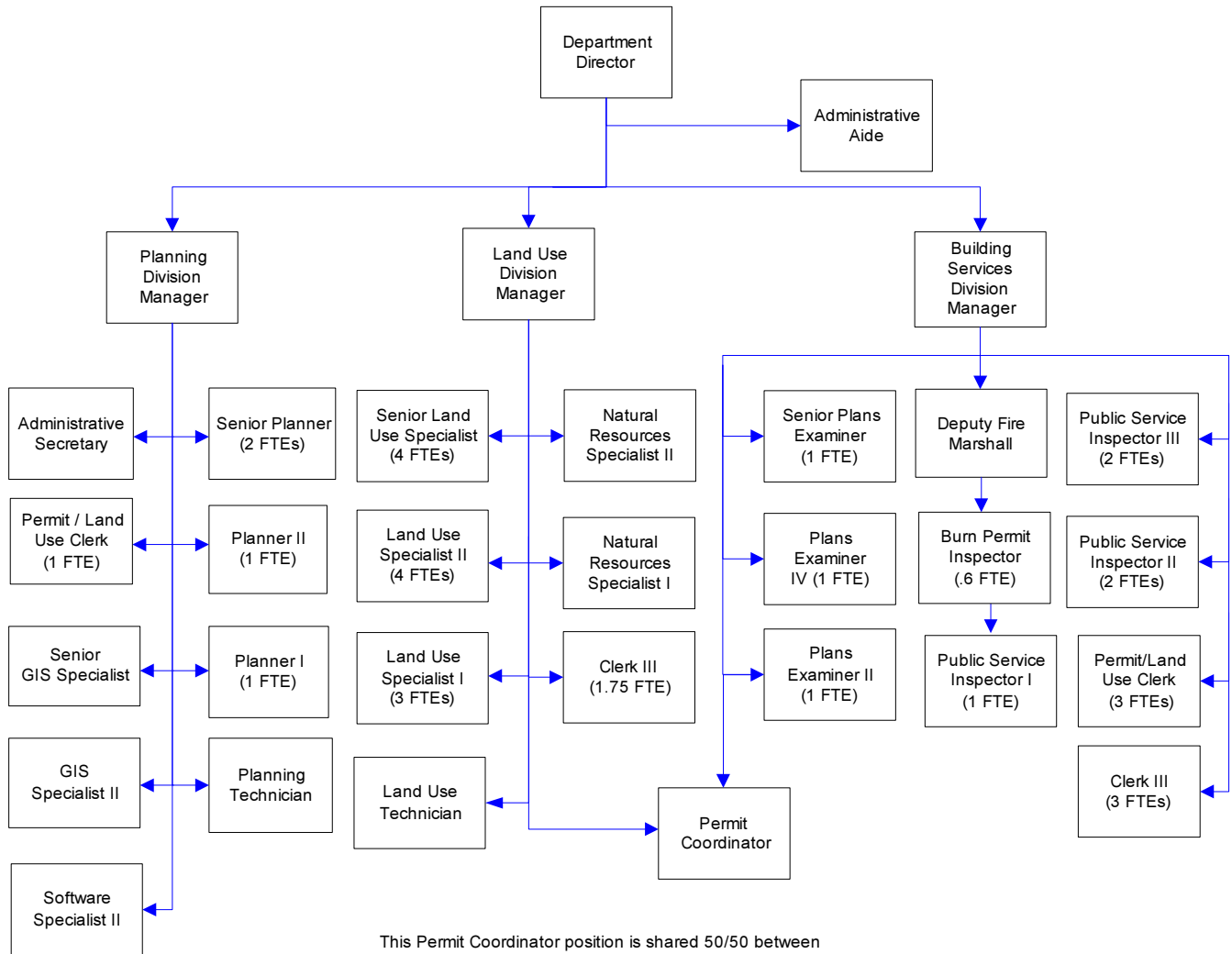


Planning & Development Services



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

Enhance and protect the quality of life and comply with state and federal mandates by preparing land use, transportation and facility plans, policies and regulations to guide and regulate land development within Whatcom County. Provide information and assistance to advisory boards, legislative bodies and the County Executive regarding land use, natural resources and economic development issues.

