



## Community Development - Planning 00100.334.

### Mission Statement

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To preserve and enhance the quality of life in Clallam County by promoting a community with a healthy and sustainable environment and economy.

### Function

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#### Current Planning:

- Administer land use, and environmental regulations and permitting.
- Provide public assistance in understanding county development regulations and the application
- Review applications for consistency with the comprehensive plan and development regulations.
- Issue Type I and II Land Use Permits (e.g., short plats, large lot divisions, others).
- Provide a recommendation to the Hearing Examiner on Type III Land Use Permits (e.g., conditional use permits, subdivisions, variances, shoreline substantial development, others.)
- Provide administrative support to the Hearing Examiner and Permit Advisory Board.
- Coordinate building and land use application review with other county departments, cities, tribes, state and federal regulatory agencies, and other stakeholders.

#### Long Range Planning:

- Update and implement the county Comprehensive Plan, Capital Facility Plans, 6-Year Transportation Plan, Shoreline Master Program (SMP), and development regulations consistent with state law and responsive to community needs.
- Seek community involvement and partnerships in growth management.
- Coordinate growth and shoreline management efforts with landowners, cities, tribes, state and federal agencies, and other stakeholders.
- Process annual Comprehensive Plan and Zoning Map amendment applications.
- Process biannual Current Use Assessment applications for open space/timber tax reductions.
- Seek and manage grants to develop and implement growth management plans.
- Represent the county on various growth management related committees and work groups.
- Maintain and update Department growth management web pages.
- Provide administrative and technical support to the Board of County Commissioners, Planning Commission, Carlsborg Community Advisory Council, and other committees and work groups on land use and environmental planning and regulation.

#### GIS/Permit Tracking

- Develop and maintain geographic information (e.g., critical areas, zoning, parcels, etc.), the county permitting system, and associated data to support department and county functions.
- Provide useful geographic, regulatory, resource, and community information (e.g., maps, data reports) to the building and planning divisions, other departments, other agencies, and the public.

- Provide technical assistance to other county departments and outside agencies on special projects consistent with department and county objectives.
- Coordinate and automate electronic information storage and flow to maximize department and county objectives.

## Goals

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1. Protect health and safety of county residents by fair administration of building, fire, and land use laws.
2. Collect, assemble, and disseminate demographic, geographic, and natural resource information.
3. Preserve the civil and property rights of county citizens and landowners.
4. Provide quick, dependable customer service.
5. Apply sound planning principles to balance accommodating growth with other community objectives.

## Workload Indicators

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	2008 Actual	2009 Actual	6/30/10 Actual
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	24	39	30
Preliminary Land Division Applications	52	18	6
Final Plats, BLA, and Alterations	61	56	15
Critical Area Review and Approvals	179	115	34
State Environmental Policy Act Review	32	30	15
Shoreline Permits (not associated with other permits)	17	17	8
Variances	13	9	2
Conditional Use Permit	10	6	4
Class IV Forest Practice Approval	5	0	0
Wireless Communication Facilities Permit	2	2	0
Legal Lot Determinations	x	5	1
Pre-Application Conference/Project Review	78	118	58
Long Range Planning:			
Planning Commission Meetings (number)	27	23	12
Conservation Easement Acquisition (hours):	240	30	40
- Dungeness Valley Creamery			
- Finn Hall Farm			

