

City of Mukilteo

# PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

## 2014 Annual Report



11930 Cyrus Way  
Mukilteo, WA 98275  
(425) 263-8000  
[www.ci.mukilteo.wa.us](http://www.ci.mukilteo.wa.us)



## **PLANNING AND COMMUNITY DEVELOPMENT MISSION STATEMENT**

The goal of the Mukilteo Planning and Community Development Department is to create a safe and sustainable city by ensuring new development enhances the quality of life for Mukilteo residents. All customers will be treated equally and with fairness and respect. The service we deliver will be responsive, consistent and expedited to provide for efficient permitting processes and a fully-informed community.

### **PLANNING**

Patricia Love  
Director

Glen Pickus  
Planning Manager

Linda Ritter  
Anita Marrero  
Associate Planners

Karl Almgren  
Assistant Planner

Jacob Milner  
GIS/CAD Technician

### **BUILDING**

Willie Berns  
Building Official

### **PERMIT CENTER**

Shawna Gossett  
Permit Services Supervisor

Margo Lawler  
Jan Shudick  
Permit Service Assistants

### **MESSAGE FROM THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR**

2014 was a year of significant change for the Planning and Community Development Department. The Department was reorganized with many of the current staff taking on new and expanded roles. Two new positions, GIS/CAD Technician and a second Associate Planner, were created meaning two new employees joined our team. As a result, the Department is bringing fresh ideas and a renewed outlook towards planning and customer service in Mukilteo. The Department has shifted our focus from managing the rapid growth that dominated the 1990s and 2000s to supporting our goals of providing superior customer service and making Mukilteo an even better place to live, work, and visit.

We embarked on several long-term efforts to move Mukilteo forward towards being a more sustainable city that enhances residents' quality of life:

- Started the 2015 Comprehensive Plan outreach efforts;
- Worked on two major master plans: Downtown Waterfront Master Plan and the Japanese Gulch Master Plan;
- Facilitated a multi-agency planning team for the redevelopment of the Tank Farm; and
- Approved the Shoreline Permit for the relocation of the ferry terminal;
- Improved our permitting processes.

I look forward to 2015 with great optimism that the efforts started in 2014 will be completed so future generations will benefit from the hard work that your Planning and Community Development staff is doing today to make an even better tomorrow for Mukilteo.

*Patricia Love*

Community Development Director

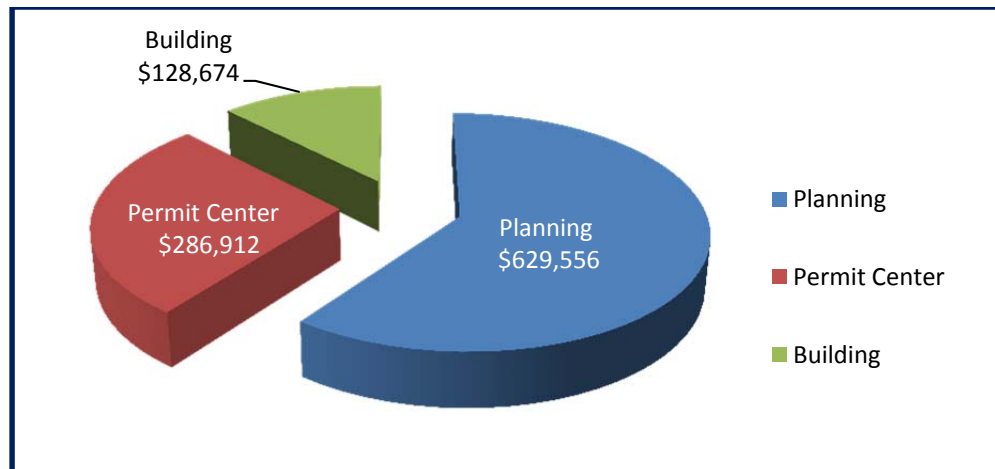
## PLANNING AND COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART

The Planning and Community Development Department is made up of three divisions: Planning, Permit Center and Building Department. Together with the Engineering Department and Fire Marshal, our Department conducts the City's day to day business of permit issuance, code enforcement and long range planning.



