

Community Development Department

Community Development Department - SUMMARY

Mission

The Community Development Department mission is to promote an excellent quality of life for the people of Stanwood by balancing the following needs:

- Promoting the safety and welfare of citizens;
- Protecting the environment;
- Helping citizens achieve their own plans while balancing the public good;
- Providing professional customer service;
- Helping citizens to understand and comply with our standards, codes, and regulations;
- Administering codes accurately, fairly, and consistently;
- Forging partnerships between government, citizens, and businesses; and
- Promoting economic development that meets the needs of the community.

Key Functions

The Community Development Department implements the Planning, Economic Development, Building, and Code Enforcement programs in the City.

Planning Function

- ❖ Long range planning includes:
 - amendments to the City comprehensive plan
 - coordinating with consultants on updating various supporting documents for the 2015 Comprehensive Plan update
 - updating and amending the city development regulations and codes
 - staffing for the Planning Commission
 - GIS mapping
- ❖ Current planning includes
 - development review for plats and short plats, commercial projects, boundary line adjustments, public works projects, and site development review
 - implementation of critical areas, environmental review, landscape and design standards
 - field/site inspections of construction projects
 - zoning code interpretation
 - coordination with public works on capital projects

Economic Development function

- Working with the business community
- Marketing materials
- Customer service
- Implementing economic development incentives

- Special Events

Building function

- administers building permits for new construction, remodels, additions, and tenant improvements, construction inspection, floodplain management
- sign permits
- occupancy permits
- oversight of wayfinding signs

Code Enforcement function

- Response to complaints
- Inspection Services
- Code Research
- Documents Research
- Customer Service

STAFFING

The department currently has 3 full time employees (director, building inspector/code enforcement, and administrative assistant), two half time planners, one ¾ time permit tech, and a building official 1 day/week (Tuesday) with off site plan review.

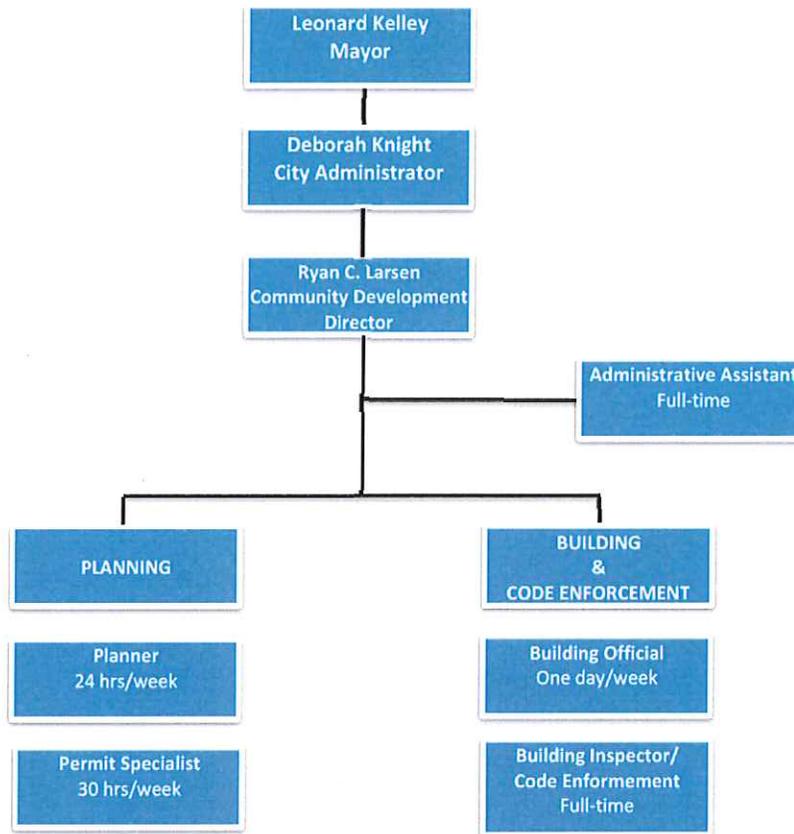
These services are augmented by consultants including:

- City engineer consultant (on call), RH2 Engineer Bret Beaupain
 - Review of street and utility standards for private development
- Arborist consultant (on call) Urban Forest Services Jim Barborinas
 - Review of landscape plans and street tree issues

Staffing proposed for 2015/2016:

- Reduction of one half time planner at 22.5 hrs.
- Continued use of an on-call consultant to provide infrastructure inspection services. The infrastructure inspector would be paid out of revenue from building activity and only utilized when the demand was warranted.
 - The on call infrastructure inspector would be on construction sites inspecting the installation of utility and street infrastructure to city standards. Current staff has been performing some of these duties during 2014 to reduce expenses.
 - On call Fire Plan Check

DEPARTMENT ORGANIZATIONAL CHART:



On call consultants:
 Engineering Bret Beaupain
 Arborist Jim Barborinas

2014 DEPARTMENT 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 enforcement, implementation of zoning regulations including topics such as use regulations, critical areas regulations, floodplain regulations, sign regulations, and nuisance are in this category.

