

Planning & Development Services

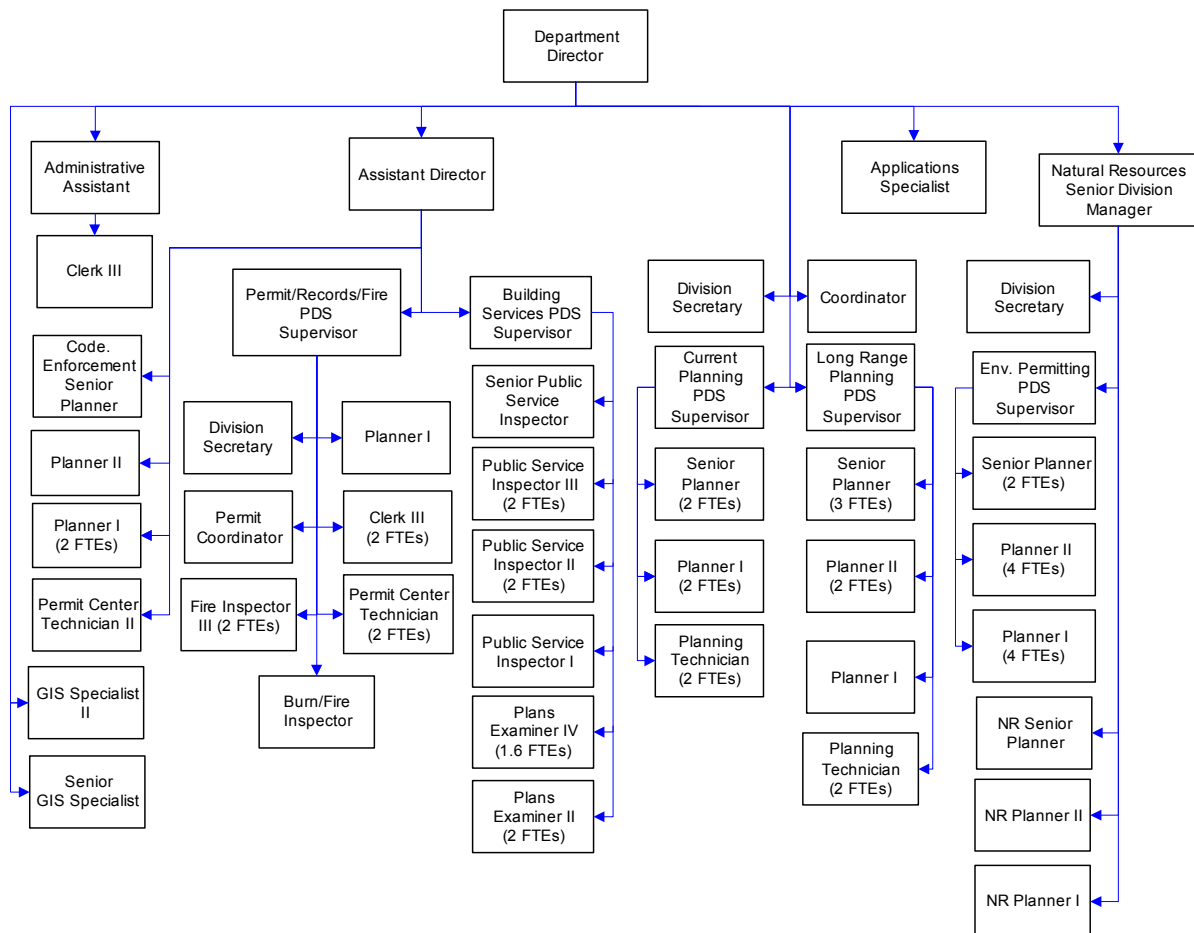
Composed of three divisions and Administration, including Building Services (processes and issues building and development permits, plan reviews, performs life/safety inspections; includes Fire Marshal's Office), Natural Resources (reviews permits for compliance with county code and development standards, staff are tasked with protection of shorelines, critical areas, and watersheds), Planning (includes Current Planning which processes immediate project development proposals, Long Range Planning addresses comprehensive plans, growth management, rezones, and code amendments), and Administration (includes Code Enforcement and GIS functions).

FTE's for this department

Year	2005	2006	2007	*2008	*2009	*2010
FTE	69.60	72.60	74.60	73.60	67.60	67.60

**budget*

The chart below shows the organizational structure for 2009 only.



Mission & Objectives

Mission

Administration

Ensure that growth and development occurs in a manner that protects the public health, safety and welfare, and ensures that the quality of life enjoyed by citizens and visitors in Whatcom County is preserved and enhanced.