Objectives

Administration

- Seek greater public input from the Whatcom County community. Create more opportunities to interact directly with the community through sub area planning efforts, participation in local community events and attendance at community forums. Learn from the past, offer visions and choices for the future, and recommend policies and actions which promote and achieve the following:
 - Involve citizens in land use planning at the sub area level.
 - Involve citizens in transportation planning through the six year transportation plan.
 - Involve citizens and businesses in commute trip reduction (CTR) efforts.
 - Involve citizens, businesses, and institutions in economic development planning.
 - Seek to create dialogue with the community with regards to emerging trends.
- Provide accurate and timely service to the public using available resources by:
 - Ensuring all facets of the permit process are responsive to the individuals needs.
 - Maintaining a customer-service focus by shifting employees to "service" our permit needs during peak periods of the construction and permitting seasons.

Objectives continued

- Involve citizens in county decisions by:
 - Creating a sustained effort at providing public information to sub areas of the county.
 - Developing a higher standard of public outreach for all county/capital expenditure programs such as the annual update of the six year transportation plan by including the planning commission as a public information point of contact prior to the County Council Hearing.
 - Developing an annual report to the Planning Commission on development trends in the county.
- Maintain and improve upon the high levels of customer service by:
 - Developing annual training on customer service.
 - Developing measures to ascertain customer satisfaction.
- Ensure compliance with federal and state laws including:
 - Growth Management Act (GMA) RCW 36.70A.
 - Shoreline Management Act (SMA) RCW 90.58.
 - Whatcom County's policies and regulations.
 - Compliance with the state mandated 2002 (5 year cycles) updates to the above mentioned laws.
- Provide for greater harmony between the natural, built and human environments by:
 - Encouraging a high level of interdepartmental cooperation.
 - Encouraging ongoing dialogue between Whatcom County's cities and the county.
 - Coordination of natural resource based issues consistent with the county's Comprehensive Plan.
- Promote adequate parks, recreation and cultural resources by:
 - Beginning to implement the County Comprehensive Plan Open Space Planning Goals and Objectives.
 - Working with the Bicycle Advisory Committee, coordinate with Parks and Recreation and Public Works on Transportation, Watershed Planning, and Parks Planning efforts.
- Support a healthy economic base by:
 - Ensuring that Whatcom County has an adequate land supply to encourage appropriate economic development.
 - Promoting the economic health of natural resource based industries in the county.
 - Supporting rural based business needs.
 - Promoting sub area planning and local decision making efforts.
 - Promoting conservation of the areas natural resources including shorelines and critical areas.

Objectives continued

- Preserve and enhance unincorporated county neighborhoods and housing choices by:
 - Working with the Lummi Island Community to address growth, housing affordability issues.
 - Working with the Columbia Valley neighborhood to ensure safety and health codes are being followed.
 - Beginning to coordinate more closely with rural housing providers in rural sub area planning districts of the county including: the Foothills; Birch Bay; Point Roberts; Lummi Island.
- Seek creative solutions to regional planning problems/opportunities by:
 - Participating on the Council of Government Regional Transportation Planning Organization.
 - Continuing to coordinate with Whatcom County's cities.
 - Participating in Regional Economic Development summits and solutions
- Prepare and administer fiscally responsible budgets by:
 - Seeking to augment the existing budget through grants.
 - Developing and testing new county programs on a small/pilot project scale.
 - Improving the coordination efforts between federal, state, and Whatcom County agencies to deliver services to the community.
 - Accurately evaluating community-wide trends through the assessment of census data, economic data/analyses, building permit data, and other relevant information as it becomes available.

Building Services

- Provide required services, including enforcement and plan checks with courtesy, compassion and professionalism.
- Maintain and improve upon the levels of customer service. Reorganization at counter done in 2001 to be monitored for customer service and cash receipting procedures.
- 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 including plan check, counter, inspections, phone reception and fire reviews.
- 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.
- Evaluate new local burn permit program for efficiency and cost effectiveness.
- Land Use
- Design and produce informational brochures for the public. The brochures will explain the basic services and reviews offered by the Land Use Division.

