

PLANNING
DEPARTMENT





AGENDA

DEPARTMENT OVERVIEW

FTE CHANGES

NEW TO 2021/2022

MANDATES

CARRY OVER

CUTTING ROOM FLOOR

QUESTIONS

DEPARTMENT OVERVIEW

PLANNING IS DEDICATED TO PROVIDING PROMPT AND COURTEOUS SERVICE

The Planning Department provides several services to the community (residents, business, developers appointed commissions and elected officials – local, county, and state). *Planning drafts, implements, and manages zoning, critical areas, shoreline, floodplain, comprehensive plan and watershed plan.* Planning staffs the Planning Commission, City Council, advisory committees, Farm, Fish, Flood (buffer task force, regulatory task force flood caucus), Snoqualmie Watershed Forum, Snoqualmie Valley Transportation (as staff resources allow), KC Planning Directors Group, and King County Flood Caucus Committee

- **Core Duties** - Land Use Permitting (intake, route, review, prepare for hearing, and implement decisions)
- **Core Tasks** - Inspections, regulation implementation and management, records management, code enforcement, grant writing and management, planning permit counter interactions, phone/email correspondence
- **Outreach** - Community and Business, regional coordination with King County, Puget Sound Regional Council, Transit, and state and federal agencies
- **Development Review Committee** – Manages and coordinates Meetings (DRC, General Information Meetings, and Pre-Application) team includes planning, building, engineering, public works, and fire

EXPENDITURE SUMMARY

Planning Summary

Category	2017 Actual	2018 Actual	2019 Actual	2020 Estimated	2021 Budgeted	2022 Budgeted	Biennial % Δ
Salaries & Wages	\$217,109	\$231,001	\$221,753	\$228,247	\$243,000	\$248,000	9%
Personnel Benefits	\$69,860	\$69,551	\$72,787	\$79,213	\$79,000	\$83,000	7%
Supplies	\$1,171	\$8,005	\$924	\$2,106	\$3,860	\$2,588	113%
Services	\$111,319	\$75,099	\$154,422	\$163,123	\$91,579	\$105,106	-38%
Interfund Services	\$0	\$0	\$0	\$0	\$24,344	\$20,967	NEW
Debt Service							
Capital Outlay							
Transfers Out							
Total	\$399,459	\$383,657	\$449,886	\$472,689	\$441,784	\$459,662	-2%

CHANGES TO STAFF

Current FTEs

- Community Development Director (1 FTE)
- Senior Planner (1 FTE)
- Assistant Planner (.5 FTE)

Proposed Position Changes

- None

New Positions

- (.1 FTE) Intern

NEW IN 2021/2022

One Time

(\$30,500)

- Sign Code Update (21-22)
- Wireless Facility Code Update
- 2024 Comprehensive Plan Prep Work (22)
- Miscellaneous Zoning Code Updates
- Code Enforcement (building budget)

On-going

- Shoreline Master Plan Update (21)
- Fee In Lieu Mitigation Program
- Building and Permit Fund NEW
- Interfund Services – NEW (equipment, IT, and Building) – \$77K
- WCIA – NEW \$24K

MANDATES

Shoreline Master Plan ([Shoreline Act CH 90.58 RCW](#) – every 10 years)

Wireless Facility Policy Update (2018 FCC Declaratory Ruling)

Temporary Sign Code Update ([Federal Reed vs. Town of Gilbert USSC](#))

Comprehensive Plan Update – yearly ([CH 37.70A Growth Management Act](#))

2024 Comprehensive Plan Update – approximately every 8 years ([CH 37.70A Growth Management Act](#))

CARRY OVER

- Shoreline Master Program – DOE staffing and comments received in September (+\$2,500 in new resources)
- Temporary Sign Code (\$4,500)
- Fee In Lieu Mitigation Program – Utilize Snohomish Mitigation Bank to close out city program (approximately \$30K)

CUTTING ROOM FLOOR

Economic Cuts

- Parks, trails, and open space
- **Annexation plan update**
- Chapter 14 – overhaul
- Parking, design guidelines, and landscape plan updates

Staffing Capacity

- Staffing capacity is an on-going issue (2008-2020) ★
- No new requests for additional staffing

Pushed to the Future

- Parks, trails, and open space plan
- **Annexation plan update**
- Chapter 14 – overhaul
- Parking, design guidelines, and landscape plan updates



QUESTIONS?