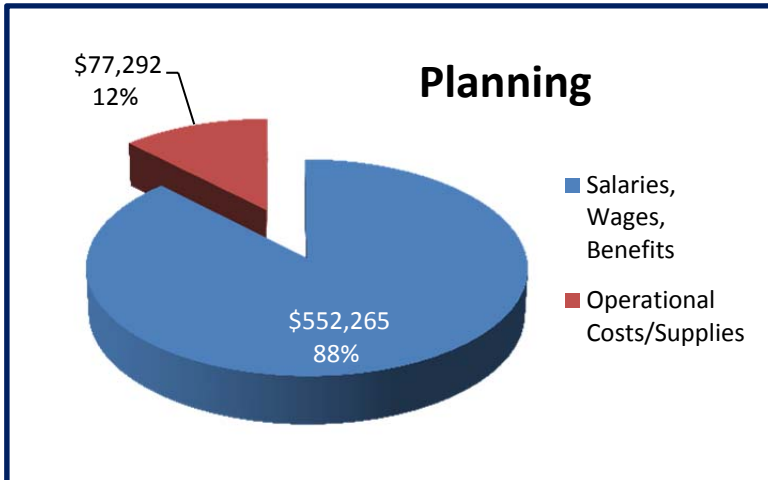
### 2014 Budget by Division

The City manages a General Fund Budget of nearly \$14.5 million which covers City Hall, Public Safety and Recreation. The Planning and Community Development Department represents approximately 7% of the City's general fund expenditures.

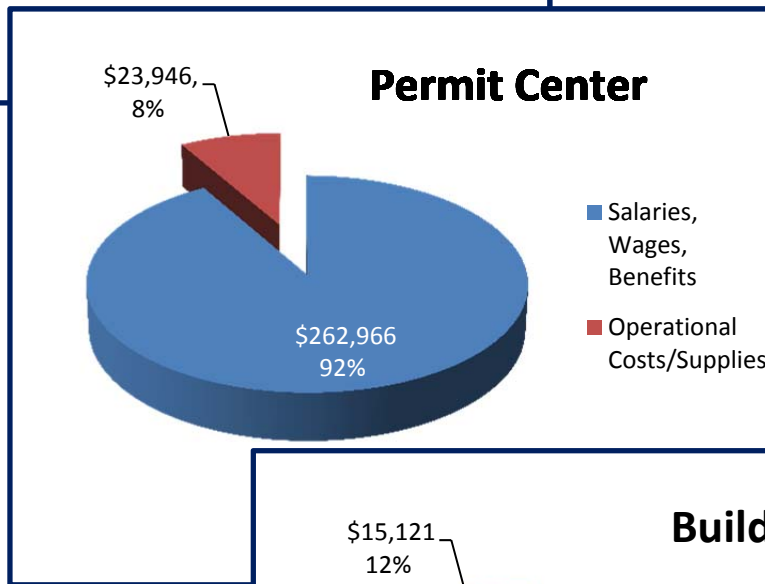


## Department Operations

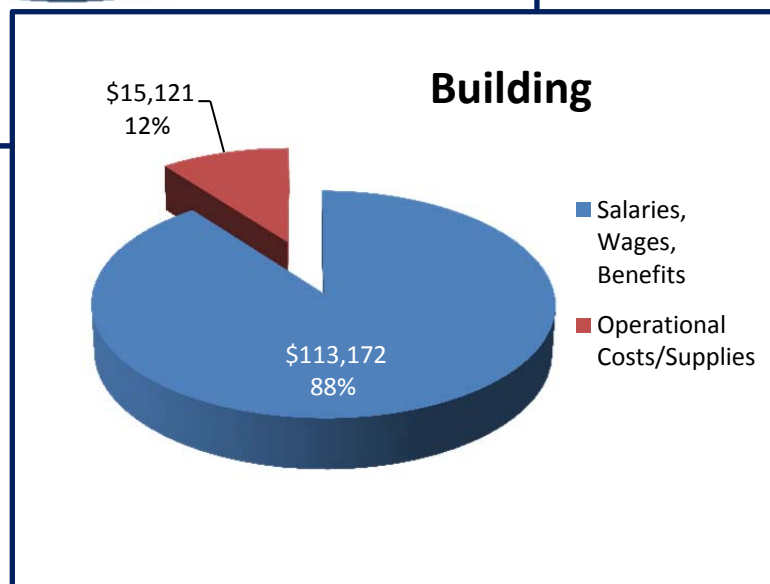
Staffing is the largest expenditure in the Planning and Community Development Department. The Department provides the following services to our community:



- Long Range Planning – Comprehensive Planning and Code Amendments
- Code Enforcement
- GIS Services
- Volunteer Program Support
- Land Use Permitting