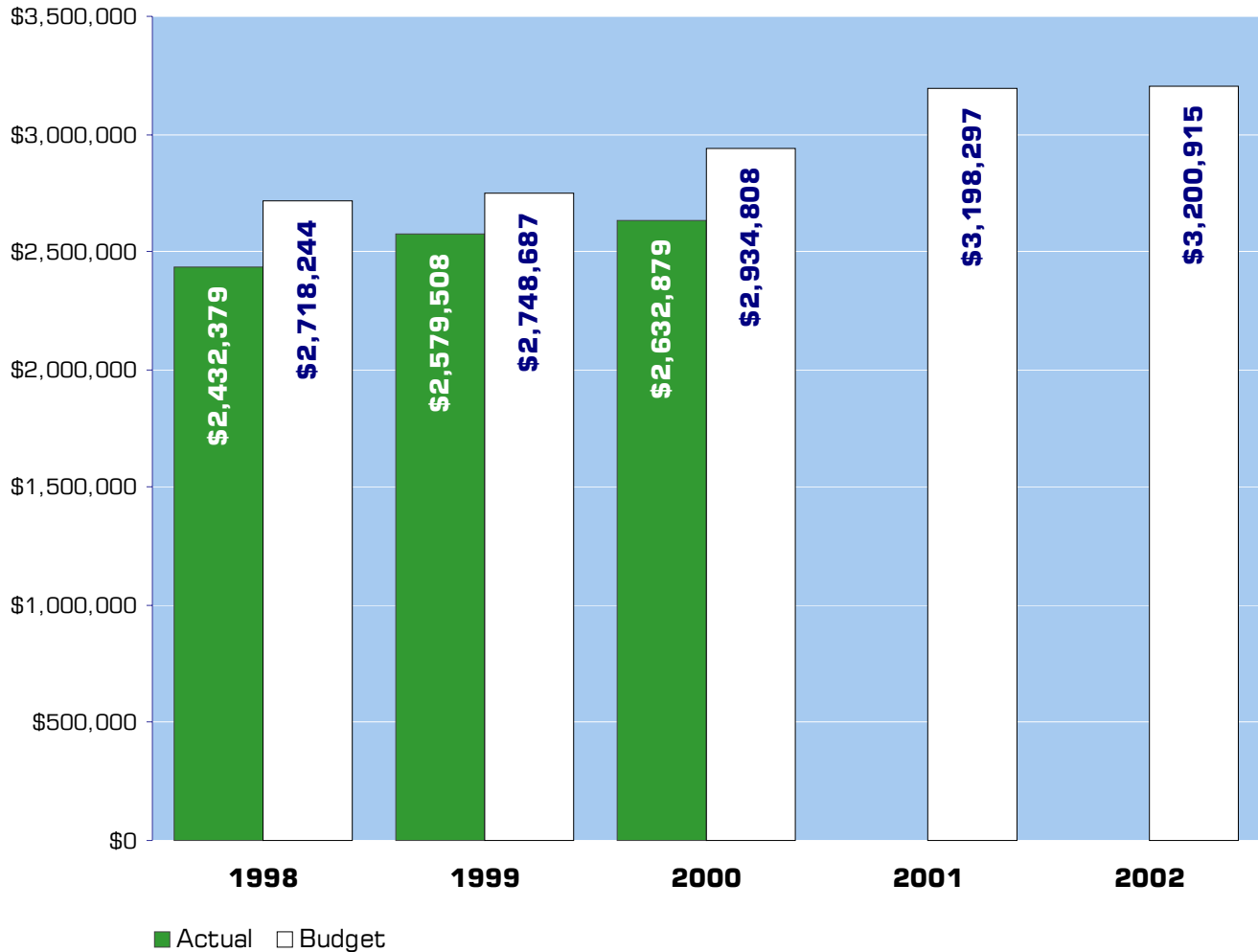
Objectives continued

- Evaluate reorganization of the Land Use Division to better coordinate the natural resource functions.
- Establish benchmarks for high priority permit reviews.
- Increase training opportunities for all levels of staff to better serve the public.
- Assist the Planning Division identifying code amendments to meet the objectives of the Comprehensive Plan.
- Perform outreach to the community in education of the evolving regulations and state and federal mandates.