The 2015/2016 goal is to continue to provide equitable implementation of city codes that provide for the general public safety and welfare.

- ❖ Provide information about building in the floodplain
- ❖ Continue quality code enforcement (estimated 100 cases per year)
- ❖ Resolve code enforcement violations within 10 working days

2. Economic Development Goals

The 2015/2016 goal is to improve the economic development investment climate.

- ❖ Partner with perspective businesses and property owners to assist them through the permitting process
- ❖ Improve the special events permitting process
- ❖ Evaluate the need for economic development incentives and a strategy to implement incentives if warranted
- ❖ Evaluate and streamline the zoning codes to make the document more user friendly
- ❖ Provide accurate and timely information about development
- ❖ Develop a working partnership with the Economic Alliance of Snohomish County.
- ❖ Support business community in an effort to organize a “Main Street” program.

3. Parks and Recreation Assets Goals

The 2015/2016 goal is to provide recreational opportunities for the residents and visitors within the City of Stanwood.

- a. Complete the Integrated Planning Grant (IPG) on the Hamilton and Raplee properties for future park locations

4. Municipal Facilities

The 2015/2016 goal is to assist in the City in maintain taxpayer owned assets.

- ❖ Provide assistance in finding solutions for existing City Hall for flood proofing of elevating
- ❖ Support providing information for a potential new Police Station/City Hall location.

5. Financial Stability Goals

The Community Development Department in 2015/2016 will contribute to the financial stability of the city by providing a group of services to allow conversion of land from

underutilized land 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 to do some engineering review and construction management in house

Projects started in 2014 carrying over into 2015

1. 2015 Comprehensive Plan. The 2015 Comprehensive Plan has been an ongoing project since 2013. It is anticipated that the 2015 Comprehensive Plan will be completed in March or April of 2015
2. Environmental review of the 2015 Comprehensive Plan and supporting documents
3. Continue work with FEMA on the proposal to address impacts on fish/FEMA Bi-Op Regulations
4. Drafting of the Traditional Neighborhood II zoning language
5. Working towards the City of Stanwood being a Tree City USA

Community Development Budget Request – Table 12

Community Development	2014 Adopted	2015 Proposed	2016 Proposed	Notes
Salaries and Wages	318,313	302,215	311,728	Assumed 1.8% COLA
Taxes and Benefits	151,795	132,987	141,515	Assumed 5% medical insurance premium increase
Operating Supplies	800	800	800	
Fuel	650	650	650	
Small Equipment	7,800	5,000	1,000	
Professional Services	243,500	410,000	110,000	2015 includes \$300k IPG Grant, \$60k plan review, \$25k plan ck, \$20k on-call inspector
Economic Development	32,500	32,000	32,000	\$15k support from business license incr., \$7k mktg materials, \$6k incentives Process Solutions, \$3k holiday promo, \$1,500 small grants
Communications	2,400	2,000	2,000	
Advertising	3,000	2,500	2,500	legal notices in publications
Repairs & Maintenance	350	350	350	
Training & Travel	2,500	3,000	3,000	\$2k ongoing, \$1k bldg official certification
Dues	1,225	1,225	1,225	dues for staff certs
Printing	1,000	850	800	
Credit Card Fees	-	1,500	1,500	on-line banking services
Intergov't Services	52,300	2,500	2,500	ILA with Sno Co UGA Amend
Total CD	818,133	897,577	611,568	

2014 ACCOMPLISHMENTS

- Began reviewing minor engineering projects in house as a cost saving mechanism. (Stanwood High School parking lot, Saint Cecalias parking lot, and Our Saviors Lutheran Church drainage)
- Began inspection of construction projects in house as a cost saving mechanism (Jasper Junction, Stanwood High School parking lot, Saint Cecalias parking lot, and Our Saviors Lutheran Church drainage)
- Implemented the iWorks permitting software in place of the use of BIAS.
- Completed the following ordinances
 - Modified the floodplain ordinance.
 - Adjustments to the permitted use table
 - Adjustments to the fence definition to clarify setback issues
 - Recreation marijuana regulations
- Partnered with Snohomish County on the UGA amendment for the City of Stanwood.

- Finalized the Shoreline Master Program with the Department of Ecology
- Wayfinding Sign installation
- Joined as a member to the Alliance of Housing Affordability
- Reviewed first preliminary plat in seven (7) years and was approved by the hearing examiner.
- Partnered with the Stanwood School District to complete major parking lot renovation at High School.
- Completed four community presentations on the 2015 Comprehensive Plan with the Chamber of Commerce, Kiwanis, Rotary, and Lions Club.
- Began public review of the edits to the 2015 Comprehensive Plan.