

Community Development

What we do:

Development Permits Division

The Permits Division serves the people of Kitsap County by developing, administering and enforcing building, land use, and fire standards to protect public safety while enhancing both natural and built environments.

- Building Permits and Inspection
- Code Enforcement
- Land Use Permits
- Development Engineering
- Fire Prevention

Planning Division

- Community Planning
- Natural Resources
- Environmental Review
 - Encourage and facilitate public involvement and participation;
 - Create predictable and orderly plans for development;
 - Identify and protect natural resources;
 - Encourages dialogue and participation with local cities and tribes;
 - Assist the Board of County Commissioners and the Citizens of Kitsap County to understand issues related to the preservation and use of local natural resources;
 - Assist citizens of Kitsap County in activities and programs to protect and restore natural systems and environments;
 - Ensure Compliance with the State Environmental Policy Act (SEPA);
 - Provide timely, consistent, and accurate application of the Kitsap County Critical Areas Ordinance and the policies and goals for environmental protection in the Kitsap County Comprehensive Plan.
- Ensure that plans are consistent with the Growth Management Act.
 - Community Planning
 - Natural Resources
 - Environmental Review

Block Grant (CDBG) Division

- Creates Partnerships to Enhance Community Vitality.

In 2003-2004 we will help to meet County goals through these objectives:

- We will promote **Safe and Healthy Communities** by reducing loss of life and property through fire prevention and investigation
- We will contribute to a **Thriving Local Economy** by reducing neighborhood blight through code enforcement
- We will contribute to **Protected Natural Resources and Systems** by assuring that development standards for storm water protect natural systems and enforce codes that protect critical areas.
- We will provide efficient, timely, accurate, and customer-friendly permit service thereby contributing to **Effective and Efficient County Services**.
- We will promote strong neighborhoods and communities through sub-area planning and incorporation of Community Based planning principles which contributes to a **Thriving Local Economy** and **Safe and Healthy Communities**.
- We will contribute to **Protected Natural Resources and Systems** by updating the County's plans, regulations and practices to protect natural resources and systems
- We will promote **Protected Natural Resources and Systems** by integrating watershed plans and sub-area plans.
- We will promote **Safe and Healthy Communities** by fostering community support for managing resources in such a way that compliance with state and Federal mandates becomes a by-product.
- We will promote **Effective and Efficient County Services** by providing high quality, timely review of development proposals and plans for consistency with local and state regulations.

Community Development

- We will contribute to **Safe and Healthy Communities** by strengthening neighborhoods by investing in social, recreational and cultural opportunities by allocating the maximum allowed by HUD for public services.
- We will promote **Safe and Healthy Communities** by supporting effective ongoing continuum of social and health services using existing planning, housing and service networks by attending and participating in the Continuum of Care Coalition and Planner & Funders activities.
- We will contribute to **Safe and Healthy Communities** by reducing neighborhood blight by using new census information to identify dilapidated neighborhoods and work with planning groups to identify revitalization activities.

Measurements to meet department objectives:

Residential Building Permits

Quantity:	Total residential building permits issued	1,050
Cost:	Total program cost	\$1.76 mil
	Average cost per permit	\$1,675
Quality:	Percent of permits issued with <1% error rate and within 10 working days of a complete application	90%
Benchmark:	Reduce the inflation adjusted average cost to \$1650 while maintaining a 10 day turn around and >99% quality standard	

Road Approach Permits

Quantity:	Total Approaches to County Road Permits Issued:	523
Cost:	Total program cost:	\$48,000
	Average cost per permit:	\$92
Quality:	Percent of permits issued with <1% error rate and within 5 working days of application:	90%
Benchmark:	Maintain <1% error rate and average cost while reducing process time to within 3 working days of application	90%

Fire Investigations

Quantity:	Average number of fires investigated per year.	100
Cost:	Total program cost:	\$228,000*
Quality:	Fire investigation (cause of fire determined)	94%
Benchmark:	Nationally 9% of all arson cases have enough evidence to be pursued by the prosecuting attorney. Kitsap county average is 11%. Maintain arson case prosecution referral rate above national average. (National Avg, 9%)	10%

*Program cost is based upon salaries and benefits of 3 FTE's assigned to Investigation Unit, vehicles, and administrative support.

Implementation of Restoration Projects

Quantity:	Number of restoration projects accomplished:	15
Cost:	Total Program Cost:	\$600,000
	Average Cost:	40,000/proj.
Quality:	50% of projects improve or provide direct access to over 5000m ²	
Benchmark:	Reduce the inflation-adjusted average cost per project to \$35,000 and still maintain quality standard.	

Environmental Review of Single Family Building Permit Applications

Quantity:	Permits Reviewed	600
Cost:	Total Program Cost:	\$50,000
	Average Cost:	\$83.00/permit
Quality:	Identification of Critical Areas:	100%
Benchmark:	Percent of applications receiving initial review within 1 working day of receipt:	90%

Open Contracts

Quantity:	Number of agency contacts monitored and provided with technical assistance	70
Cost:	HUD CDBG and HOME funds available for projects in open contracts.	\$6,506,508
Quality:	Services provided with HUD dollars will meet or exceed County and HUD quality performance standards for the contracted service.	
Benchmark:	Eighty percent of all open contracts will receive monitoring letters by December 31, 2003.	

Customer Service

Quantity:	One hundred percent of agencies applying for or receiving CDBG and HOME funds will receive a Customer Service Questioner, which will be used to assess the Division's overall delivery of service and technical assistance to community agencies	
Cost:	Mailing cost, less than \$30.	
Quality:	Survey will demonstrate implementation of suggestions received in prior questioner and feedback throughout the year has led to increased customer service satisfaction.	
Benchmark:	Ninety-five customer service satisfaction will be achieved.	

Department Budget

Expenditures:

	1999-2000 Actual	2001-2002 Budget	2003-2004 Budget
Salaries	\$5,019,217	\$7,725,512	\$7,504,248
Benefits	1,078,898	1,981,429	1,985,628
Supplies	152,287	402,379	126,990
Services & Charges	771,106	1,666,105	1,143,487
Intergovernmental	1,056	0	60,000
Capital Outlay	49,195	31,504	0
Interfund Services	919,310	1,477,515	1,402,566
TOTAL	\$7,991,069	\$13,284,444	\$12,222,919

Community Development

2003-2004 Expenditures by Division:

	Building	Planning	Hearing Examiner	Natural Resources	Development Engineering	Grant Management	Total
Salaries	\$4,155,519	\$1,462,138	\$0	\$320,331	\$1,390,696	\$175,563	\$7,504,248
Benefits	1,078,456	371,329	0	80,963	404,506	50,375	1,985,628
Supplies	45,163	23,667	1,600	22,559	24,301	9,700	126,990
Services & Charges	150,769	260,237	127,200	90,276	58,155	456,850	1,143,487
Intergovernmental	60,000	0	0	0	0	0	60,000
Capital Outlay	0	0	0	0	0	0	0
Interfund Services	649,644	399,405	1,600	97,110	254,759	48	1,402,566
TOTAL	\$6,139,551	\$2,516,776	\$130,400	\$611,239	\$2,132,417	\$692,536	\$12,222,919

Staffing Level:

	2001	2002	2003	2004
Full Time Equivalents	84.75	81	74.17	73.67

Agency Structure:

