



Meeting Date: 12/11/2017
 Agenda Item No:

<u>Kitsap County Board of Commissioners</u>			
Office/Department: Community Development			
Staff Contact & Phone Number: Peter Best (360) 377-5777 x7098			
Agenda Item Title: 2018 Comprehensive Plan Amendment Initial Docket Resolution			
Recommended Action: Open and close the public hearing. If no major changes are needed, then adopt the resolution. If changes are needed, then schedule a follow-up work study on 12/27/2017.			
Summary:	During work study on 11/22/2017 (Attachment 1), the Board determined a review of the Comprehensive Plan was necessary in 2018 and scheduled this public hearing. The hearing is regarding the initial docket resolution (Attachment 2), which will establish the scope for the annual Comprehensive Plan amendment process for 2018. Interested parties were invited to submit written public comment and attend this hearing through legal notice and a broadly distributed announcement (Attachment 3). Written public comments will be provided to the Board at the meeting.		
Attachments:	<ol style="list-style-type: none"> 1. Executive summary from work study on 11/22/2017 2. Draft resolution 3. Announcement regarding the scoping phase of the annual Comprehensive Plan amendment process 		
Fiscal Impact for this Specific Action			
Expenditure required for this specific action:	\$ 0		
Related Revenue for this specific action:	\$ 0		
Cost Savings for this specific action:	\$ 0		
Net Fiscal Impact:	\$ 0		
Source of Funds:			
Fiscal Impact for Total Project			
Project Costs:	\$ 0		
Project Costs Savings:	\$ 0		
Project Related Revenue:	\$ 0		
Project Net Total:	\$ 0		
<u>Fiscal Impact (DAS) Review</u>			
Departmental/Office Review & Coordination			
Department/Office	Elected Official/Department Director		
Contract Information			
Contract Number	Date Original Contract or Amendment Approved	Amount of Original Contract Amendment	Total Amount of Amended Contract

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Executive Summary

Issue Title: Comprehensive Plan Amendment Docket
Meeting Date: November 22, 2017
Time Required: 15 Minutes
Attendees: Louisa Garbo, Jim Bolger, Dave Ward, Peter Best

Action Requested At This Meeting: Determine that a review of the Comprehensive Plan is necessary in 2018 and schedule a public hearing for the initial docket resolution on 12/11/2017

Initial Docket for 2018 Comprehensive Plan Amendments

Background

The Department of Community Development (DCD) maintains an ongoing catalog of Comprehensive Plan amendments that have been suggested by staff and interested parties (see Attachment 1). The Growth Management Act (GMA) and Kitsap County Code (KCC) requires the Board of County Commissioners to review suggested Comprehensive Plan amendments at least once annually and determine if a review of the Comprehensive Plan is necessary.

If the Board determines a review of the Comprehensive Plan is necessary, then an initial docketing resolution is typically adopted before (or just after) the beginning of the target adoption year. Comprehensive Plan amendments must be analyzed and considered as a batch. Final Comprehensive Plan amendment ordinances are typically adopted near the end of the target adoption year. Significant Comprehensive Plan amendments (e.g. Sub-area plans, Comprehensive Plan update, etc.) typically span multiple years.

Kitsap County's annual Comprehensive Plan amendment process is written in chapter 21.08 KCC (see Attachment 3 for a process flow diagram).

Recommendation

Staff have reviewed the current catalog of suggested Comprehensive Plan amendments and recommend the Board:

- Determine that a review of the Comprehensive Plan is necessary in 2018
- Schedule a public hearing for the initial docket resolution (Attachment 4) on 12/11/2017
- Adopt an initial docket resolution following the public hearing

Attachment 1

Staff recommendations regarding the items listed in the current catalog of suggested Comprehensive Plan amendments are summarized in Attachment 1 and are reflected in the initial docket resolution (Attachment 4).

Tentative Schedule

The following tentative schedule summarizes public meetings and major public milestones. A visual summary schedule is provided in Attachment 2.

Date	Event	Outcome
11/22/2017	BoCC Work Study	BoCC informed of staff recommendations and next steps
12/11/2017	BoCC Public Hearing	Receive public comments; Adopt initial docket resolution, if no major changes needed
12/27/2017	BoCC Work Study	Adopt initial docket resolution, if major changes needed
1/22/2018	BoCC Regular Meeting	Ratify initial docket resolution, if resolution adopted in Work Study
Jan-Feb 2018	4-week Application Period	Interested parties submit applications
Mar 2018	BoCC Work Study	Final docket resolution approved, if needed
Apr 2018	BoCC Regular Meeting	Ratify final docket resolution, if needed (consent agenda)
Jun 2018	SEPA & Staff Reports	Cumulative effects analyzed and staff recommendations
Jun 2018	BoCC Briefing	BoCC informed of staff recommendations & next steps
Jun-Aug 2018	Comment Period & Open House(s)	Communities are informed and comment on CPAs
Jul 2018	PC Work Study	PC understands CPAs and reviews staff recommendations
Aug 2018	PC Public Hearing	PC receives public comment and deliberates
Sept 2018	PC Recommendation	PC deliberates and makes recommendation
Oct 2018	BoCC Work Study	BoCC understands CPAs and reviews PC recommendations
Oct 2018	BoCC Public Hearing	BoCC receives public comment and deliberates
Dec 2018	BoCC Regular Meeting	BoCC deliberates and adopts CPA ordinance

