



proud past, promising future

DEVELOPMENT and ENGINEERING ADVISORY BOARD

2013 Annual Report and 2014/2015 Work Plan

The Board of Clark County Commissioners (BOCC) formed the Development and Engineering Advisory Board (DEAB) in late 2006. DEAB works with Community Development, Public Works, and Environmental Services to review process improvements, proposed code changes, and development fee strategies.

Although initially formed to focus on development engineering issues, the BOCC broadened DEAB's responsibilities in 2010 to cover the county's entire development and building activities. DEAB's bylaws are attached to this report.

DEAB has nine members. Seven members are selected and appointed by the BOCC: five private-sector planners or engineers, one construction contractor, one land developer, one local municipality representative, and one Building Industry Association representative. Two at-large members are nominated by DEAB, with appointment by the BOCC. The 2013 roster included:

Chair	Helen Devery	BergerABAM
Vice-Chair	Mike Odren	Olson Engineering, Inc.
	Ott Gaither	Gaither Homes, LLC
	Eric Golemo	SGA Engineering, PLLC
	Andrew Gunther	PLS Engineering
	Mike Bomar	SW WA Contractor's Association
	James Howsley	Jordan Ramis PC
	Don Hardy	BergerABAM
	Steve Bacon	Clark Regional Wastewater District

New 2014 Members:

Jeff Wriston	Retired/Clark County Planning Commission (Replacing Mike Bomar)
Terry Wollam	Real Estate Agent (Replacing Helen Devery)

2013 Accomplishments

The past year was a busy and challenging one for DEAB. The following is a summary of DEAB's accomplishments.

Code Revisions

DEAB reviewed and formally commented on the Spring Bi-Annual code amendments county code revisions. DEAB provided feedback to staff on initial concepts, provided guidance to Planning Commission for their work sessions, and formally testified at both Planning Commission and BOCC public hearings.

1. Supported the county's formal adoption of the new state SEPA thresholds and exemptions.
2. Spring Bi-annual Code Amendments which included the following:
 - Stopping sight distance.
 - Joint/shared driveway standards and an allowance for 4 residences off of one driveway.
 - SEPA thresholds and exemptions.
 - Drive-through espresso stand queuing standards.
 - Coffee and food stand development standards.
3. Supported changes to details regarding Single Family Residential driveway approaches.

Development Related Issues

1. Expressed continued concern over development review staff's ability to meet timelines and have sufficient staff and resources with the increase in development activity.
2. Supported, with comments, the Job Creation Resolution for fee and Transportation Impact Waivers with five (5) "yes" votes and two (2) "no" votes.
3. Regular briefings on the Surface Mining Overlay.
4. Regular updates on the Fee Holiday waiver program.
5. Requested information on previous workforce reductions and how that may affect services as development activity increases.
6. Looked into having a representative from Clark County Public Health have a presence at the Public Services building.
7. Updates on current TIP and concurrency practices.
8. Ongoing legislative updates
9. Provided input into the development fee restructuring.

Process Improvements

1. Supported the Lean Process for expediting Single Family Residential permits.
2. Provided input into and requested improvements to the Final Plat process and the timeline for BOCC consent action.
3. Provided input into and requested improvements to the Final Site Plan process.
4. Requested that Community Development update the 60-Day Type 2 Review process to make it a permanent procedure.
5. Provided input into changes to the Plat Alteration process in moving away from a "one size fits all" approach.

Technology

1. Supported updating technology to increase efficiency in Development Engineering.
2. Updates on the replacement of the Tidemark permitting software system.
3. General discussion of technology trends in the development and building construction industries.

Participation on Special Work Groups

In addition to the regular monthly meetings, DEAB members assisted on several special working groups:

- Stormwater Code Rewrite
- Final Plat Process

Economic Development

DEAB continues to be an active supporter for economic development in Clark County.

2013/2014 DEAB Work Plan Suggestions

DEAB held a retreat on March 22, 2013, to review progress on the 2012 work plan and to prioritize possible work plan activities for the next 18 months. While this was presented at the 2013 Annual Report to the BOCC, DEAB looks forward to continuing to discuss the following proposed top priorities with County Commissioners:

1. Economic Development. DEAB could assist with the BOCC's commitment to economic growth.
2. Fee Reforms. Fees include fee holiday programs, impact fees, concurrency, and development and building permit fees. Are fee reforms and current practices successful in generating job growth?
3. Process Improvements. DEAB could provide guidance in the following areas:
 - a. Tidemark (permit software) replacement project and other technology.
 - b. LEAN efficiency implementation.
 - c. Customer service enhancement.
 - d. Staffing levels and resource strategies as development activity increases.

