

**COMMUNITY DEVELOPMENT SERVICES
STUDY SESSION
MINUTES**

DATE: November 5, 2007

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

CDS STAFF PRESENT: Assistant Director Allison Kimball, Administrative Assistant Mandy Weed, Planner Dan Valoff

OTHERS PRESENT: Noah Goodrich, Wayne Nelson, Pat Deneen

TOPIC:	<ol style="list-style-type: none"> 1. Fire Marshal Position: Job Description and Wage Scale 2. Comprehensive Plan/Development Code Compliance: Open House Schedule, Commission Study Session Dates 3. City/County Project: Lead Agency Status 4. Update Report: City of Ellensburg UGA common development code 5. Proposed Fee Schedule Discussion: Appeal Fees, Parcel History, Review of proposed increases
DISCUSSION:	<ol style="list-style-type: none"> 1. Kimball stated that Piercy wanted to know if the BOCC wanted us to contract out for fire investigation. Commissioner McClain said he doesn't think they are interested in that route. BOCC consensus is that we still have the fire investigator on staff and minimum qualifications being they will have a fire background. Commissioner Bowen said that Carrie Youngblood in HR did some checking and most places require 5 years of experience and most require degrees. Commissioner Bowen said that 5-7 years history of experience is important. Commissioner Crankovich said he would even be willing to go 3-5 years of experience. Commissioner McClain said not to put a cap on it and just say 3+ years. Commissioner Crankovich said the person through the door will have some type of experience and training as we have worked hard to get where we are and doesn't want to go backwards as we have made great strides with this position. Commissioner McClain said we should also add to the job description that they should be able to lift a certain amount of weight. BOCC stated Piercy can contact Commissioner Crankovich for final check of job description. 2. Kimball stated we have open houses scheduled for 12/10/07 and 12/11/07. Questioned if the BOCC wanted to have additional study sessions. Board stated that did not need additional study sessions. Cancel the 12/20/07 meeting and reschedule to 1/2/08 and give an update at the 12/17/07 study session on the open houses. 3. Kimball stated that we currently have a project in and part of it is located in the City of Cle Elum and part is located in the UGA and questioned who should take lead on the SEPA. Commissioner Bowen stated that we

	<p>probably have more staff. Commissioner McClain stated that we should take the lead. Commissioner Crankovich stated we should contact them and see what they want us to do.</p> <p>4. Valoff went over email from Mike Smith. Commissioner McClain said he thought the concept behind this was to get some design standards. Commissioner Bowen said he is apprehensive of delaying someone based on waiting on the cities design criteria. Commissioner Crankovich said there shouldn't be any difference in the building codes. Commissioner Bowen said there is few enough of these projects we should be able to do them without stepping on any toes. Valoff stated as soon as he gets something again from Mike Smith he will email it out.</p> <p>5. Kimball stated that for a full cost recovery of an appeal the fee would need to be \$2,000. Commissioner McClain suggested putting it at \$1,000 for now. Commissioner Bowen stated we should go through the Public Hearing process and see where we are at and then phase it in. Kimball stated that we currently have over a hundred parcel history requests each year and they cost us \$210. Commissioner Crankovich questioned why the Assessor's Office won't give this information out to anyone but CDS staff. Pat Deneen said he thinks that Catherine goes through cards. Deneen will check and get back to Commissioner Crankovich. Commissioner Bowen said he may say they need to go to the Assessor's Office before we start charging or giving them the option. Commissioner McClain said see if they can provide them and how as he would just rather not have CDS do them. Commissioner Bowen said he would like to hear the Director's feedback about not doing them anymore and not to proceed with the fee schedule at this time.</p>
<p>ACTION:</p>	<ol style="list-style-type: none"> 1. None, Piercy can contact Commissioner Crankovich for final check of job description. 2. None, cancel the 12/20/07 meeting and reschedule to 1/2/08. 3. None 4. None 5. None, wants to hear feedback from Piercy.