Attachments

1. Current catalog of proposed Comprehensive Plan Amendments
2. Summary schedule
3. Summary of annual Comprehensive Plan amendment process flow diagram

Current Catalog of Comprehensive Plan Amendment (CPA) Suggestions

Submitter Info		Suggested Change					Docketing Info							
Catalog ID	Name	Organization	Topic	Comp Plan Element	Kitsap County Code	DCD Scope	Brief Description of Change	Brief Reason for Change	Date Submitted	Deadline	DCD Target Year	Batched Review Required	DCD Docketing Recommendation	Docketing Notes
CPA-0003	Public Works	Kitsap County	Update Non-Motorized Facilities Plan	Capital Facilities		Minor	Combine Regional Route Maps (Appendix E) and Routes of Bicycle Use maps (Appendix F) into one map as well as make 12 changes to existing bicycle routes in the 2013 Non-Motorized Facility Plan; replace or remove Exhibit 4-95 in CFP (page 4-102); correct document reference in CFP (page 4-100)	Update to bicycle routes recommended by non-motorized advisory committee; administrative text corrections	8/1/2017	None	2018	Yes	Docket as County-sponsored	Was deferred in 2017
CPA-0004	Mike McCown	Kingston Corners LLC	Minor Adjustment to the George's Corner LAMIRD Boundary	Land Use Map		Minor	Minor adjustment to southeast corner boundary to align with critical areas and approved plat (see attachment 1A)	Align land use and zoning boundary with approved plat	Unknown	None	2018	Yes	Docket as County-sponsored	Was deferred in 2017
CPA-0005	Mark Mauren	Ueland Tree Farm, LLC	Add Mineral Resource Overlay (MRO)	Land Use Map		Minor	Site-specific overlay designation of property to mineral resource land (see attachment 1B)	Align Mineral Resource Overlay designation with approved mining area	11/1/2016	None	Annual	Yes	Docket for Application	Was deferred in 2017. DCD recommends this as a routine annual docket item
CPA-0006	David Wetter		Review Kingston Urban Village Center (UVC)	Kingston Subarea Plan	17.260; 17.410; 17.420	Major	Review Kingston subarea plan polices, Urban Village Center (UVC) regulations, and Kingston Design Guidelines (see attachment 1C)	Desired development envisioned in the Comprehensive Plan is not occurring	6/30/2017	None	2018-2019	Yes	Docket as County-sponsored	Was deferred in 2017. Could be 1 or 2 year effort, depending on final scope.
CPA-0007	Dick Brown		Site-specific Re-designation Outside Existing UGAs	Land Use Map		Minor	Re-designate property to commercial (see attachment 1D)	Owner wants to develop into commercial use or apartments	11/2/2017	None	2020	Yes	Defer	Defer to 2020 when site-specific proposals to expand UGAs should be considered (Land Use Policy 30)

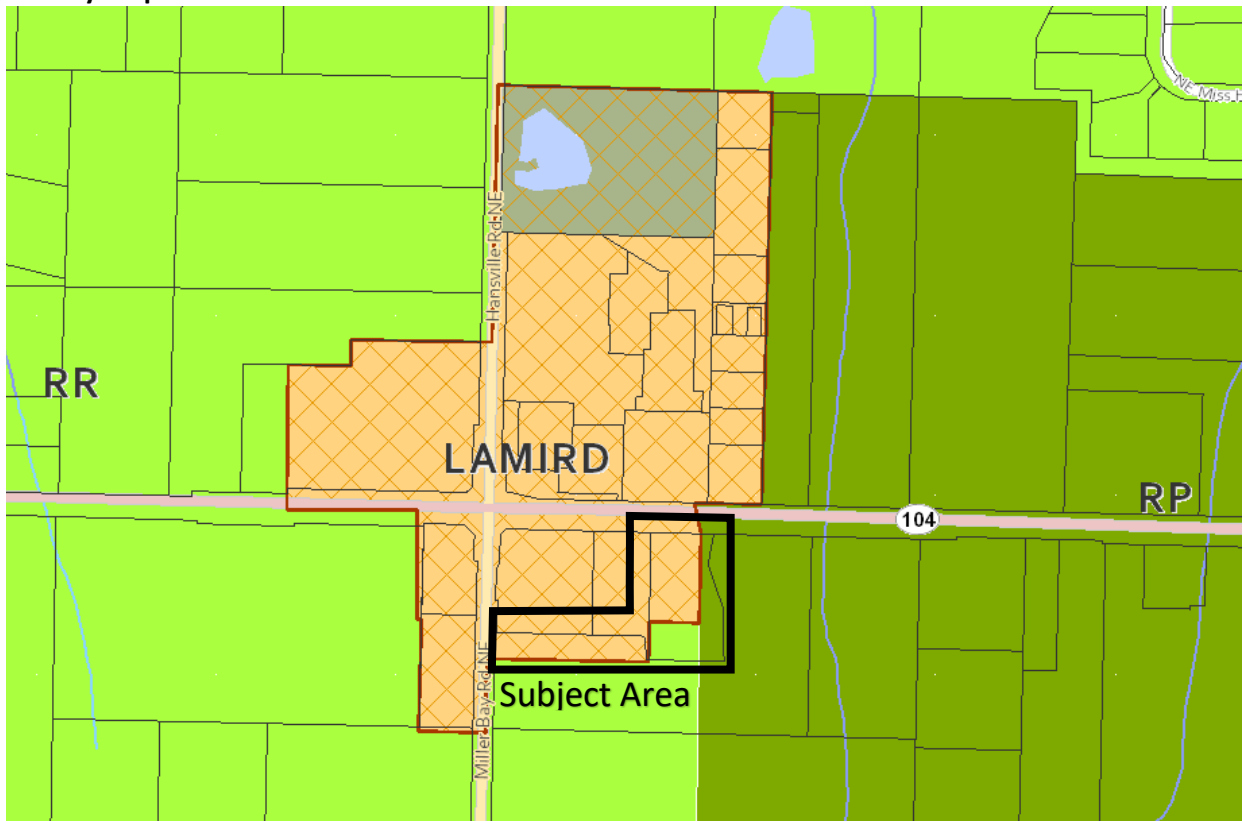
Current Catalog of Comprehensive Plan Amendment (CPA) Suggestions

