

GENERAL FUND

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Mission Statement:

The Planning 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
Oversight of Building Division

2022 Highlights:

- Defense of SEPA Appeal regarding Pepin Creek relocation.
- Annexation of Benson Park property.
- Amendment of park rules and addition of code regarding camping prohibition.
- Completion of the Buildable Lands Report
- Revision of commercial code regarding mixed-use and parking code updates.
- Comprehensive Plan Update revising sub-area boundaries, land use, future land use and establishing the mixed-use overlay.
- Creation of Community Residential Facilities code.

Planning Department Statistics

Intake of Land Use Applications			
	2020	2021	2022
Annexation Related	0	1	2
Appeals	2	0	2
Conditional Use Permits	3	4	2
Design Review Board Applications	26	31	15
Long Plat Applications	1	0	3
Short Plat Applications	6	12	10
Lot Line Adjustments	2	7	6
Planned Residential Development	2	0	0
Rezone	5	1	2
Comprehensive Plan Amendments	0	2	2
Vacates	2	1	0
Development Agreements	0	2	0
SEPA Applications	17	21	10
Development Standards	1	1	0

Shoreline Substantial Development	1	3	1
Zoning Text Amendments	2	0	1
Total	70	86	56 (as of 9/22/22)

Planning Department Staffing

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

2023 Proposed Positions	Full Time Equivalents
Director	1.00
Planner – Current	0.87
Planner – Long-Range	1.00
Administrative Assistant	0.50
Total	3.37

2023 Goals and Objectives:

- Implement revised enforcement code to address zoning violations.
- On-board new administrative assistant to assist in application intake, receive phone calls, and monitor web-site updates.
- Facilitate annexation of Pepin Creek Sub-area properties and industrial areas within west Lynden.
- Contract with a planning consultant to begin work on the 2025 Comprehensive Plan Update.
- Modifications to the Planning Department layout to accommodate new employees and facilitate a better work environment.
- Facilitate significant industrial development within the West Lynden Commerce Sub-Area.

Budget Comparison

Planning – Budget Comparison (does not include the Building Division)			
2021 Actual	2022 Budget	2022 Actual as of 8/31/22	2023 Proposed Budget
\$479,340	\$424,186	\$284,865	\$498,841