Objectives

Administration

- Provide accurate and timely information to the public through the web site, customer service brochures, educational and other public forums, and timely responses to public inquiries.
- Provide accurate and timely service to the public using available resources by shifting employees to “service” our permit needs during peak periods of the construction and permitting season.
- Review and implement strategies for record management systems, including electronic and hard copies.
- Maintain and improve upon high levels of customer service through employee training and customer service feedback.
- Prepare and administer fiscally responsible budgets by augmenting the budget through grants and improving the coordination efforts among federal, state, and Whatcom County agencies to deliver services to the community.
- Refine written policies and procedures for the division.

- Enhance GIS resources to increase interdepartmental communication and promote GIS services with other jurisdictions, the development community and with citizens.
- Finalize the comprehensive Compliance Ordinance to ensure consistent and effective enforcement of the Universal Building Code, Land Use Regulation and Natural Resource Protection Codes.
- Develop and implement a Critical Areas Ordinance Shorelines Education and Enforcement program.

Building Services

- Implement required services, including plan checks, inspections, and fire services, with courtesy, compassion and professionalism.
- Achieve 24 hour response to inspection requests.
- Integrate pilot programs in the Permit Center that will reduce redundant review and focus on providing excellent customer service.
- Create a user friendly Records Center.
- Maintain an updated agreement with the Sheriff's Office for arson investigations.
- Process plan reviews to meet or exceed the following time frame (from date first routed to plan check area):
 - a. New Single Family Residence (SFR): 2 - 3 weeks
 - b. Repeat Plan SFR's: 3 days
 - c. Small Commercial Projects: 2 weeks
 - d. Large Commercial Projects: 4 weeks
- Monitor shared program with Northwest Clean Air Agency (NWCAA) for open burning program.

