

Community Development Department

Community Development Department

MISSION:

The Community Development Department is dedicated to carrying out the community's vision through consistent, courteous and personalized customer service, supporting economic vitality, protecting the environment and ensuring a great quality of life.

DESCRIPTION:

The department currently has 3 full time employees (director, building official /code compliance officer, and administrative assistant), one half time planner, one ¾ time permit technician, and, if needed, contracted building inspections.

These services are augmented by consultants including:

- City consultant services for on-call:
 - Review of street and utility standards for private development
 - Review of landscape plans and street tree issues
 - Review of wetland reports
 - Plan review and inspections

2017-2018 MAJOR GOALS:

The Community Development Department work goals fit into all of the budget themes: public safety, economic development, park and recreation assets, municipal facilities, and financial sustainability.

1. Public Safety Goals

Although public safety is usually thought of as police and fire services, the fundamental zoning authority of the city also resides under the legal umbrella of public health, safety and welfare, or as it is often called “the police power”. Code compliance, implementation of zoning regulations including topics such as use regulations, critical areas regulations, floodplain regulations, sign regulations, and nuisance are in this category. The 2017/2018 goal is to continue to provide equitable implementation of city codes that provide for the general public safety and welfare.

- Continue quality code compliance (estimated 20 to 40 cases per year)
- Resolve code enforcement violations within 10 working days
- Provide information about building in the floodplain

2. Economic Development Goals

The 2017/2018 goal is to improve the economic development investment climate.

- Evaluate zoning codes for potential attraction of families into the community.
- Evaluate fee structure for both planning and building permits.
- Continue to evaluate the need for economic development incentives and a strategy to implement incentives if warranted.
- Provide support for marketing campaign to attract new residents.
- Provide accurate and timely information about development.
- Partner with prospective businesses and property owners to assist them through the permitting process.

3. Parks and Recreation Assets Goals

The 2017/2018 goal is to provide recreational opportunities for residents and visitors within the City of Stanwood.

- Support the permitting of both the Hamilton and Ovenell properties.
- Continue to pursue leasing of the BNSF corridor.
- Evaluate the opportunities to partner with others for wetland mitigation at the Ovenell property.

4. Municipal Facilities

The 2017/2018 goal is to assist the City in maintaining taxpayer owned assets.

- Provide assistance in finding solutions for existing City Hall if necessary
- Provide supporting information for a potential new Police Station/City Hall location.

5. Financial Stability Goals

The Community Development Department in 2017/2018 will contribute to the financial stability of the city by providing a group of services to allow conversion of land from underutilized uses or vacant acreage to a higher use assessed at a higher tax rate. Plats, in particular, create additional property tax value. The building and current planning services of the department support this goal.

- Continue working with property owners to approve residential plats, multifamily projects, and commercial projects that improve the city's property tax base
- Continue doing engineering review and construction management in house
- Continue to do residential and commercial plan review in house
- Determine other opportunities for cost saving

Projects started in 2015/16 carrying over into 2017/18

1. Continue work with FEMA on the proposal to address impacts on fish/FEMA Bi-Op Regulations (on going)
2. BNSF Lease for use of railroad corridor
3. Proposed changes to the Traditional Neighborhood zoning
4. WSDOT Trail Lease and permitting

2015-2016 ACCOMPLISHMENTS:

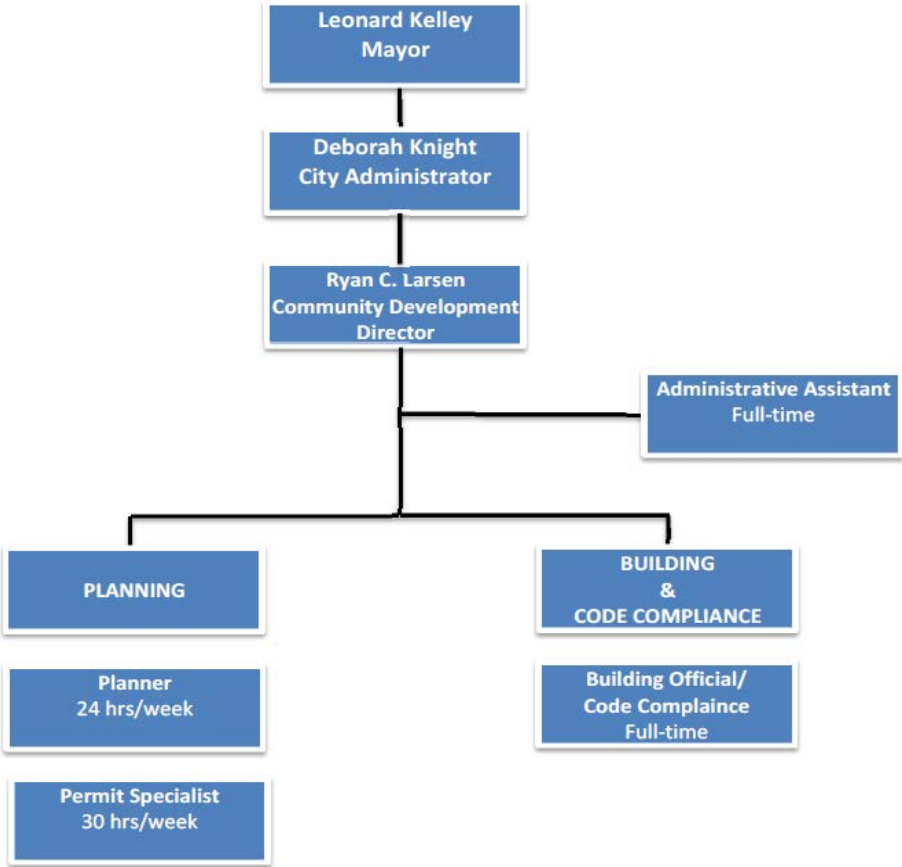
- Engineering/construction plan review for projects in house as a cost saving mechanism
- Residential and commercial building permits plan review completed in house
- Construction projects completed in house as a cost saving mechanism (YMCA, Port Susan Market Place, Pioneer Highway waterline project)
- Ensured the YMCA and Port Susan Market Place inspections were completed on-time so projects could maintain opening date schedule
- Completed the following ordinances
 - Ordinance 1398 – multiple miscellaneous changes to Title 17
 - Ordinance 1419 – created processes for land use application
 - Ordinance 1418 – multiple miscellaneous change to Title 17
 - Ordinance 1420 and 1421 – Wireless Communications Ordinance
 - Ordinance 1410 – Updating Comp Plan maps.
 - Ordinance 1396 – Adopted Periodic Comprehensive Plan Update
- Completed community presentations on project updates and potential Police Station/City Hall relocation with the Chamber of Commerce, Kiwanis, Rotary, Historical Society and Lions Club
- Hired a full-time building official
- Completed the Ovenell annexation
- Acquired ortho-imagery of entire city through King County at reduced cost
- Facilitation of the City Hall / PD updates/renovations
- Re-wrote special events permit process and streamlined
- Began the Business Spotlight featuring local businesses

2015-2016 KEY PERFORMANCE MEASUREMENTS:

	2015	2016 (through August 31st)
Total Permits	433	302
Single-Family Home Permits	24	25
Commercial Building Permits	29	22
Total Revenue (every category of permits)	\$ 795,943	*\$ 876,026
Code Enforcement Cases	46	26
Customers Served at Counter (Approx.)	520	445
Planning Commission Total Hours	21 Hours	11 Hours
Planning Commission Total Meetings Held	13	11

*(updated through 9/24/16)

DEPARTMENT ORGANIZATIONAL CHART:



On call consultants as needed.

Community Development Department Budget

	2015	2016	2017	2018
Community Development	Actual	Budget	Adopted	Adopted
Salaries and Wages	\$ 288,690	\$ 338,670	\$ 351,400	\$ 365,455
Taxes and Benefits	\$ 115,236	\$ 135,669	\$ 139,160	\$ 144,765
Operating Supplies	\$ 1,441	\$ 800	\$ 3,600	\$ 800
Fuel	\$ 374	\$ 650	\$ 650	\$ 650
Small Equipment	\$ 971	\$ 1,000	\$ 2,700	\$ 1,500
Professional Services	\$ 181,858	\$ 120,000	\$ 125,000	\$ 105,000
Economic Development	\$ 31,018	\$ 37,000	\$ 9,000	\$ 4,000
Tourism Promotion & Marketing	\$ -	\$ -	\$ 50,500	\$ 50,500
Communications	\$ 3,943	\$ 2,000	\$ 2,000	\$ 2,000
Advertising	\$ 713	\$ 2,500	\$ 2,500	\$ 2,500
Repairs & Maintenance	\$ 346	\$ 350	\$ 400	\$ 400
Training & Travel	\$ 3,061	\$ 3,000	\$ 5,000	\$ 5,000
Dues	\$ 3,824	\$ 4,000	\$ 4,000	\$ 4,000
Printing	\$ 23	\$ 800	\$ 800	\$ 800
Credit Card Fees	\$ 691	\$ 1,000	\$ 1,000	\$ 1,000
Intergovernment Services	\$ 404	\$ 2,500	\$ 2,500	\$ 2,500
Total Community Development	\$ 632,599	\$ 649,939	\$ 649,710	\$ 640,371