DEAB choose not to conduct a retreat in 2014, but are in agreement with the following 2014/2015 work plan:

1. Continuing work on the Final Plat process improvements.
2. Continuing work on the Final Site Plan process improvements.
3. Ongoing input into improvements/revisions to the Concurrency Ordinance and its affect on the CFP and TIP.
4. Ongoing updates to and input into the Comprehensive Plan update.
5. Continued input into the Stormwater Ordinance update and presence on a Technical Advisory Committee addressing said updates.
6. Ongoing updates to the Fee Holiday program to establish a "cost per job."
7. Ongoing updates to the Vacant Buildable Lands model.
8. Reducing Permit Center wait times.
9. Ongoing updates to the Tidemark replacement.
10. Continuing encouragement to make the 60-day expedited review codified.
11. Review and input on the Fall 2014 Bi-Annual Code Amendments.
12. Erosion control and inspection fee changes and efficiencies.
13. Updates and improvements to the Single Family Residential LEAN process.
14. Continued reviews of staffing levels to maintain high levels of service.
15. Encouraging the use of technology where applications can be made, such as inspections, meetings, etc.

A detailed work plan is also attached that includes additional DEAB activities.
DEAB looks forward to continuing their successful collaboration with Clark County.

Michael Odren
2013 DEAB Vice-Chair
2014 DEAB Chair

Attachments:

1. DEAB Bylaws
2. DEAB Work Plan

***SUBMITTED TO THE BOARD OF CLARK COUNTY COMMISSIONERS FOR A
WORKSESSION SCHEDULED FOR JUNE 4, 2014.***

DEVELOPMENT and ENGINEERING ADVISORY BOARD

BYLAWS

SECTION 1: PURPOSE

The Board of Clark County Commissioners (BOCC) has established a Development and Engineering Advisory Board. The purpose of the advisory board is to serve as a standing advisory committee to Community Development, Environmental Services, Public Works, and the BOCC. The Development and Engineering Advisory Board will be a procedural step in reviewing new policy and code revisions, provide input on process improvements, and review specific development issues.

SECTION 2: DUTIES

The Development and Engineering Advisory Board has the following duties and responsibilities, as directed by the BOCC, including, but not limited to:

- A) The advisory board shall review and evaluate on an ongoing basis consistency in plan submittal review.
- B) The advisory board shall assist to standardize and accelerate the development review processes performed by Community Development, Environmental Services, and Public Works.
- C) The advisory board shall advise the BOCC on adequate staffing levels, staff expertise, resources, and customer service attitudes.
- D) The advisory board shall facilitate collaborative partnering between the public and private sectors.
- E) The advisory board shall review and comment as requested by the BOCC and/or senior staff on project specific development issues.
- F) The advisory board shall coordinate its activities with other agencies and boards involved with development review and regulation to avoid duplication and provide the best service possible.

- G) The advisory board shall not be responsible for the day-to-day operations of county development functions and shall refer those matters to appropriate staff members. The current phone number and mailing address are as follows:

Development and Engineering Advisory Board
c/o Clark County Public Works – Development Engineering
P.O. Box 9810
Vancouver, WA 98666-9810
(360) 397-6118

SECTION 3: MEMBERSHIP

The Development and Engineering Advisory Board consists of nine members. Members are appointed by the BOCC. Appointments shall attempt to include the following affiliations and categories, as provided below. Such representation shall be:

- A) Three members who are a private-sector planner or consulting licensed professional engineer who work or live in Clark County;
- B) One member who is a public sector planner or licensed professional engineer who works or lives in Clark County;
- C) One member who is a construction contractor who works or lives in Clark County;
- D) One member who is a land developer who works or lives in Clark County;
- E) One member who is a representative of the Building Industry Association of Clark County.
- F) Two at-large members professionally associated with development work.

