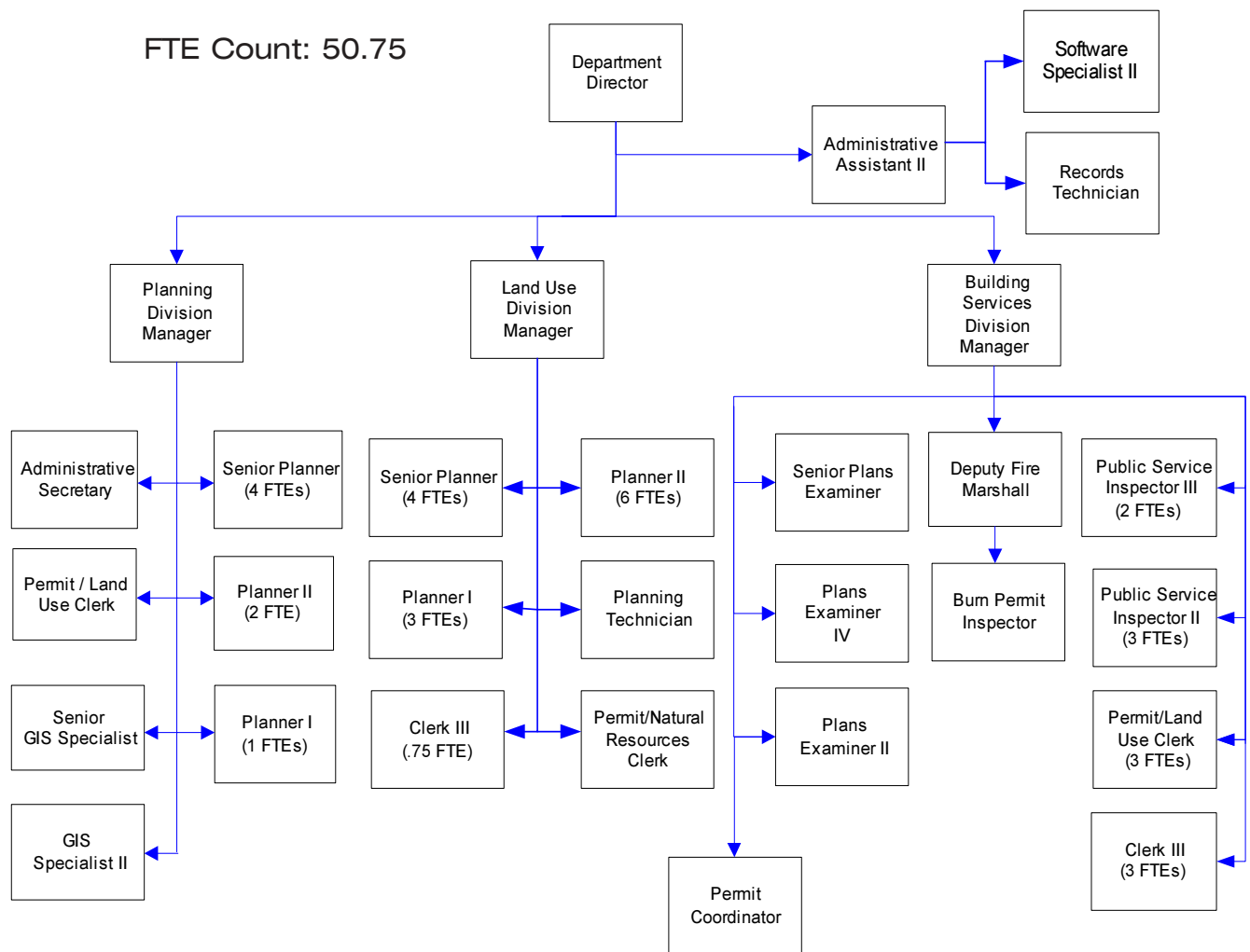


Planning & Development Services

Divisions and their services are: Building Services (construction permits of all kinds, life safety code enforcement, plan check/inspection, burn permits, fire safety inspections); Land Use Services (pre-construction zoning, shorelines, SEPA, land use, critical areas, subdivisions, land use code enforcement); Planning Services (long range planning, comprehensive plans, growth management, water resources).



