

Development and Engineering Advisory Board Meeting
August 2, 2012
2:30 – 4:30 p.m.
Public Service Center

In attendance:

Board members: Mike Bomar, Helen Devery, Ott Gaither, Andrew Gunther, James Howsley, Mike Odren

DEAB members not in attendance: Eric Golemo, Greg Jellison

County staff: Jan Bazala, Brent Davis, Travis Goddard, Kevin Gray, Mike Mabrey, Dianna Nutt, Ali Safayi, Steve Schulte, Marty Snell, Sue Stepan, Axel Swanson, Kevin Tyler, Ron Wierenga

Visitor: Jeanne Lawson

Administrative Items

- Introduction of Audience Members
- Review/Revise/Adopt Minutes – Minutes from June's DEAB meeting were approved and adopted.
- Reviewed Upcoming Events
- Correspondences
 - 1) DEAB recommendations to BOCC for Spring 2012 Biannual Code Amendment
 - 2) DEAB recommendations to the Planning Commission for Flood Hazard Ordinance
 - 3) Employment zone task force work background
- DEAB Member Announcements –
 - 1) Economic Development Summit was very successful. Howsley will mail thank you notes to the participants.
 - 2) Steve Bacon is interested in filling Steve Wall's vacant position. Bacon needs to send a letter to BOCC and cc Stepan. Howsley will follow-up with Bacon.
- Plat 9-Year Extension Subgroup – Snell, Susan Ellinger, and Chris Horne will meet to prepare a proposal for DEAB's consideration.
- DEAB agenda for September. Schulte will lead a discussion on Traffic Impact Fees and Concurrency.

60-day Process – Staff Report

Snell summarized the pilot 60-day review process. Later this year, county will evaluate the 60-day process and consider making it a permanent procedure. County will review timelines, staff hours, and request feedback from applicants. Additional Type 2 projects, such as short plats, may be added to the process. Type 3 reviews, with a slightly longer review timeline, may also be considered. Fees may be reduced and surcharges recalculated depending on the historical performance.

Snell may be proposing fee changes later this year; proposals may be presented to DEAB in November.

Odren gave positive feedback on the 60-day review projects that he has been involved with.

Fee Holiday Update

Snell provided a summary of fee holiday waivers. Chuck's Produce Market is a good example of a fee holiday project; it will create 85 jobs. Most fee holiday waivers are for building permit fees.

DEAB requested to review a financial performance analysis of the Fee Holiday program. DEAB is interested if the program has generated true economic benefits to the county. The results of the analysis should also be given to the Columbia River Economic Development Council.

Economic Development Summit

Lawson facilitated a debrief of the Economic Development Summit held on July 19, 2012. It appears the county is doing better in customer service; however, new and small businesses are not familiar with the local entitlement process and county processes are difficult to navigate. There are significant problems to businesses at the state and federal level. Does DEAB have a role in influencing state issues?

DEAB discussed:

1. Real estate professionals were not present and are important stakeholders in economic development issues. Future summits should encourage their participation since realtors do not always understand the development process.
2. Concerns about code consistency crossing city and county jurisdictions. County staff needs more coordination with local cities and neighboring counties.
3. What can county do beyond the pilot 60-day review process? Can the county streamline all development processes?
4. SEPA changes are needed. DEAB requested that Snell provide an update on his work to improve SEPA regulations at a future DEAB meeting.
5. Could some type of pre-site certification process be implemented? Could Kelly Sills or Axel Swanson lead this? City of Hillsboro has done this successfully.
6. Funding for infrastructure should be a priority. The success of the Port of Vancouver is a good case study.
7. The county should more aggressively use case managers on review projects and not just the 60-day process.
8. DEAB's role should be focused on county issues. DEAB can provide input for State changes, but should not actively lead this. DEAB could provide technical input and actual examples of the challenges facing development.
9. Howsley, Devery, and Bomar will prepare a draft report and action plan from the summit. After DEAB's review during its September meeting, it will be sent to the BOCC and all summit attendees. DEAB will then decide on specific follow-up items and DEAB 2013 priorities.
10. DEAB may want to consider scheduling an annual economic development summit.