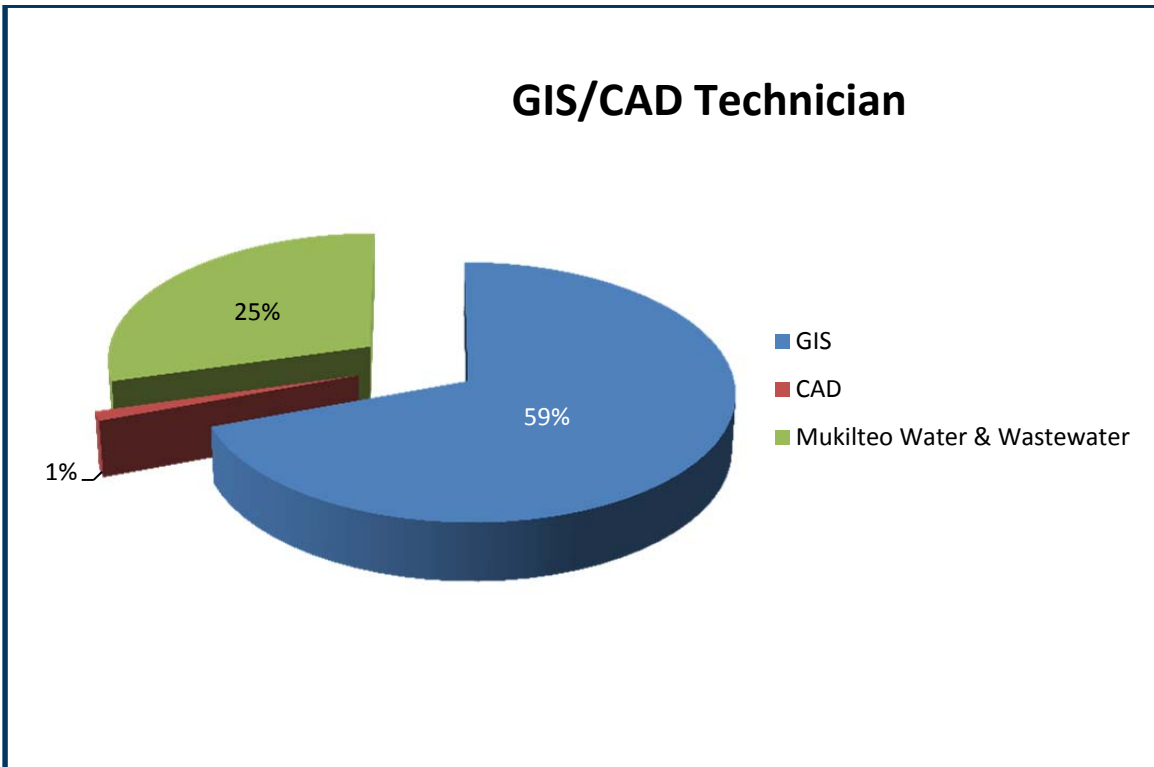
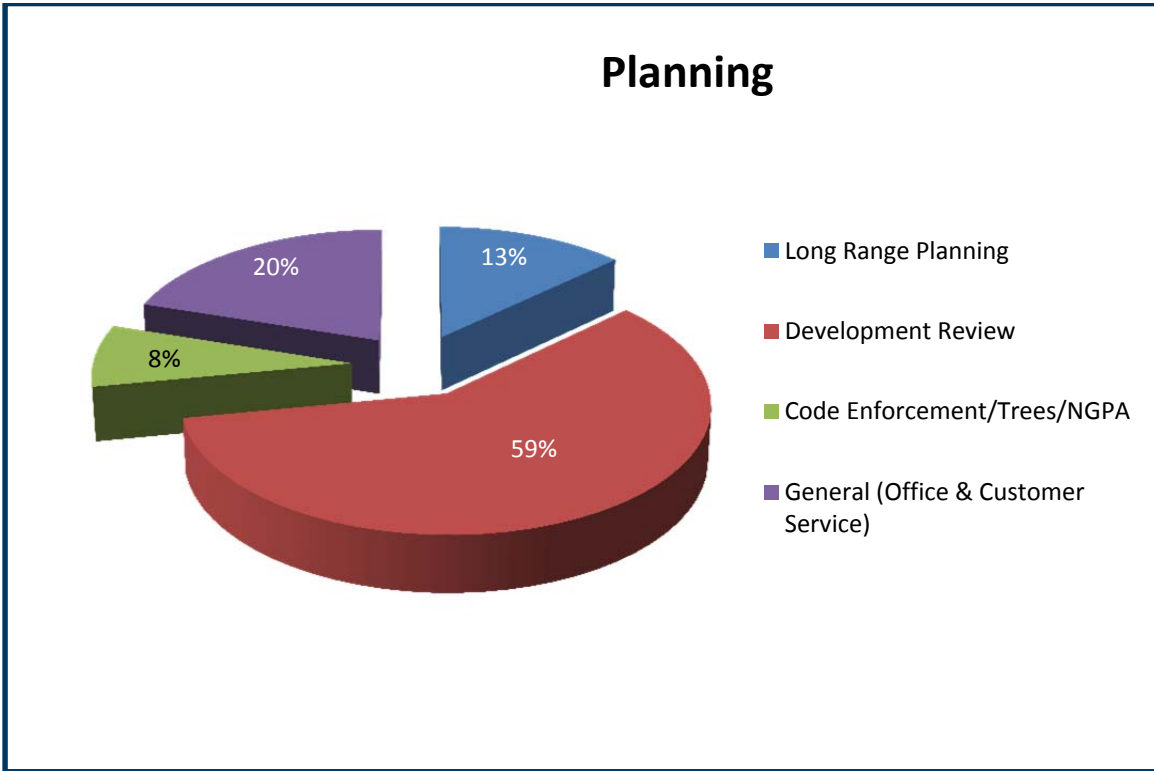
- Front Counter and Customer Service
- Permit Services
- Parking Programs
- Records Management



