



proud past, promising future

**PUBLIC WORKS  
DEVELOPMENT ENGINEERING PROGRAM**

**AGENDA  
DEVELOPMENT and ENGINEERING ADVISORY BOARD**

Thursday, April 2, 2015

2:30 – 4:30 p.m.  
Public Service Center  
6<sup>th</sup> Floor, Training Room

<u>ITEM</u>	<u>TIME</u>		<u>FACILITATOR</u>
	<u>Start</u>	<u>Duration</u>	
1. Administrative Actions <ul style="list-style-type: none"> <li>• Introductions</li> <li>• DEAB meeting is being recorded and the audio will be posted on the DEAB’s website</li> <li>• Review/Adopt minutes</li> <li>• Review upcoming events</li> <li>• DEAB member announcements –     Congratulations to re-appointed members!</li> </ul>	2:30	15 min	Gunther
2. TIF Status Update/ Q&A	2:45	30 min	Herman
3. DEAB Annual Report & 2015/2016 DEAB Work Plan/Prep for 4/22 County Manager Meeting	3:15	45 min	Gunther/Odren
4. Code Amendment for HOC Zone/update	4:00	25 min	Howsley/Odren
5. Public Comment	4:25	5 min	All

**Next DEAB Meeting:**

**Thursday, May 7, 2015**  
2:30 – 4:30 p.m.  
Public Service Center  
6th Floor, Training Room

**Agenda:**

WWHM Project Update - Schnabel  
By Laws BOCC to County Manager/3-4 year terms - Shafer



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**PUBLIC WORKS  
DEVELOPMENT ENGINEERING PROGRAM**

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**County Manager Briefing and BOCC Hearing**

County Manager Briefing – every Wednesday at 10 a.m. \*

BOCC Hearing – every Tuesday at 10 a.m. \*\*

BOCC Hearing – Comprehensive Plan Update – Tuesday, April 14, 10:00 a.m.

BOCC Work Session – Supplemental Preparation with Budget – Wednesday, April 15, 11:00 a.m.

BOCC Work Session – Park Master Plan – Wednesday, April 22, 11:00 a.m.

**PC Work Sessions and Hearings**

No Planning Commission Meetings in April.

*Note: Work sessions are frequently rescheduled. Check with the BOCC's office to confirm date/time of scheduled meetings.*

*PC – Planning Commission*

*BOCC – Board of Clark County Commissioners*

\* Unless cancelled, which many are if there are no topics

\*\* Except first Tuesday when the hearing is typically in the evening

**Development and Engineering Advisory Board Meeting**  
**March 5, 2015**  
**2:30 p.m.-4:30 p.m.**  
**Public Service Center**

Board members in attendance: Steve Bacon, Don Hardy, Ott Gaither, Eric Golemo, Andrew Gunther, James Howsley, and Mike Odren

Board members not in attendance: Jeff Wriston and Terry Wollam

County staff: Chuck Crider, Greg Shafer, Nicole Snider

**Administrative Actions**

- DEAB meeting is recorded and posted to the county's website.
- Review/Adopt Minutes: Minutes from February 2015 were approved and adopted.
- Reviewed Upcoming Events:
  - BOCC Work Session – Comp Plan Update, Alternative 4 – Wednesday, March 11, 9:00 a.m.
  - State of the County Address – Thursday, March 12, 3:30 p.m. at Skyview High School
  - BOCC Hearing – County Engineer's Report on the advisability of a partial road vacation on a portion of NE 13<sup>th</sup> Avenue – Tuesday, March 24, 10:00 a.m.
  - PC Work Session – Home Business Code, Multi-Family Code and 2016 Comprehensive Plan Process Update – Thursday, March 5, 5:30 p.m.
  - PC Hearing – Home Business Code, Multi-Family Code – Thursday, March 19, 6:00 p.m.
- DEAB member announcements:
- Eric Golemo commented on the Multi-Family Code change regarding; Medium Density zoning; Councilors asked why this is the only affordable housing in Clark County? They appreciated DEAB's suggestion on the lot widths, that was appreciated.
- Ott Gaither and Eric Golemo both met on their own with each Councilor to discuss the Home Business update and how to enforce. They feel the Councilors are looking for meaningful input that's persuasive. The Councilors asked; how can we promote and have business starts ups and still protect the neighborhoods?
  - Discussion followed with comments and concerns: Starting where commercial already exists would be a good place to expand. Potential to expand the hamlets, rural commercial areas; Brush Prairie, Dollars Corner, Hockinson, Amboy, etc.
  - Number of employees is still a concern, if you choose to live in a rural residential area; you would expect it to stay rural. Job promotion is great; placement in the rural area is not.
  - A Home Business is a great way to start up a business, when it expands it should move into an area zoned for commercial. Part of the issue is defining what the problem is and what the business is. Questions arose regarding water and septic issues, who is checking these? How do we enforce the 10% allowed area of usage on the property?