Submitter Info		Suggested Change					Docketing Info							
Catalog ID	Name	Organization	Topic	Comp Plan Element	Kitsap County Code	DCD Scope	Brief Description of Change	Brief Reason for Change	Date Submitted	Deadline	DCD Target Year	Batched Review Required	DCD Docketing Recommendation	Docketing Notes
CPA-0008	Community Development	Kitsap County	Site-specific Re-designation Inside Existing UGAs for Infill & Redevelopment (with TDR)	Land Use Map		Minor	Allow site-specific applications to re-designate land within existing UGAs (no UGA expansions allowed), with TDR acquisitions required per KCC 17.580	Where needed, allow adjustments within UGAs to facilitate infill and redevelopment as directed by the Comprehensive Plan (Goals 1 and 6)	11/7/2017	None	Annual	Yes	Docket for Application	DCD recommends this as a routine annual docket item
CPA-0009	Community Development	Kitsap County	Add Forest Resource Lands (FRL)	Land Use Map		Minor	Site-specific re-designation of property to forest resource land	Ensure this tool is available to support voluntary long-term preservation of forest lands (Land Use Policy 81)	11/7/2017	None	Annual	Yes	Docket for Application	DCD recommends this as a routine annual docket item
CPA-0010	Community Development	Kitsap County	Update Public Facility Designations and Park Classifications	Land Use Map; Capital Facilities		Minor	Update land use designations and zoning classifications to reflect acquisition and disposal of public facility and park property	Keep land use designations and zoning classifications up to date for public facility and park properties	11/13/2017	None	Annual	Yes	Docket as County-sponsored	DCD recommends this as a routine annual docket item

The following map(s) depict the likely geographic scope of the referenced Comprehensive Plan Amendment suggestion.

CPA-0004: George's Corner LAMIRD Boundary

Vicinity Map #1



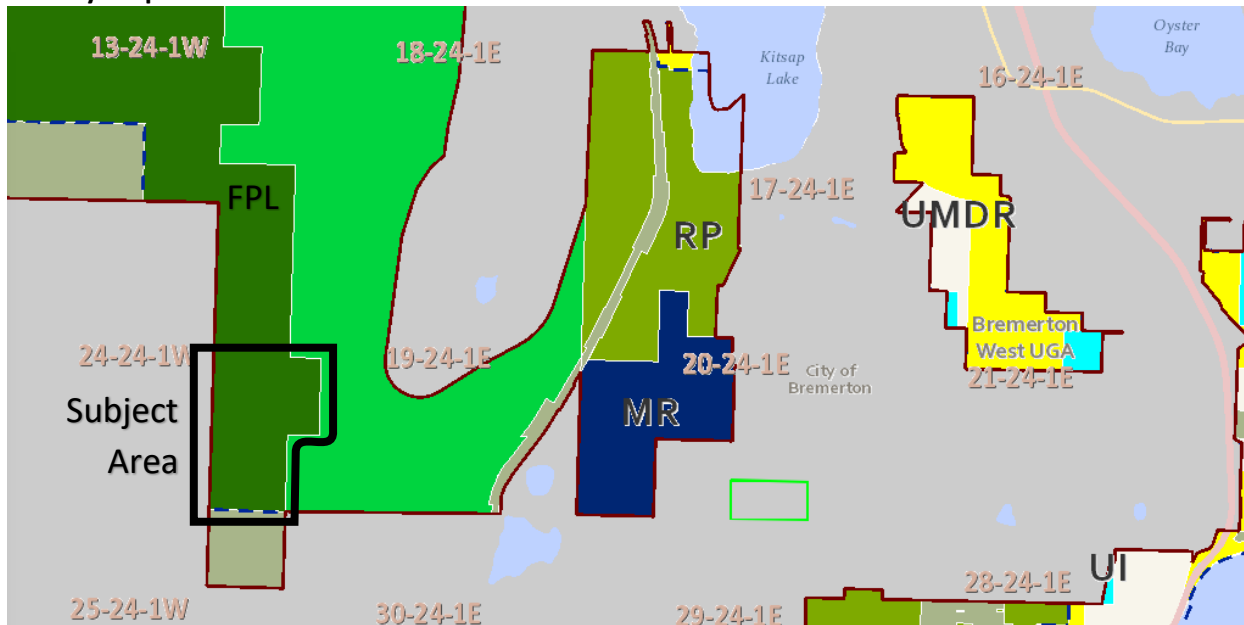
Parcels Likely Affected

Tax Parcel ACCT #	Land Owner
272702-2-046-2004	KINGSTON CORNERS LLC
272702-2-047-2003	BROUGHTON WILLIAM H

The following map(s) depict the likely geographic scope of the referenced Comprehensive Plan Amendment suggestion.

