



Community Development - Planning 00100.334.

Mission Statement

Our mission is to promote public safety, a healthy environment, and a strong local economy, and to provide courteous, timely, and efficient service to the public.

Function

A key function is planning for, and achieving, effective solutions to manage growth and development responsive to local needs, consistent with applicable laws such as the state Growth Management and Shoreline Management Acts.

Community Involvement:

- Create and promote both opportunities for community involvement, and partnerships, in land use and natural resource planning.
- Support the Clallam County Planning Commission (nine member citizen board appointed by the Board of County Commissioners) that is charged with providing recommendations on updates to comprehensive land use plan, shoreline master program, development regulations, and other community related planning issues.
- Maintain County Internet web pages related to shoreline management, land use, and natural resources planning.
- Support Citizen work groups, public forums, and other public involvement opportunities in order to inform the community, gathering input on updates to land use and natural resource plans.

- Coordinate building and land use application review with other county departments, cities, tribes, state and federal regulatory agencies, and other stakeholders.
- Coordinate growth and shoreline management efforts with landowners, cities, tribes, state and federal agencies, and other stakeholders.
- Represent Clallam County DCD on various groups, committees and boards addressing issues related to development, housing, economic development.

Current Planning:

- Issue Type I and II Land Use Permits (e.g., short plats, large lot divisions, others).
- Provide a recommendation to the Hearing Examiner on Type III Land Use Permits (e.g., conditional use permits, subdivisions, variances, shoreline substantial development, others.)
- Process biannual Current Use Assessment applications for open space/timber tax reductions.
- Coordinate development review for timely issuance of permits.
- Review applications for consistency with the comprehensive plan and development regulations.

Long Range and Growth Management Planning:

- Develop, update and implement the County Comprehensive Plan, Shoreline Master Program (SMP), and development regulations consistent with state law and responsive to community needs through development and update of County Ordinances.
- Process annual Comprehensive Plan and Zoning Map amendment applications.
- Seek and manage grants to develop and implement growth management plans.

Trends/Events

The Shoreline Master Program, Stormwater Management Ordinance, and Forestry Ordinance were passed in 2022 which will help to provide for the protection of the environment and forestry resources, while providing options to land owners to meet the standards. Additional permits are being reviewed due to these ordinances being passed.

In an effort to help increase housing opportunities the Accessory Housing Ordinance was revised, allowing detached ADUs on legal parcels, and allowing a waiver if located on public water with an adequate septic system.

Continued work with the public process regarding adopting FEMA maps. Additional staff time will be needed in 2023 to work with FEMA.

DCD has seen an increase in Conditional Use Permits as a result of resolution of Code Enforcement actions and the changing/innovative businesses locating in our rural areas.

Plan continued work with local housing advocates and regional planners to find solutions to the housing strains.

Continue review of development regulations such as sign codes and landscaping in order to update standards to meet local needs.

Though overall land division cases are down, there has been an increase in binding site plans and subdivisions, and the approval of 3 RV parks in 2021. We anticipate this trend of subdivisions and binding site plans to continue as more affordable housing solutions are being sought.

Goals

1. Protect health and safety of county residents by fair administration of building, fire, and land use laws.
2. Collect, assemble, and disseminate demographic, geographic, and natural resource information.
3. Preserve the civil and property rights of county citizens and landowners.
4. Encourage the involvement of citizens in the planning process.
5. Apply sound planning principles to balance accommodating growth with other community objectives.
6. Improve environmental quality for humans, fish and wildlife.
7. Retain and enhance natural resource based industries important to the health of the local economy.
8. Plan for the efficient provision of public facilities and services to support current and future growth.

Workload Indicators

	2023 Actual	2024 Actual	6/30/25 Actual
Permit Support			
BLA, Lot Combos, Alterations, and Vacations	46	51	23
Land Division Preliminary Approvals	14	13	11
Land Division, BLA, and Alteration Final Approvals	48	37	8
Ag Accessory	48	1	8
Critical Area Review and Approvals Completed	47	72	39
State Env. Policy Act Reviews Completed	32	29	10
Shoreline Permits Approved (not associated with	14	11	9
Variances Issued	1	5	1
Conditional Use Permits Issued	10	10	5
Forest Practice Permits (received for review)	10	9	4
Wireless Com. Facilities Permits Issued	2	5	1
Legal Lot Determinations Completed	2	0	3
Project Reviews Received/Issued	9	10	1

Grant Funding Sources

Grants received are generally associated with mandated updates to the code.

Revenues

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Taxes	0	0	0	0
Licenses and Permits	102,376	146,490	98,865	170,871
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	1,296	75	0	1,027
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	313,473	343,451	135,200	375,140
Total	417,146	490,016	234,065	547,038

Expenditures

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Salaries and Wages	273,379	321,842	155,931	356,772
Personnel Benefits	124,505	151,699	72,115	152,207
Supplies	5,866	3,576	936	20,731
Other Services and Charges	13,396	12,899	5,082	17,328
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	0

Transfers Out	0	0	0	0
Total	417,146	490,016	234,065	547,038

Staffing

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Full Time Equivalents	5.94	5.94	5.00	5.00