

**COMMUNITY DEVELOPMENT SERVICES
STUDY SESSION
MINUTES**

DATE: January 22, 2007

COMMISSIONERS PRESENT: Chairman Alan Crankovich, Vice Chairman David Bowen, Commissioner Mark McClain.

CDS STAFF PRESENT: Director Darryl Piercy, Assistant Director Allison Kimball, Office Assistant Trudie Pettit.

OTHERS PRESENT: Public Works Director Brandon Drexler, Environmental Health Manager Cathy Bambrick, Fritz Glover, Pat Deneen, Jan Sharar, Kelly Clark-Larimer, Harvey Dodge and Charles Widenbach.

TOPIC:	<ol style="list-style-type: none"> 1. CDS Work Program 2. Permit Tech Expectations 3. Employee title within existing job classification 4. Authorization for out of state travel 5. Other 6. Other
DISCUSSION:	<ol style="list-style-type: none"> 1. Piercy discussed the CDS work program that the Commissioners had requested and a plan regarding how the requirements will be met. Piercy stated in order for CDS to meet the requirements it would require 2 additional full time planners. Discussion followed regarding the funding of the additional planners. Commissioner Crankovich asked if the new Planners would remain past 2008, Piercy stated that would depend on the level of permit activity and workload. Commissioner McClain asked about space allocation in the office, Piercy stated that there are two empty spaces in CDS, two stations in Public Works and possibly one in Environmental Health. Commissioner Bowen asked about the TDR program and Piercy stated he would like to maintain consistency and is looking for state funding to cover the cost of that program. Piercy stated in the Permit Tech interviews two of the candidates would be good for the Planner I positions. Commissioner Bowen asked if CDS would want them for those positions. Commissioner Crankovich stated that the County needs to advertise for those positions and Commissioner Bowen concurred. Piercy asked for approval to move forward with posting for the two planner positions. Commissioners Crankovich, Bowen and McClain all concurred. Piercy asked about having a Land Use Advisory Committee and Commissioner Bowen stated he would like to have applicants from a diverse group and would like the committees to make recommendations. The criteria and expectations of the committee would have to be pinned down. Kelly Clark-Larimer shared her concerns with how the committees will act, and they would have to have some criteria

to choose members. Charles Widenbach stated his concerns with committees and how they would act. Commissioner Crankovich asked if we would want the members to serve on both boards. Piercy stated Forest Lands Advisory committee. Jan Sharar state she would like to have the committees work with the Comprehensive Plan. Commissioner Bowen asked Piercy to provide criteria for the committees. Piercy stated the process could be going by June. Commissioner Bowen stated he would like to have volunteer postings by March 1, 2007. Harvey Dodge stated it will be hard to get an applicant for the AG Committee and asked how many committee members would be needed. Piercy stated up to 12 members would be good but it depends on how much interest we get and we will put forth the criteria and see what kind of response we get. Kelly Clark-Larimer stated it would be good to have each group go through the Critical Area and Development Code updates. Pat Deneen stated he would like to see a pilot program. Jan Sharar stated getting a pilot program to work would be critical to get Land Use and Zoning together before the money becomes available. Piercy stated that he would have some kind of criteria by the next meeting. Commissioners Crankovich, Bowen and McClain concurred.

2. Piercy discussed the expectations for the Permit Techs for the Public Health and Environmental Health Departments. The transition of Food Handlers Permitting process will require 1400 more monetary transactions per year for the Permit Techs. Piercy stated CDS will be taking over the food permit process on February 1, 2007 and there could be some conflicts when we get busier. Commissioner Crankovich suggested having people taking the food handler tests to make appointments ahead of time. Cathy Bambrick stated CWU has a once a year food permit class and that takes care of about 200 permits and also the Spanish version of the exam will still be held at the Public Health building. Commissioner McClain suggested to have one specific Permit Tech monitor the food permit process to free up the counter.
3. Piercy discussed the Investigation and Enforcement position and made a recommendation to have Brenda Larson appointed as Fire Marshal, indicating that her position description and pay would not be affected. Piercy stated we need to have a single contact in the department to back up all decisions and have the credibility and credentials in a court of law. Piercy stated she has the experience and credibility to speak as a Fire Marshal. The Fire Chiefs Association has also elected her as vice chair. Piercy stated there are times when the Fire Marshal and Building Official need to be separated and have a voice for each. Commissioner McClain asked about the non-exempt status. Piercy stated the employee is entitled to overtime and standby pay and that this would give the person on scene Fire Marshal title and have control of the scene. Piercy asked about making Rob Omans the official Assistant Building Official. He would like to create a job description for an Assistant Building Official. Originally he was given a stipend, but in the past year he has not been receiving the stipend. Commissioner Bowen asked why Omans didn't know he wasn't receiving the stipend. Piercy stated that he was unsure. Commissioner Bowen asked if Assistant Building Official would take the place of Plans Examiner title. Piercy stated he would still be performing

	<p>Plan Review but would carry the title Assistant Building Official. Commissioners Bowen, Crankovich and McClain agreed.</p> <ol style="list-style-type: none"> 4. Piercy asked for out of state travel for the Brenda Larsen in March for the Internation Urban Wildland Interface Code Resource Conference. Commissioners Bowen, Crankovich and McClain approved the request. 5. Commissioner Crankovich shared an email from the District Ranger about building homes where they normally have not been in the past. 6. Commissioner Bowen asked why they didn't see the Vantage PUD after preliminary review and approval before final mylar signing. Piercy stated PUD's only require preliminary approval with conditions that have to be met. They don't have to come for final approval, just for final mylar signatures.
ACTION:	<ol style="list-style-type: none"> 1. Commissioners gave approval for two additional Planner I positions. 2. None 3. Commissioners gave approval to give Brenda Larson the title of Fire Marshal title and to continue with Rob Omans as the Assistant Building Official. 4. Commissioners gave approval for Brenda Larson to travel out of state in March. 5. None 6. None