- Looking for more flexibility, could increase the size of the parcel used by the business, require a CUP process. Have neighborhood meetings. If you don't have zoning, you don't have restrictions. Leave the rural area rural.
  - Struggling with the wholesale change of allowing commercial activities in the rural area, and the impact on the neighborhood. Some things may not fit, for example heavy commercial or industrial use, trucking companies, and large scale landscape businesses.
  - Suggestion is to hit the pause button and give everyone more time to review and come up with ideas. We've heard dialogue; we can weigh in, keep position the same, or come up with some ideas. Summarize the points; this is our 3<sup>rd</sup> discussion on this issue- can we dig in more and find out what the real issue is, can we request planning commission postpone action?
- **Motion made to stick by our position as defined in memorandum that we submitted to PC for the work session and that DEAB reconvene off line to provide some additional solutions prior to March 19 – Motion passes – all in favor**

#### **Residential Impact Fee Delays/Update/Q&A**

Jamie Howsley provided a handout with proposed changes. This is the Senate Bill 5923 that would require local jurisdictions that have impact fees to have a program to delay them until sale of the property or time of occupancy. It has passed in the Senate and is on to the House. Very similar to previous bills that the Governor has vetoed. This does contain the fix that the Governor has asked for with requested limitation on the amount of units it would apply to per jurisdiction per year. It would allow 20 units per year per jurisdiction.

Jamie provided rough language to allow a Developer to record a covenant, Developer must provide a written disclosure to the buyer, and the County would release the covenant upon payment.

In concept, this is great and will be a significant help, and will lead to more affordable housing. Jamie will take to Marty and Chris for further discussion. This could be adopted by the County prior to the State adoption; it would allow more flexibility.

Question regarding what happens with a cash sale, never a loan, never a closing? Could be addressed through occupancy or the way the covenant is written.

DEAB thanked Jamie for his efforts and agreed this will go a long way in with affordable housing in the County.

#### **By Laws BOCC to County Manager**

This is primarily administrative, Mark McCauley brought this forward as we were looking at the new appointments, there is no less than 10 references to the Board of County Commissioners, should those go to County Manager? Mark is getting legal input from Chris Horne regarding the references in the by-laws, are they policy or administrative?

More time is needed. It will be brought back next month.

**2015/2016 DEAB Work Plan & BOCC Work Session**

Mike Odren put forth a lot of effort and prepared a draft of the report and 2015/2016 work plan. We need to start looking at where we want to go to provide guidance. One of his suggestions was staffing levels – work load coming in, continue to provide excellent service, limit wait times, and permit timelines. Other top priorities include; Economic Development, Fee Reforms, and Process Improvements. We need some predictability in decisions; example given was bio-retention facilities. Suggest policy and code changes. Another thing DEAB can provide is to be a sounding board early on in any new process changes or proposals. He requested that DEAB review and provide him with input. Add, subtract, comment, and get back to Mike. He will forward his current Word document to DEAB members.  
Present mid-April to BOCC.

**Public Comment**

Chuck Crider came to address wait times in the Permit Center – he provided a copy of his proposal to have one day for appointments only that would likely be Wednesday. There were a lot of comments, suggestions and questions.

The Permit Center is currently experiencing first-hand the growth in the economy; wait times are currently up to 2 hours.

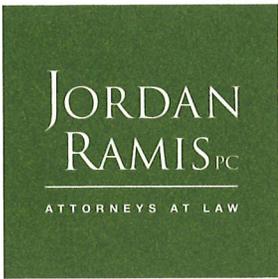
The Permit Center is now open each day from 8:00 a.m. to 3:00 p.m. They currently have 6 fully functional permit techs with 2 more in training. By making this change it will allow one day a week to be completely controlled, they can fit in 14 appointments in one day while still giving staff 6 hours of non-customer focused desk time to work on reviews and projects.

This will also increase training opportunities for the new staff as well.

Meeting adjourned at 4:25

Meeting minutes prepared by: Nicole Snider

Reviewed by: Greg Shafer



**Lake Oswego**  
Two Centerpointe Dr., 6th Floor  
Lake Oswego, OR 97035  
503-598-7070  
www.jordanramis.com

**Vancouver**  
1499 SE Tech Center Pl., #380  
Vancouver, WA 98683  
360-567-3900

**Bend**  
360 SW Bond St., Suite 510  
Bend, OR 97702  
541-647-2979

VIA E-MAIL & FIRST CLASS MAIL

March 27, 2015

Clark County Community Planning  
ATTN: Oliver Orjiako, Director  
PO Box 9810  
Vancouver Wa 98666

Re: **Clark County Population Growth Exceeds Projections**  
Brown File No.

Dear Oliver:

The US Census Bureau just announced new population data showing that Clark County is growing 1.7% annually. This far exceeds the county's unreasonably low projections, and is hard data that proves the county is not designating sufficient land to accommodate the growing demand for housing.

Attached is a Columbian article that explains the facts, and we ask that you please include this letter and the article in the record for the 2016 GMA Update. As noted by the Columbian, the growth rate in Clark County also exceeds the rates of other nearby counties.

Of course if the county only plans for two thirds of the actual, documented growth, it will be short many thousands of dwellings over the planning period, and will suffer a corresponding deficit of land for employment, civic and other uses.

We once again urge you to accept the proven facts about population growth, and expand the urban areas of Clark County accordingly.

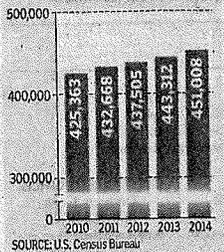
Sincerely,

JORDAN RAMIS PC

James D. Howsley  
Admitted in Washington and Oregon  
jame.howsley@jordanramis.com  
WA Direct Dial (360) 567-3913  
OR Direct Dial (503) 598-5592

Enclosure

## Clark County population estimates



SOURCE: U.S. Census Bureau

The Columbian

# Clark County grows faster than Portland

## It has added more than 25,000 people in the past five years

By **SUE VORENBERG**  
Columbian staff writer

Take that, Portland! Clark County is attracting new residents faster than our neighbor to the south, ac-

ording to new data released by the U.S. Census Bureau, Population Division.