- Building Plan Review
- Building Inspection Services

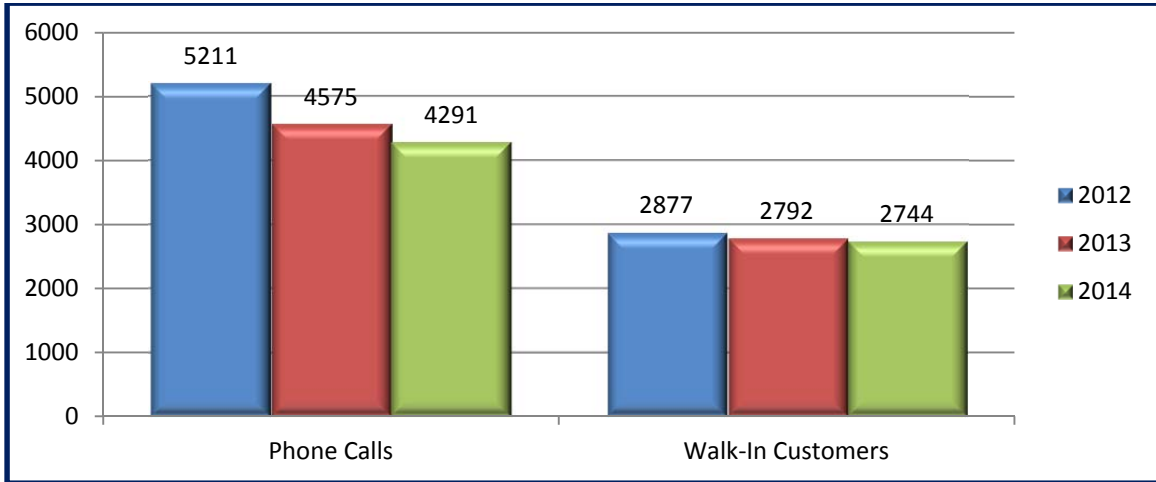
# 2014 Workload Distribution by Department

