AGENDA

DEVELOPMENT and ENGINEERING ADVISORY BOARD

Thursday, December 4, 2014

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

ITEM	TIME		FACILITATOR
	Start	Duration	
1. Administrative Actions	2:30	15 min	Odren
• Introductions			
• DEAB meeting is being recorded and the audio will be posted on the DEAB's website			
• Review/Adopt minutes			
• Review upcoming events			
• DEAB member announcements			
2. Population Growth-Buildable Land Supply/Q&A	2:45	20 min	Howsley
3. TIF Update/Q&A	3:05	20 min	Hermen/ Jardin
4. Infrastructure Percent Deduction/Update/Q&A	3:25	20 min	Golemo
5. Updated Presentation on the Permitting System Replacement Project	3:45	20 min	Snell
6. Fee Holiday Audit/Discussion	4:05	20 min	Howsley
7. Public Comment	4:25	5 min	All

Next DEAB Meeting:

Thursday, January 8, 2015
2:30 – 4:30 p.m.
Public Service Center
6th Floor, Training Room

Agenda:

Residential Impact Fee Delays/Update/Q&A - Howsley
Final Plat Process Improvements - Wriston
Home Rule Charter – Silliman
2015 DEAB Work Plan/Tentative Update - Shafer

BOCC Work Sessions and Hearings

BOCC Hearing – CPZ2014-00005 Arterial Atlas – Fifth Plain Creek Area. A proposal to amend the arterial atlas classification from rural to urban on the following: Northeast 88th Street from Ward Road to Northeast 182nd Avenue to a C-2b (2-lane urban collector with bike lane). As the time and place to consider amendments to provisions regarding Master Planning. The Growth Management Act (RCW 36.70A.367) allows counties to establish up to two rural industrial land banks. The county received an application in February 2014 for a land bank site or sites along SR-503 north of NE 119th Street. One of the statutory requirements for establishing the land bank is a master planning process. Clark County Code Section 40.520.070 contains provisions for master planning but does not include rural industrial land banks in the list of projects eligible to be master planned. County staff has proposed language to correct this by amending Section 40.520.070 and creating a new section (Section 40.520.075) that deals specifically with master planning for rural industrial land banks. In addition, staff propose minor changes to the code section (Section 40.560.010) dealing with changes in the comprehensive plan map relating to rural industrial development. – Tuesday, December 16, 10:00 a.m.

PC Work Sessions and Hearings

No PC Work Sessions and Hearings in December 2014.

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

Development and Engineering Advisory Board Meeting
November 6, 2014
2:30 p.m.-4:10 p.m.
Public Service Center

Board members in attendance: Steve Bacon, Don Hardy, Andrew Gunther, James Howsley, Mike Odren, Jeff Wriston
Board members not in attendance: Ott Gaither, Eric Golemo, and Terry Wollam.

County staff: Gary Albrecht, Chuck Crider, Brent Davis, Gordy Euler, Holly St. Pierre, Greg Shafer, Peter Silliman, Marty Snell, Rod Swanson

Administrative Actions

- Introduction of Audience Members
- DEAB meeting is recorded and posted to the county's website.
- Review/Adopt Minutes: Minutes from October were approved and adopted with Andrew Gunther abstaining.
- Reviewed Upcoming Events:
    - BOCC Hearing – Tuesday, November 18, 10:00 a.m.
        - Adoption of amended 2014 Annual Construction Program;
        - Adoption of Transportation Improvement Program for 2015-2020;
        - 2015 Annual Construction Program proposal requesting a limited amendment to the Clark County Shoreline Master Program (SMP)
            - Add Carty Lake to list of shorelines subject to SMP -- erroneously omitted from the list during the County's 2012 update
        - Ordinance related to Public Safety restricting the solicitation of motorists on public roadways;
        - 2013 Annual Reviews and Dockets amending the 20-year Growth Management Comprehensive Plan Map and Zone Map (CPZ2014-00003-NE 10 Ave; CPZ2014-000004-Clark Regional Waste Water District; and CPZ2014-00005-Arterial Atlas-Fifth Plain Creek Area)
    - BOCC Hearing – Tuesday, November 25, 10:00 a.m.
        - Amendments to provisions regarding Mineral Resource Lands
    - PC Work Session – Thursday, November 6, 5:30 p.m.
        - Department of Environmental Services Habitat/Wetlands Code Update
    - PC Hearing –Thursday, November 20, 5:30 p.m.
        - Master Planning: Rural Industrial Land Bank Staff Report;
        - Mineral Resource Lands Policies and Development Regulations Staff Report

Wetland and Habitat Code Changes
Kevin Tyler reported.