Granted, it's not a huge difference, but the county is growing by 1.7 percent a year, compared with 1.4 percent a year in Portland, said Ben Bolender, chief of the census population estimates branch.

"It looks like the Portland

area in general is not growing quite as fast as Clark County," Bolender said.

Both Portland and Clark County have bucked a national pattern seen in major metropolitan areas including Chicago, New York City and Miami, which are losing domestic populations but gaining new international residents.

"Portland, on the other hand, is gaining from both domestic and international," Bolender said. "Clark County is also gaining both ways, although more from domestic immigration than from international."

There are 25,645 more people in Clark County to-

POPULATION, Page A7

## State population estimates

### WASHINGTON

2010	6,724,540
2014	7,061,530
	Up 336,990

### OREGON

2010	3,831,074
2014	3,970,239
	Up 139,165

SOURCE: U.S. Census Bureau

## Population

From Page A1

day than there were in 2010, with a growth rate of a bit more than 5,000 people a year, according to the new census data release.

The statistics, which were released late Wednesday, are based on estimates of birth, death and migration rates collected from a variety of agencies.

The release estimates the 2014 population of Clark County at 451,008. In 2010, the census listed 425,363 residents in Clark County.

### Neighboring counties

Clark County's growth numbers are also significantly higher than neighboring Washington counties.

In Skamania County, the population grew by 274 from 2010 through 2014. The 2014 population estimate for that county is 11,340, compared with 11,066 in 2010.

In Cowlitz County, the population declined by 277 from 2010 through 2014. The 2014 population estimate for that county is 102,133, compared with 102,410 in 2010.

In comparison, our numbers seem relatively parallel to nearby counties in Oregon.

In Clackamas County, Ore., the population grew by 18,980 from 2010 through 2014. The 2014 population estimate for that county is 394,972, compared with 375,992 in 2010.

In Multnomah County, Ore., the population grew by 41,378 from 2010 through 2014. The 2014 population estimate for that county is 776,712, compared with 735,334 in 2010.

In Washington Coun-

ty, Ore., the population grew by 33,288 from 2010 through 2014. The 2014 population estimate for that county is 562,998 compared with 529,710 in 2010.

Nationally, the five fastest-growing counties over the past year were: Williams, N.D.; Stark, N.D.; Sumter, Fla.; Pickens, Ala.; and Hays, Texas.

### Regional growth

The metropolitan area that includes Portland, Vancouver and Hillsboro, Ore., grew by 122,238 from 2010 through 2014. The 2014 estimate for that population is 2,348,247, compared with 2,226,009 in 2010.

Nationally, the five fastest-growing metropolitan areas were The Villages, Fla.; Myrtle Beach-Conway-North Myrtle Beach, S.C.; N.C.; Austin-Round Rock, Texas; Odessa, Texas; and St. George, Utah.

Washington's population grew by 336,990 from 2010 through 2014. The 2014 population estimate for the state is 7,061,530, compared with 6,724,540 in 2010.

Oregon's population grew by 139,165 from 2010 through 2014. The 2014 population estimate for that state is 3,970,239, compared with 3,831,074 in 2010.

### Births, deaths and migration

Clark County birth rates have remained fairly steady at more than 5,300 a year. There were 5,483 births in 2011, 5,314 in 2012, 5,436 in 2013 and 5,377 in 2014.

Death rates tend to hover around 3,000 a year in the county. There were 2,967 deaths in 2011, 3,024 in 2012, 3,073 in 2013 and 3,204 in 2014.

The number of people moving to Clark County from other states averages about 2,300 a year. Accord-



NATALIE BEHRING/The Columbian

Construction workers build homes to accommodate an expanding population at a development off Lakeshore Avenue in Vancouver.

ing to census estimates, there were 2,516 people who moved here from other states in 2011, 2,317 in 2012, 2,363 in 2013 and 2,173 in 2014.

That said, those estimates don't quite match up with drivers license data collected by the Washington State Department of Licensing.

According to that agency's data, more than 10,000 people moved to Clark County from other states in the past 12 months. Most of those came from Oregon, followed by California, Arizona, Texas and Idaho.

More specifically, from March 2014 through Feb. 2015, 7,626 people moved from Oregon to Clark County, 2,614 people moved here from California, 671 moved from Arizona, 562 moved from Texas and 349 from Idaho.

"It's not too uncommon to see migration streams go to relatively nearby locations," Bolender said of the Department of Licensing

information.

Bolender said the census estimates have an error margin of about plus or minus 3 percent. That data is gathered from IRS tax exemption forms and Medicare enrollment mostly, he said.

Drivers license information is collected in a different manner, and Bolender said the difference between the two is likely because of the differing methodologies.

"You may pick up a lot of people getting new licenses, but you may not be picking up people leaving

and turning in licenses," Bolender said.

The number of international immigrants to Clark County, according to the census release, is low but steady at around 650 a year. There were 552 in 2011, 598 in 2012, 686 in 2013 and 683 in 2014.

### National changes

In 2014, about 18.9 million people moved between counties in the U.S., which is slightly down from about 19.1 million the year before, according to the Census Bureau's Random Samplings blog.

The blog post noted that migration patterns across the U.S. changed significantly before and after the Great Recession from 2007 to 2009.

