# COMMUNITY DEVELOPMENT SERVICES
## STUDY SESSION MINUTES

**DATE:** 02 August 2004

**COMMISSIONERS PRESENT:** Chairman Perry Huston, Vice Chairman Bruce Coe, Commissioner Max Golladay

**CDS STAFF PRESENT:** Allison Kimball, Operations Supervisor

**OTHERS PRESENT:** Nancy Goodloe-Kittitas County Health Dept Director, Jeff Gorman-citizen

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<th>TOPIC:</th>
<th>DISCUSSION:</th>
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<td>1. Update on Plan Review Turnaround</td>
<td>1. Allison updated the Board that full review was at 37 days and fast track was at 27 days. Bruce said that he seemed to recall that it was discussed last year that fast track was a two week turnaround time and it was for engineered plans only. Perry stated that the full review is for complicated structures and new residences, whereas the fast track is for simple structures such as pole buildings, garages, etc. Allison said that several employees are working overtime to get caught up on full review and to keep fast track from falling behind. Max stated that Allison needs to continue the balancing act.</td>
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<td>2. Update on Fire Marshal</td>
<td>2. Allison presented comments from the Sheriff’s office regarding the call out protocol for the Fire Marshal. She explained that the arson task force has kept Derald tied up for the most part. Perry said that the call out protocol, as is, would work and added that Derald needs to be doing something at all times, and not just sitting at the task force command center all day. Max Golladay asked what else Derald is doing and Allison explained that he is review sprinkler plans too. She added that she had a conversation with Undersheriff Clay Myers and informed him that she did not want Derald at the task force command center unless he was absolutely needed there and that Clay had informed her that he wasn’t wasting any time there. Allison said that she will try to attend the task force briefing to follow up on Derald. Perry stated that the Board will still be reviewing the Fire Marshal position in the 2005 budget. Allison also presented the revised job description for the Fire Marshal position. Perry commented that Derald needs to be doing all of what is...</td>
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in his job description and not just fire investigation. The Board approved
the proposed job description.

3. Allison explained to the Board that the City of Roslyn will be sending a
letter requesting the termination of their intergovernmental contract for
building plan review, inspection & code enforcement services, and that
they may want to retain the Fire Marshal services. Perry stated that the
contract is all inclusive and the termination of such would be for all
services including the Fire Marshal. All three Board members approved
the termination and Perry stated that he would correspond with the City
of Roslyn.

4. Allison explained to the Board that Catherine Dunn had requested
discussion on vehicle replacement as two of the CDS vehicles were in
need of more expensive repairs. Allison had received information from
the Auditor’s office that the funds available were $25,595 and she stated
that a 4-wheel drive Ford Escape would be less than $20,000. The Board
instructed Catherine to follow through with a list of the CDS motor pool
and to research state bids for lower prices and present a proposal for any
new vehicles. The Board further instructed Catherine to make a planned
maintenance schedule for all CDS vehicles, checking odometers and
scheduling service appointments. Max expressed his concern about the
unclean condition of the vehicles when he drives them and asked that the
vehicles be kept clean.

5. Allison explained the need for a drafting table for the new plans
examiner. The Board directed Allison to build one in the same manner
as the tables built for the other two plans examiners.

6. Bruce said that he had a citizen request that public notices include a
locator map for the proposed project. Max agreed that it would be a
good idea. Allison asked if the City of Ellensburg notices are suitable
effects. Perry stated that the maps don’t have to be large or contain a
lot of detail. Max stated that the maps should convey to the reader the
general area where the proposed project is. The Board instructed Allison
that all future public notices will include a locator map.

7. Mr. Jeff Gorman expressed his concern about the water requirements that
he hasn’t met for his proposed short plat and that the requirements are
preventing approval of it. Perry explained that the Board could not
discuss pending projects that go before the Board for final approval.
Perry instructed Mr. Gorman to speak with Nancy Goodloe, Health Dept
Director after the study session when the Board was not present.

**ACTION:**

1. Allison will keep the Board updated on turn around time.
2. No action.
3. The Board approved termination of the contract waiving the 30 day
notice of termination. Commissioner Huston will correspond with the
City.
4. The Board gave instruction for Catherine Dunn to follow through with a
proposal and planned maintenance schedule.
5. The Board instructed Allison to build a drafting table.
6. The Board instructed that maps will be published with Public Notices
from now on.
7. The Board instructed Mr. Gorman to talk with Nancy Goodloe after the
study session.