## Planning Department

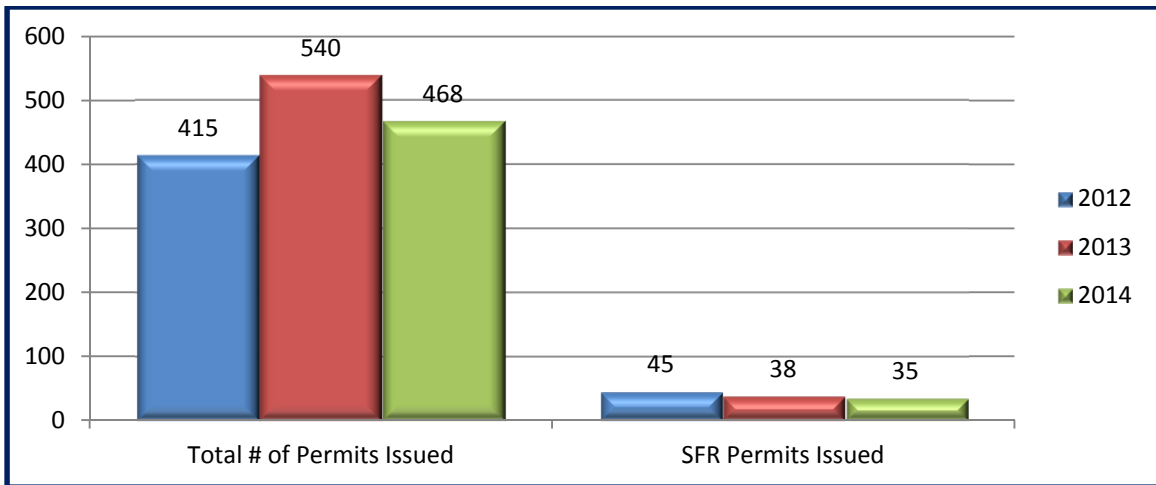


## Permit Center and Building Department

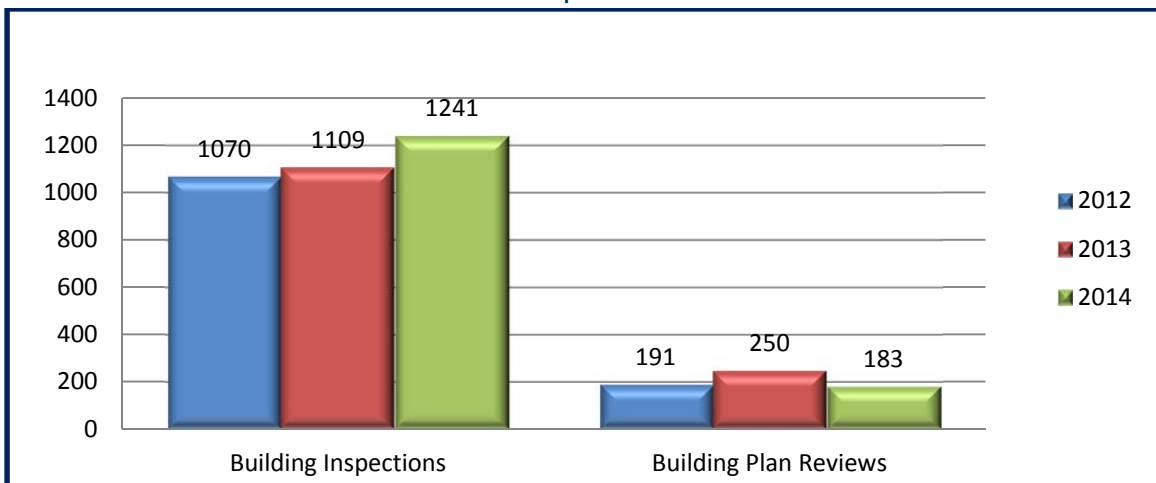