Objectives continued

Natural Resources

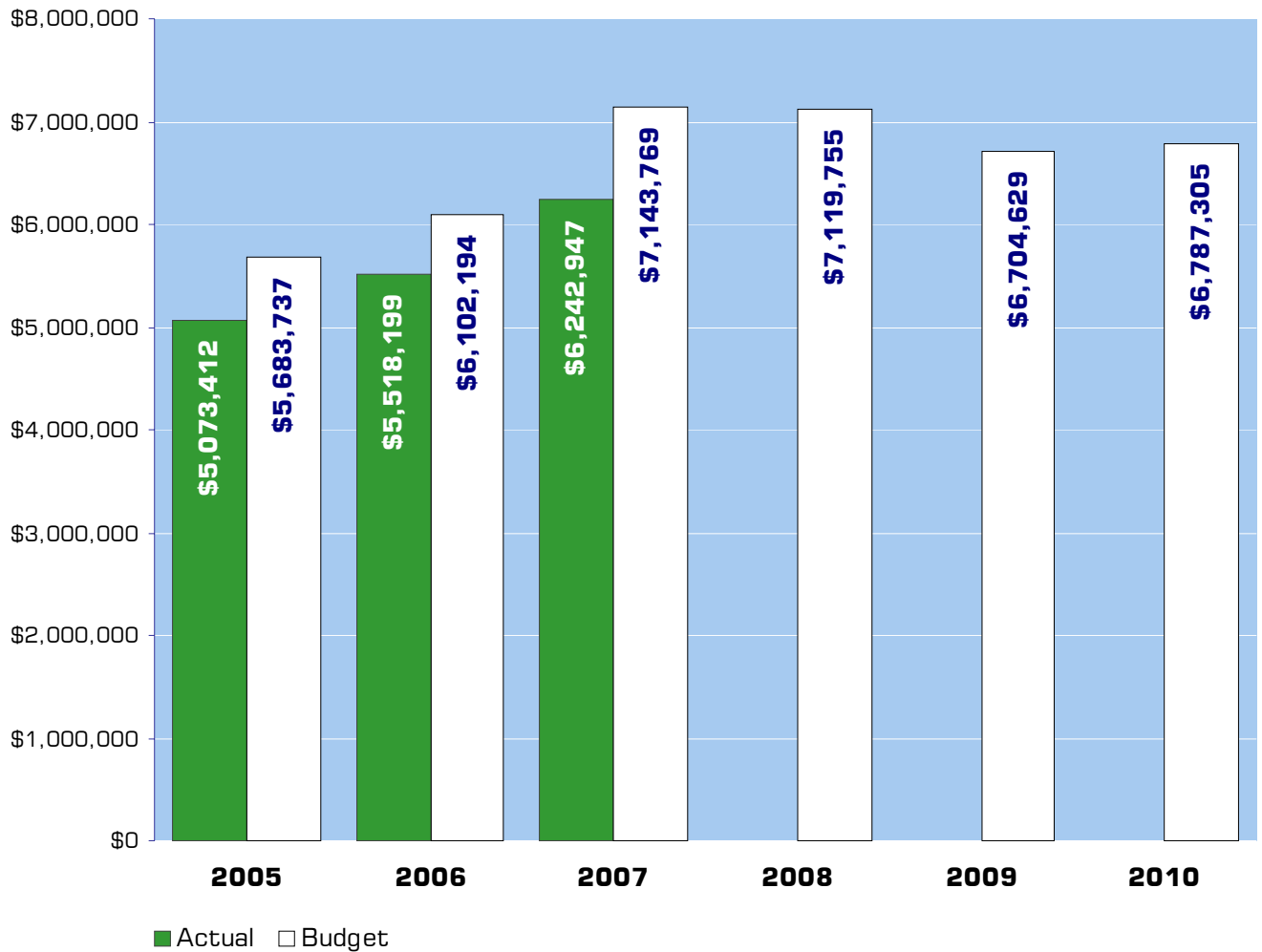
- Promote human actions that restore, maintain, and enhance Whatcom County's bountiful natural resources.
- Utilize the most current science-based natural resource information to allow for sustainable use of our natural resources according to the policies set out in the Comprehensive Plan.
- Actively promote and participate in education, research and information opportunities, which better our understanding of Whatcom County's ecological systems.
- Assist the public with the development of proposals that comply with critical areas, shoreline master program, and watershed regulations through timely and accurate review of permit applications.
- Disseminate accurate information to the public on natural resource management and permit application review programs.
- On behalf of customer service, prepare and implement clear policies on information requirements and code interpretations relating to permit application reviews.
- Implement effective site inspection programs in regard to environmental code compliance, mitigation performance monitoring, and post final inspections.
- Continue to work with the Whatcom Conservation District and ongoing agricultural operators on the Conservation Program on Agricultural Lands.
- Facilitate the final adoption of the updated Shoreline Management Program and its effective implementation.
- Provide for a training program for staff that enhances their job effectiveness and promotes advancement through a Skill Enhancement Program.
- Cooperatively work with other county departments, other federal, state, and local agencies, and the public on natural resource management issues and projects, including Watershed Resource Protection Overlay Districts, Stormwater Special Districts, Water Resource Special Management Areas, Water Resource Inventory Area #1 (WRIA1), Lake Whatcom Inter-jurisdictional Committee, Birch Bay Watershed Action Plan, Low Impact Development, Shoreline Management Program, and Critical Areas.
- Work with other county departments to maximize efficiencies, work collaboratively toward common goals, and to provide land use information.
- Interface with the legislative and administrative branches of county government to achieve goals and policies laid out in the county Comprehensive Plan.
- Regularly evaluate and update program information and requirements to ensure consistency with appropriate regulatory code sections.
- Update the Natural Resources web pages on a regular basis to assist the public in understanding the processes and regulations they must operate within and provide appropriate application forms on the website.
- Implement the Conservation Program for Agricultural Lands through contract with the Whatcom Conservation District.