Department of Ecology has updated the wetland ratings system for eastern and western Washington. The new ratings will take effect January 1, 2015. DES is amending our code to comply along with some minor Habitat code amendments. The process is similar to the bi-annual code updates.
DES will work with Community Planning to keep this separate from the GMA requirements to review it's critical area ordinances by June 2015. There are few areas we have identified that are more substantive than this code change that might need to be done in order to be consistent.

Charts on screen show the new wetland categories. (See attached PowerPoint.) DOE changed the wetland scoring system in order to match with *The Credit and Debit Methodology*. This document explains their process of determining how much mitigation is appropriate for any given wetland impact. When DOE did a statistical analysis on the data that's been collected on the original wetlands ratings over the last 10 years or so, they found the original ratings of 0 to 100 is not scientifically defensible. The result is the new ratings shown on the PowerPoint chart of high, medium, or low categories. They've adjusted the rating form and scores in order to accommodate the scientific analysis.

On the bottom right (PowerPoint slide) are two tables that compare the tables in 2004 with the tables in 2014 or the final Habitat score and the water quality score. There are three components of the wetland rating system: hydrology, water quality, and habitat. The tables are an example of how the scores changed.

How does this pertain to the development community? DOE rated all wetlands in 2004 using the old system. Once the new rating system was established, the wetlands were rated again to verify the new system. Sixty sites remained unchanged. Thirty sites' ratings changed to a lower category and twenty-one sites have a higher category. On the bottom table (slide) there were generally less category one and two wetlands while there were more category three wetlands. The number of category four wetlands was about the same. We can conclude from this that in the future there will be less high rated categories. A category one wetland will be rare.

This table (see slide) shows how the buffers have changed in relation to the new scoring. The overall guidance on wetland buffers and maximum buffers hasn't changed at all. DOE has adjusted some of the buffers to match with the new ratings. We are attempting to match our buffer system with the guidance that's been provided by DOE. Those that have changed have been due to Habitat function scores. For category 1 and 2 there is likely to be a higher range on the habitat scores as well. DOE recommends that our current code for category 3 wetlands go out to 9 points. However this is a substantive change that will be dealt with during the GMA update process. At this time our code will go out to 7 points.

The maximum buffer on wetland category 3 with a high habitat score hasn't changed. It would be rare, but if someone came in with a category 3 wetland with a very high habitat score, we would not know what the buffer would be and we would rely on state guidance.

For the Habitat code, our proposal is to remove a reference that Clark County will adopt a physical map of the priority Habitat species. The state provides us with data every year or two to update our map. The process to update for the public is to take the updates to the BOCC to review and approve them and then make the physical updates. We would like to strike out this section of the code to have the freedom to utilize what the state provides every year and then place that on the website for the public. The code states that what physically appears at the site, regardless of what appears on the map provides the standard for regulation.

Another Habitat code revision regards an exemption in the code. You do not need a permit if you're remodeling and the 1997 footprint isn't changing for the home. If it's not more than 900 square feet, and doesn't require removal of native trees or shrubs, and it's in the outer 50% of the riparian zone, your remodel project is exempt. This prevents the county issuing unnecessary permits.

To determine the outer 50% of the zone--The riparian zone (according to code) is 75, 100, 200 or 250 based on the stream type. You find the ordinary high, watermark of the stream, measure outward, perpendicular to the halfway point.

The last update is a minor fee table change to allow the county expedited permitting. It applies to simple Habitat permit issues, similar to the exemption situation described above, but it technically doesn't fit the exemption and a permit is required. We want to issue these at the Permit Center counter. This would allow us to issue it at a reduced cost. This removes the requirement for site inspection and review. An example would be—Building a new deck. Some clearing, but isn't affecting the habitat at the site and doesn't meet the new exemption because it's 85 feet from the stream. However, this is not a case that needs a lot of review.

As we move into 2015 and 2016 we will be working with Community Planning to ensure we are following best available science and our codes are complying with GMA. Also make sure new changes mesh with Stormwater Code/Manual updates.