"Just as people moving around can have big impacts on social and economic events, the reverse is also true — social and economic events can influence

migration," the blog post said. "Take the Great Recession for example, which occurred from 2007 to 2009. We can see real differences in migration patterns across the country if we look at 2006 (the year before the recession) and numbers from our most recent estimates."

The biggest upward shift in population before and after the Great Recession was seen in San Diego County, Calif., according to the blog. That county declined by almost 38,000 people who moved to other states in 2006. In 2014, the population grew by about 2,500.

Broward County, Fla., also experienced a big shift, going from a loss of 27,000 in 2006 to a gain of 2,400 in 2014.

"We see several areas where gains were consistent in both years — Central Florida, some metropolitan counties in Texas, Northern Virginia and parts of the West," the blog said. "Other counties, like those in the central and northern Great Plains, seem like their gains popped up out of nowhere."

Other counties in the U.S. flipped the opposite way after the Great Recession. The biggest downward shift in population was in Will County, Ill. That county had gained 17,000 people in 2006. In 2014, the population declined by about 2,900.

"Net loss counties are often located in rural areas in the Northeast and Midwest, and 2014 shows a number of new counties following that trend," the blog post said. "We do see a few big changes, though, like many Nevada counties losing people through migration, where they were gaining them just eight years before."

### Nation's fastest-growing counties in 2014:

1. Williams, N.D.
2. Stark, N.D.
3. Sumter, Fla.
4. Pickens, Ala.
5. Hays, Texas

SUE VORENBERG: 360-735-4457; sue.vorenberg@columbian.com; twitter.com/col\_sue

# Development Engineering Advisory Board

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- Clark County TIF Update
- April 2, 2015



# Project Work Task Overview

- 1: Review of current TIF program ✓
- 2: Look at other TIF programs in the Northwest ✓
- 3: Advisory group formation and meetings ✓
- 4: Redefining geographic boundary for TIF districts
- 5: TIF credit system
- 6: Business Enhancement Factor (BEF)
- 7: Final calculation of new TIF
- 8: Implementation of TIF changes

# District Boundary Analysis

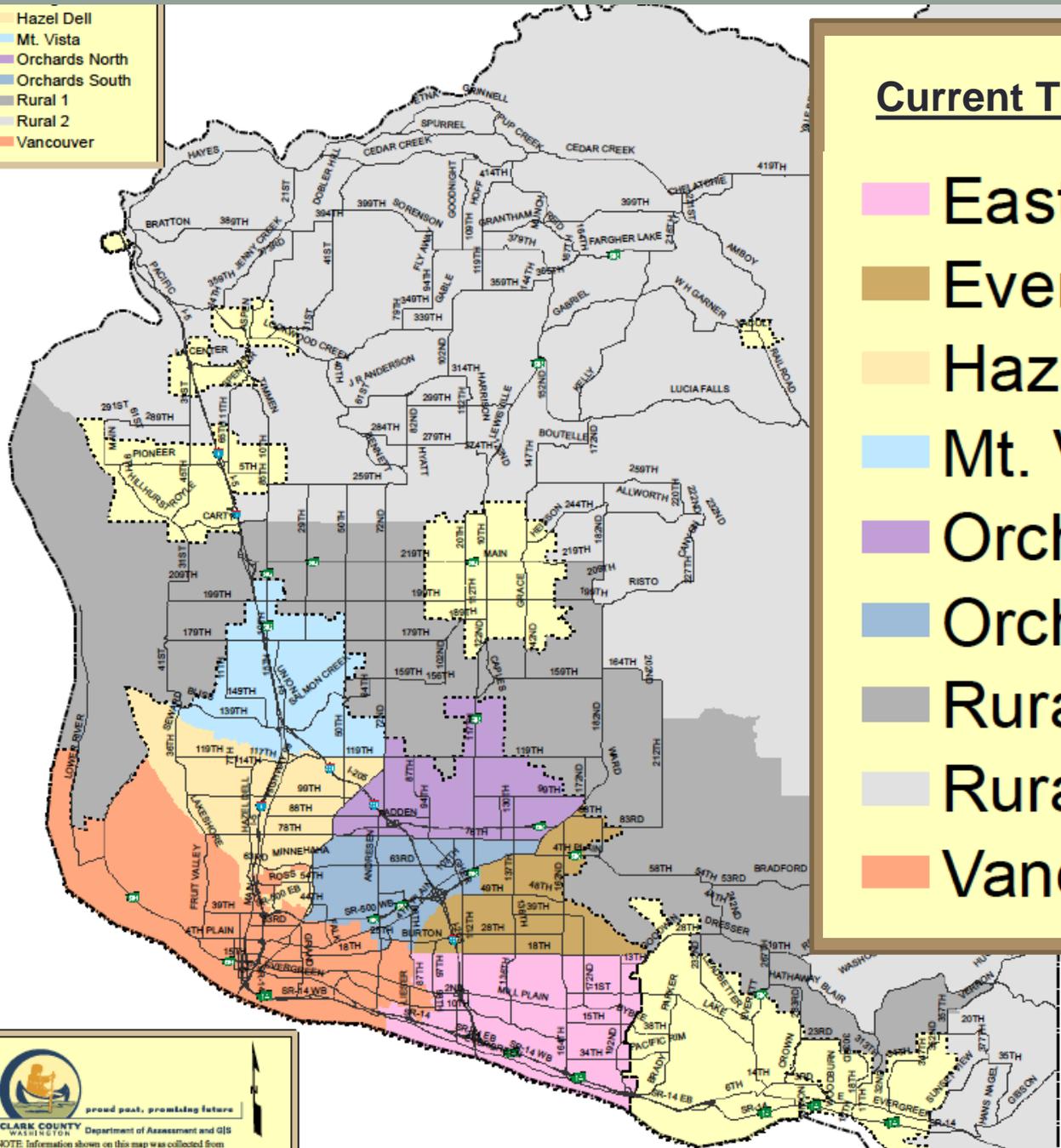
- Review of current district system
- New district system alternatives
- Trip growth analysis for select projects
- Regional projects vs. district projects