In addition to these members, the directors of Community Development, Environmental Services, and Public Works shall serve as ex-officio, non-voting members of the advisory board.

SECTION 4: TERMS OF THE OFFICE

All members shall be appointed or reappointed to two-year terms. More than one consecutive term may be served.

SECTION 5: APPOINTMENTS AND VACANCIES

For the two at-large positions, the advisory board shall recommend applicants to the BOCC for appointment. The advisory board shall make these recommendations based on the background of current members and the advisory board's priorities for upcoming years. The goal is to have membership on the advisory board represent a balance of development interests.

For all other positions, the BOCC shall appoint members after soliciting letters of interest for the advisory board.

When vacancies occur, the BOCC shall appoint someone to fill the unexpired term. This includes vacancies caused by a change in status of a member under the selection criteria set forth above during the course of their term.

Vacancies may be declared when any member misses three consecutive regular meetings or when any member misses the equivalent of one-quarter of the scheduled meetings within a 12-month period. Reasonable effort will be made to determine the member's continued interest before the vacancy is declared.

This section will in no way abrogate the authority of the BOCC to reappoint a member to finish their original term of appointment.

SECTION 6: OFFICERS

The advisory board shall elect annually one of its voting members to serve as chair and one member to serve as vice-chair; other officers shall be elected as the board deems appropriate.

Election of officers shall be held at the first regular Board meeting of the calendar year. All terms of elected office shall be one year. More than one consecutive term may be served.

SECTION 7: MEETINGS

The advisory board will hold regular meetings, open to the public, and will give advanced public notice of these meetings by notice on the Clark County web site and via e-mail when requested. Until otherwise determined by the advisory board, the regular board meetings will be held as follows:

Day:	First Thursday of each month
Time:	2:30-4:30 p.m.
Place:	Clark County Public Service Building 1300 Franklin Street Vancouver, WA 98666

A majority of the currently appointed board members shall constitute a quorum.

The advisory board shall keep written record of meetings, resolutions, recommendations, findings, etc., which shall be a public record. The county shall provide staff to take minutes.

In the absence of the chair and vice-chair (in the event a vice-chair has been elected), an acting chair shall be appointed by the board members present.

SECTION 8: AMENDMENTS TO BYLAWS

The provisions set forth herein (except those established by statute and county resolution) may be amended by a two-thirds vote of the advisory board members. Any amendments shall be voted on at a regular meeting and all members shall receive a minimum of 10 days prior notice.

SECTION 9: PARLIAMENTARY AUTHORITY

All meetings of the Board shall be conducted using Roberts Rules of Order Newly Revised as a nonbinding guide.

DEVELOPMENT and ENGINEERING ADVISORY BOARD

**DEAB Work Plan
(Version June 4, 2014)**

On March 22, 2013, DEAB met for a planning retreat to discuss possible 2013/2014 priorities. DEAB also reviewed the status of previous activities. The following table is regularly updated as DEAB accomplishes tasks and revises its work plan.

Original Work Plan Date	Revised Work Plan Date	Topic	Status
COMPLETED ACTIVITIES			
MAY 2012		Floodplain Code Proposals	BOCC adopted
MAY 2012		2012 Spring Biannuals	BOCC adopted
JUNE 2012		Shoreline Master Program Update (Gordy Euler)	BOCC adopted
JUNE 2012		Employment Zone (EZ) Task Force Recommendations	BOCC adopted
Not specifically on initial work plan	NOV 2012	2012 Fall Biannuals	BOCC adopted
MAY 2012	JAN 2013	Plat 9-Year Extensions (Request the extension of plats to nine years based on a recent state legislative action that was limited to cities.)	1-10-13 DEAB decided no additional action was needed; BOCC adopted resolution extending vesting to Dec. 2016
JULY 2012	JAN 2013	Identify legislative action priorities (Axel Swanson lead)	Completed
COMPLETED ACTIVITIES, BUT FOLLOW-UP NEEDED			
MAY 2012		Economic Development "Reconfiguration" Team (the link to outside entities)	Held Economic Development Summit ~ DEAB to decide next steps