Planning

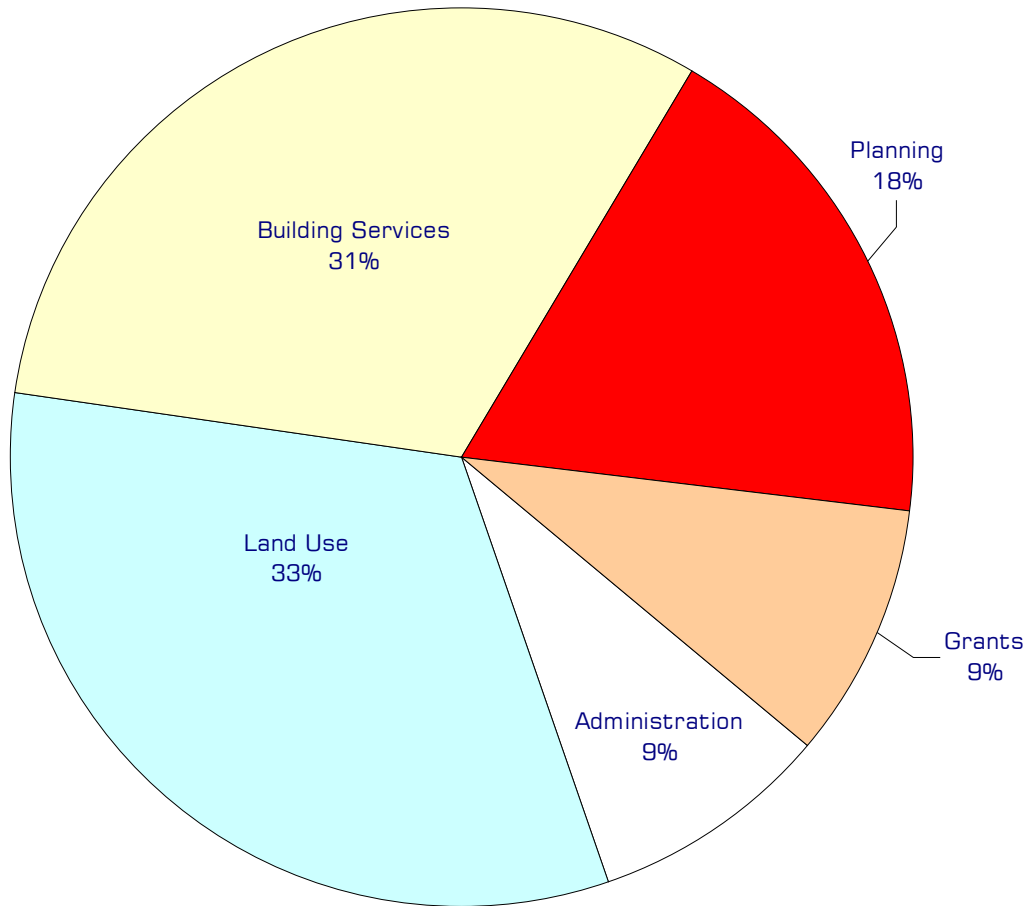
- Comply with the Growth Management Act.
- Implement the Comprehensive Plan.
- Coordinate Capital Facilities planning.
- Perform mandated current planning functions including review of rezones, open space, annexation requests, zoning text amendments, comprehensive plan amendments, forest practice applications, and public information on land use 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 sub-area plans and complete the update of two sub-area plans.

Expenditure Trends



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

2002 Budget by Program



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

Program Summary

	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002	\$ Change 2001 to 2002	% Change 2001 to 2002
OPERATIONS							
General Fund							
800 Planning & Develop. Admin	252,753	258,193	249,719	278,813	273,173	(5,640)	-2.02%
820 Land Use Services	871,692	879,720	952,585	1,058,884	1,046,996	(11,888)	-1.12%
830 Building Services	586,973	760,178	808,872	986,144	1,003,721	17,577	1.78%
2500 Planning	574,964	557,717	498,270	657,938	582,955	(74,983)	-11.40%
2510 GIS	107,139	107,914	123,433	132,298	133,870	1,572	1.19%
2540 GMA Grant	18,080	13,512	-	-	-	-	0.00%
2542 CTED/ HUD	19,348	2,274	-	-	-	-	0.00%
2563 WCOG Interlocal	-	-	-	10,000	-	(10,000)	-100.00%
2565 CZM Grant	-	-	-	17,000	-	(17,000)	-100.00%
2566 Regulatory Reform Developmt	1,430	-	-	-	-	-	0.00%
2567 Birch Bay Community	-	-	-	57,220	-	(57,220)	-100.00%
2569 EDA Grant - Economic Devel	-	-	-	-	160,200	160,200	0.00%
<i>Total Planning & Develop Operations</i>	<i>2,432,379</i>	<i>2,579,508</i>	<i>2,632,879</i>	<i>3,198,297</i>	<i>3,200,915</i>	<i>2,618</i>	<i>0.08%</i>
CAPITAL							
General Fund							
800 Planning & Develop. Admin	5,518	-	-	-	-	-	0.00%
820 Land Use Services	30,397	-	1,592	-	-	-	0.00%
830 Building Services	6,998	-	1,592	2,930	-	(2,930)	-100.00%
2500 Planning	17,948	-	-	-	-	-	0.00%
2510 GIS	7,898	-	-	8,544	-	(8,544)	-100.00%
2569 EDA Grant - Economic Devel	-	-	-	-	3,800	3,800	0.00%
<i>Total Planning & Develop. Capital</i>	<i>68,759</i>	<i>-</i>	<i>3,184</i>	<i>11,474</i>	<i>3,800</i>	<i>(7,674)</i>	<i>-66.88%</i>
TRANSFERS							
General Fund							
800 Planning & Develop. Admin	-	600	-	-	-	-	0.00%
820 Land Use Services	23,328	15,500	-	-	-	-	0.00%
830 Building Services	-	500	-	8,452	-	(8,452)	-100.00%
<i>Total Planning & Develop. Transfers</i>	<i>23,328</i>	<i>16,600</i>	<i>-</i>	<i>8,452</i>	<i>-</i>	<i>(8,452)</i>	<i>-100.00%</i>
TOTAL PLAN & DEVELOPMENT	2,524,466	2,596,108	2,636,063	3,218,223	3,204,715	(13,508)	-0.42%