Mission & Objectives

Mission

Administration

Provide excellent customer service while administering laws, codes and policies that promote better building construction and greater safety for community.

Maintain or improve current levels of service to Whatcom County customers/clients and community groups. Manage our technology dollars to the benefit of our customers through improved Geographic Information Systems collaboration, through ongoing refinement of the Whatcom County Permit Plan System and through county-wide coordination and data sharing efforts.

Support and partner with the Economic Development Council/Port of Bellingham/Greater Whatcom Chamber of Commerce in their efforts to implement the Community Economic Development Strategy (CEDS).

Focus on public outreach and education prior to the 2004 Comprehensive Plan Updates. Focus on Natural Resource Management efforts including: (1) Greater focus on increased habitat; (2) Begin a systems look at water quality management/WRIA implementation; (3) Increased efforts to work with willing property owners to conserve key lands; (4) Active coordination of county efforts with the actions of community groups, organizations and business groups.

Building Services

Provide excellent customer service while administering laws, codes and policies that 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, and natural resource protection 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 that promote and achieve the following:
 - Involving citizens in land use planning at the sub area level.
 - Involving citizens in transportation planning through the six year transportation plan.
 - Involving county staff, citizens and businesses in commute trip reduction (CTR)

Objectives continued

- efforts.
 - Involving citizens, businesses, and institutions in economic development planning.
 - Seeking to create dialogue with the community regarding emerging trends.
- Provide accurate and timely service to the public using available resources by:
 - Ensuring all facets of the permit process are responsive to individual needs.
 - Maintaining a customer service focus by shifting employees to “service” our permit needs during peak periods of the construction and permitting seasons.
 - Creating additional flexibility to meet short term spikes in permit activities.
- 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, per state law on development trends in the county.
 - Developing an annual Report to the Planning Commission on shorelines per state law.
- Maintain and improve 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.
 - Coordinating natural resource based issues consistent with the county’s Comprehensive Plan.
 - Promoting adequate parks, open spaces, recreation, and cultural resources.
 - Implementing the Whatcom County Comprehensive Plan Open Space Planning Goals and Objectives through PDR/TDR/ Covenant.
 - Creating wetland banking opportunities.
- Work with the Bicycle Advisory Committee coordinating with Parks and Recreation and Public Works on transportation, watershed planning, and parks planning efforts.
- Support a healthy economic base by:
 - Coordinating implementation of the Whatcom County Community Economic

Objectives continued

Development Strategy (CEDs).

- 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 area's natural resources including shorelines and critical areas.
- Implementing Competitiveness Council recommendations.
- Preserve and enhance unincorporated county neighborhoods and housing choices by:
 - Working with the Lummi Island and Foothills Community to address growth and 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.
 - Working with Foothills Community to develop a rural employment and training center.
- Seek creative solutions to regional planning problems/opportunities by:
 - Participating on the Council of Government's 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.
- Participate in a countywide imaging project.

Building Services

- Provide required services (including enforcement and plan checks) with courtesy, compassion and professionalism.
- Maintain high level of customer service by:
 - Monitoring counter and phone reception for customer service and cash receipting procedures.
 - Monitoring and tracking permits and providing backup of plan check during times of heavy workloads.
- Develop written policies and procedures for the functions of the Building Services Division, including plan check, front counter, inspections, phone reception, and fire reviews.
- Provide accurate and timely service to the public using available resources and

Objectives continued

- temporary extra help when demand exceeds resource.
- Maintain residential plan review turnaround at 4 weeks or under.
- Maintain building inspection appointments with 24 hour notice.
- Process small commercial plans within 8 weeks or less of submittal.
- Process large commercial plans within 12 weeks of submittal.
- Continue joint arson investigation program with Sheriff's Office.
- Continue Interagency partnerships for benefit of community and state (i.e. DNR & Emergency Response Team; State Arson Board, Region 3 Fire Investigation Task Force).
- Maintain open burning program with NWAPA.
- Update Building Services including Fire Marshall information on website.
- Develop One Stop Permit Center.
- Update outdated code books.