### Current TIF Districts and Rates per

ADT

	East City	\$351
	Evergreen	\$412
	Hazel Dell	\$375
	Mt. Vista	\$613
	Orchards North	\$553
	Orchards South	\$389
	Rural 1	\$315
	Rural 2	\$52
	Vancouver	

-  Hazel Dell
-  Mt. Vista
-  Orchards North
-  Orchards South
-  Rural 1
-  Rural 2
-  Vancouver




CLARK COUNTY  
WASHINGTON  
Department of Assessment and GIS

NOTE: Information shown on this map was collected from

# Alternative 1

- Combines two Orchards districts
- Includes 99W overlay in Hazel Dell
- Evergreen fragment included in Rural 1

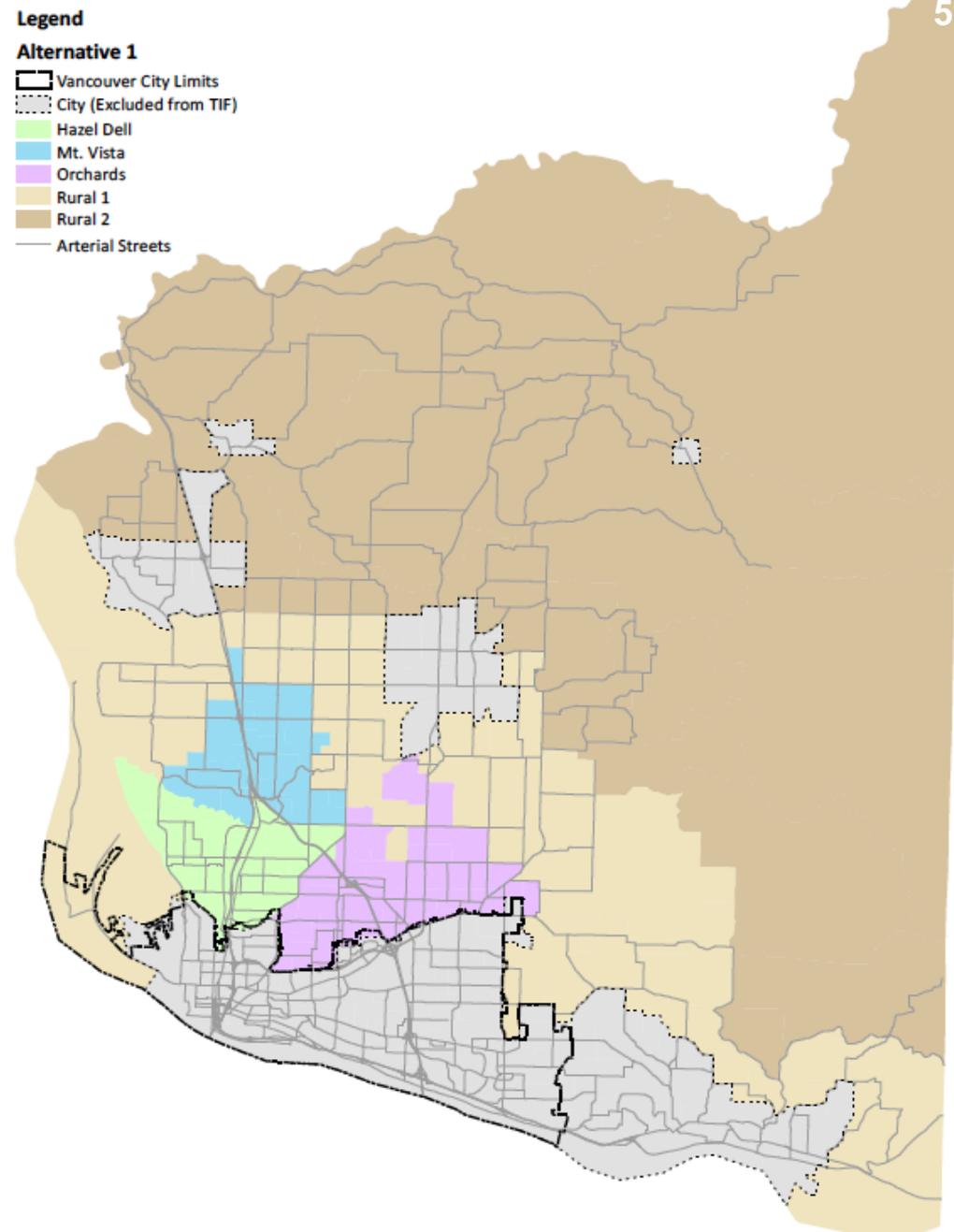


Figure 2: Clark County TIF Districts, Alternative 1

# Alternative 2

- Combines two Orchards districts
- Maintains existing Mt. Vista/Hazel Dell boundary
- Combines Rural 1 & 2, including Evergreen fragment