Howsley concluded that DEAB will discuss the draft report at its next meeting. Stepan will follow up with Snell about the existence of a local City/County Community Development Directors' monthly meeting.

Developer Certification Update

Stepan summarized the proposed Developer Certification pilot program. Developer Certification is an optional review process which waives county review of the final engineering construction plans. The BOCC public hearing will be held on August 21, 2012.

MOTION: DEAB formally moved to NOT support the proposed Developer Certification Pilot Program. DEAB requested that their previously-written June 2011 memorandum be re-submitted to the BOCC. The motion passed with three (3) “yes” votes, two (2) “no” votes, and one (1) “abstain” vote.

The majority of DEAB members who continue to oppose the Developer Certification program felt their concerns expressed in the June 2011 memorandum are still valid.

Now that the proposal is an optional pilot program, however, a minority of DEAB members now support the Developer Certification pilot program. These members believe the optional pilot program furthers the BOCC’s goals of faster and cheaper regulations.

Fall Biannuals

Bazala presented the 2012 fall biannual code change items.

Item #7 regards updating various transportation requirements in 40.350.030 to fully comply with adopted state and professional design standards.

Item #11 regards non-conforming uses. Staff proposes to allow changes from a non-conforming use to a permitted use to follow the process that would normally be required under site plan review. That is, a Type II site plan review may not be needed if the level of improvements needed do not trigger site plan review under 40.520.040. Non-conforming uses to a different non-conforming use will be a Type II site plan review, with the responsible official given flexibility to require conditions to mitigate impacts.

Item #13 regards the distance from a driveway wing from which parking spaces are measured in the narrow lot provisions.

Item #16 regards the consistency of review for school modulars between the conditional use section and the site plan review section. Staff is changing the CUP requirements to be consistent with the site plan review requirements, and is still considering whether limits to expansion are appropriate under the site plan review exemption.

Item #17 regards the revisions to the post decision review criteria. Staff is eliminating vague language regarding "a person of average sensibilities."

Planning Commission work session is September 6, 2012; Planning Commission public hearing is October 18, 2012.

DEAB will make formal recommendations for the Planning Commission work session during its September meeting.

Public Comment Period

There was no public comment.

Meeting adjourned at 4:30 p.m.

Meeting Minutes Prepared by: Rosie Hsiao

Reviewed by: Dianna Nutt

Board Adopted:

**Development and Engineering Advisory Board
Parking Lot**

Development and Engineering Advisory Board - Parking Lot Items					
#	PRIORITY*	SUBJECT	DATE REQUESTED	ORIGINATOR	ACTION
1		Concurrency – Reconsider policy relating to multiple developers required to do same improvement (first in responsible for full cost of improvement if no cost-sharing developers agreement.)	10-1-2009	DEAB	
2		Form a Technical Stormwater Subcommittee	5-6-2010	Peter Tuck	
3		Gate Access Standard and pursue county code or design standards detailing requirements for gates on private roads	11-2-2010	John Meier/DEAB	
4		Streamline the handling of approval signatures on Final Engineering Mylars	11-2-2010	DEAB	
5		Traffic Impact Fees, including those related to Parks	8-4-2011	DEAB	
6		ADA requirements throughout Title 40 (discussion during the parks code review related to conflicting codes and Building Official discretion). DEAB desires consistency so that the flexibility proposed for parks applies to all developments.	10-6-2011	DEAB	
7		Urban cottage housing the code section will be revisited in one year.	1-5-2012	DEAB	
8		DEAB will form a subcommittee to visit with Environmental Services to better understand the erosion control fees.	4-12-2012	DEAB	
* Priorities: 1 = High/Important, 2 = Average, 3 = Low/long-term goal					