CPA-0005: Mineral Resource Overlay

Vicinity Map #1



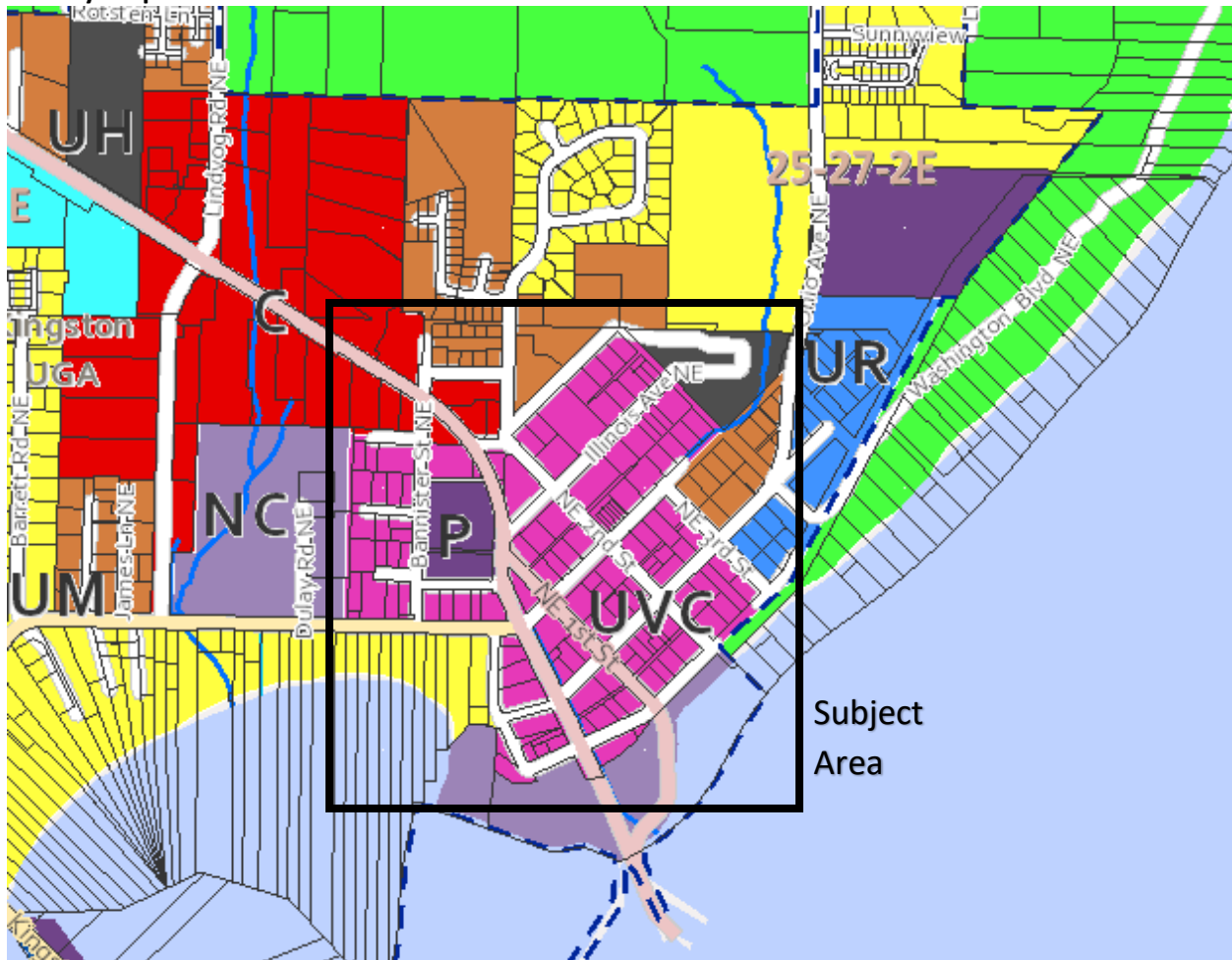
Likely Affected Parcels

Tax Parcel ACCT #	Land Owner
242401-4-008-1005	UELAND TREE FARM LLC HUNTERS HILL
242401-4-007-1006	UELAND TREE FARM LLC HUNTERS HILL
242401-4-006-1007	UELAND TREE FARM LLC HUNTERS HILL
242401-4-005-1008	UELAND TREE FARM LLC HUNTERS HILL
192401-3-005-2005	UELAND TREE FARM LLC HUNTERS HILL

The following map(s) depict the likely geographic scope of the referenced Comprehensive Plan Amendment suggestion.