2002 Funding Sources

Land Use Permits	301,000
Plan Check Fees	560,000
Building Permits	1,070,000
Other Fees	271,608
General Fund	771,607
Grants	74,000
Oper Trans In-Public Util Fund	90,000
Miscellaneous Revenues	62,700
Total Funding	3,200,915

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

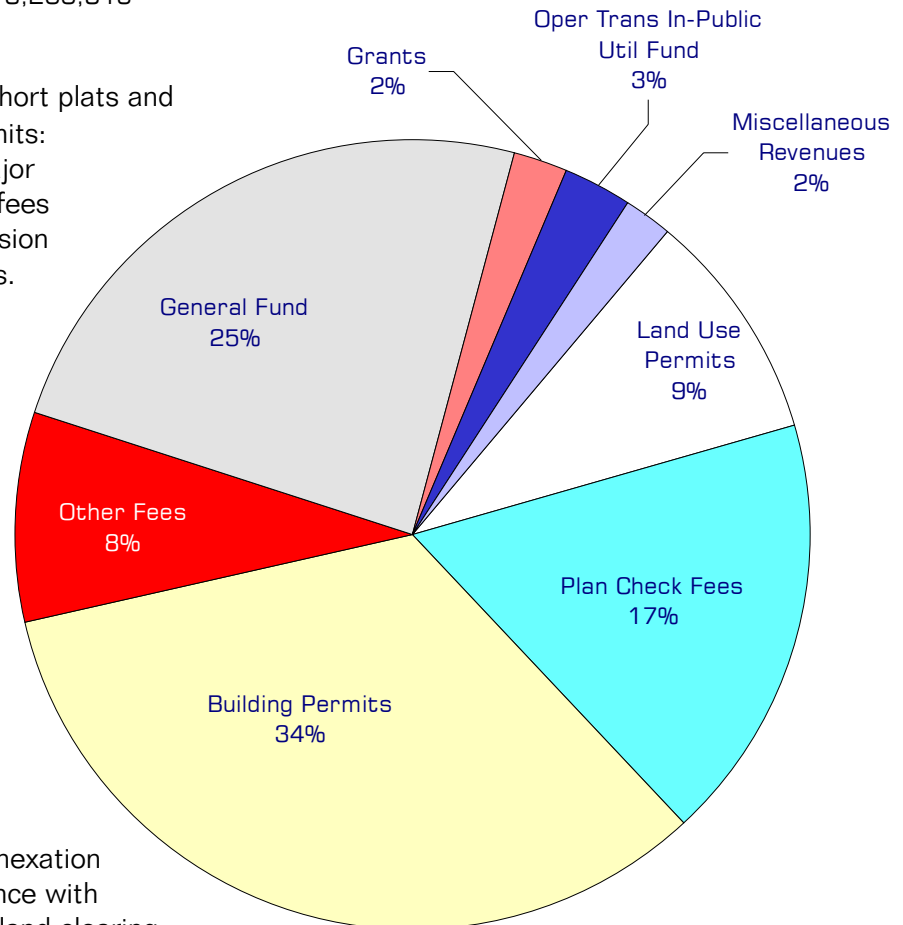
The department receives revenue from a variety of building related permits. The authority for the collection of these fees is based upon the Uniform Building Code and related codes and county ordinance.