Land Use

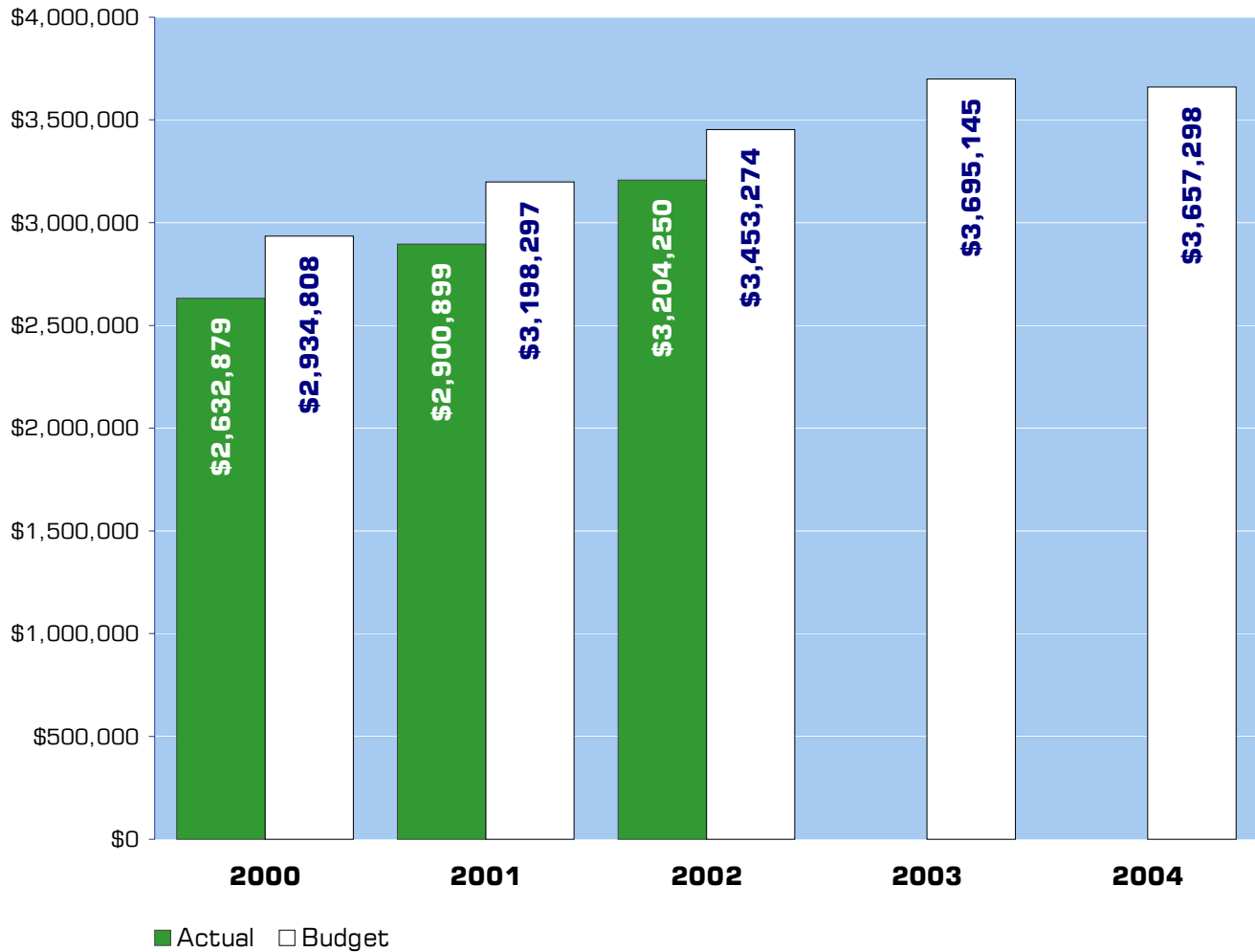
- Produce informational brochures for each area of the Land Use Division. The brochures will explain the basic services and reviews offered by the Land Use Division and the Natural Resources Section.
- Final organization and establishment of the Natural Resources Section to include all Natural Resource reviews: Wetlands, Lakes and Streams, Recharge Areas, Surface Mining Administration, Shoreline Management Areas, Agricultural Nutrient Enforcement, and State Environmental Policy Act Reviews and Determinations.