## Legend

### Alternative 2

- Vancouver City Limits
- - - City (Excluded from TIF)
- Hazel Dell
- Mt. Vista
- Orchards
- Rural
- Arterial Streets

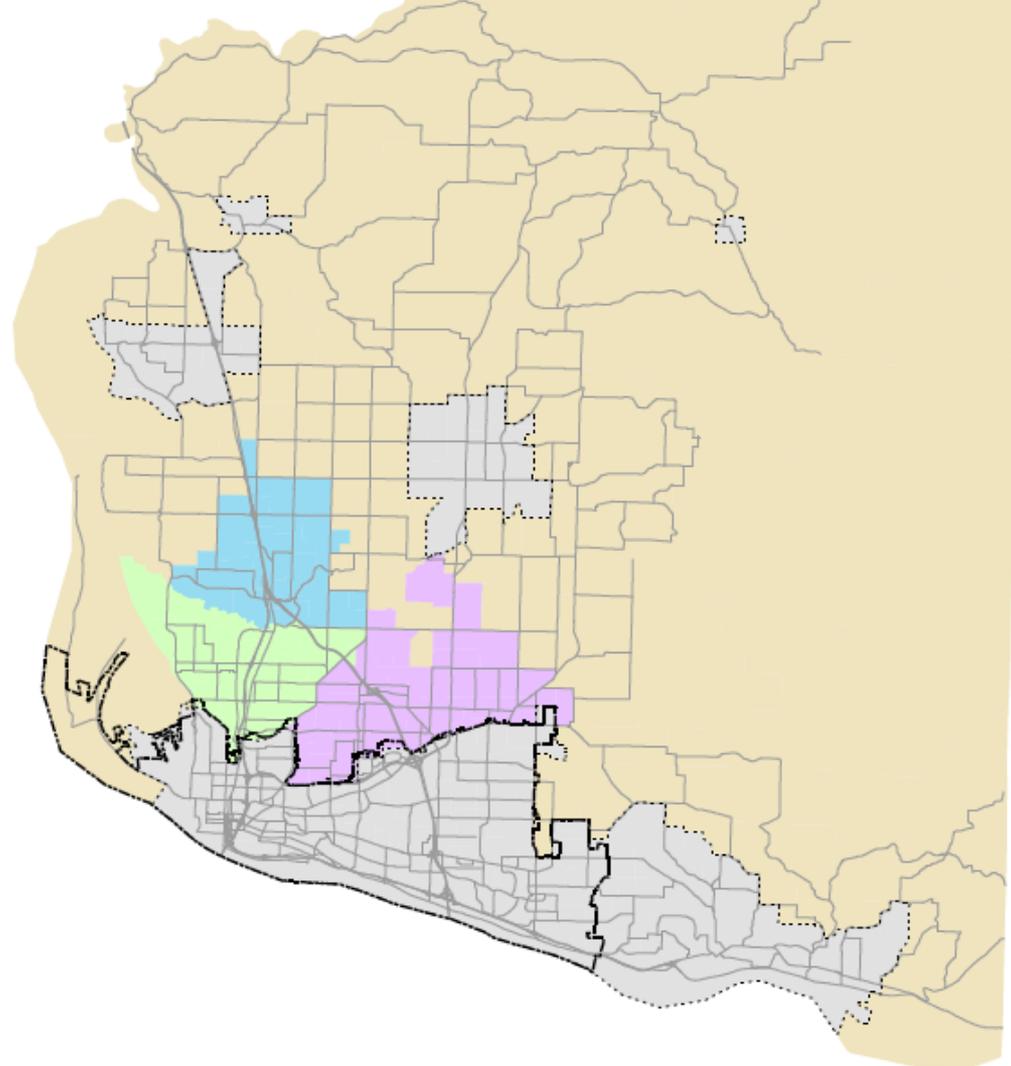
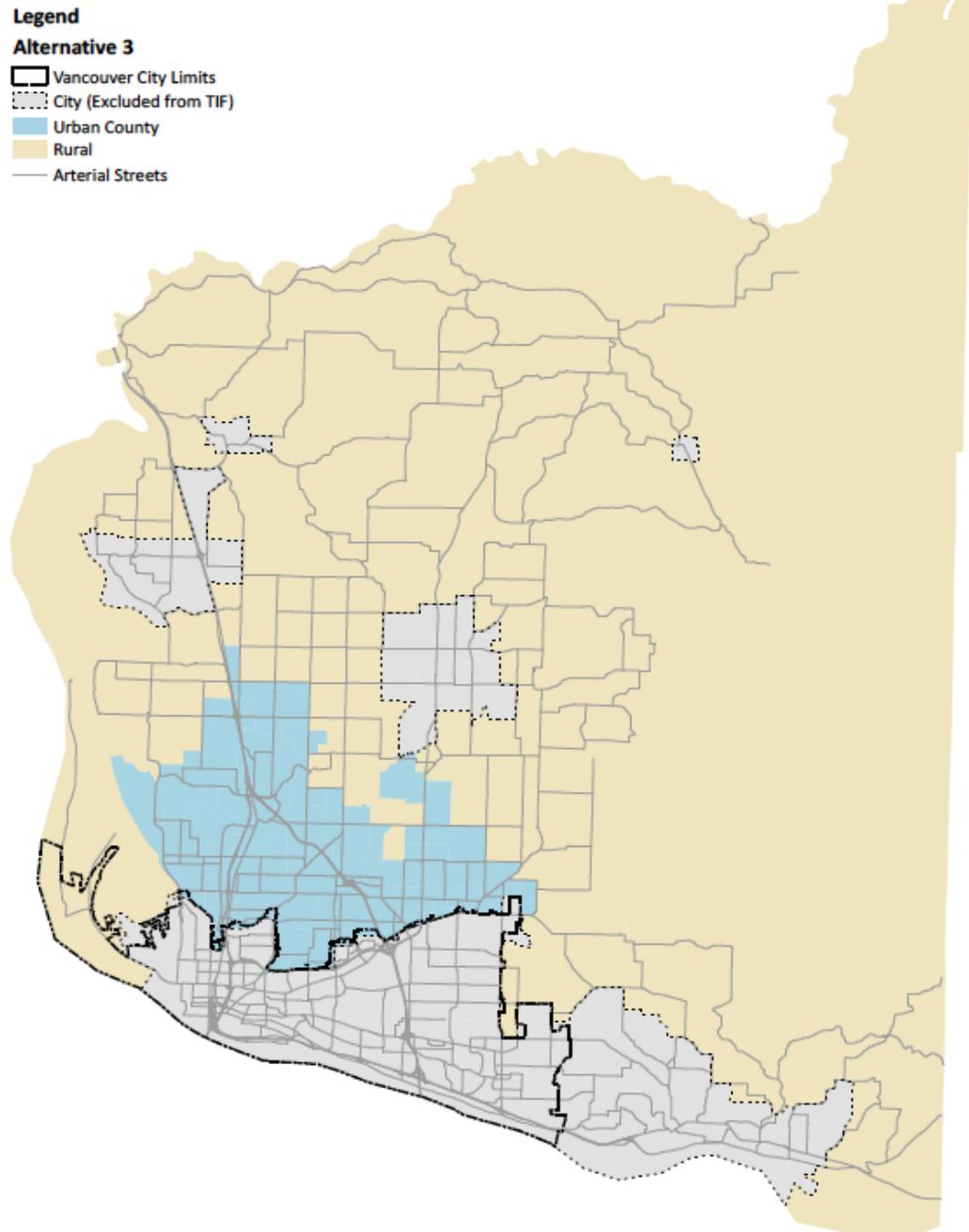