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

Undedicated General Fund resources.



continued on next page

Funding Sources continued

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.

Operating Transfer In - Public Utility Fund

Rural Sales Tax transferred from the Public Utilities Improvement Fund to provide funding for CEDS.

Performance / Activity Measures

	Actual 1998	Actual 1999	Actual 2000	Projected 2001	Projected 2002
Planning & Development Services					
Administrative Approval Use	61	44	70	70	70
Binding Site Plan	4	3	4	5	4
Building Inspections	-	-	14,000	14,000	14,000
Building Permit Routing	1,500	1,404	1,800	1,805	1,805
Burn Permits	-	182	200	250	275
Clearing Grading Review	1,850	2,252	2,700	2,100	2,000
Clearing Permits	90	85	90	110	100
Compliance Cases	156	460	880	450	550
Compliance Inquiries	2,450	2,626	2,700	2,700	2,700
Comprehensive Plan Revisions	27	15	6	11	10
Critical Area Review	1,350	2,800	2,600	2,610	2,550
Critical Area Mitigation Plan	-	-	156	90	100
Conversions	-	-	-	23	25
Conversion Option Harvest Plans	14	16	16	16	12
Fire Plan Review	135	150	176	200	180
Fire Safety Inspections	100	150	170	200	200
Forest Practice Application Tracking	240	211	191	135	135
GIS Maps/Data	750	1,000	1,250	1,500	1,700
Grading Permit Reviews	403	441	1,000	1,500	1,200
Lake Whatcom Inspections	-	-	126	150	130
Long Plat	22	9	11	3	4
Major Project Permits	-	-	3	1	1
Mechanical Permits	1,044	900	950	700	600
Mobile Home Permits	269	236	250	300	270
Open Space Applications	35	40	40	40	40
Plan Review	1,202	1,250	1,292	1,300	1,300
Plan Revisions	-	-	128	130	130
Planned Unit Development	5	3	4	2	3
SEPA Cases	216	211	280	260	250
Shoreline Conditional Use	10	10	10	20	15
Shoreline Exemption	67	96	100	150	120
Shoreline Substantial Dev.	24	20	15	20	15
Shoreline Variance	9	13	15	15	10
Short Plat	90	75	90	40	40
Sub-area Plan Updates	-	-	1	2	2
Subdivision Exemption	267	495	430	450	450
Subdivision Exemption General Inquiries	-	-	-	500	550
Subdivision Exemption/Gift Lots	-	-	-	280	250

continued on next page

Performance / Activity Measures continued

	Actual 1998	Actual 1999	Actual 2000	Projected 2001	Projected 2002
Surface Mining	200	82	92	90	95
Zoning Conditional Use	47	66	48	50	45
Zoning /Comp. Plan Interpretations	250	250	300	300	300
Zoning Inquiries	1,350	1,700	2,000	2,000	2,000
Zoning Map/Text Amendments	25	25	20	20	20
Zoning Non-Conforming Use Reviews	-	32	40	30	30
Zoning Variance	22	12	13	12	12

