

Development and Engineering Advisory Board Meeting
July 11, 2013
2:30 – 3:50 p.m.
Public Service Center

In attendance:

Board members – Steve Bacon, Mike Bomar, Helen Devery, Ott Gaither, Eric Golemo, Andrew Gunther, Don Hardy, Jamie Howsley Mike Odren,

County staff – Terri Brooks, Joe Laxson, Diana Nutt, Susan Rice, Ali Safayi, Greg Shafer, Marty Snell, Axel Swanson,

Visitors- Clark County Commissioner David Madore, Jaima Johnson, Eric Orth

Before the DEAB meeting commenced Commissioner Madore came by to greet the DEAB members and thank them for serving on the DEAB Board. He asked them if there was anything he could help them with. DEAB members said that the staff is working harder than ever with double the work load and with more job duties assigned to each of them. Snell said that a Building Examiner position will close this week and interviews will most likely take place next week. Snell said he will open up overtime to help get the permits/reviews out the door.

Madore encouraged DEAB members to help solve the problems they see with tangible solutions and to be specific in the forms or processes that need improvement.

Madore announced that there will be an Economic Development Team created on the North side of the river. It will be a volunteer group that will come together to share ideas and encourage business in Clark County. He invited DEAB members to contact Axel Swanson if they were interested.

Administrative Actions

- Introduction of Audience Members. DEAB welcomed Greg Shafer.
- Review/Adopt Minutes: Change was made on bullet item number 6; changed SEAP to SEPA. Minutes from the June 2013 meeting were then approved and adopted. Devery and Bomar abstained, as they were not at last months meeting.
- Reviewed Upcoming Events: Howsley will update DEAB as to results of the BOCC Work Session to be held July 17th, regarding Comprehensive Plan. On July 31st, the BOCC will be discussing Surface Mining Standards; DEAB will invite Mike Mabry to come and give an update. Snell announced that Bazala is now working full time and there will be fall Bi-Annual Code Amendments coming soon.
- Correspondences were reviewed. DEAB would like clarification/interpretation on the new SEPA Ordinance, there are inconsistencies. DEAB has submitted their questions to the County for interpretation.
- Announcements: Odren expressed interest in a FC Certification for single-family residential permits, like the Land Use Process. This certification expedites the process and would educate the land owners of requirements for submittals.

On May 24th Odren attended an Economic Development work shop put on by the County. Pete Capell and Snell presented information regarding reconfiguration, work force planning and reduction of services. Odren would like Capell and Snell to present this information to DEAB and address how work force reductions will affect services with an increase in activity.

Final Plat Process

It appears that the final plats are taking longer to get through the process. At last month's DEAB, Chris Horne expressed concern that some documents are coming to him for approval that need to take a different route. With Horne's promotion in the P.A.'s office, the final plat process will need to change. There will still be a requirement for the P.A.'s office to approve plats as to form. Homeowners Associations will still need to go to Horne.

Any plats that have come in after January 1st of this year are being reviewed by Terri Brooks in Community Development. Plats that were in, prior to January 1st are being reviewed by Harriet Padmore in Public Works.

Jaima Johnson, who works for a title company was invited by DEAB to give her opinion regarding the final plat process. Johnson said she would like to see a checklist for final plats on the first review. The checklist normally includes submittal items and documents that are needed for the process. Johnson expressed the difficulty of receiving reviews from different agencies at different times and said it would cause less confusion to staff and the applicant to receive them at the same time.

Devery suggested that there are three things that need to be addressed by Permit Services regarding final plats that could possibly be changed or are a problem:

- 1) All reviews coming in at one time.
- 2) Horne not reviewing standard forms anymore, with the exception of Home Owners.
- 3) Not enough resources to handle the volume of submittals.

Brooks stated that final plats are due within 14 days, but because of outside agencies reviews, the deadlines are not always met. Snell said he will work on getting someone else to help with the final plat reviews.

Snell said he has seen developers wait until the final hour to turn in documents that were needed for the review. Gaither said many times those documents may come to light later in the review. It was said that the preliminary approval states what is needed for the final plat review process and the applicant should be aware of that. Snell stated that the checklist may need to be revamped. Golemo, Nutt, Brooks, Johnson, Snell and a staff member from Odren's office will meet before the next DEAB meeting to review the checklists. Golemo will take the lead on getting this meeting set up.

Permit Services/Public Health

Joe Laxon, the program manager for Environmental Public Health (EPH) led this discussion. He has been meeting with Permit Services Management determining what the dynamics are between EPH and the Permit Center. The public has expressed an interest in being able to take care of Public Health business in the Permit Center downtown. The first question that needs to be asked is there sufficient volume of permits to have EPH Center staff be housed in the Permit Center.

Laxon distributed and reviewed two documents; EPH Fast Facts and CC Public Health Septic System Release/Water Adequacy Verification.

When a building permit is needed EPH staff may become involved in the review of the permit. The review can be at all different levels. When customer come in with questions many can be answered at the EPH customer service counter. Customers are encouraged to set up

appointments to meet with the EPH staff, who spend the majority of time in the field. EPH staff are working with GIS to get documents on line. (well logs, as-builts, assessors records, etc)

Some ideas that may serve the customers needs are:

- Placing a kiosk in the permit center, possibly with live face time with Customer Service in the Health Department.
- Pay in Joint Lobby – then inter-office documents.

Swanson wanted it on the record that he is an advocate for EPH to move over to the Public Services building. He said even if it was one rotating staff here in the building it would be helpful to the development community.

Laxon said if that staff were to be located in the PSB there needed to be a clear division in the decision making process between Environmental Health and Land Use Planning. Laxon said by the end of summer they will have more direction and he will revisit DEAB in September or October to give an update.

Public Comments:

Odren said one of the reasons DEAB was created was because of the number of complaints the BOCC received. He is concerned that if there is a reduction in services the calls will increase again.

Meeting Minutes prepared by: Susan Rice
Reviewed by: Brent Davis