



proud past, promising future

**PUBLIC WORKS  
DEVELOPMENT ENGINEERING PROGRAM**

**AGENDA  
DEVELOPMENT and ENGINEERING ADVISORY BOARD**

Thursday, January 5, 2017

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>• Nominate the new Chair and Vice Chair</li> <li>• Review upcoming events</li> <li>• DEAB member announcements</li> </ul>	2:30	15 min	Hardy
2. Review and Update DEAB 2016 Annual Report and 2017/2018 Work Plan	2:45	60 min	Hardy
3. Public Comment	3:45	30 min	All

**Next DEAB Meeting:**

**Thursday, February 2, 2017**  
2:30 – 4:30 p.m.  
Public Service Center  
6th Floor, Training Room

**Agenda:**  
TBD



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**PUBLIC WORKS  
DEVELOPMENT ENGINEERING PROGRAM**

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**BOCC Work Sessions and Hearings**

BOCC Work Session – every Wednesday at 9 a.m. \*

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

BOCC Work Session – Review of Vacant Buildable Lands Model – Wednesday, Jan 18, 10:30 a.m.

**PC Work Sessions and Hearings**

There are no Planning Commission Work Sessions or Public Hearings scheduled for the month of January, 2017

*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 some are if there are no topics

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

**Development and Engineering Advisory Board Meeting**  
**December 1, 2016**  
**2:30 p.m.-4:30 p.m.**  
**Public Service Center**

Board members in attendance: Eric Golemo, Andrew Gunther, Mike Nieto, James Howsley, Mike Odren, Terry Wollam, Don Hardy, Ott Gaither and Jeff Wriston

Board members not in attendance: Steve Bacon

County staff: Susan Ellinger, Marty Snell, Sharon Lumbantobing, Greg Shafer, Kristi Mollman, Leslie Ernesti

Public: Houston Aho

**Administrative Actions**

- Introductions
- DEAB meeting is being recorded and the audio will be posted on the DEAB website
- Review/Adopt last month's minutes: Minutes were approved with the following corrections:
  - Addition of Ott Gaither and Don Hardy as attendees of meeting
  - Page 3 paragraph 4, 3<sup>rd</sup> sentence delete **requirement of 8.17**
- Review upcoming events
  - BOCC Work Sessions and Hearings
    - BOCC Work Session – every Wednesday at 9 a.m. unless cancelled if there are no topics
    - BOCC Hearing – every Tuesday at 10 a.m. except first Tuesday when the hearing is typically in the evening
    - BOCC Hearing – Sorenson Neighborhood Park Dedication and Ribbon Cutting – Saturday, Dec. 3, 1:30 p.m.
    - BOCC Work Session – County Obligations re: Water Availability – Wednesday, Dec. 14, 9:00 a.m.
  - PC Work Sessions and Hearings
    - There are no Planning Commission Work Sessions or Public Hearings scheduled for the month of December, 2016

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

- DEAB member announcements
  - Golemo announced the Stormwater subcommittee is hoping to wrap up with their final meeting next Monday, having made a lot of progress.
  - Snell noted budget hearings are the week of December 5<sup>th</sup>. The following week, 12/13, the adoption of deferring impact fee payment for Single Family package is scheduled.
  - Shafer stated that the new Chair and Vice Chair would typically be appointed at the January DEAB meeting

**FLD Updates**

Susan Ellinger reviewed a handout regarding Final Plat Submittal Requirements. Land Use staff met and discussed the requirements with several applicants and most of their suggested changes were made. The main purpose was to put submittals into packages rather than accepting individual items in order to improve the process. Site plans for

residential development was a main concern of applicants. It was determined that recording is not required; they just need to be submitted and approved. Everything will be put into groupings but there is no requirements regarding which items will be in the different groupings.

Golemo asked how things are going and if there have been any issues or complaints. Ellinger knew of none and Wriston agreed though he has concerns that this might create issues. He and Golemo were meeting periodically with Title personnel to become more comfortable with title. Ellinger added that it is easier and quicker if items come in to Land Use packages. She stated that if this doesn't work they will meet again and talk about it. Golemo agreed that this should work well but asked if there were one piece missing from the package could it still be submitted. Snell replied no; looking at the items one at a time is not efficient. He added that submittals after cutoff to the Board are occasionally a challenge and they have received some complaints in the past. Golemo asked if they could submit part of Package A and part of Package B. Ellinger replied they would like the entire package submitted together. The discussion continued as to what should be included in the packages, how items should be submitted and the processing time.

