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This handout is intended as an informational guide. For more information, refer to Clark County Code.

For other formats, contact the Clark County ADA Office  
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Revised 3.7.25

# Road Modification Review

## Team Structure and Operation

### Introduction

The Road Modification Review Team Structure and Operation serves as a foundational document outlining the purpose, objectives, roles, responsibilities, and operating procedures for the Clark County Road Modification Review Team. It establishes framework for the team's functioning and guides its efforts toward achieving consistency and success.

### Purpose

The Road Modification Review Team purpose is to ensure that roads and streets adhere to county code transportation standards whenever possible.

In instances where a project is not able to meet code due to unusual topographic conditions, nature of existing development, unique or innovative development design or similar factors make strict adherence to the road standards undesirable, or cause undue hardships, or serve no useful purpose, a Road Modification is required.

A Road Modification is a variance to the county transportation standards and is specified in Clark County Code 40.550.010.

This team reviews Road Modifications and evaluates them to determine if they meet Clark County Code Approval Criteria contained in 40.550.010(C).

### Objectives

1. Ensure public safety, durability, cost of maintenance, function and appearance.
2. Advance goals of the comprehensive plan.
3. Ensure any modification request is the minimum necessary to alleviate the hardship or disproportional impact.
4. Potentially benefits low impact development or innovative concepts.

### Roles and Responsibilities

**Transportation Engineering Division Manager (Approver)** - Review application, EVR Staff Report and any other provided documents prior to meeting. Signature authority on Road Modification Engineering Variance Review (EVR) Staff Reports. Knowledge of Clark County Code 40.550. Resolve concerns raised by applicant after receipt of EVR Staff Report if escalated by Transportation Manager.

**Transportation Manager (Reviewer)** - Review application, EVR Staff Report and any other provided documents prior to meeting. Final review/update of EVR Staff Reports prior to distributing to Transportation Engineering

Division Manager for review/signature. Knowledge of Clark County Code 40.550. Resolve concerns raised by applicant after receipt of EVR Staff Report if escalated by Development Engineering Engineer.

**Concurrency Engineer (Support)** - Review application, EVR Staff Report and any other provided documents prior to meeting. Coordinate with Development Engineering Engineer for initial review and development of draft EVR Staff Report for submittal to Development Engineering Manager by Friday prior to meeting for review. Knowledge of Clark County Code 40.550.

**Development Engineering Engineer (Developer)** - Determine if Road Modification application is complete. Review application, develop draft EVR Staff Report and any other provided documents prior to meeting. Coordinate with Concurrency Engineer for development of draft EVR Staff Report for submittal to Development Engineering Manager by Friday prior to meeting for review. Update/Final EVR Staff Report and distribute to Transportation Manager for update/final review. Knowledge of Clark County Code 40.550. Address concerns raised by applicant on receipt of EVR Staff Report.

**Development Engineering Program Manager (Reviewer)** - Review draft EVR Staff Reports and distribute on Mondays prior to the meeting. Prepare meeting agenda and distribute on the Monday prior to the meeting. Facilitate Road Modification Team meeting. Set up and manage meeting invitations. Knowledge of Clark County Code 40.550.

**Development Engineering Manager (Observer)** - Review application, EVR Staff Report and any other provided documents prior to meeting. Be familiar with Clark County Code 40.550.

**Community Development Director (Observer)** - Review application, EVR Staff Report and any other provided documents prior to meeting. Be familiar with Clark County Code 40.550. Provide conflict resolution if necessary.

**Traffic Engineers (Support)** - Review application, EVR Staff Report and any other provided documents prior to meeting. Familiar with Clark County Code 40.550.

**Long Range Transportation Planners (Support)** - Review application, EVR Staff Report and any other provided documents prior to meeting. Familiar with Clark County Code 40.550.

**County Engineer (Observer)** - Provide conflict resolution if necessary. Participate in major decisions if requested/escalated by Transportation Division

**Public Works Director (Observer)** - Provide conflict resolution if necessary. Participate in major decisions if requested/escalated by Transportation Division Manager.

## **Meeting Procedures**

### **Communication**

Primary communication tool is email. An agenda, along with draft Road Modification EVR Staff Reports to be presented, are supplied to the team by the Development Engineering Program Manager on the Monday prior to the meeting. The agenda will include coding required for timesheet entry.

### **Schedule**

Weekly meetings are held on Wednesdays from 10:30 to 12:00 (1-1/2 hours) for submitted item reviews. The Development Engineering Program Manager will set up and manage meeting invitations. Up to five items may be included for review.

## **Attendance**

### **Required**

- Transportation Division Manager
- Transportation Manager
- Development Engineering Engineer
- Development Engineering Program Manager
- Long Range Transportation Planners
- Concurrency Engineer

### **Optional**

- Development Engineering Manager
- Community Development Director
- Traffic Engineers
- County Engineer
- Public Works Director

## **Code of Conduct**

- Respect time limits
- Come prepared to discuss support or concerns at the meeting
- Stick to agenda
- One person speaks at a time
- Stay on topic
- Be respectful and kind of others
- Be an active listener and engage

## **Presentation**

Development Engineering Engineers present the requested road modification, including existing conditions, proposed project, modification request, applicable code, recommendation, etc.

Representatives of the team recommend support with or without modifications, or denial with or without comments.

## **Decision-Making**

Approval Criteria is contained in Clark County Code 40.550.010.C (2). The Clark County Public Works Transportation Division Engineer has signature authority.

## **Decision Documentation**

EVR Staff Report documenting decision will be distributed to the applicant within five days of the meeting (Monday of the week following the meeting). The decision is final.

## **Conflict Resolution**

Promptly addressed with open communication and respect.

## **Prior to Final Decision**

The applicant may contact the Development Engineering Engineer on receipt of the EVR Staff Report to discuss. If questions are outside of Development Engineering's responsibility, they may escalate to the Transportation Manager.

If the Transportation Manager is not able to answer/resolve the applicants concerns, they may request a conversation/meeting with the Traffic Engineer to discuss.

If the applicant has issues that are not resolved at this point, they may request a conversation/meeting with the County Engineer to discuss.

## **After Final Decision**

Once the land use staff report has been issued/hearing held, final decision is available. Any concerns would go through the appeal process. See handout: <https://clark.wa.gov/media/document/57535>

## **Process Flow Chart**

Attached is the documented process flow chart for Road Modification requests.

## **Performance Measurement**

Metrics

1. Percentage of completed on time road modifications.
2. Time taken to complete road modifications reviews.
3. Regular assessment of team effectiveness and cohesion.
4. Level of consistency in reviews.

## **Revision and Amendments**

This document will be periodically reviewed and updated as necessary to reflect changes in requirements, team composition, or procedures.

# Road Modification (EVR) Process

2/20/2025

