

Community Planning & Development 2020 - 2021 Work Plan



About the Community Planning and Development Department

- Provide public information, guidelines, and applications for private and commercial building and land development.
- Ensure implementation and enforcement of permitting, plans, and building standards associated with private and commercial development.
- Provide code compliance oversight and direction.
- Support City Council legislative work plan, and provide technical representation of the City at regional and state legislative discussions.

Work Item 1: Council Priority 2 - Prepare for Light Rail and Improve On-and-Off Island Mobility

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Commuter Parking and Mixed-Use Project <i>CPD staff provide permit processing, design reviews, plans examinations, and code compliance oversight and direction.</i>	Evan Maxim, Mona Davis, Nicole Gaudette	Currently engaging as needed to support CM's office	2020 2021 ➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡

Work Item 2: Ongoing Department Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Construction Permits, Land Use Decisions, and Code Compliance <i>Mercer Island annually processes approximately 3,200 construction permits, 230 land use reviews, 140 code compliance cases.</i>	Evan Maxim	80% of staff resources are dedicate to this work	2020 2021 ➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Monitor Large Development Projects <i>Xing Hua (King Property) Mixed Use building</i>	CPD Managers	Application in Q1 2020	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
<i>Pratt Subdivision (6-lot)</i>	CPD Managers	Site development	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
<i>Boy's & Girls Club Subdivision (14-lot)</i>	CPD Managers	SEPA review	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
<i>East Seattle Partner's Office</i>	CPD Managers	Under construction	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<i>Mercertech (5-lot)</i>	CPD Managers	No current work	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Customer Service <i>As the face of the organization for customers arriving at City Hall, it is the Department's priority to provide outstanding customer service and administrative assistance to all customers. Areas of focus include new website, revising forms, and staff training.</i>	Evan Maxim, CPD Managers	This represents ongoing work.	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Website Upgrade <i>Update and re-organize information and resources on the website for clarity and ease of access. Design with end user in mind.</i>	Holly Mercier, Andrea Larson, Alison Van Gorp	Coordinating with City-wide website project.	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Succession Planning and Workforce Development <i>Ensure ongoing workforce development through training, job growth opportunities. Develop internal candidates for anticipated vacancies.</i>	Evan Maxim	Anticipate retirements and loss of capacity	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡

Work Item 2: Ongoing Department Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Organizational Assessment CPD began an organizational and staffing review in 2019. Anticipated completion of review and implementation in early 2020. Following the organizational and staff review, CPD anticipates additional/ongoing work will be needed to implement consultant recommendations.	Alison Van Gorp	Implementation to begin once the assessment is complete	2020 2021
2021-2022 Budget Prepare proposed budget for department.	Evan Maxim, CPD Managers	Significantly influenced by work plan development	
Communication Strategies Working with the City's Communications Manager, update and maintain CPD website and Let's Talk pages; provide content as appropriate for social media, MI-Weekly E-Newsletter and news releases; update permit forms and Tip Sheets; interact with local and regional print and TV media as needed; engage with community stakeholders related to legislative and long range planning initiatives as well as larger development projects.	Alison Van Gorp, Evan Maxim, Holly Mercier, Mona Davis, Andrea Larson	Recent work has focused on website and permit forms	

Work Item 3: Large Legislative Initiatives			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Critical Areas and Shoreline Master Program Update As required by the Growth Management Act (GMA) and Shoreline Management Act (SMA), CPD staff began updating the Critical Areas and Shoreline regulations in 2018 and anticipate wrapping up the process in Q1 2020.	Robin Proebsting, Evan Maxim, Mona Davis	Anticipate DOE conditional approval, CC review / action in Q1	2020 2021
Community Facilities Code Amendment Initiated in 2018. In 2019, Council asked the Planning Commission to review the problem statement and recommended approach.	Evan Maxim	PC recommendation in January, CC direction in March	
Sign Code Update Due to changes in recent case law, the City is required to update the City Code related to signage.	Robin Proebsting, Evan Maxim, Mona Davis	Currently developing scope of work	
Wireless and Small Cell Regulations Due to recent FCC rules, staff are required to update the City Code related to wireless and small cell facilities.	Robin Proebsting, Andrew Leon, Evan Maxim	Scope of work to be confirmed by CC, then PC review	
2021 Comprehensive Plan Annual Amendments Annual update to the City's Comprehensive Plan.	Robin Proebsting, Evan Maxim	Docketing anticipated in Q3 2020	
2023 Major Comprehensive Plan Update Staff will develop major updates to the City's Comprehensive Plan.	Alison Van Gorp, Robin Proebsting, Evan Maxim	Informed by regional growth work plan items.	

Work Item 4: Small Legislative Initiatives			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
HB 1406 Resolution, Code Amendment, and Budget Adjustment <i>Largely complete. Revenue from the new tax/credit adopted in 2019 must be allocated via a budget adjustment.</i>	Alison Van Gorp	Council action anticipated in Q1 2020	2020 2021
Transportation Impact Fee <i>Update study that provides the basis for Transportation Impact Fees; code amendment to update fee amount.</i>	Mona Davis, Evan Maxim	Technical work by consultant starting in Q3	
Mandatory Adoption of State Building Codes <i>Code amendment. 3 year periodic update to building codes.</i>	Don Cole, Alison Van Gorp	Primarily a technical update	
Code Amendment Docket / Routine Code Amendments <i>Scope to be determined; continued adoption of clarifications or corrections.</i>	Evan Maxim, Alison Van Gorp	Q2/Q3 2020 Anticipate amendments to the code compliance regulations	
TIP Development and Adoption <i>Annual adoption of the Transportation Improvement Plan (TIP).</i>	Patrick Yamashita, Evan Maxim	TIP development initiating in Q1 2020	

Work Item 5: Other Legislative tasks			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Urban Growth Capacity Analysis (Buildable Lands) <i>Urban Growth Capacity (UGG) analysis mandated by King County to inform update to regional growth forecasts and growth targets.</i>	Andrew Leon, Evan Maxim	Andrew Leon is preparing the initial UGG report	2020 2021
Puget Sound Regional Council (PERC) Vision 2050 Plan <i>No further action required by City Council; staff continue to monitor the regional planning to determine its effect on Mercer Island.</i>	Evan Maxim	Remaining engaged with regional / state discussion	
Regional Growth and Growth Targets <i>Ongoing engagement with region related to anticipated growth targets for Mercer Island and Countywide Planning Policy.</i>	Evan Maxim	Closely related to UGG and Vision 2050	
Residential Development Standards (3-year report) <i>Review and report back to City Council on the effect of the Residential Development Standards code amendment.</i>	Evan Maxim, Alison Van Gorp	Anticipate confirming direction, timing, scope with CC in Q2 of 2020	
Code Compliance (3-year report) <i>Review and report back to City Council on the effect of the Code Compliance code amendment.</i>	Alison Van Gorp, Evan Maxim	Anticipate confirming direction, timing, scope with CC in Q2 of 2021	
Regional and State Legislative Input <i>As needed engagement with Association of Washington Cities (AWL), American Planning Association (APA), regional bodies, and Council to advise on regional and state legislation.</i>	Evan Maxim, Alison Van Gorp	Engagement to support Council leadership in regional policy development	