### **Bonding Code Amendments**

Houston Aho with Aho Construction spoke in Steve Madsen's absence regarding the proposal for construction permits during the bonding process. Hardy explained this item is a continuation from DEAB's last discussion. Shafer commented this was sent to DEAB and internal staff following their last meeting, about one month ago. The transportation group gave feedback that will be forwarded to Steve Madsen in regards to looking into safety concerns and to be in full compliance on erosion control. Madsen can work with Carolyn (Heniges) and look at the language. Next, Madsen is to work with Jan Bazala on the code amendment update. Odren added it would be valuable to hear what concerns staff has with the new proposed code section.

Aho stated this is a very common code section found throughout the state of Washington and is based off of the City of Pasco's bond ordinance. Gaither asked if other jurisdictions have code sections in addition to this that are in other places in the code, for example, transportation. Aho responded it is typically in with the final plat recording status. Pasco requires that the fire marshal certify the plat can meet safety for fire suppression, i.e. fire hydrants, roads for fire trucks and other emergencies. Gaither said while the consensus would likely support this, having all information bundled together would be helpful.

Odren asked Aho to explain to the Board exactly what they want to have done and why. Aho replied they are looking to bond and record plats before all improvements are done to jumpstart construction of homes. Current Clark County code doesn't allow that, outside of three model homes. Various other Washington jurisdiction allow houses to be put up provided certain infrastructure is in, typically streets and water for hydrants, which brings the construction timeframe down. Odren asked if there are a maximum number of houses that could be started under this, and Aho replied there is no limit but you cannot get a certificate of occupancy.

Gaither asked what the difference is between this proposal and the three model homes that are currently allowed. Aho said he could build a whole plat; it removes the three model home limit from the plat. Odren asked Marty what the risk would be to the County. Snell replied water and sewer must be in place for building permits to be issued. They would likely need to have utilities, roadway rock and curb lines in. The only risk is if a builder goes "gunny sacking" and they would be back to having to do the improvements.

Golemo asked that with this proposal if the bonding percentage paid is higher vs. model homes. Aho replied that he believes it is 110% and 150% for Stormwater. Golemo recommended the adoption of the general concept or something similar. Ellinger questioned if the County might be more comfortable changing the model home ordinance – increasing the number of homes that can built - rather than changing the bonding requirements. She suggested talking to legal counsel. Aho replied it's more than model homes; other jurisdictions allow presales of the homes as well.

The discussion continued around the subject with Gaither asking if the proposed amendment could be extended to multi family. Odren asked for clarification of the motion. Golemo replied they are supporting the general concept and some details, with work also needed on the language. Odren stated his wish to hear from staff regarding safety, erosion control, etc., prior to adopting the new language. Golemo said his motion is for the County to move forward on allowing additional permits to be issued with certain criteria; to amend 40.260.175 adding the ability to get permits on individual residences with certain conditions. Wriston asked what the timeline is for code amendment. Snell replied it would be in a Spring Biannual round. He added that there is some history of allowing building to occur, but the plat still needs to be recorded, water needs to be in and there must be a road or drivable surface. He also stated the need to make sure the language is clear in its intent, interpretation and application.

Golemo suggested they move forward and make their recommendation. He restated the motion:

**Move to support modifying 40.260.175 to allow for additional permits to be pulled prior to final plat recording.** The motioned passed.

### **DEAB Annual Report and Work Plan**

Hardy opened the discussion noting that Shafer spoke with Mark McCauley re: the Board adding to the list of work items for next year. McCauley indicated the Board was interested in partnering on the development of parks and new subdivisions and ways to streamline the permit processes. Hardy recommended they focus on their work plan suggestions, and asked for input on other items. DEAB members then reviewed the 2015 Annual Report and 2016/2017 Work Plan and discussed some past items resolved, items to carry over to 2017 and recent accomplishments. Some specific action items discussed were Impact Fee Referrals, Shoreline Exemptions, Retaining Walls, Streamlining Engineering Reviews, Grading Permits and ADUs. Golemo suggested these Work Plan items be put on DEAB's agenda as well as putting Corner Lot Driveways, Site Distance and SFR Stormwater plans on the Spring Biannual.