Timeline:
        --November 6, PC Work Session
        —November 20, PC Hearing
        --December 1, Finalize proposed code revisions
        --December 9, BOCC Hearing
        --January 1, New code takes effect

The ratings system will be more labor intensive for everyone. This could affect the county's pre-determination fees.

Wetland consultants will have more work. In the past, DOE recommended a series of maps, however they are required now. Some require spatial analysis. There are graphics required for this. Many consultants are on the list servs from DOE as to when the trainings are happening.

DEAB has no specific recommendation at this time except to suggest a brown bag training for the new updates. Staff will consider a half-day workshop. It was mentioned that it is regrettable the state will not provide tools to allow us to adopt a local version since it should not be assumed the state knows what is in our best interest.

Update to Tidemark replacement
Marty Snell reported.

Announcement: LEAN Process Event-week of November 17- for the commercial and industrial development review process. This will bridge the 60-day and standard site plan review processes. The department will have a report of the event results in December or January.

The team has been working for 2 ½ years on the project. Currently they are working with a preferred vendor and reviewing 4 contracts. The main contract is a master services contract with a scope or statement of work for implementation of the system. The cost will be approximately 3 million with a budget to provide backfill staff. Backfill staff can be pulled from temporary services, past candidate pools, other jurisdictions or cross-trained staff. We want to make sure we have sufficient resources for all our needs as well as training. Marty will meet with the BOCC before Thanksgiving to provide

statement of work and cost. Tuesday, December 9th will be the formal presentation of the contracts at the BOCC Hearing.

For the current system, Tidemark, it is 15 years old and we do not receive support from the vendor anymore. County IT staff provides patches.

One of the goals of the new system is to improve customer access. For example, customers can review status of projects, schedule inspections, view inspection results, buy permits, register complaints, through a customer portal. Selected permits can be issued online. Mobile inspections will be rolled out in phases. There will be automated work flows that standardize processes, provide automatic check lists for the applicants. There will be better communication across departments. There will be increased accountability through audit trails. Most likely the host system will be the Cloud. It is unclear at this time if various permits associated with one project will be rolled into one case number. The system will be fully integrated with MapsOnline and GIS. We will have the ability to modify applications, however, not to build a new application. The vendor would need to come onsite to assist with that. Five year maintenance agreement is included from the go live date. Consultants can alert staff ahead of time before submitting large projects.

Shoreline Permit/Exemption/Updates
Don Hardy reported.

It was not easy to find Shoreline exemptions. Don brought the Snohomish and Clark County forms to review and the list of Shoreline exemptions for the discussion. The fundamental question is how to scale it to projects whether large or small. There is a variety—everything from watershed enhancement projects to noxious weed control. Looking at the list, there are also things like docks on the river or needing a bulkhead to protect residential development. All have different levels of activity. The Snohomish and Pierce county forms are simpler than the Clark County form. Is there a way to make it scalable on a project-by-project basis? A one-size fits all will not work. To use the current county template could be very expensive for certain projects. Could it be possible for someone to come to the counter and come away with a list of what they need for the exemption? The current county form seems to pertain to larger projects.

Snell-This is similar to our previous Commercial tenant improvement project. We worked with the Chamber of Commerce, county staff and Eric Golemo to come up with a form or process that spoke to the application or scope of work. Possibly we could put together a small group—a couple of DEAB members with county staff to meet a few times to come up with solutions—a new list of requirements. We could go to the BOCC with possible fee changes. The Clark County form has a checklist, but it doesn't appear to affect or shorten the submittal requirements.
Motion was made and seconded that DEAB work with Marty to form a small informal group with a tight window timeframe to formulate alternatives to our current process. Motion was passed.

Final Plat Process/Q & A
Jeff Wriston reported.

Chuck Crider has identified one staffer who can take over this work rather than a team of people. There will be a few months of training and we need to internally restructure.
It's time for the DEAB sub-committee to re-group to review our list of recommendations. Maybe there are other areas we could help in some way. Possibly we have some ideas on how to handle the different

reviews or for the electronic/technology issues. The group discovered there is one area where code could be updated regarding when an error has been made. Plat alterations & plat amendments in conjunction with the final plat process? It would need to be run by the PAs office. With the Charter passing would it speed up the process? Bypass the quorum requirement? We can add this question to the list. Will try to re-convene the group before December DEAB meeting to wrap this up before the end of the year.