CPA-0006: Review Kingston Urban Village Center (UVC)

Vicinity Map #1



Parcels Likely Affected

Tax Parcel ACCT #	Land Owner
All parcels inside UVC and possibly adjacent to UVC zone	

2018 Comprehensive Plan Amendment (CPA) Schedule

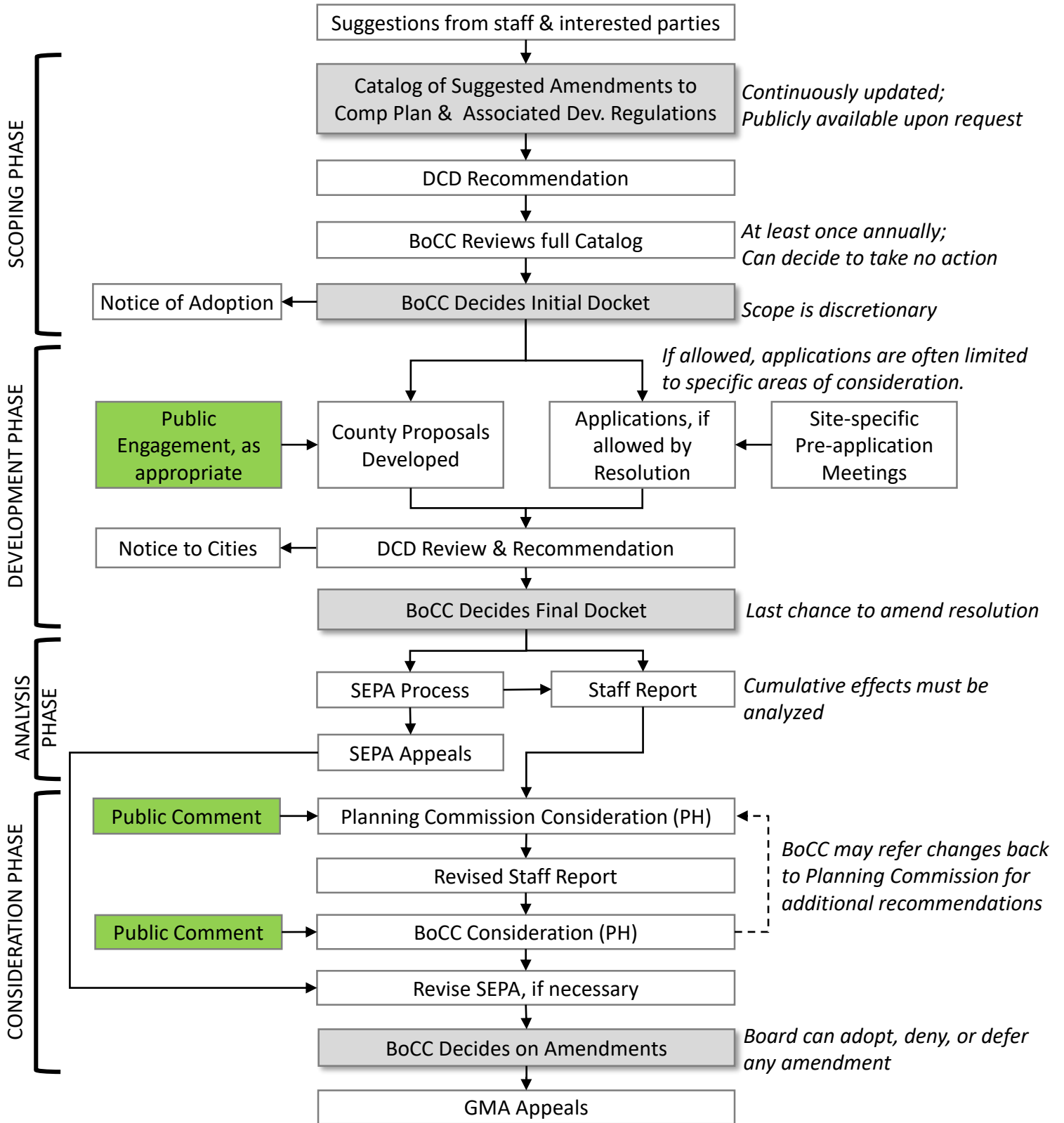
		2018												Outcomes		
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
General Phasing	Scoping															Overall scope and process are defined
				Development												Amendments are fully developed (including alternatives, if applicable)
						Analysis										Individual and cumulative effects are understood
										Consideration						Community input and policy deliberations lead to well-reasoned decisions
	CPA Docket		ID			FD										(ID) Initial Docket; (FD) Final Docket
	CPA Application Period			4-weeks												Interested parties submit applications
	County Proposal Process															County-sponsored proposals developed, with public engagement
	SEPA & Staff Reports															Cumulative effects analyzed and staff recommendations
	Comment Period/Open House									30+ days						Communities are informed and comment on CPAs
	PC Work Study															PC understands CPAs and staff recommendations
	PC Public Hearing															PC understands CPAs and reviews staff recommendations
	PC Recommendation															PC receives public comment and deliberates
	BoCC Work Study															PC deliberates and makes recommendation
	BoCC Public Hearing															BoCC receives public comment and deliberates
	BoCC Decision															BoCC deliberates and adopts CPA ordinance
	Communications		*			*		*	*	*	*	*	*	*	*	Transparent access to information; Communities understand process

Acronyms

- BoCC: Board of County Commissioners
- CPA: Comprehensive Plan Amendment
- PC: Planning Commission
- SEPA: State Environmental Policy Act

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Summary of Current Comprehensive Plan Amendment Process



Other Notes:

- Process simplified for graphical clarity. Shows optional DNS process for SEPA.
- All Comp Plan amendments must be processed as a batch.
- Process does not apply to certain types of Comp Plan amendments [KCC 21.08.040.B]
- Process does not apply to adoption of Countywide Planning Policies.