Figure 3: Clark County TIF Districts, Alternative 2

# Alternative 3

- Combines two Orchards districts, Mt. Vista, and Hazel Dell into a single Urban district
- Combines Rural 1 & 2, including Evergreen fragment



**Figure 4: Clark County TIF Districts, Alternative 3**

# Criteria for New System

- Simple for developers to interpret
- Defensible to public
- Simple for County staff to administer
- Maintains a nexus between trip generation and facilities funded from each district.

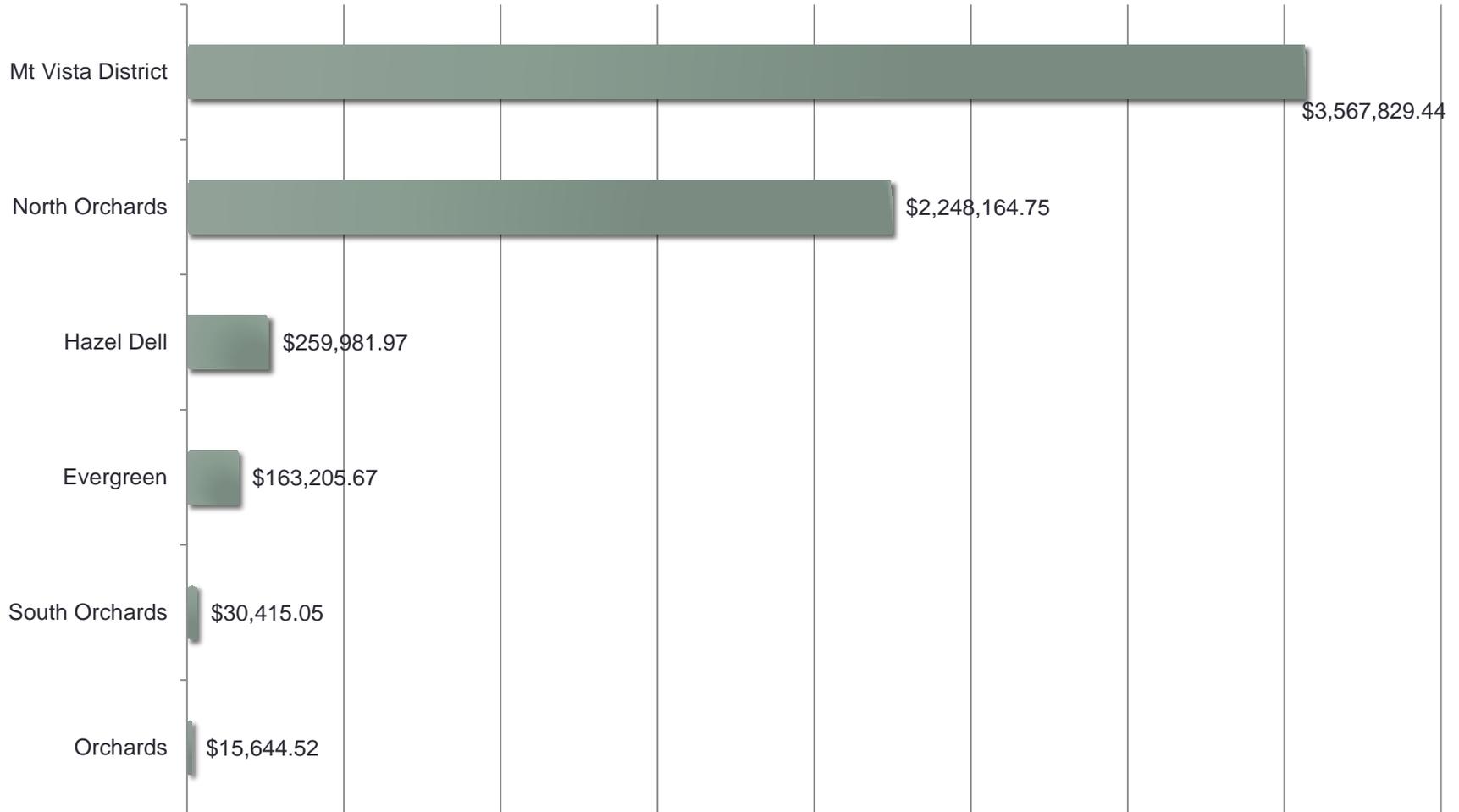
# Current Credit Policies

## Assessment Calculation:

*(Proportion of the total system improvement, provided by the developer)  
× (estimated cost of system improvement identified in the Capital Facilities Plan)*

- Credits issued in the district have to be spent in the same district
- TIF Credits may be traded, bought or sold like a commodity
- TIF Credits are honored indefinitely
- Land development is not a necessity of being issued TIF Credits

# Credit System Snapshot 12-9-14



# Credit System Evaluation

- What are the options for handling existing outstanding TIF credits once the districts change?
- What are the options for handling future situations where a developer constructs improvements in excess of what is required by TIF obligation?

# Handling Existing Outstanding Credits

- Option 1: Expire existing credits (i.e., setting a "sunset" date)
- Option 2: Continue to honor the outstanding credits, but transfer them to the new district system
- Option 3: Continue to honor the outstanding credits and apply them to the district system under which they were generated

# Handling Existing Outstanding Credits

	Fairness	Ease of Implementation	Ongoing Maintenance
<b>Expire Credits</b>			✓
<b>Credit Transfer to New System</b>	✓	✓	
<b>Apply Credits Under Old System</b>	✓ ✓	✓	

✓ Option is somewhat responsive to criteria  
 criteria

✓ ✓ Option is very responsive to

# Future Alternative to TIF Credits

- Option 1: Retain existing system
- Option 2: Abandon TIF credit system
- Option 3: Rely on Street Latecomer Agreements

# Street Latecomer Agreements

1. County formulates an assessment reimbursement area
2. Determination of assessments and area boundaries sent to the owner of record for all parcels in the area
3. Contract is recorded in the County Auditor's Office
4. Contract is binding on all owners of record within the assessment area, even those not party to the contract.

# DEAB REVIEW AND RECOMMENDATION

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June 4, 2015



## DEVELOPMENT and ENGINEERING ADVISORY BOARD

### 2014 Annual Report and 2015/2016 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 2014 roster included:

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

#### 2014 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 supported revisions to the Concurrency Code and related changes to the CFP.
2. DEAB has been provided regular updates on the Comprehensive Plan updates.
3. DEAB has been provided regular updates and has commented on and has participated in the Stormwater Ordinance updates.