- Complete zoning and environmental reviews within 3 days of complete submittal of required information.
- Continue training opportunities for all levels of staff to better serve the public.
- Finalize the comprehensive Compliance Ordinance to ensure consistent and effective enforcement of the Uniform Building Code, Land Use Regulations, and Natural Resources Codes.
- Update the Land Use pages of the Whatcom County Web site to assist the public in understanding the processes and regulations for all regulations and codes implemented by the Land Use Division and Natural Resources Section.

Planning

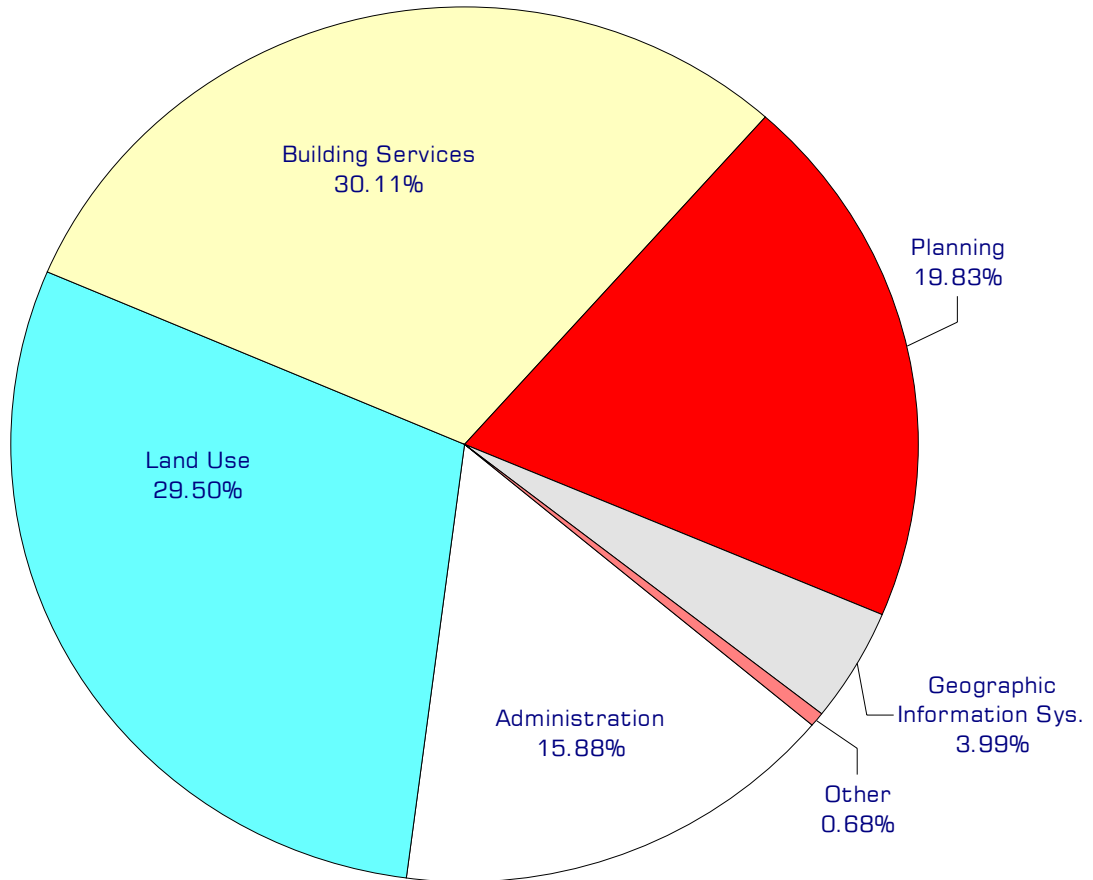
- Comply with the Growth Management Act.
- Complete the mandated seven (7) year update of the County Comprehensive Plan.
- Coordinate Capital Facilities planning.
- Perform mandated current planning functions including review of rezones, open space, annexation requests, zoning text amendments, comprehensive plan amendments, forest practice applications, and public information on land use
- Enhance GIS resources to increase interdepartmental communication and promote GIS services with other jurisdictions, the development community, and with citizens.
- Complete the update of two subarea plans.
- Work with the community groups and advisory boards to implement high priority action items in the Whatcom County Comprehensive Plan.