### Customer Support at Front Counter - 2012 - 2014



### Permits Issued 2012 - 2014

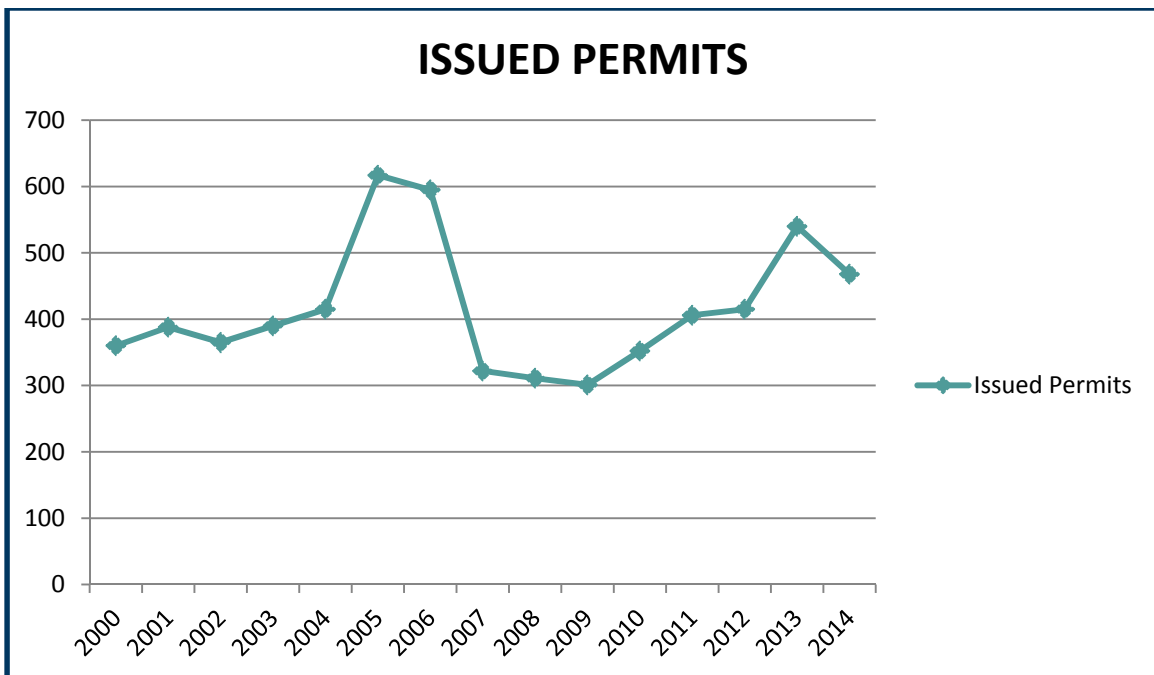
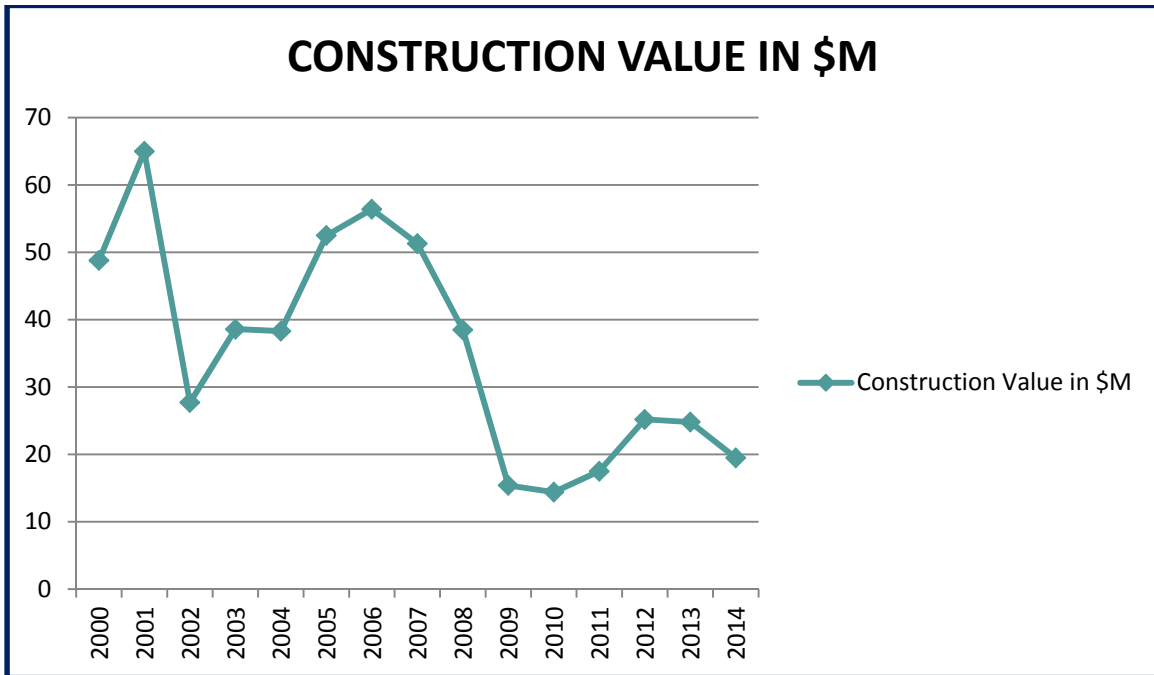