Odren asked that the list of Work Plan items be gone through, amended and sent out to DEAB members prior to the January DEAB meeting. Hardy asked Shafer to send him an electronic working version and he (Hardy) will prepare an updated draft for the January meeting. . Additional comments should be emailed to Hardy.

### **Public Comments**

There were no public comments

Meeting adjourned: 3:43 pm

Meeting minutes prepared by: Leslie Ernesti

Reviewed by: Greg Shafer



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## DEVELOPMENT and ENGINEERING ADVISORY BOARD

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### 2016 Annual Report & 2017/2018 Work Plan

The Board of Clark County Commissioners (now, Board of County Councilors, BOCC) formed the Development and Engineering Advisory Board (DEAB) in late 2006. DEAB works with the County Manager, 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.

The DEAB panel consists of ten members: three private-sector planners or engineers, one construction contractor, one public-sector planner or engineer, one land developer, one Building Industry Association representative, one associated with commercial or industrial development, and two other professionals associated with development.

During 2016, one additional member, Mike Nieto, was added to represent commercial and industrial development with his term starting on September 1, 2016. The 2016 roster included:

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

## **2016 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 has been provided regular input on the Comprehensive Plan updates. DEAB provided input and raised concerns related to population growth assumptions, calculations of the buildable land supply, and assumed infrastructure deduction percentage.
2. DEAB has been provided regular updates and has commented on and participated in the Stormwater Ordinance updates.
3. DEAB initiated discussions with staff regarding potential revisions to regulations for retaining walls at the perimeter of developments and code text changes were adopted by the BOCC.
4. DEAB provided suggestions on policy and code changes/improvements.

### Development- Related Issues

1. Received an update and participated in discussion regarding updates to the Parks Master Plan.
2. Expressed continued concern over development review staff's ability to meet timelines and have sufficient staff and resources with the increase in development activity.
3. Reviewed proposed delays in the payment of residential impact fees. Discussed pending state legislation that would assist builders by deferring these payments to the time that the impact is created.
4. Provided comments, and data for substantiation, to Clark County Community 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. Looked into changes to the Shoreline Exemption submittal requirements for low-impact construction (e.g., utility repairs, etc.) and County staff initiated a new exemption process that will be live in early 2017.
6. Provided recommendations on implementation of park impact fee rates.

### Process Improvements

1. Worked on committee with County staff to improve the Final Plat process.
2. Provided input to and requested improvements to the Final Site Plan process.
3. Continued to encourage review of potential changes to the Plat Alteration process to identify ways the process could be simplified.
4. Supported an all-electronic final engineering review process.

### Technology

1. Received a staff update on County website revisions and provided comments on potential adjustments.
2. 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 Committee
- Final Plat Process Committee
- Retaining Wall Committee
- Corner Lot Driveway Committee
- Project Delivery Stakeholder Committee to start in 2017

### Economic Development

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

### **2017/2018 DEAB Work Plan Suggestions**

DEAB looks forward to continuing to discuss the following proposed top priorities with the BOCC:

1. Economic Development. DEAB could continue to assist with the BOCC's commitment to economic growth and development processes that encourage job 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.
4. Affordable Housing.

### DEAB is in agreement with the following 2017/2018 work plan:

DEAB 2016/2017 action items (no particular order):

1. SEPA thresholds and exemptions.
2. Engineering/stormwater reviews/requirements for Single Family Residences.
3. Plat Alteration process – look at ways to simplify where allowed by state law.
4. Continuing encouragement for concurrent review processes and other application processing procedures to expedite projects.
5. Review County policies and regulations with regard to driveway locations on corner lots.
6. Encourage the use of technology where applications can be made, such as inspections, meetings, etc.
7. Streamline engineering reviews e.g., final engineering submitted with Type I Post Decision Review process.
8. Grading Permit process improvements for early grading permits.
9. Accessory dwelling units in rural zones.
10. Review the need for road modifications; these are almost, if not always, approved.
11. Partnerships with Parks Department on development of parks within subdivisions.