BoCC: Board of County Commissioners
 DCD: Dept of Community Development
 DNS: Determination of Non-Significance
 GMA: Growth Management Act
 PH: Public Hearing
 SEPA: State Environmental Policy Act

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RESOLUTION NO. ____ -2018

**PROVIDING FOR REVIEW AND POTENTIAL AMENDMENT TO THE KITSAP COUNTY
COMPREHENSIVE PLAN, LAND USE AND ZONING MAPS AND CORRESPONDING
DEVELOPMENT REGULATIONS**

WHEREAS, the Washington State Growth Management Act (GMA), RCW 36.70A.130(5), mandates that Kitsap County's Comprehensive Plan and development regulations be reviewed and, if needed, revised at least every 8-years. The most recent Kitsap County 8-year update concluded with the adoption of the 2016 Kitsap County Comprehensive Plan on June 27, 2016 by Ordinance 534-2016; and

WHEREAS, the GMA, RCW 36.70A.130(1), also mandates that Kitsap County's Comprehensive Plan and development regulations be subject to continuing review and evaluation and sets forth a docketing process, RCW 36.70A.470, to accomplish this; and

WHEREAS, Chapter 21.08 of Kitsap County Code (KCC) implements RCW 36.70A.470 and establishes procedures for persons to propose amendments to the Comprehensive Plan; and

WHEREAS, KCC 21.08.030 provides that the Board of County Commissioners (Board) will establish a schedule for an annual review and potential amendment of the Comprehensive Plan including associated changes to development regulations; and

WHEREAS, the GMA, RCW 36.70A.130(2), and KCC 21.08.040 requires all proposed amendments to the Comprehensive Plan be considered concurrently so that the cumulative effects of the amendments can be determined; and

WHEREAS, the GMA, RCW 36.70A.130(1), and KCC 21.08.070 requires all Comprehensive Plan amendments to conform to both the GMA and Kitsap Countywide Planning Policies as well as be internally consistent; and

WHEREAS, Chapter 21.08 of Kitsap County Code describes a public participation process that complies with the GMA, RCW 36.70A.035 and RCW 36.70A.140, and provides for early and continuous public participation in the development and amendment of the Comprehensive Plan and associated development regulations.

NOW, THEREFORE, BE IT RESOLVED that the Comprehensive Plan (and associated development regulations, as necessary) will be reviewed for potential amendment in 2018 as follows:

- 1. Areas of Consideration:** The following types of proposals will be considered for establishing the 2018 docket of amendments to the Kitsap County Comprehensive Plan.

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A. **County-sponsored amendments:** Kitsap County departments may develop amendments to the Comprehensive Plan for the following areas of consideration.

1. Updates to the Non-motorized Facilities Plan
2. Review of the Comprehensive Plan policies and development regulations related to the Kingston Urban Village Center (UVC)
3. Minor adjustment to the boundary for the George’s Corner local area of more intensive rural development (LAMIRD)
 - This amendment is specifically limited to a minor adjustment of the LAMIRD boundary in southwest corner of the LAMIRD (subject area shown in Attachment 1).
 - The purpose of this amendment is to improve alignment of the LAMIRD boundary with (1) critical areas and (2) platted parcel boundaries consistent with the commercial purpose of the LAMIRD.
 - This adjustment should result in no net change in the overall size of the LAMIRD.
4. Updates to Public Facility Designations and Park Classifications
 - The purpose of this amendment is to allow land use designations and zoning classifications to be kept up to date to reflect acquisition and disposal of public facility and park property.

B. **Applications from Interested Parties:** Any interested party may submit an application requesting an amendment to the Comprehensive Plan as described in this section. The following categories are established by KCC 21.08.050.

1. Text Amendment: These applications request an amendment to the language of the goals, policies, objectives, principles, or standards of any element of the Comprehensive Plan.

Applications for text amendments will not be accepted.

2. Area-wide Amendment: These applications request an amendment to the Comprehensive Plan land use map and/or zoning map that affects an area which is comprehensive in nature, and which addresses a homogeneous community, is geographically distinctive, and has the unified interest within the county, such as community, local area of more intensive rural development (LAMIRD), or subarea plans. An area-wide amendment, unlike a site-specific amendment, is of area-wide significance, and includes many separate properties under various ownerships. Area-wide amendments typically accompany text amendments to goals and policies of the comprehensive plan.

Applications for area-wide amendments will not be accepted.

- 96 3. Site-specific Amendment: These applications request an amendment to
97 the Comprehensive Plan and/or land use map that affects no more than
98 five (5) contiguous parcels. A site-specific amendment only affects the
99 land use map, and not the text of the comprehensive plan or a
100 development regulation. As required by KCC 21.08.050(C), applicants
101 must participate in a meeting with staff prior to submitting an application
102 for a site-specific amendment.