Expenditure Trends



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

2004 Budget by Program



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

Program Summary

	Actual 2000	Actual 2001	Actual 2002	Amended Budget 2003	Budget 2004	\$ Change 2003 to 2004	% Change 2003 to 2004
OPERATIONS							
General Fund							
800 Planning & Develop. Admin	249,719	256,067	273,858	310,965	580,841	269,876	86.79%
820 Land Use Services	952,585	967,059	1,024,836	1,181,377	1,078,761	(102,616)	-8.69%
830 Building Services	808,872	914,686	956,007	1,170,195	1,101,277	(68,918)	-5.89%
2500 Planning	498,270	559,638	536,517	721,448	725,354	3,906	0.54%
2510 GIS	123,433	122,689	126,819	148,352	146,065	(2,287)	-1.54%
2561 GMA Update Grant	-	-	28,941	57,938	-	(57,938)	-100.00%
2563 WCOG Interlocal	-	10,000	-	-	-	-	0.00%
2565 CZM Grant	-	13,500	-	-	-	-	0.00%
2567 Birch Bay Community	-	57,260	38,960	-	-	-	0.00%
2569 EDA Grant - Economic Devel	-	-	164,989	-	-	-	0.00%
2570 Purchase Develop Rights	-	-	19,453	22,210	25,000	2,790	12.56%
2571 Whatcom Conservation Distr	-	-	15,000	-	-	-	0.00%
2572 GeoEngineers Contract	-	-	8,455	31,545	-	(31,545)	-100.00%
2573 Lummi Island Contract	-	-	7,885	27,115	-	(27,115)	-100.00%
2574 Paul Schissler Contract	-	-	2,530	-	-	-	0.00%
2575 GDBG Grants	-	-	-	24,000	-	(24,000)	-100.00%
Total Planning & Develop Operations	2,632,879	2,900,899	3,204,250	3,695,145	3,657,298	(37,847)	-1.02%
CAPITAL							
General Fund							
800 Planning & Develop. Admin	-	14,104	13,779	38,086	19,000	(19,086)	-50.11%
820 Land Use Services	1,592	-	-	-	2,000	2,000	0.00%
830 Building Services	1,592	-	-	-	-	-	0.00%
2500 Planning	-	-	-	6,000	2,400	(3,600)	-60.00%
2510 GIS	-	6,196	-	-	-	-	0.00%
2561 GMA Update Grant	-	-	2,607	-	-	-	0.00%
2565 CZM Grant	-	3,000	-	-	-	-	0.00%
2569 EDA Grant - Economic Devel	-	-	2,592	-	-	-	0.00%
Total Planning & Develop. Capital	3,184	23,300	18,978	44,086	23,400	(20,686)	-46.92%
TRANSFERS							
General Fund							
800 Planning & Develop. Admin	-	1,605	-	48,400	30,000	(18,400)	-38.02%
820 Land Use Services	-	8,992	-	-	-	-	0.00%
830 Building Services	-	8,452	-	-	-	-	0.00%
2500 Planning	-	4,291	-	-	-	-	0.00%
2510 GIS	-	1,158	-	-	-	-	0.00%
Total Planning & Develop. Transfers	-	24,498	-	48,400	30,000	(18,400)	-38.02%
TOTAL PLAN & DEVELOPMENT	2,636,063	2,948,697	3,223,228	3,787,631	3,710,698	(76,933)	-2.03%

2004 Funding Sources

Land Use Permits	514,000
Plan Check Fees	665,600
Building Permits	1,300,000
Other Charges for Service	521,460
General Fund	601,657
Miscellaneous Revenue	5,550
Total Funding	3,608,267

Other Charges for Service

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.