Public Comment
Jamie Howsley requested the Building fee audit be added as an agenda item for next meeting. The homebuilders industry has expressed concern over fairness of the fee holiday. It is believed there will be an indirect impact on the industry. There is concern that the homebuilders are subsidizing Community Development staff. Would like to discuss the findings of the audit report. DEAB did not unanimously support it. DEAB testified with cautious approval to BOCC. DEAB has consistently asked for an accounting of the project. Larry Stafford is the person to contact regarding the report. He is the lead for the Audit Services Group. Marty Snell believes there is an exit interview scheduled for next week. The December agenda is full. However, we can assess how much time to allot to each topic. Possibly something can be moved to January. If Jamie could get back to Greg, Rosie and Mike about how much time to allot to the discussion.

Jeff Wriston would like to discuss the ramifications of Home Rule at the January meeting. How will it affect DEAB's communication with the BOCC. Peter Silliman will report.

Meeting adjourned at 4:09

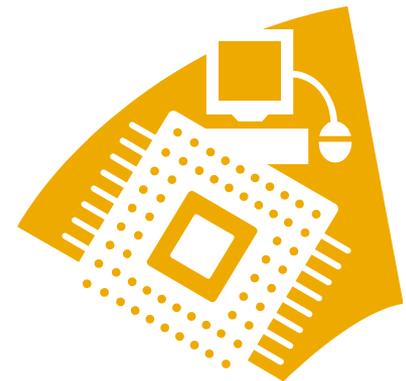# Tidemark Replacement Project

Highlights of Project

➢ Project Overview

➢ Phased Implementation - Timeline

➢ Cost Components

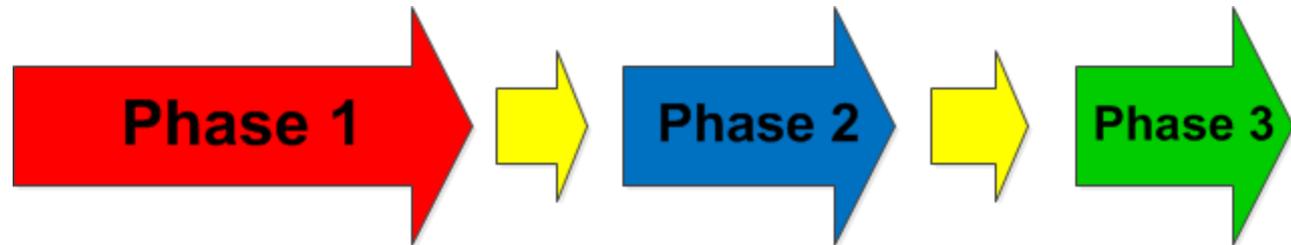➢ Budget

➢ Contracts

➢ Project Oversight

➢ Project Kick-Off

Project Overview

Scoping Sessions (August and September)

- Process Flows
  - Out of the Box vs. New (7 new)

- Custom Configurations (42)

- Conversion Approaches
  - Big Bang vs. Phased

- Interfaces (17)

Project Timeline

Phase 1 → **Phase 2** → **Phase 3**

Project Kick-Off February 24, 2015

	Start Date	**End Date**	**Duration**
Phase 1	2/24/15	8/1/16	18 months
Phase 2	8/2/16	2/20/17	7 months
Phase 3	2/21/17	6/26/17	4 months

Project End Date July 10, 2017

Phased Implementation

- **Phase 1**
  - Mobile Application (for existing users)
  - Permits (all case types)
  - Teller (both online and internal)
  - Existing Critical Forms and Reports
  - Citizen Portal
    - PWU (Public Works Utility Permits)
    - Pet Licensing
    - Schedule Inspections via IVR
  - All Custom Configurations and Interfaces Completed
  - Conversion Complete - Tidemark will be turned off
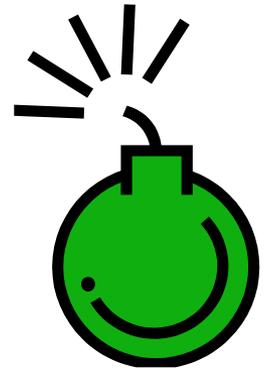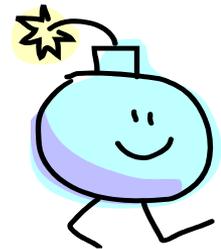
Phased Implementation