Objectives continued

Planning

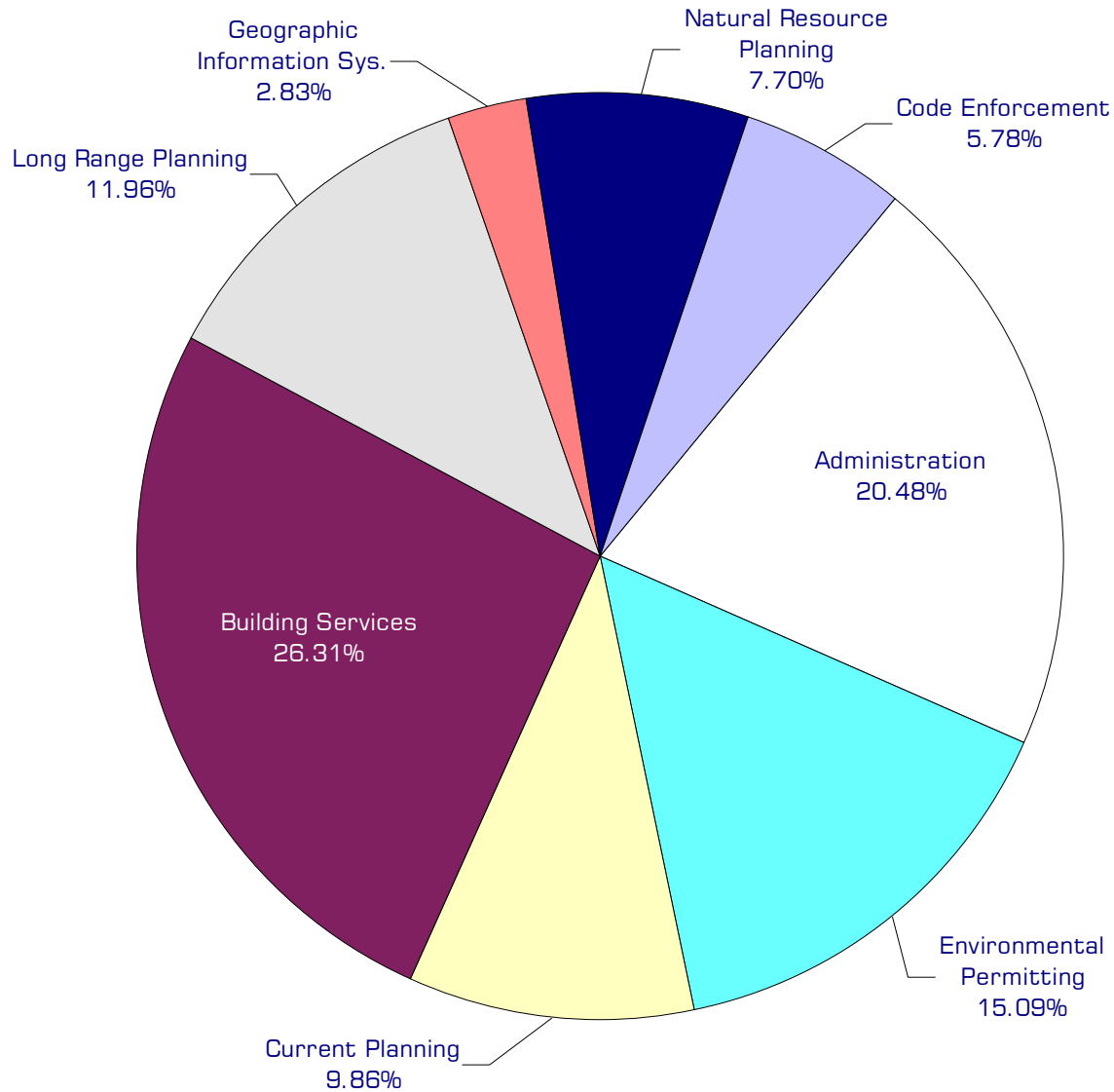
- Meet Growth Management Act compliance requirements, including Urban Growth Areas (UGA) and Local Area of More Intense Rural Development (LAMIRD).
- Contribute in the development and implementation of a strategy to gain compliance with Growth Management Act (GMA) requirement for concurrency.
- Work with stakeholders to develop and implement strategies and programs to preserve and protect prime agricultural lands in Whatcom County.
- Perform mandated current planning functions including State Environmental Policy Act (SEPA) administration, subdivision review, Conditional Use Permits (CUP), Variances, Non Conforming Uses (NCU), Lots of Record, and Boundary Line Adjustments (BLA).
- Perform mandated long range planning functions including open space, annexation requests, zoning and subdivision code updates, zoning code and comprehensive plan amendments.
- Coordinate Capital Facilities planning.
- Work with stakeholders to update subarea plans.
- Work with the community groups and advisory boards to implement high priority action items in the Whatcom County Comprehensive Plan.
- Work with stakeholders, other jurisdictions, regional organizations and other county departments to further develop and implement regional approach to land use and transportation planning to serve as a foundation for the 2011 Comprehensive Plan update.
- Update the Planning web pages on a regular basis to assist the public in understanding the planning processes and regulations.
- Provide and maintain informational brochures for each area and service provided by the Planning Division. The brochures will explain the basic services and review offered by the Planning Division.
- Amend the rural element of the county comprehensive plan (2009), amend the countywide planning policies (2009), complete Final Environmental Impact Statement (2009/2010), and complete amendments to the county comprehensive plan (2010).
- Complete the county's ten-year Urban Growth Areas review and revision (2009).
- Design and implement a watershed-focused planning model for land use decision-making within the Birch Bay Watershed.