DEAB 2016/2017 monitoring items:

1. Final Plat process improvements (some continuing committee work but primarily monitoring effectiveness/implementation of process improvements identified by committee work in 2016).
2. Comprehensive Plan update with focus on affordable housing and use of development code tools (infill lots, Accessory Dwelling Units and other incentives).
3. Comprehensive Plan Review Update based on Hearings Board Decision.
4. Monitoring required water rights and exempt wells based on the Hirst Case.
5. Fee Holiday program to establish a “cost per job.”
6. Vacant Buildable Lands model.
7. Tidemark replacement.
8. Single Family Residential LEAN process.
9. Staffing levels in all departments and ability to maintain high level of service.
10. Stormwater Ordinance update. Monitor any issues with new ordinance and Manual.
11. Reducing Permit Center wait times.

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

Don Hardy  
2016 DEAB Chair

Attachments:  
DEAB Bylaws



**DEVELOPMENT and ENGINEERING ADVISORY BOARD**

**20156 Annual Report & 20167/20178 Work Plan**

The Board of Clark County Commissioners (now, Board of County Councilors, BOCC) formed the Development and Engineering Advisory Board (DEAB) in late 2006. DEAB works with the County Manager, 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~~ County's entire development and building activities. DEAB's bylaws are attached to this report.

~~DEAB has nineteen members. The DEAB panel consists of ten members: three private-sector planners or engineers, one construction contractor, one public-sector planner or engineer, one land developer, one Building Industry Association representative, one associated with commercial or industrial development, and two other professionals associated with development.~~

~~Seven members are selected and appointed by the County Manager: three private sector planners or engineers, one construction contractor, one land developer, one public sector planner or engineer, and one Building Industry Association representative. During 2016, one additional member, Mike Nieto, was added to represent commercial and industrial development with his term starting on September 1, 2016. Two at large members are nominated by DEAB, with appointment by the County Manager. The 20156 roster included:~~

Chair	<del>Andrew Gun</del> <u>Don Hardy</u>	<u>Berger</u> <u>ABAM</u>
	<u>PLS Engineering</u>	
Vice-Chair	<del>Don Hardy</del> <u>Jeff Wriston</u>	<u>Berger</u> <u>ABAM</u> <u>Moss Wriston</u>
	Mike Odren	Olson Engineering, Inc.
	Ott Gaither	Gaither Homes, LLC
	Eric Golemo	SGA Engineering, PLLC
	Terry Wollam	RE/MAX
	<del>Jeff Wriston</del>	<del>Moss Wriston</del>
James Howsley	Jordan Ramis PC	
	Steve Bacon	Clark Regional Wastewater District
	<u>Andrew Gunther</u>	<u>PLS Engineering</u>
	<u>Mike Nieto</u>	<u>Catworks Construction</u>

## 20156 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 received presentations and provided input, and supported revisions to the TIF program.~~
1. DEAB has been provided regular ~~updates~~ input on the Comprehensive Plan updates. DEAB provided input and raised concerns related to population growth assumptions, calculations of the buildable land supply, and assumed infrastructure deduction percentage.
2. DEAB has been provided regular updates and has commented on and ~~has~~ participated in the Stormwater Ordinance updates.  
~~Reviewed and provided input with regard to proposed revisions to the HOC and R-12 through R-43 housing regulations.~~
3. DEAB initiated discussions with staff regarding potential revisions to regulations for retaining walls at the perimeter of developments ~~and code text changes were adopted by the County Councilors BOCC.~~
4. DEAB provided suggestions on policy and code changes/improvements.

### Development-Development-Related Issues

1. Received an update and participated in discussion regarding updates to the Parks Master Plan.
2. Expressed continued concern over development review staff's ability to meet timelines and have sufficient staff and resources with the increase in development activity.
3. Reviewed proposed delays in the payment of residential impact fees. Discussed pending State ~~state~~ legislation that would assist builders ~~with~~ by deferring these payments to the ~~time that that the~~ impact is created.
4. Provided comments, and data for substantiation, to Clark County Community 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. Received a staff presentation regarding WDFW/County non-riparian habitat mapping, regulations. Discussed with staff concerns about whether the mapping and/or process has recently changed and how the mapping affects developer rights and might affect long-time property owners' in terms of property values and development potential.~~
5. Looked into changes to the Shoreline Exemption submittal requirements for low-impact construction (i.e.g., utility repairs, etc.) and eCounty staff initiated a new exemption process that will be live in early 2017.
6. Provided recommendations on implementation of park impact fee rates.