Original Work Plan Date	Revised Work Plan Date	Topic	Status
JUNE 2012		Link land use, TIF, and other utilities – Lands for Jobs. Helen to lead. Provide update and additional information.	Held Economic Development Summit ~ DEAB to decide next steps
JUNE 2012		Consolidate permits	BOCC adopted some streamlined permits ~ DEAB to decide if more is needed
AUGUST 2012		<p>TIF/Concurrency/Level-of-Service Standards/Infrastructure (Roads, Water, Sewer, etc.)</p> <ol style="list-style-type: none"> a. Work with BOCC on best alternatives. b. Consider inviting City of Vancouver to DEAB meeting to share their initiatives (possibly Matt Ransom). c. Reconsider policy relating to multiple developers required to do same improvement ("first-in" developer is responsible for full cost of improvement if there is no cost-sharing developer's agreement.) 	Basic introduction to concepts completed ~ DEAB to decide next steps
SEPT 2012		<p>Technology Focus</p> <ol style="list-style-type: none"> a. E-Solutions (maybe Jamie lead, Steve Hicks(??) info) b. Skype for precon and bldg/site inspections (maybe Mike Bomar lead) c. GIS – place more land use docs and plans online (Ellinger/Bob Pool maybe) 	General discussion completed Oct. 2012 ~ DEAB to decide next steps
JULY 2012		Expedited/60-day process (expand to a permanent process; allow more case types to qualify; consider a similar expedited review process for Type 3 reviews that require a public hearing before a Hearings Examiner) (Consider inviting Chad Eiken or Greg Turner (Vancouver)).	Ongoing discussion ~ DEAB to decide if more is needed
OCTOBER 2012	Dec 2012	<p>"DEAB Results" Focus</p> <ol style="list-style-type: none"> a. How to measure DEAB efforts? b. Have processes improved? c. How does the county compare/rate to other jurisdictions? d. Are we using regional capabilities? e. Study county review processes/timeframes; compare to other agencies f. Number of 60-day reviews g. Number of calls to Commissioners h. Cultural changes 	General discussion completed Dec. 2012 ~ DEAB to decide next steps

Original Work Plan Date	Revised Work Plan Date	Topic	Status
ONGOING ACTIVITIES			
ONGOING		<u>Legislative Issues</u> a. Stormwater issues b. BOCC directives; DEAB evaluation	
ONGOING		DEAB is available for brainstorming of county policy issues	
ONGOING		Quarterly Fee Holiday updates and report	
ONGOING		Comprehensive Plan	Overview completed. DEAB requested "regular" future updates
ONGOING		Biannual Code Amendments	Only one "biannual" code process planned for Fall 2013planned for Fall 2013
ONGOING		Tidemark (permit software) Replacement Project Updates	
POSSIBLE FUTURE ACTIVITIES			
2013 Priority Item		Economic Development – supporting the BOCC's commitment to economic growth	
2013 Priority Item		Fee Reforms – including fee holiday programs, impact fees, concurrency, and development/building fees Are these reforms successful in generating job growth?	
2013 Priority Item		Process Improvements a. Tidemark and other technologies b. LEAN c. Customer service and staff decision-making authority d. Staffing levels and resource strategies as development activities increase	
2013		Need county development team; more organized effort a. Better integration of county departments (economic development, community development, public works, environmental services, permitting) b. Need team members with decision-making authority	

Original Work Plan Date	Revised Work Plan Date	Topic	Status
2013		Fast Pass idea (a method to guarantee a future review time slot)	
2013		Review Development Inspection and Erosion Control Fees	
2013		2013 Stormwater Permit and Associated Code Update – status report	
2013		County website – optimize for economic development and general public use	
2013		TIF/Concurrency/Infrastructure a. Evaluate impact/success of waiver programs b. Evaluate use of five-year installment payment option	
2013		Evaluate extending the Fee Holiday Waiver	
2013		Wineries development code	
2013		Marijuana gardens code	
2013		SEPA thresholds code	
2013		Rural lands code	
2013		Aging Readiness code (tentative Planning Commission public hearing in February 2014)	
PARKING LOT ITEMS – DEAB TO DECIDE IF ACTION IS NEEDED			
(Dates below are when item was identified)			
5-6-2010		Form a Technical Stormwater Subcommittee	
1-5-2012		Urban cottage housing the code section will be revisited in one year.	
4-12-2012		DEAB will form a subcommittee to visit with Environmental Services to better understand the erosion control fees.	