Expenditure Trends



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

2009-2010 Budget by Program



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

Program Summary

	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
OPERATIONS						
General Fund						
800 Planning & Develop. Admin	670,122	759,058	919,436	1,295,454	1,495,678	1,293,622
815 Environmental Permitting*	121,267	340,625	98,397	145,458	994,031	1,061,423
820 Current Planning*	1,409,623	1,854,812	1,918,477	2,410,675	652,726	690,640
830 Building Services	1,442,963	1,636,558	1,610,962	1,858,569	1,746,772	1,836,689
835 PDS Permit Center Flood	-	9,265	6,130	-	-	-
836 NWCAA	-	8,049	2,821	-	-	-
838 PDS Title III Firewise	-	4,349	5,660	-	-	-
841 Natural Resource Planning*	-	-	87,211	25,910	517,076	531,979
842 PDS Code Enforcement	-	-	-	2,281	383,407	403,546
2500 Long Range Planning	752,847	655,850	882,135	917,475	791,578	837,403
2510 GIS	153,038	158,489	170,064	168,518	188,361	197,003
2525 Concurrency Mgmt	-	32,500	271,407	146,148	-	-
2541 CTED Grant	-	10,000	-	-	-	-
2561 GMA Update Grant	30,226	-	-	-	-	-
2567 Birch Bay Community	-	16,100	103,572	-	-	-
2570 Purchase Develop Rights	14,028	9,367	18,610	19,500	20,000	20,000
2582 Farmland Preservation	-	-	-	22,979	-	-
2576 DOE Shoreline Grant	419,078	-	96,683	38,712	-	-
2578 WA St Association	35,500	-	-	-	-	-
2579 Marine Resources	24,720	-	-	-	-	-
2581 Doe WRIA Grant	-	23,177	51,382	68,076	-	-
<i>Total Planning & Develop Operations</i>	5,073,412	5,518,199	6,242,947	7,119,755	6,789,629	6,872,305
CAPITAL						
General Fund						
800 Planning & Develop. Admin	6,649	-	-	-	-	-
820 Land Use Services	-	-	-	62,500	-	-
836/837 NWCAA	-	5,638	-	-	-	-
2510 GIS	7,215	-	-	-	-	-
<i>Total Planning & Develop. Capital</i>	13,864	5,638	-	62,500	-	-
TRANSFERS						
General Fund						
800 Planning & Develop. Admin	33,968	31,840	14,568	62,974	-	-
815 Special Projects	-	7,109	-	8,251	-	-
820 Land Use Services	4,000	39,570	20,314	-	-	-
830 Building Services	-	74,215	-	-	-	-
2500 Planning	3,000	19,873	-	-	-	-
<i>Total Planning & Develop. Transfers</i>	40,968	172,607	34,882	71,225	-	-
TOTAL PLAN & DEVELOPMENT	5,128,244	5,696,444	6,277,829	7,253,480	6,789,629	6,872,305
<i>Percent Change from Previous Year</i>	21.3%	11.1%	10.2%	15.5%	-6.4%	1.2%

* PDS reorganized in 2008, prior year amounts in these cost centers do not correlate with 2009-2010 budgets.

2009-2010 Funding Sources

	2009	2010
Building Permits	1,495,000	1,495,000
Plan Check Fees	834,000	834,000
Critical Area Fees	675,000	675,000
Other Land Use Fees	987,500	987,500
Intergovernmental Revenues	267,000	242,000
Other Permits & Fees	108,500	108,500
General Fund	2,267,629	2,375,305
Misc Revenue	155,000	155,000
Total Funding	6,789,629	6,872,305

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, related codes, and county ordinance.

Plan Check Fees

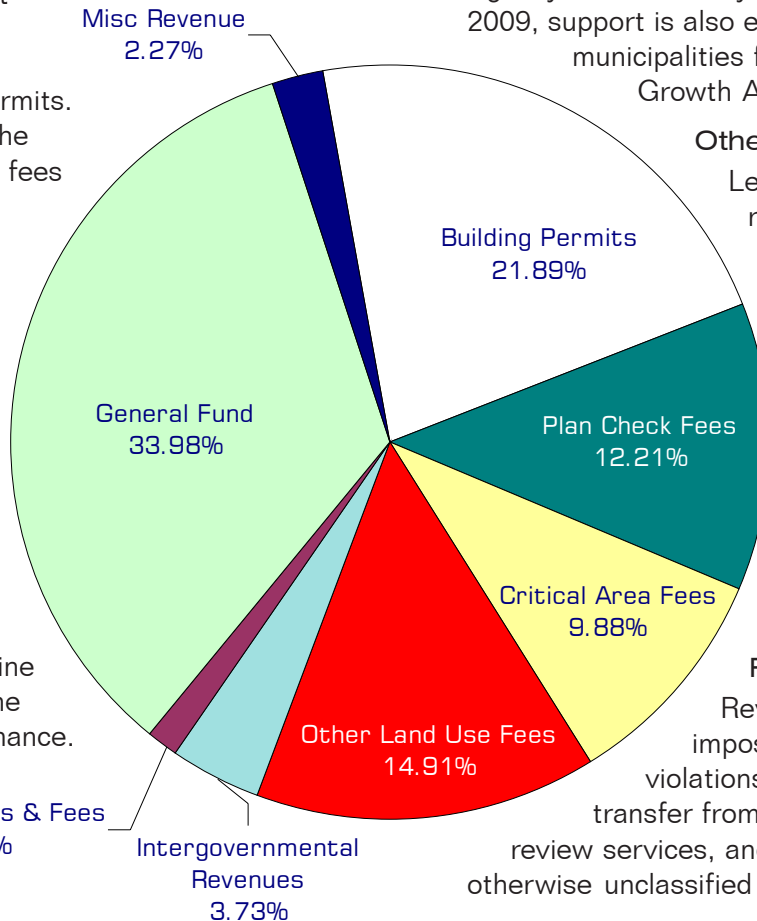
Fees collected for the review of construction plans.