### Process Improvements

1. Worked on committee with County staff to improve the Final Plat process.
2. Provided input ~~into~~ and requested improvements to the Final Site Plan process.
- ~~3. Continued to encourage Community Development to update the 60-Day Type II Site Plan Review process to make it a permanent procedure.~~

4.3. Continued to encourage review of potential changes to the Plat Alteration process to identify ways the process could be simplified.

5.4. Supported an ~~all~~-all-electronic final engineering review process.

1. ~~Received updates on how staff was addressing permit center wait times. Staff recommends setting up an appointment to avoid long wait times.~~

#### Technology

~~Supported updating technology to increase efficiency in Development Engineering.~~  
Received periodic updates on the status/progress in replacing the Tidemark software system.

Received a staff update on County website revisions and provided comments on potential adjustments.

2. 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~~ Committee
- Final Plat Process Committee
- ~~Transportation Impact Fee Stakeholder~~
- Retaining Wall Committee
- Corner Lot Driveway Committee
- Project Delivery Stakeholder Committee to start in 2017

#### Economic Development

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

#### **2016/2017 DEAB Work Plan Suggestions**

DEAB looks forward to continuing to discuss the following proposed top priorities with ~~County Councilors~~the BOCC:

1. Economic Development. DEAB could continue to assist with the BOCC's commitment to economic growth and development processes that encourage job 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.
4. Affordable Housing.

**Comment [HD1]:** Perhaps not needed to be listed as this will be folded into the Project Delivery Stakeholder Committee work.

**Comment [HD2]:** Perhaps not needed to be listed as this will be folded into the Project Delivery Stakeholder Committee work.

DEAB is in agreement with the following 2016/2017 work plan:

DEAB 2016/2017 action items (no particular order):

1. SEPA thresholds and exemptions.
2. Engineering/stormwater reviews/requirements for Single Family Residences.
- ~~3. Impact fee deferrals.~~
- ~~4. Shoreline Exemptions – simplify process for the most basic projects.~~
- ~~5.3. Plat Alteration process – look at ways to simplify where allowed by State-state law.~~
- ~~6.4. Continuing encouragement for to make the 60 day concurrent review processes and other application processing procedures to expedited review codified projects.~~
- ~~7.5. Review County policies and regulations with regard to driveway locations on corner lots.~~
- ~~8. Work with staff to improve County code with regard to retaining walls at perimeter of developments.~~
- ~~9.6. Encouraging the use of technology where applications can be made, such as inspections, meetings, etc.~~
- ~~10.7. Streamlining engineering reviews e.g., i.e. final engineering submitted with Type I Post Decision Review process.~~
- ~~11.8. Grading Permit process improvements for early grading permits.~~
- ~~12.9. Accessory dwelling units in rural zones.~~
- ~~13.10. Reviewing the need for road modifications; these that are almost, if not always, approved.~~
- ~~14. Archaeological review process/timelines.~~
- ~~15. Review options for extending Site Plan and Plat approvals.~~
11. Partnerships with Parks Department on development of parks within subdivisions.

DEAB 2016/2017 monitoring items:

- ~~1. Final Site Plan process improvements (ongoing monitoring, major committee work accomplished in 2015).~~
- ~~2.1. Final Plat process improvements (some continuing committee work but primarily monitoring effectiveness/implementation of process improvements identified by committee work in 2015).~~
2. Comprehensive Plan update with focus on affordable housing and use of development code tools (infill lots, Accessory Dwelling Units and other incentives).
3. Comprehensive Plan Review Update based on Hearings Board Decision.
- ~~3.4. Monitoring required water rights and exempt wells based on the Hirst Case.~~
- ~~4.5. Fee Holiday program to establish a “cost per job.”~~
- ~~5.6. Vacant Buildable Lands model.~~
- ~~6.7. Tidemark replacement.~~
- ~~7.8. Single Family Residential LEAN process.~~
- ~~8.9. Staffing levels in all departments and ability to maintain high level of service.~~
- ~~9.10. Stormwater Ordinance update. Monitor any issues with new ordinance and Manual.~~
- ~~10.11. Reducing Permit Center wait times.~~

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

[Andrew Don Hardy Gunther, PE](#)  
20156 DEAB Chair

Attachments:  
 DEAB Bylaws

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