- **Phase 2**
  - Citizen Portal (Residential SFR within a Subdivision, Residential Mechanical/Plumbing, Engineering, Commercial Signs) – restricted to select contractors/engineering firms
  - Mobile Application (for new users)
  - Electronic Plan Review (restricted to select customers)
  - Non-critical Forms and Reports

Phased Implementation

- **Phase 3**
  - Electronic Plan Review (for everyone)
  - Citizen Portal (for everything)
  - Remaining Forms and Reports

Safeguards

- 10% of Implementation Services Amount will be withheld until everything is signed off
- Milestone based payments
- 90-day Reliability Testing period after each phase
- Certificate of Acceptance must be signed by the County before any payment is made
- Business Change Management Plan to address:
  - Procedures
  - Communication
  - Training
  - Accountability

Cost Components

Cost Component	Cost
Implementation	$2,385,700
• Fit Gap (on site 28 days)	$394,000
• Configuration of Base Product	$485,875
• Custom Configurations (42)	$377,000
• Interfaces (17)	$380,000
• Data Conversion	$112,000
Hosting (5 year)	$390,000
Sub-total Cost (Vendor only w/ 5 yr. M&S)	$3,618,450
Sub-total Cost (Project staff, contingency, 3rd party)	$1,092,316
Total	$4,710,766

Budget Allocation
(By % usage of system)

Fund #/Title	FTE	Current Biennium		Next Biennium		Second Biennium	
		GF	Non GF	GF	Non GF	GF	Non GF
1011/Planning & Code Fund		0	200,905	0	3,027,004	0	0
0001/General Fund		0	0	1,187,337	0	0	0
1012/Road Fund		0	0	0	235,105	0	0
4420/Clean Water Fund		0	0	0	60,415	0	0
Total	0	0	200,905	1,187,337	3,322,524	0	0

Self-Hosted vs. Vendor Hosted

Component	Vendor-Hosted (5 Years)	County-Hosted (5 Years)
Servers and Hosting	$390,000	$495,745
Cost to Increase Bandwidth (if needed)	$25,440	
County DBA Time	$30,904 (4 hrs/mo)	$123,614 (4 hrs/wk)
Total	$446,344	$619,359

- Hosting site – Lakewood, Colorado
- Connection between County and Hosting Site - Point-to-Point

Projected Benefits

- Improved Customer Service
  - Ability to view status of projects, schedule inspections, get inspection results, apply for permits, register a complaint or make payments via the portal
  - Issue permits online
- Efficiency Gains
  - Automated workflows and electronic checklists will standardize processes and increase accountability
- Technology Gains
  - Dashboards
  - Electronic Plan Review

Contracts

- Four Contracts were Negotiated
  - Master Contract
  - Hosting Contract
  - License Agreement
  - Service Level Agreement

- Extra time was spent scrutinizing each contract with the expectation of using them as the standard going forward

Key Performance Indicators

- First contract to have Key Performance Indicators and penalties associated with vendor's performance

Key Performance Indicator	Measurement	Goal
Response Time	Percent of time response was received within allocated timeframe	90%
Resolution Time	Percent of time ticket was closed within allocated timeframe	90%
Quality	Percent of time ticket was reopened because original issue was not resolved	10%

Key Performance Indicators

Annually, all Critical and High tickets will be evaluated against the KPIs

#Tickets Not Meeting KPIs	% Annual Maintenance Refunded to County
<=2	0%
3-5	10%
6-8	20%
>8	30%

Project Oversight

- In addition to the Steering Committee, the project will put the following in place:
  - Project Management Team
    - Computronix Project Managers (2)
    - County IT Project Manager
    - Business Owner
    - Project Sponsor
  - Business Review Committee
    - Representatives from Public Works Engineering, Environmental and Community Development

Project Kick-Off

- Project kick-off will be **2/24/15**

Buildable Lands Stakeholder Discussion Report

Background

On September 11, 2014 the Senate Governmental Operations Committee held a work session to discuss population growth, housing, and land use planning. The work session focused on Buildable Lands Reports, a reporting requirement of the Growth Management Act. As a result of the work session, the Senate Governmental Operations Committee directed stakeholders to hold a series of meetings to discuss questions related to the Buildable Lands Report requirement, and to follow up with the Committee. The Washington State Department of Commerce facilitated the meetings, and has been appointed by the stakeholder group to report to the Senate Governmental Operations Committee on the status of the discussions.

