10	10
Shoreline Exemption	55	67	96	100	100
Shoreline Substantial Dev.	24	24	20	15	17
Shoreline Variance	9	9	13	15	15
Short Plat	93	90	75	90	60
Subarea Plan Updates	-	-	-	1	2
Subdivision Exemption	505	267	495	430	450
Surface Mining	196	200	82	92	90

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Performance / Activity Measures continued

	Actual 1997	Actual 1998	Actual 1999	Projected 2000	Projected 2001
Zoning Conditional Use	63	47	66	48	50
Zoning / Comp. Plan Interpretations	200	250	250	300	300
Zoning Inquiries	1,246	1,350	1,700	2,000	2,000
Zoning Map/Text Amendments	11	25	25	20	20
Zoning Non-Conforming Use Reviews	-	-	32	40	40
Zoning Variance	15	22	12	13	12
Building Inspections	-	-	-	14,000	14,000

# Expenditures Summary

	Actual 1997	Actual 1998	Actual 1999	Budget 2000	Budget 2001	\$ Change 2000 to 2001	% Change 2000 to 2001
<b>GENERAL FUND</b>							
800 Administration							
Salaries & Wages	120,001	114,924	117,470	120,192	123,020	2,828	2.35%
Benefits	31,834	27,342	26,664	25,225	27,486	2,261	8.96%
Supplies	3,078	2,072	2,296	1,950	1,950	-	0.00%
Other Services & Charges	95,826	108,410	111,763	162,086	113,183	(48,903)	-30.17%
Intergov Services & Charge	16	5	-	-	-	-	0.00%
Capital Outlay	1,350	5,518	-	11,500	-	(11,500)	-100.00%
Operating Transfer	-	-	600	-	-	-	0.00%
<b>Total Administration</b>	<b>252,105</b>	<b>258,271</b>	<b>258,793</b>	<b>320,953</b>	<b>265,639</b>	<b>(55,314)</b>	<b>-17.23%</b>
820 Land Use							
Salaries & Wages	530,793	606,735	587,394	672,244	692,281	20,037	2.98%
Benefits	157,407	184,523	167,787	172,402	197,068	24,666	14.31%
Supplies	11,080	17,850	15,846	12,200	16,595	4,395	36.02%
Other Services & Charges	37,547	62,604	108,704	133,061	152,840	19,779	14.86%
Intergov Services & Charge	7	(20)	12	100	100	-	0.00%
Capital Outlay	63,899	30,397	-	3,400	-	(3,400)	-100.00%
Operating Transfer	-	-	500	-	-	-	0.00%
Residual Equity Transfer Out	-	23,328	15,000	-	-	-	0.00%
<b>Total Land Use</b>	<b>800,733</b>	<b>925,417</b>	<b>895,243</b>	<b>993,407</b>	<b>1,058,884</b>	<b>65,477</b>	<b>6.59%</b>
830 Building Services							
Salaries & Wages	356,211	395,081	532,330	632,572	654,637	22,065	3.49%
Benefits	106,922	114,455	148,376	160,919	183,520	22,601	14.04%
Supplies	14,207	13,860	11,150	13,150	14,250	1,100	8.37%
Other Services & Charges	40,769	63,602	68,335	103,244	108,368	5,124	4.96%
Intergov Services & Charge	28	(25)	(12)	100	100	-	0.00%
Capital Outlay	29,785	6,998	-	1,800	1,280	(520)	-28.89%
Operating Transfer	-	-	500	-	-	-	0.00%
<b>Total Building Services</b>	<b>547,922</b>	<b>593,971</b>	<b>760,679</b>	<b>911,785</b>	<b>962,155</b>	<b>50,370</b>	<b>5.52%</b>
2500 Planning							
Salaries & Wages	301,171	311,069	337,731	338,920	344,962	6,042	1.78%
Benefits	81,403	84,672	89,074	86,566	91,848	5,282	6.10%
Supplies	22,230	23,030	13,710	19,900	22,380	2,480	12.46%
Other Services & Charges	86,543	156,193	117,202	157,023	108,125	(48,898)	-31.14%
Capital Outlay	30,479	17,948	-	-	-	-	0.00%
<b>Total Planning</b>	<b>521,826</b>	<b>592,912</b>	<b>557,717</b>	<b>602,409</b>	<b>567,315</b>	<b>(35,094)</b>	<b>-5.83%</b>
2510 GIS							
Salaries & Wages	67,468	74,344	74,072	85,568	93,686	8,118	9.49%
Benefits	19,027	19,785	19,873	22,037	23,012	975	4.42%
Supplies	3,610	5,993	7,216	9,400	6,100	(3,300)	-35.11%
Other Services & Charges	547	7,017	6,753	9,950	9,500	(450)	-4.52%
Capital Outlay	-	7,898	-	-	8,544	8,544	0.00%
<b>Total GIS</b>	<b>90,652</b>	<b>115,037</b>	<b>107,914</b>	<b>126,955</b>	<b>140,842</b>	<b>13,887</b>	<b>10.94%</b>

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Expenditures Summary continued

	Actual 1997	Actual 1998	Actual 1999	Budget 2000	Budget 2001	\$ Change 2000 to 2001	% Change 2000 to 2001
2540 GMA Grant							
Other Services & Charges	6,628	18,080	13,512	-	-	-	0.00%
<i>Total GMA Grant</i>	6,628	18,080	13,512	-	-	-	0.00%
2541 CTED Ind. Land							
Other Services & Charges	14,398	-	-	-	-	-	0.00%
<i>Total CTED Ind. Land</i>	14,398	-	-	-	-	-	0.00%
2542 CTED/ HUD							
Other Services & Charges	-	19,348	2,274	-	-	-	0.00%
<i>Total CTED/ HUD</i>	-	19,348	2,274	-	-	-	0.00%
2566 Regulatory Reform Development							
Salaries & Wages	1,845	-	-	-	-	-	0.00%
Benefits	176	-	-	-	-	-	0.00%
Other Services & Charges	3,968	1,430	-	-	-	-	0.00%
<i>Total Regulatory Reform Development</i>	5,989	1,430	-	-	-	-	0.00%
2568 DOE - CZM Drayton Harbor							
Salaries & Wages	13,964	-	-	-	-	-	0.00%
Benefits	1,342	-	-	-	-	-	0.00%
Supplies	162	-	-	-	-	-	0.00%
Other Services & Charges	639	-	-	-	-	-	0.00%
<i>Total DOE - CZM Drayton Harbor</i>	16,107	-	-	-	-	-	0.00%
<b><i>TOTAL PLAN &amp; DEVELOP SVCS</i></b>	<b>2,256,360</b>	<b>2,524,466</b>	<b>2,596,132</b>	<b>2,955,509</b>	<b>2,994,835</b>	<b>39,326</b>	<b>1.33%</b>

