

## **GENERAL FUND**

### COMMUNITY DEVELOPMENT DEPARTMENT

#### **Planning Division**

##### **Mission Statement:**

The Community Development Department will serve the community and its elected and appointed officials by providing accurate information and informed recommendations to facilitate decision-making and the orderly growth of the community.

##### **Services Provided:**

Long Range and Current Planning  
Code Enforcement Administration  
Economic Development  
Public Participation / Interface

##### *2023 Highlights:*

- Completion of the Community Facilities Code and ending the associated moratorium.
- Completion and adoption of the Buildable Lands Report.
- Urban Forestry Plan completed for Dickinson Park with DNR Grant.
- Initiate contract scoping for work on the 2025 Comprehensive Plan Update.
- Comprehensive Plan - Public Participation Plan created and adopted.
- Comprehensive Plan - Collaborated with Whatcom planners regarding scope of work, UGA review, and cost sharing for cooperative comprehensive planning tasks. Completed associated contract.
- On-board new administrative assistant to assist in application intake, receive phone calls, and monitor web-site updates.
- Modifications to the Planning Department layout to accommodate new employees and facilitate a better work environment.
- Retired JTB from Permit Tech Position after 33 years and on-board replacement.

**Planning Application Rates**

Intake of Land Use Applications				
	2020	2021	2022	2023
Annexations	0	1	2	2
Appeals	2	0	2	0
Conditional Use Permits	3	4	2	1
Design Review Board Applications	26	31	15	29
Long Plat Applications	1	0	3	0
Short Plat Applications	6	12	11	4
Lot Line Adjustments	2	7	10	8
Planned Residential Development	2	0	0	0
Rezone	5	1	2	2
Comprehensive Plan Amendments	0	2	2	0
Vacates	2	1	0	1
Development Agreements	0	2	0	1
SEPA Applications	17	21	14	8
Development Standards Variance	1	1	0	1
Shoreline Substantial Development	1	3	1	1
Zoning Text Amendments	2	0	1	4
<b>Total</b>	<b>70</b>	<b>86</b>	<b>65</b>	<b>62 (as of 10/31/23)</b>

**Planning Department Staffing**

Planning - Staffing Levels			
	2021	2022	2023
Employees (Full Time Equivalents)	2.75	2.87	3.37

2024 Staffing Levels (no increase proposed)	Full Time Equivalents
Director	1.00
Planner – Current	0.87
Planner – Long-Range	1.00
Administrative Assistant	0.50
Total	3.37

**2024 Planning Division Goals and Objectives**

- Comprehensive Plan scoping and public participation
- Permit tracking software implementation in multiple departments. Usage break-down roughly expected to be:
  - 40% Building*
  - 25% Planning*
  - 15% Code Compliance*
  - 10% Fire*
  - 5% City Administration*
  - 5% Police*
- Facilitate annexations in the Pepin Creek and West Lynden Sub-areas.
- Contract with a planning consultant(s) to begin work on the 2025 Comprehensive Plan Update.

**Budget Comparison**

Planning – Budget Comparison (does not include the Building Division)				
2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Proposed Budget (includes \$130,000 in software for multiple departments)
\$479,340	\$509,396	\$498,841	\$441,383 (as of 10/31/23)	\$716,708