



Clark County Council Work Session, March 27, 2019, 10:30 am, PSC Training Room

DEVELOPMENT and ENGINEERING ADVISORY BOARD

2018 Annual Report & 2019/2020 Work Plan

The Board of Clark County Councilors formed the Development and Engineering Advisory Board (DEAB) in late 2006. DEAB works with the County Manager, Community Development, Community Planning and Public Works to review process improvements, proposed code changes, and development fee strategies.

Although initially formed to focus on development engineering issues, the Board of Clark County Councilors 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. The County Manager is authorized to select DEAB members.

The 2018 roster included:

Chair	Steve Bacon	Clark Regional Wastewater District
Vice-Chair	Terry Wollam	RE/MAX
	Mike Odren	Olson Engineering, Inc.
	Ott Gaither	Gaither Homes, LLC
	Eric Golemo	SGA Engineering, PLLC
	James Howsley	Jordan Ramis PC
	Don Hardy	Berger ABAM
	Andrew Gunther	PLS Engineering
	Don Russo	Schwabe, Williamson and Wyatt
	Jeff Wriston	Kingston Homes

2018 Accomplishments

The past year was another busy and challenging one for DEAB. This year DEAB found itself continuing to respond to current issues, but still focused on proactive approaches to building and development matters.

The following is a summary outline of DEAB's key accomplishments:

Code Revisions

1. Continuous participation and feedback on Bi-annual code amendments. Changes went through DEAB three times during the year. Key issues and recommendations on:
 - Legal lot status of Tracts.
 - Bonding for temporary uses.
 - Sight Distance updates.
 - Wetland buffer size reduction for low functioning wetlands.
2. Review proposed Historical Preservation Code revisions.
3. Review proposed Scenic Area Code revisions.
4. Review proposed Manufactured Housing Code revisions.
5. Reviewed and commented on Transportation Code Updates.
6. Reviewed Shoreline Master Program updates.

Development-Related Issues

1. DEAB participated in the continued review of the County process surrounding Single-Family Residential (SFR) stormwater plans.
2. Reviewed and discussed a proposed change within the development review process to consolidate all reviewers in one functional team.
3. Continually work with staff to discuss and monitor challenges and issues brought up during the Public Comment period of our meetings (some examples):
 - Park Impact Fee (PIF) Credits
 - Sight Distance Triangles on Narrow Lots
 - Department of Ecology review and approval process for NPDES Phase 1 and 2 stormwater permit.
 - Inconsistencies or ambiguities in Planned Unit Development (PUD) code
4. Utility Coordination/Joint Trench/Enhanced Engineering Plan Coordination and Approval. Several meetings and members' participation in dealing with challenges of new stormwater requirements, and their effects on trench and utility installation. Clark Public Utilities, Century Link, Comcast and NW Natural gas engaged with County Staff and DEAB to explore opportunities to better coordinate, avoid conflicts and improve process. Interim proposal explored. Staff to look at a pilot program with volunteers to attempt to submit electrical plans at time of first submittal of engineering. This item is awaiting commitments from utilities to review plans at an earlier time.
5. Worked with development review staff exploring opportunities to improve timelines, process and staff resources.
6. DEAB continues to provide input and raise concerns related to population growth assumptions, calculations of the buildable land supply, and assumed infrastructure

deduction percentage; and they have concerns over available land supply and housing affordability.

Process Improvements

1. Members participated in the Project Delivery Stakeholders Group formed to review and recommend improvements to various aspects of the County's regulatory, permit and land use processes to "better deliver commercial, industrial, office and residential projects to the greater Clark County community." Participating members regularly reported progress to DEAB and received feedback. Some examples of issues addressed by the group in 2018 include:
 - Standardized plat notes to better define the ownership, maintenance and inspection roles for stormwater facilities.
 - Consolidation of various development checklists into a single more complete checklist.
 - Standardized project narratives into a fillable pdf boilerplate document to better facilitate staff review.
 - The creation of boilerplate legal documents to speed review.
2. Continued to work on committee with County staff to improve the Final Plat process.
3. Continued to encourage review of potential changes to the Plat Alteration process to identify ways the process could be simplified.
4. DEAB continued to encourage the use of technology where applications can be made, such as submittals, inspections, meetings, etc. Progress is being made.
5. DEAB continued to receive updates and monitor process improvements and changes (e.g., LEAN, final plat, working groups).
6. Participated in and received updates and input into City Gate study.
7. Engaged staff to improve the process and timelines for SFR review.
8. DEAB Members participated in a subcommittee with the PAB (Park Advisory Board) to revisit the parks plan and PIF's.
9. DEAB Members participated in the Functional Oversight Team to reform the Rural SFR permitting process.