Review and Evaluation Program

Pursuant to RCW 36.70A.215, Snohomish, King, Pierce, Kitsap, Thurston and Clark Counties and their cities are required to produce Buildable Lands Reports. The reports are created once every eight years, and precede the periodic update of their comprehensive plans by one year. They must answer two key growth-related questions. **The first is whether residential development in the urban growth areas is occurring at the densities envisioned in local comprehensive plans. The second is whether there is adequate land supply in the urban growth areas for anticipated future growth in population and employment** (emphasis added). If there is a discrepancy between what is planned and what is occurring, jurisdictions are required to adopt "reasonable measures" to increase consistency.

Discussion Summary

Below is a summary of the items discussed over a series of five meetings held in October and November 2014. During these discussions several items were discussed with potential statutory ramifications, but the group did not come to consensus on whether changes to the statute were necessary. The stakeholder group anticipates additional meetings beginning in January 2015 to continue discussion of the issues below in advance of the 2022-23 Buildable Lands reports.

Buildable Lands Reports: Current Status and Future Deadlines			
Jurisdiction	**Current Deadline**	**Current Status**	**Future Deadline**
Snohomish	June 30, 2014	Submitted	June 30, 2022
King	June 30, 2014	Submitted	June 30, 2022
Pierce	June 30, 2014	Submitted	June 30, 2022
Kitsap	June 30, 2015	In-Progress	June 30, 2023
Thurston	June 30, 2015	Submitted	June 30, 2023
Clark	June 30, 2015	In-Progress	June 30, 2023

Topics of discussion within scope of RCW 36.70A.215 & WAC 365-196-315:

- Consistency between the Buildable Lands Reports (with the goal of generating an overall report with data trends that are comparable between the counties) and methodologies.
  - There was a general agreement that collaboration between the buildable lands counties and key stakeholders will lead to greater transparency of assumptions and more useful, clearer reports.
  - There was agreement that jurisdictions could use similar data tables in the executive summary section of their buildable lands reports to increase functionality for all user groups.
- Expansion of the Buildable Lands Program.

- Any discussion requiring additional counties to participate in the Buildable Lands Program should include input from a broader group that includes representatives from the additional counties.
- Procedures for calculating land capacity.
  - All Buildable Lands Jurisdictions have used a market factor to distinguish between theoretical and available development capacity. Greater transparency in the use of market factors could benefit the program.
  - There was discussion about the land capacity component the Buildable Lands Report, and the development community felt a much more robust land capacity analysis would provide better data to policy makers.
- Continued discussion of whether the terms found in RCW 36.70A.215, such as sufficient and suitable, need clarification or definition.
- Continued stakeholder involvement in the discussion group.
  - There is broad interest in continued stakeholder discussions.
  - It may be appropriate to continue discussions now and leading up to the next round of buildable lands reports in 2022-2023.
- Discussion about data collection in light of limited resources.
  - There was discussion about state-hosted data sets, and how they could lead to efficiencies.
  - There should be continued discussion about efficiencies in the time consuming area of data collection.
- Discussion of funding for Buildable Lands Program.
  - There was broad consensus that the data program was useful for both local governments and the business community. Local jurisdictions and other stakeholders believe continued and expanded data gathering and analysis and enhanced stakeholder involvement is dependent on a secure source of funding so that buildable lands reports continue to fully comply with the GMA. Other stakeholders, such as the development community, believe any funding should be tied to attained metrics and better compliance with the statutory requirements with needed accountability.
- Most participants believe that the Buildable Lands Reports are based on high quality data, provide important information on recent growth trends, and provide a valuable analysis of county and city capacities to accommodate the next twenty years of population and employment growth. They are also open to improvements to the reports to make them better.

Topics of discussion beyond the scope of RCW 36.70A.215 & WAC 365-196-315
- Housing affordability
  - Affordability of housing is an enormous topic on its own and is better addressed under the broader context of the Growth Management Act. Other stakeholder discussions of housing affordability are currently underway.
- Creation of additional tools to fund infrastructure
  - This was identified as a key issue.
  - Lack of infrastructure can impact the cost, timing, and location of development.
  - Infrastructure funding is necessary to achieve planned development.