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.

Land Use Permits

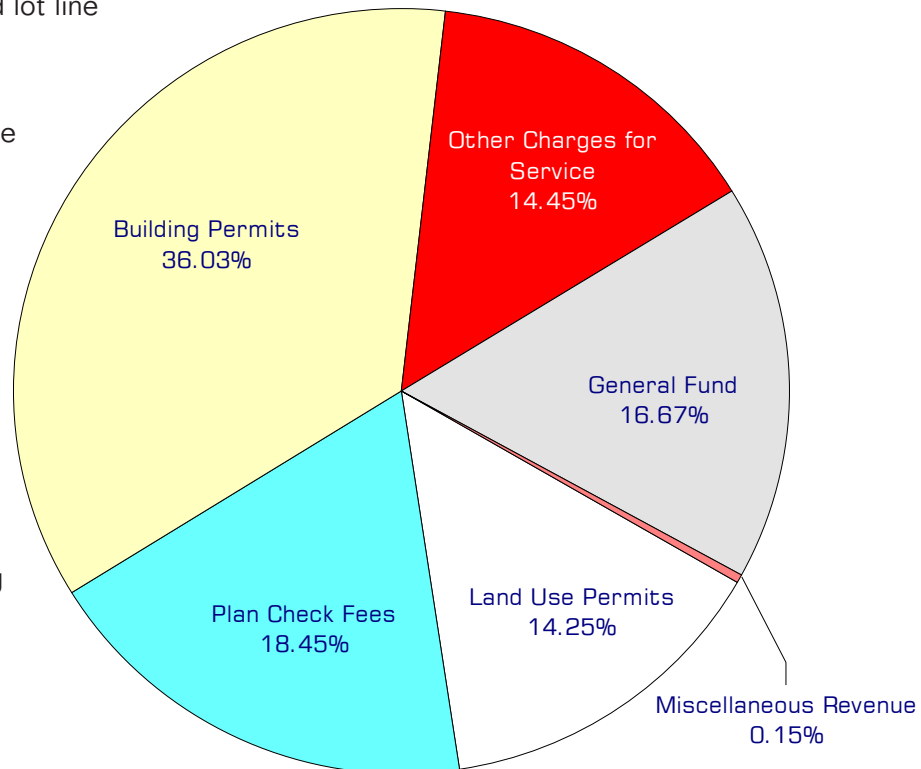
Fees collected for long and short plats and for the various land-use permits: conditional use, variance, major development, rezone, SEPA fees and exemptions from subdivision rules and lot line adjustments.

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.



Performance / Activity Measures

	Actual 2000	Actual 2001	Actual 2002	Projected 2003	Projected 2004
Building Inspections	12,000	12,000	12,000	13,000	14,000
Building Permit Routing	1,800	2,306	2,545	2,300	2,600
Burn Permits	200	250	383	300	380
Clearing Grading Review	2,700	1,751	2,220	2,490	2,400
Clearing Permits	90	135	129	100	100
Compliance Cases	880	416	372	500	520
Compliance Inquiries	2,700	2,650	2,700	2,750	2,800
Comprehensive Plan Revisions	6	11	29	15	15
Natural Resources Review	2,200	2,315	2,503	3,026	3,000
Critical Area Mitigation Plan	58	79	93	90	100
Conversion Option Harvest Plans	16	16	9	4	4
Fire Plan Review	176	200	646	400	600
Fire Safety Inspections	170	200	544	446	540
Forest Practice Application Tracking	191	135	135	200	200
GIS Maps/Data	1,250	1,500	875	1,500	1,800
Lake Whatcom Inspections	126	150	130	250	250
Mechanical Permits	950	700	600	528	600
Mobile Home Permits	250	300	181	190	175
Open Space Applications	40	40	20	21	20
Plan Review	1,292	1,300	1,475	1,594	1,520
Plan Revisions	128	130	130	148	150
SEPA Reviews	280	310	405	340	340
Shoreline Permits	140	182	292	280	270
Short Plat	90	46	39	36	30
Subarea Plan Updates	1	2	1	2	2
Subdivision Exemption	430	450	426	350	300
Subdivision/Long Plat/Binding Site Plans	15	13	6	8	6
Surface Mining	92	86	88	91	91
Zoning Permits	72	97	93	100	95
Zoning / Comp. Plan Interpretations	300	300	150	300	380
Zoning Inquiries	2,000	2,000	2,200	2,500	2,500
Zoning Map/Text Amendments	20	20	11	17	20