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104 Applications for site-specific amendments will be limited to the following
105 areas of consideration. Applications that would require an urban growth
106 area boundary change will not be accepted.

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108 A. Changing the land use designation to Mineral Resource Overlay
109 (MRO) on property outside urban growth areas
110 B. Changing the land use designation to Forest Resource Lands (FRL)
111 on property outside urban growth areas
112 C. Changing the land use designation on property within urban growth
113 areas for the purpose of infill and redevelopment

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115 4. Map Correction: These applications request an amendment to the land
116 use and/or zoning map to reflect the actual direction or decision of the
117 Board of Commissioners, as documented in the record. Map corrections
118 shall not affect goals or policies within the Comprehensive Plan text or
119 development regulations.

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121 Applications for map corrections will not be accepted. The Board will only
122 consider proposals for map corrections that are proposed by the
123 Department of Community Development and/or by the Board itself.

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125 C. **Other**: The Board may reconsider and revise, by amendment, the scope of
126 this resolution to add or modify the types of applications accepted through
127 this process if a need or inadvertent omission is demonstrated and if a full
128 and cumulative review (including environmental review) can still be
129 accomplished in accordance with the deadlines for review.

- 130
131 2. **Applications**: Applications shall be accepted only for the areas of consideration
132 described in Section 1(B) of this Resolution. Applications shall be submitted on
133 forms available from the Department of Community Development. Applications will
134 not be considered if they are submitted late, incomplete, or do not meet the criteria
135 described in this Resolution.

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137 3. **Transfer of Development Rights**: Chapter 17.580 (Transfer of Development
138 Rights) shall apply to site-specific amendments within urban growth areas as well as
139 urban growth area expansions.

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141 A. **Site-specific Amendments**: Requests for site-specific amendments to
142 Comprehensive Plan designations within urban growth areas shall require the

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acquisition of development rights at the ratios adopted by Resolution XXX-2017, or its successor.

- 4. **Application Period:** Applications will be accepted starting January 9, 2018 and ending at close of business (4:00pm) on February 6, 2018. Staff consultation meetings regarding site-specific applications may be held prior to this application period.
- 5. **Fees:** Fees for the submittal and review of Comprehensive Plan amendment applications shall be in accordance with Department of Community Development policies and fee schedule.
- 6. **Standards of Review:** The procedures and requirements for application, review, decision, and appeal of amendments to the Comprehensive Plan are described in Chapter 21.08 of Kitsap County Code.
- 7. **Public Outreach and Participation:** Public outreach and participation will be conducted as set forth in Chapter 21.08 of Kitsap County Code and in compliance with the GMA. Such outreach may include mailings, notifications, signs, a website, and other electronic and non-electronic means appropriate to the nature and location of amendment requests. Existing or new advisory committees will be consulted and public meetings will be conducted, as appropriate to the nature and location of requested amendments. Public hearings will also be conducted by the Planning Commission and the Board of County Commissioners. Individuals, organizations, businesses, tribal governments, government agencies, and others are invited to provide input and comment on any proposed changes to the Comprehensive Plan and, if applicable, associated development regulations.

DATED this _____ day of _____, 2018.

KITSAP COUNTY BOARD OF COMMISSIONERS

Charlotte Garrido, Chair

ATTEST:

Dana Daniels
Clerk of the Board

Robert Gelder, Commissioner

Edward E. Wolfe, Commissioner

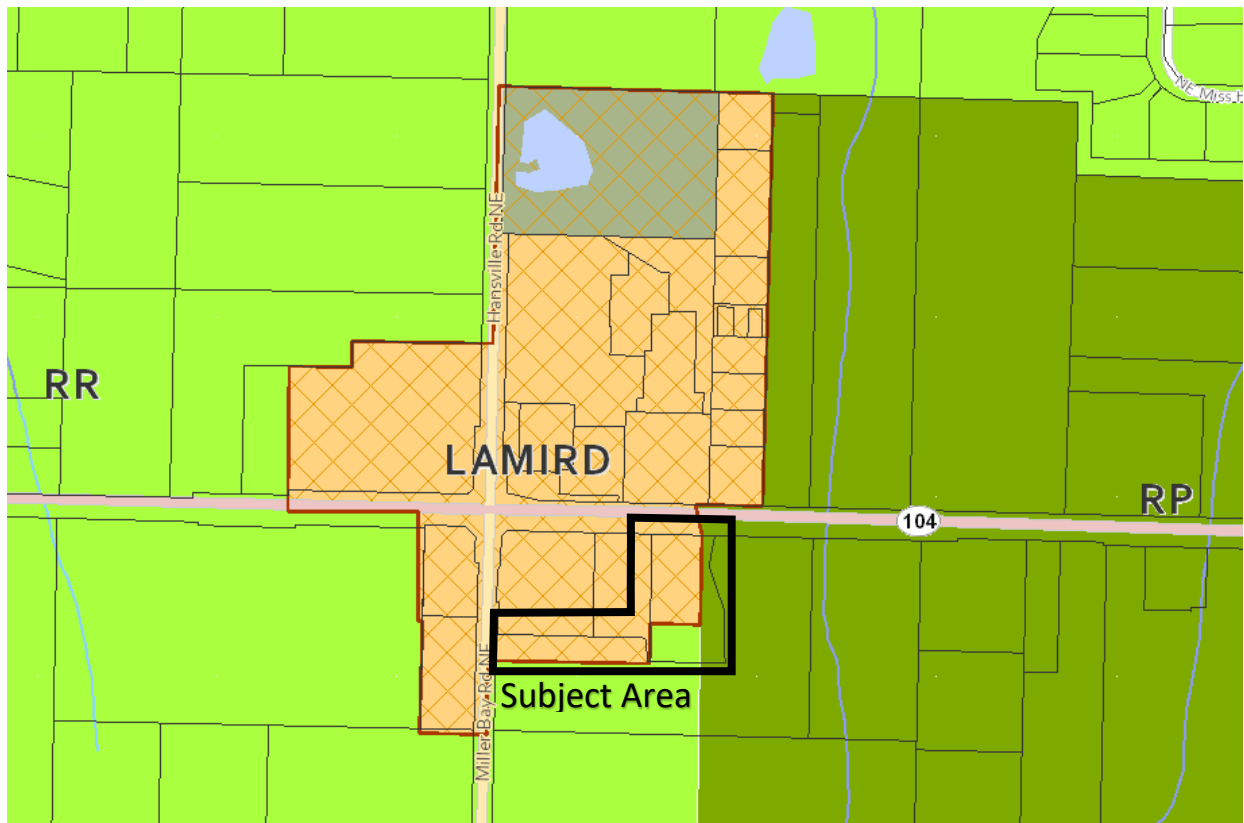
Approved as to form:

Lisa J. Nickel
Deputy Prosecuting Attorney

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Attachment 1

The following map depicts the geographic scope of the area subject to the minor adjustment to the boundary for the George's Corner local area of more intensive development (LAMIRD).



Affected Parcels

Tax Parcel ACCT #	Land Owner
272702-2-046-2004	KINGSTON CORNERS LLC
272702-2-047-2003	BROUGHTON WILLIAM H

GovDelivery Announcement

Date to be sent: 11/27/2017

Via: Email, SMS text message, Twitter, and Facebook

- Start

Project Message #1

November 27, 2017

ANNUAL COMPREHENSIVE PLAN AMENDMENT PROCESS FOR 2018



The Board of County Commissioners have opened the annual Comprehensive Plan amendment process for 2018

Comment on the Scope of the Amendment Process

Written comments due December 10, 2017 (11:59 PM)
Public Hearing on December 11, 2017 (5:30 PM)



STAY INFORMED

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What is the Comprehensive Plan?

The Kitsap County Comprehensive Plan describes the 20-year vision for unincorporated Kitsap County and how that vision will be achieved. The plan covers land use, economic development, environment, housing and human services, transportation, capital facilities and utilities as well as parks, recreation, and open space. The Comprehensive Plan is mandated by the Washington State Growth Management Act (RCW 36.70A).

How often does the Comprehensive Plan get changed?

Major Comprehensive Plan updates are mandated by the state every 8-years. The last major update of the Kitsap County Comprehensive Plan was adopted in 2016. In-between major updates, the County may choose to consider minor amendments to the Comprehensive Plan on an annual basis. The Board of County Commissioners have opened the annual Comprehensive Plan amendment process for 2018. [Learn more about the annual amendment process for 2018.](#)

Where are we in the annual amendment process for 2018?

We are currently in the first phase of the process, called the scoping phase, which will determine what amendments will be considered in 2018. The Board of County Commissioners do this through the adoption of a docket resolution for the annual Comprehensive Plan amendment process. The docket resolution describes what types of amendments will be considered. The Board of County Commissioners intends to adopt the docket resolution by the end of December 2017.

Attachment 3

How can I comment?

A public comment period is currently open on the [staff recommendation](#).

Oral and written **public testimony** may be made during a public hearing scheduled for 5:30 PM on Monday, December 11, 2017 in the Chambers, Kitsap County Administration Building (see office location below).

Written comments submitted in advance of the public hearing are due by 11:59 PM on Sunday, December 10, 2017 and may be submitted:

- Online via computer or mobile device (preferred method)
- By email to compplan@co.kitsap.wa.us
- By mail (see mailing address below)
- Dropped off at the Department of Community Development (see office location below)

What will happen next?

The next phase of the annual amendment process, called the development phase, is when most county-sponsored amendments (including alternatives, if appropriate) are developed. If the docket allows for the submittal of applications from interested parties, they will be accepted during a short application period beginning in January 2018.

How can I stay informed throughout the process?

An [online open house](#) will be kept current and available throughout the process and notifications will be sent to everyone that subscribe to Comprehensive Plan Announcements. [Subscribe now](#) to ensure you receive future notifications.

CONTACT

Department of Community Development
Planning & Environmental Programs

(360) 337-5777 (Kitsap1)
compplan@co.kitsap.wa.us

Mailing Address
614 Division Street - MS36
Port Orchard, WA 98366

Office Location
619 Division Street
Port Orchard, Washington

Media Contact: Natalie Marshall



KITSAP COUNTY

Kitsap County government exists to protect and promote the safety, health and welfare of our citizens in an efficient, accessible and effective manner.

DEPARTMENT OF COMMUNITY DEVELOPMENT

The mission of the Department of Community Development is to enable the development of quality, affordable, structurally safe and environmentally sound communities.

- End