### Plan Reviews & Inspections 2012 - 2014

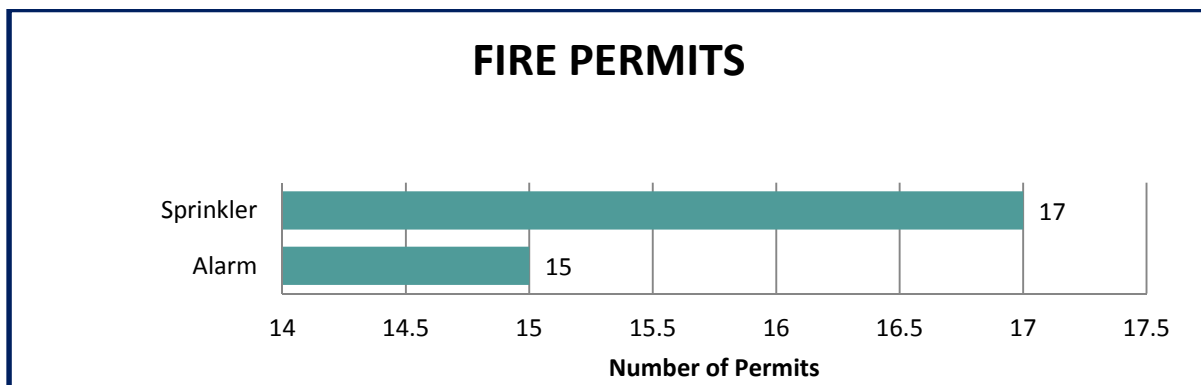
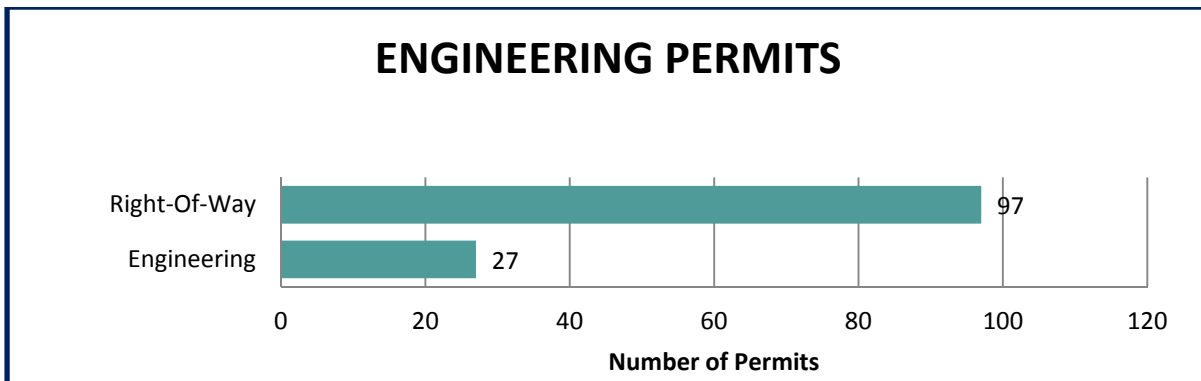
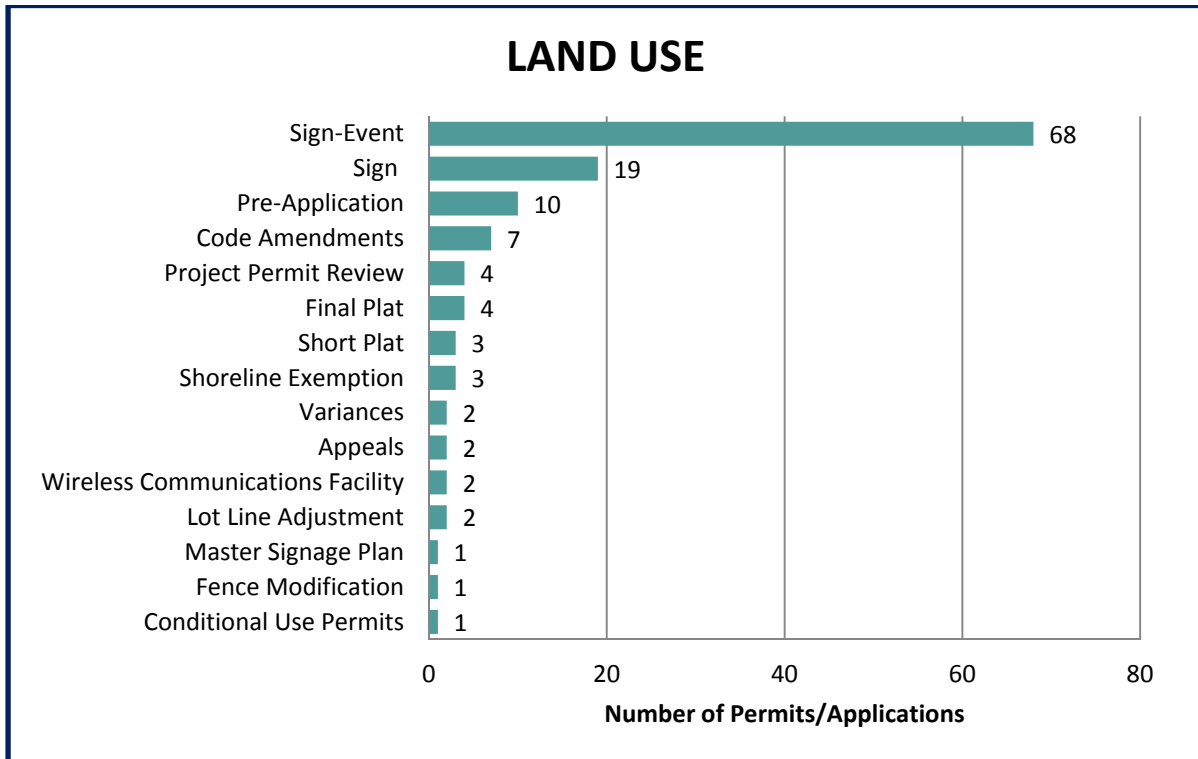


\*2014 Inspections Include ROW Inspections by the Building Dept.

## 2012 – 2014 Comparisons

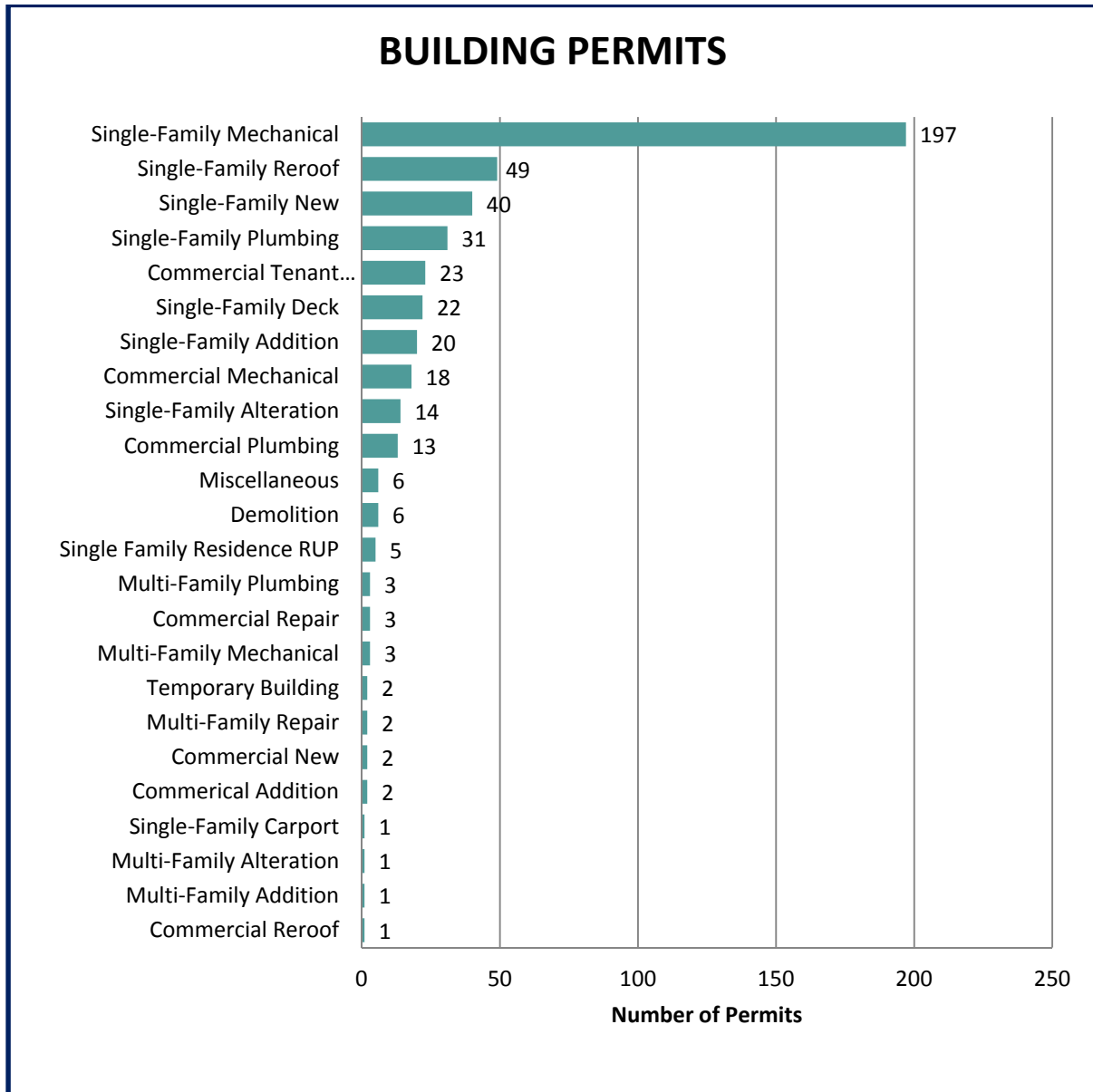


## 2014 Permits Submitted and/or Issued by Type





## 2014 Permits Submitted and/or Issued by Type Cont.



# Department Accomplishments

## PLANNING

### Long Range Planning Division

- 7 Code Amendments Projects
- Facilitated and participated in Tank Farm Transfer meetings
- Staffed Planning Commission Meetings
- Staffed 2 Council Subcommittee Meetings
- Developed a Downtown Paid Parking Program
- Downtown Waterfront Master Plan
- Assisted Recreation Department in Developing a Japanese Gulch Park Master Plan
- Public Outreach Events for the Comprehensive Plan

### Current Planning

- 10 Pre-application Meetings for Potential Projects
- 4 Project Permits
- 3 Shoreline or Shoreline Exemption Permits
- Investigated 51 Code Compliance Cases
- Completed Analysis for Updating all Land Use and Permitting Fees

## PERMIT CENTER

- Established a streamlined process for Single Family Mechanical and Plumbing Permits
- Set up 237 Files for Planning and Building
- Set up 113 Files for Engineering
- Staffed Planning Commission and Parks and Arts Commission Meetings and prepared minutes.
- Managed 7 Parking Programs
- Coordinated Spring Clean Up
- Assisted the Finance Department in database management of the Business License Module in SmartGov
- Acted as clerk to the Hearing Examiner
- Assisted with the open house for Japanese Gulch Park Master Plan, Downtown Waterfront Master Plan, and Mukilteo Multimodal Project Open House and Public Hearing
- Managed Planning, Building and Engineering website pages
- Administered Bench Donation Program
- Assisted with analysis for updating all Land Use and Permitting Fees
- Provided staff for camera operations for web streaming and back up to clerk duties at Council meetings

## BUILDING

- Assisted the Engineering Department by reviewing approving and inspecting Right-of-way Permits
- Attended Washington Association of Building Officials training