Comprehensive Plan Updates (hours): - Amending LAMIRDs & Blyn (Ord. 835) - Mineral lands element - Rezone application (Res. 124, 2008) - Amending remaining LAMIRDs (Ord. 850) - Adopting NC zone (Ord. 852) - Battelle rezone (Ord. 857) - Palo Verde rezone (Ord. 861) - Parks & Rec ordinance (Ord. 860) - Rezone applications (Ord's. 858, 859) - Interim controls (Ord's. 832, 833, 836, 838, 841, 849, 851, 862, 863, 865) - Port Angeles UGA	1,310	1,690	50
Development Regulation Code Updates (hours): - Land Division Code - Noise ordinance - Airport Overlay District (Ord. 837) - Policy 4 (Ord. 856) - Home-based business ordinance - Farm-based business ordinance	740	120	380
Policy implementation (manuals & brochures) (hours)			150
Farmland preservation report (hours)	280	185	
Grant applications (hours)		90	20
Assisting prosecutor re GMA defense & appeal (hours)	90	40	
Assisting current planning (hours)	100	100	50
Stormwater Program (hours) - Stakeholder work group - Land Use Land Cover - Monitoring - Outreach and Education	1040	1350	900
Stormwater and CESCL workshop (G99) (hours)		200	
Carlsborg UGA (hours): - Land Use Planning - Wastewater and Water Reuse Planning - Carlsborg Community Advisory Committee meetings - Public Involvement - Grant, loan, and appropriation applications - GMA compliance and appeal proceedings	320	775	500
In-stream flow (hours)	60	120	125
Climate Change/RCM (hours)		24	130
Streamkeepers (hours)	40	140	95
Current Use Assessment Applications (hours)	150	150	75
CCC 27.08 Open Space Code Update (hours)	150	75	25

Industrial Lands Inventory (hours)		250	
Shoreline Master Program Update (hours)			450
GIS/Permit Tracking:			
Stream Remapping (square mile of drainage / stream miles)	35/190	830/3,300	550/2,300
Final Plat and BLA Map Reviews (# of cases)	115	62	39
Rebuild data integration between GIS/Permit databases and new Assessor Application (PACS) (% done)		10%	40%
Migrate GIS data maintenance to ArcGIS (% done)	40%	90%	98%
GIS elements of new PENCOM software implementation (much more GIS centered)		started late 2009	98% complete
Major version Upgrade to Permit System complete		started	finished
OSSM monitoring case development / integration with OnlineRME (EH Grant Funded)	started		this phase complete
OSSM homeowner inspection database development (EH Grant Funded)		started	60% complete
Mapping of rezoning of much of county (WGHB resolution of appeals)		drafted	completed

## Grant Funding Sources

1. Environmental Protection Agency (EPA) West Coast Estuaries Grant
2. Recreation and Conservation Office (RCO) Farmlands Preservation Account
3. Natural Resources Conservation Service (NRCS) FRPP
4. The Washington State Conservation Commission Farmlands Preservation Account
5. Department of Commerce (previously CTED) Biennium Grant for Carlsborg
6. Department of Ecology (DOE) Local Government Stormwater Grant
7. Department of Ecology (DOE) Environmental Assistance Program
8. Department of Ecology (DOE) Centennial Grant Courthouse Stormwater Retrofit

## Revenues

	2008 Actual	2009 Actual	6/30/10 Actual	2011 Budget
Taxes	0	0	0	0
Licenses and Permits	3,650	5,350	34,675	69,624
Intergovernmental Revenues	123,183	156,586	73,520	456,620
Charges for Goods and Services	117,366	79,452	7,740	15,000
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	566,313	716,636	420,887	480,195
<b>Total</b>	<b>\$810,512</b>	<b>\$958,025</b>	<b>\$536,822</b>	<b>\$1,021,439</b>

## Expenditures

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	2008 Actual	2009 Actual	6/30/10 Actual	2011 Budget
Salaries and Wages	528,346	569,252	278,505	483,880
Personnel Benefits	177,767	188,140	91,359	165,816
Supplies	15,132	12,690	3,717	19,001
Other Services and Charges	86,363	185,126	162,195	307,741
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	40,500
Interfund Payments for Services	2,904	2,817	1,046	4,501
Transfers Out	0	0	0	0
Total	\$810,512	\$958,025	\$536,822	\$1,021,439

## Staffing

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	2008 Budget	2009 Budget	2010 Budget	2011 Budget
Full Time Equivalents	11.30	10.81	10.31	8.44