Critical Area Fees

Fees collected for reviews to determine compliance with the Critical Area Ordinance.

Other Permits & Fees
1.59%

Intergovernmental Revenues
3.73%



Other Land Use Fees

Fees collected for appeals, zoning code administration, surface mining, and various reviews including sub-division, shoreline, SEPA, site plans, land disturbance, fire plan check, special district and repeat reviews.

Intergovernmental Revenues

PDS will receive a grant from the Environmental Protection Agency for the Birch Bay Watershed Action Plan. In addition, support is received from the NW Clean Air Agency for the county's burn program. In 2009, support is also expected from various municipalities for the Ten-Year Urban Growth Area update.

Other Permits & Fees

Lesser amounts of revenue are received for Burn Permits, sales of maps and publications, and fire safety and housing inspections.

General Fund
Undedicated General Fund resources.

Miscellaneous Revenue

Revenue from civil fines imposed due to permit violations, and operating transfer from Flood for permit review services, and small amounts of otherwise unclassified revenues.

Performance / Activity Measures

	Actual 2005	Actual 2006	Actual 2007	Projected 2008	Projected 2009	Projected 2010
<i>Permit Activity</i>						
Shoreline Permit Applications	161	155	201	175	175	175
Fire Permit Applications	35	63	82	75	75	75
SEPA Applications	209	205	182	150	150	150
Land Disturbance Applications	326	370	243	225	225	225
Land Division Applications	135	247	37	30	30	30
Discretionary Zoning Permit	110	144	120	100	100	100
Building Permits Issued	2,062	1,736	1,415	1,250	1,250	1,250
Mechanical or Plumbing Permits Issued	599	496	515	500	500	500
<i>Inspections</i>						
Zoning, Critical Areas, Shorelines	1,204	1,322	1,180	1,000	1,100	1,200
Building Permit Inspections	20,114	17,997	13,927	14,000	14,000	14,000
Fire Inspections	2,203	1,953	2,093	2,000	2,000	2,000
<i>Plan and Code Development</i>						
Sub-area Plan Review				2	1	1
Comprehensive Plan Amendment				2	3	3
Code Amendments				5	6	6
Watershed Plan Review				1	1	1