Technology

1. Regular updates and comments on the transition to the Clark County Land Management System (CCLMS).
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:

- Project Delivery Stakeholders Group
- Final Plat Process Committee
- Joint Trench and Utility Coordination
- Park Impact Fee Review Group
- Functional Oversight Team

Economic Development

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

2019/2020 DEAB Work Plan Suggestions

DEAB looks forward to continuing to review the following proposed top priorities with the Clark County Councilors: continue to explore practices for job growth and economic development; guidance of process improvements to include staffing and resources approaches, customer service enhancements, early review of proposed policy and code changes; and other issues affecting housing affordability.

DEAB is in agreement with the following 2019/2020 work plan:

DEAB 2019/2020 action items: Priority A (no particular order)

1. Continue to focus on and explore ways for process improvements, efficiency, customer service, culture changes. Dovetail off of workshop and City Gate report. Continue to discuss the “culture of yes”. How can we help?
2. Review how to handle matters such as technicalities, minor adjustments, etc., without triggering large delays. (E.g., At Fully Complete, Final Plat, Engineering). Common sense approach. Accountability. Authority. Access.
3. Comprehensive Plan Review Update: Continue to discuss population growth assumptions, calculations of the buildable land supply, and assumed infrastructure deduction percentage; and, available land supply, housing affordability and critical areas. Focus on housing affordability and use of development code tools (infill lots, Accessory Dwelling Units and other incentives). Possible Transfer of Development Right discussion coming up.
4. Review the need for road modifications that are minor and non-technical.
5. Look at improvements to Preliminary Plat and Preliminary Site Plan application process. Emphasize importance of staff and applicant meeting after early issues as necessary so all parties are on the same page.
6. Explore reforming Fully Complete Process.
7. Consider case manager for application follow through and coordination/communication.
8. Engineering/stormwater reviews/requirements for Single Family Residences.
9. Continue work on Joint Trench and Utility Coordination efforts.
10. Continue involvement on 2018 issues that carry over into 2019. (E.g., PIF Review and PDSG).
11. Streamline engineering for Type I post decision reviews.
12. Partnership with Parks Department on development of parks within subdivisions. Explore PIF credits and review of PIF calculation methodologies.

DEAB 2019/2020 action items: Priority B (no particular order)

1. Examine possibilities and benefits of various “certifications” or “preferred” status for consultants. Helps against regulating to the lowest common denominator. Certain structural reviews, like retaining walls, should be able to just be stamped and accepted, or expedited/minimal review.
2. SFR storm review on tax lots. Look at eliminating review of SFR stormwater plans for “certified” consultants. (e.g. expedited review).
3. SEPA thresholds and exemptions.

DEAB 2019/2020 monitoring items:

1. Final Plat process improvements (some continuing committee work needed. Monitoring effectiveness/implementation of process improvements identified by committee work in 2016).
2. Encourage the use of technology where applications can be made, such as inspections, meetings, etc.
3. Continuing encouragement for concurrent review processes and other application processing procedures to expedite projects.
4. CCLMS: Post "Go Live" review and improvement.
5. Single Family Residential LEAN process.
6. Staffing levels in all departments and ability to maintain high level of service.
7. Stormwater Ordinance update. Monitor any issues with new ordinance and Manual.
8. Reducing Permit Center wait times.
9. Monitor Rural ADU and Cottage Housing code revisions.
10. Monitor efforts to change Army Corp of Engineers jurisdictional office for SW Washington to Portland.
11. Monitor process improvements for early grading permits.
12. Process to reduce the number of reviews it takes to obtain Engineering Approval. Meeting participation rates and success must be defined and tracked.

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

Steve Bacon
2018 DEAB Chair

Attachments:
DEAB Bylaws