Expenditures Summary

	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002	\$ Change 2001 to 2002	% Change 2001 to 2002
GENERAL FUND							
800 Administration							
Salaries & Wages	114,924	117,470	116,255	123,020	117,480	(5,540)	-4.50%
Benefits	27,342	26,664	25,121	27,486	25,852	(1,634)	-5.94%
Supplies	2,072	2,296	1,911	1,950	1,950	-	0.00%
Other Services & Charges	108,410	111,763	106,432	115,783	127,891	12,108	10.46%
Intergov Services & Charge	5	-	-	10,574	-	(10,574)	-100.00%
Capital Outlay	5,518	-	-	-	-	-	0.00%
Operating Transfer	-	600	-	-	-	-	0.00%
<i>Total Administration</i>	<i>258,271</i>	<i>258,793</i>	<i>249,719</i>	<i>278,813</i>	<i>273,173</i>	<i>(5,640)</i>	<i>-2.02%</i>
820 Land Use							
Salaries & Wages	606,735	587,394	648,162	692,281	694,447	2,166	0.31%
Benefits	184,523	167,787	168,106	197,068	189,013	(8,055)	-4.09%
Supplies	17,850	15,846	10,316	16,595	12,080	(4,515)	-27.21%
Other Services & Charges	62,604	108,693	126,001	152,840	151,456	(1,384)	-0.91%
Intergov Services & Charge	(20)	-	-	100	-	(100)	-100.00%
Capital Outlay	30,397	-	1,592	-	-	-	0.00%
Operating Transfer	-	500	-	-	-	-	0.00%
Residual Equity Transfer Out	23,328	15,000	-	-	-	-	0.00%
<i>Total Land Use</i>	<i>925,417</i>	<i>895,220</i>	<i>954,177</i>	<i>1,058,884</i>	<i>1,046,996</i>	<i>(11,888)</i>	<i>-1.12%</i>
830 Building Services							
Salaries & Wages	395,081	532,330	550,747	664,088	687,544	23,456	3.53%
Benefits	114,455	148,376	147,802	175,068	186,180	11,112	6.35%
Supplies	13,860	11,150	11,962	14,850	18,350	3,500	23.57%
Other Services & Charges	63,602	68,322	98,361	132,138	111,647	(20,491)	-15.51%
Intergov Services & Charge	(25)	-	-	-	-	-	0.00%
Capital Outlay	6,998	-	1,592	2,930	-	(2,930)	-100.00%
Operating Transfer	-	500	-	8,452	-	(8,452)	-100.00%
<i>Total Building Services</i>	<i>593,971</i>	<i>760,678</i>	<i>810,464</i>	<i>997,526</i>	<i>1,003,721</i>	<i>6,195</i>	<i>0.62%</i>
2500 Planning							
Salaries & Wages	311,069	337,731	311,865	354,237	347,637	(6,600)	-1.86%
Benefits	84,672	89,074	77,328	91,848	88,482	(3,366)	-3.66%
Supplies	23,030	13,710	14,357	23,380	20,750	(2,630)	-11.25%
Other Services & Charges	156,193	117,202	94,720	188,473	126,086	(62,387)	-33.10%
Capital Outlay	17,948	-	-	-	-	-	0.00%
<i>Total Planning</i>	<i>592,912</i>	<i>557,717</i>	<i>498,270</i>	<i>657,938</i>	<i>582,955</i>	<i>(74,983)</i>	<i>-11.40%</i>

continued on next page

Expenditures Summary continued

	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002	\$ Change 2001 to 2002	% Change 2001 to 2002
2540 GMA Grant							
Other Services & Charges	18,080	13,512	-	-	-	-	0.00%
<i>Total GMA Grant</i>	18,080	13,512	-	-	-	-	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%
2563 WCOG Interlocal							
Salaries & Wages	-	-	-	9,000	-	(9,000)	-100.00%
Supplies	-	-	-	1,000	-	(1,000)	-100.00%
<i>Total WCOG Interlocal</i>	-	-	-	10,000	-	(10,000)	-100.00%
2565 CZM Grant							
Salaries & Wages	-	-	-	11,500	-	(11,500)	-100.00%
Supplies	-	-	-	5,000	-	(5,000)	-100.00%
Other Services & Charges	-	-	-	500	-	(500)	-100.00%
<i>Total CZM Grant</i>	-	-	-	17,000	-	(17,000)	-100.00%
2566 Regulatory Reform Development							
Other Services & Charges	1,430	-	-	-	-	-	0.00%
<i>Total Regulatory Reform Devel</i>	1,430	-	-	-	-	-	0.00%
2567 Birch Bay Community							
Supplies	-	-	-	500	-	(500)	-100.00%
Other Services & Charges	-	-	-	56,720	-	(56,720)	-100.00%
<i>Total Birch Bay Community</i>	-	-	-	57,220	-	(57,220)	-100.00%
2569 EDA Grant - Economic Development							
Salaries & Wages	-	-	-	-	14,500	14,500	0.00%
Benefits	-	-	-	-	7,500	7,500	0.00%
Supplies	-	-	-	-	200	200	0.00%
Other Services & Charges	-	-	-	-	138,000	138,000	0.00%
Capital Outlay	-	-	-	-	3,800	3,800	0.00%
<i>Total EDA Grant-Economic Devel</i>	-	-	-	-	164,000	164,000	0.00%
<i>TOTAL PLAN & DEVELOP SVCS</i>	2,524,466	2,596,108	2,636,063	3,218,223	3,204,715	(13,508)	-0.42%