Expenditures Summary

	Actual 2000	Actual 2001	Actual 2002	Amended Budget 2003	Budget 2004	\$ Change 2003 to 2004	% Change 2003 to 2004
GENERAL FUND							
800 Administration							
Salaries & Wages	116,255	113,108	118,894	127,077	221,274	94,197	74.13%
Benefits	25,121	26,704	25,719	28,007	45,088	17,081	60.99%
Supplies	1,911	1,033	1,572	1,950	1,750	(200)	-10.26%
Other Services & Charges	106,432	115,222	127,673	153,931	312,729	158,798	103.16%
Capital Outlay	-	14,104	13,779	38,086	19,000	(19,086)	-50.11%
Operating Transfer	-	1,605	-	48,400	30,000	(18,400)	-38.02%
<i>Total Administration</i>	<i>249,719</i>	<i>271,776</i>	<i>287,637</i>	<i>397,451</i>	<i>629,841</i>	<i>232,390</i>	<i>58.47%</i>
820 Land Use							
Salaries & Wages	648,162	640,662	687,904	798,506	779,681	(18,825)	-2.36%
Benefits	168,106	174,407	184,399	211,215	212,120	905	0.43%
Supplies	10,316	14,085	9,071	12,284	9,300	(2,984)	-24.29%
Other Services & Charges	126,001	137,905	143,462	159,372	77,660	(81,712)	-51.27%
Capital Outlay	1,592	-	-	-	2,000	2,000	0.00%
Operating Transfer	-	8,992	-	-	-	-	0.00%
<i>Total Land Use</i>	<i>954,177</i>	<i>976,051</i>	<i>1,024,836</i>	<i>1,181,377</i>	<i>1,080,761</i>	<i>(100,616)</i>	<i>-8.52%</i>
830 Building Services							
Salaries & Wages	550,747	627,972	657,827	826,480	767,239	(59,241)	-7.17%
Benefits	147,802	171,328	173,830	208,308	220,522	12,214	5.86%
Supplies	11,962	13,936	14,134	14,136	29,450	15,314	108.33%
Other Services & Charges	98,361	101,450	110,216	115,671	82,816	(32,855)	-28.40%
Intergov Services & Charge	-	-	-	5,600	1,250	(4,350)	-77.68%
Capital Outlay	1,592	-	-	-	-	-	0.00%
Operating Transfer	-	8,452	-	-	-	-	0.00%
<i>Total Building Services</i>	<i>810,464</i>	<i>923,138</i>	<i>956,007</i>	<i>1,170,195</i>	<i>1,101,277</i>	<i>(68,918)</i>	<i>-5.89%</i>
2500 Planning							
Salaries & Wages	311,865	341,601	350,325	478,555	506,788	28,233	5.90%
Benefits	77,328	89,115	86,916	123,327	131,236	7,909	6.41%
Supplies	14,357	19,953	21,135	27,750	22,802	(4,948)	-17.83%
Other Services & Charges	94,720	108,969	78,141	91,816	64,528	(27,288)	-29.72%
Capital Outlay	-	-	-	6,000	2,400	(3,600)	-60.00%
Operating Transfer	-	4,291	-	-	-	-	0.00%
<i>Total Planning</i>	<i>498,270</i>	<i>563,929</i>	<i>536,517</i>	<i>727,448</i>	<i>727,754</i>	<i>306</i>	<i>0.04%</i>
2510 GIS							
Salaries & Wages	85,187	85,380	91,212	102,615	104,562	1,947	1.90%
Benefits	20,746	22,393	22,301	25,637	26,653	1,016	3.96%
Supplies	5,911	4,819	4,041	4,100	3,350	(750)	-18.29%
Other Services & Charges	11,589	10,097	9,265	16,000	11,500	(4,500)	-28.13%
Capital Outlay	-	6,196	-	-	-	-	0.00%
Operating Transfer	-	1,158	-	-	-	-	0.00%
<i>Total GIS</i>	<i>123,433</i>	<i>130,043</i>	<i>126,819</i>	<i>148,352</i>	<i>146,065</i>	<i>(2,287)</i>	<i>-1.54%</i>

