



DEVELOPMENT and ENGINEERING ADVISORY BOARD

2015 Annual Report & 2016/2017 Work Plan

The Board of Clark County Commissioners (now, Board of County Councilors, BOCC) formed the Development and Engineering Advisory Board (DEAB) in late 2006. DEAB works with the County Manager, 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 County Manager: three private sector planners or engineers, one construction contractor, one land developer, one public sector planner or engineer, and one Building Industry Association representative. Two at-large members are nominated by DEAB, with appointment by the County Manager. The 2015 roster included:

Chair	Andrew Gunther	PLS Engineering
Vice-Chair	Don Hardy	BergerABAM
	Mike Odren	Olson Engineering, Inc.
	Ott Gaither	Gaither Homes, LLC
	Eric Golemo	SGA Engineering, PLLC
	Terry Wollam	RE/MAX
	Jeff Wriston	Moss Wriston
	James Howsley	Jordan Ramis PC
	Steve Bacon	Clark Regional Wastewater District

2015 Accomplishments

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

Code Revisions

1. DEAB received presentations and provided input, and supported revisions to the TIF program.
2. DEAB has been provided regular updates on the Comprehensive Plan updates. DEAB provided input and raised concerns related to population growth assumptions, calculations of the buildable land supply, and assumed infrastructure deduction percentage.
3. DEAB has been provided regular updates and has commented on and has participated in the Stormwater Ordinance updates.
4. Reviewed and provided input with regard to proposed revisions to the HOC and R-12 through R-43 housing regulations.
5. DEAB initiated discussions with staff regarding potential revisions to regulations for retaining walls at the perimeter of developments.
6. DEAB provided suggestions on policy and code changes/improvements.

Development Related Issues

1. Received an update and participated in discussion regarding updates to the Parks Master Plan.
2. Expressed continued concern over development review staff's ability to meet timelines and have sufficient staff and resources with the increase in development activity.
3. Reviewed proposed delays in the payment of residential impact fees. Discussed pending State legislation that would assist builders with deferring these payments to time that impact is created.
4. Provided comments, and data for substantiation, to Clark County Community Planning that the current infrastructure percent deduction for residential development in the Comprehensive Plan does not reflect the actual amount of land set aside for infrastructure (roads and stormwater facilities).
5. Received a staff presentation regarding WDFW/County non-riparian habitat mapping, regulations. Discussed with staff concerns about whether the mapping and/or process has recently changed and how the mapping affects developer rights and might affect long-time property owners' in terms of property values and development potential.
6. Looked into changes to the Shoreline Exemption submittal requirements for low-impact construction (i.e. utility repairs, etc.)

Process Improvements

1. Worked on committee with staff to improve the Final Plat process.
2. Provided input into and requested improvements to the Final Site Plan process.
3. Continued to encourage Community Development to update the 60-Day Type II Site Plan Review process to make it a permanent procedure.
4. Continued to encourage review of potential changes to the Plat Alteration process to identify ways the process could be simplified.
5. Supported an all electronic final engineering review process.

6. Received updates on how staff was addressing permit center wait times. Staff recommends setting up an appointment to avoid long wait times.

Technology

1. Supported updating technology to increase efficiency in Development Engineering. Received periodic updates on the status/progress in replacing the Tidemark software system.
2. Received a staff update on County website revisions and provided comments on potential adjustments.
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
- Transportation Impact Fee Stakeholder

Economic Development

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

2016/2017 DEAB Work Plan Suggestions

DEAB looks forward to continuing to discuss the following proposed top priorities with County Councilors:

1. Economic Development. DEAB could continue to assist with the BOCC's commitment to economic growth and development processes that encourage job 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 continue to provide guidance in the following areas:
 - a. Staffing levels and resource strategies as development activity increases.
 - b. Customer service enhancement.
 - c. Continued LEAN efficiency implementation for other development review processes.
 - d. Early review of proposed policy and code changes, possibly in a work session format to provide an early dialogue with staff.
 - e. Tidemark (permit software) replacement project and other technology.
4. Affordable Housing

DEAB is in agreement with the following 2016/2017 work plan:

DEAB 2016/2017 action items (no particular order):

1. SEPA thresholds and exemptions.

2. Engineering/stormwater reviews/requirements for Single Family Residences.
3. Impact fee deferrals.
4. Shoreline Exemptions – simplify process for the most basic projects.
5. Plat Alteration process – look at ways to simplify where allowed by State law.
6. Continuing encouragement to make the 60-day expedited review codified.
7. Review County policies and regulations with regard to driveway locations on corner lots.
8. Work with staff to improve County code with regard to retaining walls at perimeter of developments.
9. Encouraging the use of technology where applications can be made, such as inspections, meetings, etc.
10. Streamlining engineering reviews i.e. final engineering submitted with Type I Post Decision Review process.
11. Grading Permit process improvements for early grading permits.
12. Accessory dwelling units in rural zones.
13. Reviewing the need for road modifications that are almost, if not always, approved.
14. Archaeological review process/timelines.
15. Review options for extending Site Plan and Plat approvals.

DEAB 2016/2017 monitoring items:

1. Final Site Plan process improvements (ongoing monitoring, major committee work accomplished in 2015).
2. Final Plat process improvements (some continuing committee work but primarily monitoring effectiveness/implementation of process improvements identified by committee work in 2015).
3. Comprehensive Plan update with focus on affordable housing and use of development code tools (infill lots, Accessory Dwelling Units and other incentives).
4. Fee Holiday program to establish a “cost per job.”
5. Vacant Buildable Lands model.
6. Tidemark replacement.
7. Single Family Residential LEAN process.
8. Staffing levels in all departments and ability to maintain high level of service.
9. Stormwater Ordinance update. Monitor any issues with new ordinance and Manual.
10. Reducing Permit Center wait times.

DEAB looks forward to continuing their successful collaboration with Clark County.

Andrew Gunther, PE
2015 DEAB Chair

Attachments:

1. DEAB Bylaws



DEVELOPMENT and ENGINEERING ADVISORY BOARD

BYLAWS

SECTION 1: PURPOSE

The Board of Clark County Commissioners (now, Board of County Councilors, BOCC) established the 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, the County Manager, 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 County Manager, including, but not limited to:

- A) The advisory board shall review and evaluate on an ongoing basis consistency in development 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 County Manager 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 County Manager, 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 County Manager. 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 three-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 County Manager 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 County Manager shall appoint members after soliciting letters of interest for the advisory board.

When vacancies occur, the County Manager 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 County Manager 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.