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Expenditures Summary

	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
GENERAL FUND						
800 Administration						
Salaries & Wages	207,766	276,988	287,243	353,706	365,193	388,114
Benefits	49,316	75,152	79,569	113,966	122,655	130,502
Supplies	5,099	5,703	11,728	38,250	38,415	39,050
Other Services & Charges	407,941	401,215	540,896	789,532	969,415	735,956
Capital Outlay	6,649	-	-	-	-	-
Operating Transfer	33,968	31,840	14,568	62,974	-	-
<i>Total Administration</i>	<i>710,739</i>	<i>790,898</i>	<i>934,004</i>	<i>1,358,428</i>	<i>1,495,678</i>	<i>1,293,622</i>
<i>Percent Change from Previous Year</i>	<i>9.3%</i>	<i>11.3%</i>	<i>18.1%</i>	<i>45.4%</i>	<i>10.1%</i>	<i>-13.5%</i>
815 Environmental Permitting (was Special Projects)*						
Salaries & Wages	68,836	69,670	72,534	71,484	710,658	756,369
Benefits	16,066	17,646	20,711	22,861	272,368	294,049
Supplies	577	2,312	502	200	200	200
Other Services & Charges	35,788	250,997	4,650	50,913	10,805	10,805
Operating Transfer	-	7,109	-	8,251	-	-
<i>Total Environmental Permitting</i>	<i>121,267</i>	<i>347,734</i>	<i>98,397</i>	<i>153,709</i>	<i>994,031</i>	<i>1,061,423</i>
<i>Percent Change from Previous Year</i>	<i>184.8%</i>	<i>186.8%</i>	<i>-71.7%</i>	<i>56.2%</i>	<i>546.7%</i>	<i>6.8%</i>
820 Current Planning (was Land Use)*						
Salaries & Wages	1,003,309	1,300,738	1,338,135	1,487,609	431,486	456,422
Benefits	287,842	406,580	459,502	650,172	164,459	177,437
Supplies	45,206	20,900	13,912	1,450	1,150	1,150
Other Services & Charges	73,266	126,594	106,928	271,444	55,631	55,631
Capital Outlay	-	-	-	62,500	-	-
Residual Equity Transfer	4,000	39,570	20,314	-	-	-
<i>Total Current Planning</i>	<i>1,413,623</i>	<i>1,894,382</i>	<i>1,938,791</i>	<i>2,473,175</i>	<i>652,726</i>	<i>690,640</i>
<i>Percent Change from Previous Year</i>	<i>28.1%</i>	<i>34.0%</i>	<i>2.3%</i>	<i>27.6%</i>	<i>-73.6%</i>	<i>5.8%</i>
830 Building Services						
Salaries & Wages	1,012,347	1,140,943	1,091,110	1,227,645	1,167,367	1,222,873
Benefits	299,950	376,309	398,258	488,055	450,286	484,697
Supplies	40,719	17,908	23,574	5,900	5,900	5,900
Other Services & Charges	89,947	101,398	98,020	136,969	123,219	123,219
Residual Equity Transfer	-	74,215	-	-	-	-
<i>Total Building Services</i>	<i>1,442,963</i>	<i>1,710,773</i>	<i>1,610,962</i>	<i>1,858,569</i>	<i>1,746,772</i>	<i>1,836,689</i>
<i>Percent Change from Previous Year</i>	<i>25.1%</i>	<i>18.6%</i>	<i>-5.8%</i>	<i>15.4%</i>	<i>-6.0%</i>	<i>5.1%</i>
835 PDS Permit Center - Flood						
Salaries & Wages	-	8,251	5,338	-	-	-
Benefits	-	1,014	792	-	-	-
<i>Total PDS Permit Center - Flood</i>	<i>-</i>	<i>9,265</i>	<i>6,130</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Percent Change from Previous Year</i>	<i>0.0%</i>	<i>0.0%</i>	<i>-33.8%</i>	<i>-100.0%</i>	<i>0.0%</i>	<i>0.0%</i>

* PDS reorganized in 2008, prior year amounts in these cost centers do not correlate with 2009-2010 budgets.

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Expenditures Summary continued

	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
836/837 NWCAA						
Supplies	-	7,804	101	-	-	-
Other Services & Charges	-	245	2,720	-	-	-
Capital Outlay	-	5,638	-	-	-	-
<i>Total NWCAA</i>	-	13,687	2,821	-	-	-
<i>Percent Change from Previous Year</i>	0.0%	0.0%	-79.4%	-100.0%	0.0%	0.0%
838 PDS Title III Firewise						
Supplies	-	4,349	5,660	-	-	-
<i>Total PDS Title III Firewise</i>	-	4,349	5,660	-	-	-
<i>Percent Change from Previous Year</i>	0.0%	0.0%	30.1%	-100.0%	0.0%	0.0%
841 Natural Resource Planning (was Permit Center)*						
Salaries & Wages	-	-	12,104	0	144,632	154,341
Benefits	-	-	4,422	0	58,873	63,931
Supplies	-	-	22,992	17,800	10,200	8,350
Other Services & Charges	-	-	47,693	8,110	303,371	305,357
<i>Total Natural Resource Planning</i>	-	-	87,211	25,910	517,076	531,979
<i>Percent Change from Previous Year</i>	0.0%	0.0%	0.0%	-70.3%	1895.7%	2.9%
842 PDS - Code Enforcement						
Salaries & Wages	-	-	-	-	292,728	306,088
Benefits	-	-	-	-	80,893	87,672
Supplies	-	-	-	-	300	300
Other Services & Charges	-	-	-	2,281	9,486	9,486
<i>Total PDS Code Enforcement</i>	-	-	-	2,281	383,407	403,546
<i>Percent Change from Previous Year</i>	0.0%	0.0%	0.0%	0.0%	16708.7%	5.3%
2500 Long Range Planning						
Salaries & Wages	531,562	413,573	567,294	413,312	553,324	584,307
Benefits	136,112	117,865	186,979	182,822	208,305	224,547
Supplies	29,394	24,421	15,147	10,800	12,200	10,800
Other Services & Charges	55,779	99,991	112,715	310,541	17,749	17,749
Residual Equity Transfer	3,000	19,873	-	-	-	-
<i>Total Long Range Planning</i>	755,847	675,723	882,135	917,475	791,578	837,403
<i>Percent Change from Previous Year</i>	0.6%	-10.6%	30.5%	4.0%	-13.7%	5.8%
2510 GIS						
Salaries & Wages	108,273	109,041	118,954	118,204	131,872	136,708
Benefits	28,682	31,920	37,531	41,641	44,762	47,803
Supplies	3,313	4,223	1,507	50	250	250
Other Services & Charges	12,770	13,305	12,072	8,623	11,477	12,242
Capital Outlay	7,215	-	-	-	-	-
<i>Total GIS</i>	160,253	158,489	170,064	168,518	188,361	197,003
<i>Percent Change from Previous Year</i>	12.9%	-1.1%	7.3%	-0.9%	11.8%	4.6%

