

Briefing for City Council Candidates

Department: Community Development (CD)

Reports to: Erin Leonhart, Interim City Manager

Director: Michael Kattermann

Manager Development Services: Jeff Smith

Manager Administrative Services: Julie Ewijk

Manager Building Services/Building Official: Dave Swasey

Divisions within Department: 4

Development Services

Strategic Planning

Administrative Services

Building Services

Number of Staff Members in Department: 24 full-time and 1 quarter-time contract consultant in Historic Preservation

2021-2022 Department Budget: \$7,093,298

Duties/Responsibilities of Department:

Community Development Department facilitates the community's vision for growth, through annual amendments of the *Imagine Bothell ... Comprehensive Plan* and ongoing development regulations; to ensure that the vision becomes a reality, by applying and administering the City's development regulations, supporting annexation efforts within the planning area, guaranteeing safe building construction, providing accurate technical information, and carrying out community-enhancing programs and supporting the work of the City Council, Planning Commission, Landmark Preservation Board and Shorelines Board.

CD staff activities include researching, recommending and facilitating Plan and Code amendments; engaging on regional issues, processing legislative actions, engaging residents and other stakeholders; facilitating the preservation of local historic landmarks; performing planning and building review and inspection of proposed developments; coordinating permit processing across three city departments; ensuring compliance with noise, lighting and zoning regulations; managing multi-departmental records and responding to public information requests; and providing development billing, customer service, reception and other administrative functions.

The following link to the Community Development Department webpage has additional information, including specific links to *Imagine Bothell...Comprehensive Plan*, Downtown Revitalization Plan, Canyon Park Subarea Plan, and Bothell's Housing Strategy: <http://www.bothellwa.gov/300/Community-Development>

Major 2021-2022 Projects:

- Process Comprehensive Plan and Code Amendments
- Continue implementation of housing strategy including multi-family tax exemption program, amending codes to encourage more missing middle housing
- Comply with buildable lands report requirements
- Support additional Council directives (e.g. economic development, regional issues)
- Update review processes and procedures to reflect code amendments and create new as needed
- Transition to new customer self-service permit system
- Implement a comprehensive electronic retention system for project related records
- Provide advanced training for all building and development review staff
- Expand the types of over-the-counter permits
- Continue delivery of consistent information and predictable processes for customers
- Seattle Times property re-development of 900+ housing units and about 12,000 square feet of commercial
- Based on Q1 2021, projecting over 6,000 reviews and permits issued development projects citywide
- Implementation of Canyon Park Subarea Plan, including transfer of development rights and bonus incentive program for affordable housing
- Assist in project development of city-owned downtown properties
- Permit reviews for campus projects – Husky Village housing redevelopment (900+ beds) and STEM-4 classroom building