4. Supported changes to details regarding Single Family Residential driveway approaches.
5. DEAB provided suggestions on policy and code changes/improvements.

### 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. Reviewed proposed delays in the payment of residential impact fees.
3. Provided input into and facilitated changes to Stormwater Inspection Fee procedures and amounts.
4. Provided comments, and data for substantiation, to Clark County Long Range 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. Was provided updates on Wetland and Habitat Code changes.
6. Looked into changes to the Shoreline Exemption submittal requirements for low-impact construction (i.e. utility repairs, etc.)
7. Was provided information on the TIF program update.
8. Received updates to the Population Growth-Buildable Lands supply.
9. Received updates to the CRWWD CFP.
10. Was provided a demonstration on how the County models its vacant buildable lands.

### Process Improvements

1. Supported the Lean Process for expediting Single Family Residential permits.
2. Reviewed and provided input into updates to the Final Plat process.
3. Provided input into and requested improvements to the Final Site Plan process.
4. Requested that Community Development update the 60-Day Type II Site Plan 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.
6. Supported an all electronic final engineering review process.
7. 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.
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
- Transportation Impact Fee Stakeholder
- LEAN process for Site Plan Review

### Economic Development

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

## 2015/2016 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.
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.

DEAB is in agreement with the following 2015/2016 work plan:

1. Continuing work on the Final Plat process improvements. The Technical Advisory Group has worked diligently with Staff and has begun implementing proposed procedural changes, with the ultimate goals of shorter timelines for final plat approval and early review of residential building permits.
2. Continuing work on the Final Site Plan process improvements. Staff has agreed to change when certain development Conditions of Approval are required to be completed.
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.
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.
16. Streamlining engineering reviews i.e. final engineering submitted with Type I PST's.
17. Reviewing the need for road modifications that are almost, if not always, approved.
18. Archaeological review process

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

Michael Odren, RLA  
2014 DEAB Chair

Attachments:

1. DEAB Bylaws

***SUBMITTED TO THE BOARD OF CLARK COUNTY COMMISSIONERS FOR A  
WORKSESSION SCHEDULED FOR APRIL 22, 2015***

DRAFT

## DEVELOPMENT and ENGINEERING ADVISORY BOARD

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# 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.

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