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Expenditures Summary continued

	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
2525 Concurrency Mgmt						
Other Services & Charges	-	32,500	271,407	146,148	-	-
<i>Total Concurrency Mgmt</i>	-	32,500	271,407	146,148	-	-
<i>Percent Change from Previous Year</i>	0.0%	0.0%	735.1%	-46.2%	-100.0%	0.0%
2541 CTED Grant						
Other Services & Charges	-	10,000	-	-	-	-
<i>Total CTED Grant</i>	-	10,000	-	-	-	-
<i>Percent Change from Previous Year</i>	0.0%	0.0%	-100%	0%	0%	0%
2561 GMA Update Grant						
Other Services & Charges	30,226	-	-	-	-	-
<i>Total GMA Update Grant</i>	30,226	-	-	-	-	-
<i>Percent Change from Previous Year</i>	-59.7%	-100.0%	0.0%	0.0%	0.0%	0.0%
2567 Birch Bay Community						
Other Services & Charges	-	16,100	103,572	-	-	-
<i>Total Birch Bay Community</i>	-	16,100	103,572	-	-	-
<i>Percent Change from Previous Year</i>	0.0%	0.0%	543.3%	-100.0%	0.0%	0.0%
2570 Purchase Develop Rights						
Other Services & Charges	14,028	9,367	18,610	19,500	20,000	20,000
<i>Total Purchase Develop Rights</i>	14,028	9,367	18,610	19,500	20,000	20,000
<i>Percent Change from Previous Year</i>	226.1%	-33.2%	98.7%	4.8%	2.6%	0.0%
2582 Farmland Presevation						
Other Services & Charges	-	-	-	22,979	-	-
<i>Total Farmland Preservation</i>	-	-	-	22,979	-	-
<i>Percent Change from Previous Year</i>	-100.0%	0.0%	0.0%	0.0%	-100.0%	0.0%
2576 DOE Shoreline Grant						
Salaries & Wages	29,325	-	-	-	-	-
Benefits	15,925	-	-	-	-	-
Other Services & Charges	373,828	-	96,683	38,712	-	-
<i>Total DOE Shoreline Grant</i>	419,078	-	96,683	38,712	-	-
<i>Percent Change from Previous Year</i>	55.8%	-100.0%	0.0%	-60.0%	-100.0%	0.0%
2578 WA St Association Counties						
Salaries & Wages	20,203	-	-	-	-	-
Other Services & Charges	15,297	-	-	-	-	-
<i>Total WA St Association Counties</i>	35,500	-	-	-	-	-
<i>Percent Change from Previous Year</i>	0.0%	-100.0%	0.0%	0.0%	0.0%	0.0%
2579 Marine Resources						
Other Services & Charges	24,720	-	-	-	-	-
<i>Total Marine Resources</i>	24,720	-	-	-	-	-
<i>Percent Change from Previous Year</i>	0.0%	-100.0%	0.0%	0.0%	0.0%	0.0%

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Expenditures Summary continued

	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
2581/2583 DOE WRIA/SMP Grant						
Supplies	-	11,858	302	1,500	-	-
Other Services & Charges	-	11,319	51,080	66,576	-	-
<i>Total DOE WRIA/SMP Grant</i>	-	23,177	51,382	68,076	-	-
<i>Percent Change from Previous Year</i>	0.0%	0.0%	121.7%	32.5%	-100.0%	0.0%
TOTAL PLAN & DEVELOPMENT	5,128,244	5,696,444	6,277,829	7,253,480	6,789,629	6,872,305
<i>Percent Change from Previous Year</i>	21.3%	11.1%	10.2%	15.5%	-6.4%	1.2%

Services

Administration

Education and Enforcement of County Development Codes

Education and Enforcement of County Development Codes.

Personnel, Program and Record Management

Personnel, Program and Record Management.

Creation and Analysis of Spatial Data

Creation and analysis of spatial data to support department functions.

Natural Resources

Plan Review and Inspections

Review of applications and plans for development, and inspection for compliance with approved plans and codes.

Planning

Review and Preparation of Long Range Plans

Review and preparation of long range plans and ordinances to implement plans, including facilitation of public input.