

**Development and Engineering Advisory Board Meeting
September 5, 2013
1:00 – 3:00 p.m.
Elections Conference room**

In attendance

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

DEAB Members not in attendance: None

County staff: Michael Mabrey, Dianna Nutt, Steve Schulte, Greg Shafer, Marty Snell, Nicole Snider

Administrative Actions

- Introduction of Audience Members
- DEAB meeting is being recorded and the audio will be posted on the County's website. DEAB will announce this at the beginning of every meeting to make sure the public is aware. It will be posted in all DEAB agendas.
- Correspondences
- ADA: Greg Shafer cautioned that some projects need updates due to delays since preliminary approval. He wanted to provide the development community with a warning that this is happening. DEAB suggested that the County provide public outreach on this. Discussion regarding the Federal Government and the changes that have occurred. It was suggested that a subcommittee or a work group be formed that would consist of staff, private development community, and inspectors.
- Review/Adopt Minutes: Minutes from August 1, 2013 were approved and adopted.
- Reviewed upcoming events:

BOCC Work Session – Kennel Ordinance Amendments – Wednesday, September 11, 10:00 a.m. Paul Scarpelli is the County staff contact.

BOCC Work Session – Concurrency Options Discussion – Wednesday, September 11, 10:00 a.m. This has been canceled per Steve Schulte. They were able to accomplish this in the August Work Session.

BOCC Work Session – Fall Biannuals - Wednesday, September 18, 2013. Jan Bazala is lead on this and will update DEAB after the work session. Greg will contact Jan and ask him to send them out to the DEAB members.

BOCC Work Session – Sign Ordinance Enforcement – Wednesday, October 2, 9:00 a.m. Marty Snell or Paul Scapelli will be the County staff contact.

Announcements

Marty Snell gave an update on the Permit center hours. The permit center is now open two full days; Mondays and Wednesdays. We are adding Fridays until 3:00 p.m. as of September 6, 2013. In October Mondays, Wednesdays, and Friday will change to be open until 3:00 p.m. Staff has reviewed the customer flow and determined that the walk-ins drop off after 3:00 p.m.

He also discussed the fee waiver reporting. He is trying to move that body of work to Susan Ellinger, this will free up several people to work on the Tidemark replacement project.

Ott Gaither asked if there is flexibility in hiring staff due to the increase in work due to the fee holiday. Marty Snell replied that they have added 2 permit techs, an additional plan reviewer, and two temporary inspectors.

Ott Gaither wanted to recognize Marty Snell for the hard work and dedicated staff and the job that they do with the resources available. He stated that the County Commissioners have made a conscious decision to waive development fees for the commercial applications, so they are recognizing that they are going to subsidize those. How does this work with the “we are open for business”, will they hire additional staff? Marty said that there will always be some wait times; he is reluctant to hire staff to wait for customers to come in. We are trying to advertise that we are willing to take afternoon appointments, for the afternoons that they are not open.

Helen asked where and what the staff does when they are not open. Marty gave some examples; they are still working in the permit Center on legal lot determinations, boundary line adjustments, and addressing. We have also added a plans examiner/inspector that will work off hours to review plans and do inspections. This position will work Saturdays and evenings. Discussion followed regarding staffing levels, and forecasting workloads. Marty discussed the process to add a position that is not budgeted. He can only hire for the positions that are budgeted. To hire for one that is not budgeted can be a difficult and lengthy process. It has to be approved by the Board.

Ott offered to serve to advocate for adding positions, if we are “open for business” we need to demonstrate that you are open.

CFP Concurrency:

Steve Schulte provided and went over power point on Transportation Concurrency and the CFP, background and options going forward. There was a work session in August and staff is moving ahead to put these game plans into place. There are two authorities and obligations that staff has; Safety and Concurrency. Staff does not have any discretion with the Safety Standards, we have to follow. Concurrency is different; the Board has authority to set standards. The Board liked the direction and is supportive. Mike Mabrey will be involved in the implementation of this. Concurrency will be competing hard for limited, lesser, capitol resources.

Commissioner Madore stopped by to let DEAB know that he is available if anyone has any questions for him. How can he help more? Ott Gaither suggested that some of these departments need more money; if we are open for business they need staff. It would be nice to give them the ability to receive the projects in the door and get them back out the door before the revenue is there. Commissioner Madore stated that Marty just needed to ask and he will have what he needs. The job definition of his team is to make your customers successful and make life easy for your customers. Whatever Marty needs he’s got it.

Final Plat Update:

Marty Snell & Eric Golemo gave a brief update. They met on August 6th, with a group from the private sector and County staff. The goal is to come up with a clear list of requirements. Chris Horne stated that if you keep your documents not technical (maintenance agreements, CC & R's, HOA, etc.). If they are non technical then he does not have to review and this simplifies the process. Marty is working on balancing the staffing that we have with the work load that is coming in. Group is working on what is the minimum required for a meaningful review. Group is working on a checklist that is more detailed. They are also working on improving communication between staff and development community. They will come back in November and present more.

Suggestion made that we add the Final Site Plan Review process to DEAB's work plan.

Update on Surface Mining Overlay

Work Session tonight, we will re-visit this at a later date.

Public Comments:

None.

Helen Devery wanted to get it on record regarding Bill Barron's retirement next week. As part of the consulting, development engineering community in Clark County and as a member of this board I just want to get on record thanking him for everything he's done and his service, he will be missed. Many members agreed with her. The retirement ceremony is coming up today from 3 to 5 please attend.

Meeting adjourned at 2:41 p.m.

Meeting Minutes prepared by: Nicole Snider

Reviewed by: Greg Shafter

Board Adopted: October 3, 2013