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Expenditures Summary continued

	Actual 2000	Actual 2001	Actual 2002	Amended Budget 2003	Budget 2004	\$ Change 2003 to 2004	% Change 2003 to 2004
2561 GMA Update Grant							
Salaries & Wages	-	-	167	-	-	-	0.00%
Supplies	-	-	3,210	-	-	-	0.00%
Other Services & Charges	-	-	25,564	57,938	-	(57,938)	-100.00%
Capital Outlay	-	-	2,607	-	-	-	0.00%
<i>Total GMA Update Grant</i>	-	-	31,548	57,938	-	(57,938)	-100.00%
2563 WCOG Interlocal							
Salaries & Wages	-	9,000	-	-	-	-	0.00%
Supplies	-	1,000	-	-	-	-	0.00%
<i>Total WCOG Interlocal</i>	-	10,000	-	-	-	-	0.00%
2565 CZM Grant							
Salaries & Wages	-	11,500	-	-	-	-	0.00%
Supplies	-	2,000	-	-	-	-	0.00%
Capital Outlay	-	3,000	-	-	-	-	0.00%
<i>Total CZM Grant</i>	-	16,500	-	-	-	-	0.00%
2567 Birch Bay Community							
Supplies	-	1,500	-	-	-	-	0.00%
Other Services & Charges	-	55,760	38,960	-	-	-	0.00%
<i>Total Birch Bay Community</i>	-	57,260	38,960	-	-	-	0.00%
2569 EDA Grant - Economic Development							
Salaries & Wages	-	-	5,495	-	-	-	0.00%
Benefits	-	-	494	-	-	-	0.00%
Other Services & Charges	-	-	159,000	-	-	-	0.00%
Capital Outlay	-	-	2,592	-	-	-	0.00%
<i>Total EDA Grant-Economic Devel</i>	-	-	167,581	-	-	-	0.00%
2570 Purchase Develop Rights							
Other Services & Charges	-	-	19,453	22,210	25,000	2,790	12.56%
<i>Total Purchase Develop Rights</i>	-	-	19,453	22,210	25,000	2,790	12.56%
2571 Whatcom Conservation District							
Other Services & Charges	-	-	15,000	-	-	-	0.00%
<i>Total Whatcom Conservation Dist.</i>	-	-	15,000	-	-	-	0.00%
2572 GeoEngineers Contract							
Other Services & Charges	-	-	8,455	31,545	-	(31,545)	-100.00%
<i>Total GeoEngineers Contract</i>	-	-	8,455	31,545	-	(31,545)	-100.00%
2573 Lummi Island Contract							
Other Services & Charges	-	-	7,885	27,115	-	(27,115)	-100.00%
<i>Total Lummi Island Contract</i>	-	-	7,885	27,115	-	(27,115)	-100.00%
2574 Paul Schissler Contract							
Other Services & Charges	-	-	2,530	-	-	-	0.00%
<i>Total Paul Schissler Contract</i>	-	-	2,530	-	-	-	0.00%
2575 CDBG Grants							
Other Services & Charges	-	-	-	24,000	-	(24,000)	-100.00%
<i>Total CDBG Grants</i>	-	-	-	24,000	-	(24,000)	-100.00%
TOTAL PLAN & DEVELOP SVCS	2,636,063	2,948,697	3,223,228	3,787,631	3,710,698	(76,933)	-2.03%