COMMUNITY DEVELOPMENT SERVICES
STUDY SESSION
MINUTES

DATE: 6/13/05

COMMISSIONERS PRESENT: Chairman Perry Huston, Vice Chairman David Bowen, Commissioner Alan Crankovich

CDS STAFF PRESENT: Director Darryl Piercy, Assistant Director Allison Kimball, Administrative Assistant Mandy Motes

OTHERS PRESENT: Dave Nelson, Chris Cruse

TOPIC:

1. Minimum lot size created by Boundary Line Adjustment in Commercial AG / AG Zone
2. Comp Plan Update
3. 2005 Budget Amendment
4. Investigation/Enforcement Officer Job Description
5. Modifications to KCC 18 Code Enforcement
6. Merit increases
7. Hearing examiner versus Planning Commission

DISCUSSION:

1. Piercy stated that Chris Cruse had submitted an application for a 3 acre lot in Ag 20 do be to be divided through the process of a Boundary Line Adjustment (BLA) and that the problem with this is with our code. Commissioner Huston stated that you can not create a lot with a BLA. Piercy stated that he had looked thru the old BLA’s and doesn’t find one that fits this situation. Dave Nelson stated that the County has been processing these for years and he can’t think of how many times they have done these. Commissioner Huston said that the subdivision code is supposed to tie those off and that we need to amend the code to shut it off. He also stated that it isn’t exactly like the appeal they have heard but similar. Commissioner Bowen said that he is concerned with what would happen if the owner decides to break it up rather then use it for farming. Commissioner Huston suggests that we let this one go and fix the code. Piercy said that it is the process of how it should be done like using a Short Plat instead of the BLA process. Commissioner Huston says it is close enough to what they have done in the past but they do need to address this for the future. Piercy says CDS will go ahead and process this one.

2. Piercy continued with the Comp Plan Update and stated that item F would be the primary focus within our grant scope. Commissioner Huston said to just give the Planning Commission a schedule of dated and meetings. Commissioner Crankovich questions citizen involvement. Piercy stated that a citizen’s involvement group would function better
with the Critical Areas Ordinance. Commissioner Huston confirmed that mandatory elements have to be reviewed. Piercy agreed, but states that it can be as simple as stating we reviewed this policy. Commissioner Bowen stated that he thinks we need to involve the citizens as it is in the comp plan. Commissioner Huston stated that we need to throw a committee together for the Ag Land group. Commissioner Bowen will facilitate the meetings.

3. Follow up from last week on the 2005 Budget Amendment. Piercy stated he wanted to fill in the Commissioners on his request for an additional Permit Tech that he made at the Budget Retreat for 2006. Commissioner Huston stated that there is a form that we need to fill out and he said to create our budget and a budget with the things in it that we would like to have. Piercy stated that the Permit Tech is the most versatile position we have. Commissioner Huston says that he needs to see a demonstration that with 2 Permit Tech’s in there doing a good job before another Permit Tech will be hired. Piercy stated that with an additional Permit Tech we would have the versatility with Suncadia and the wind farms to have the PT conduct the foundation only inspections and it is possible that once they start we may need to station someone out at these sites for full days until the project is completed. Commissioner Huston questioned if we should move a Plans Examiner into a Permit Tech slot. Piercy said we are currently reviewing plans faster then in the past and doing a better job as far as production and productivity. Commissioner Crankovich asks if we will lose anything by having them be so versatile. Piercy stated they would simply be a Plans Examiner but be able to do simple things like foundation inspections and that we currently have not used the Permit Tech on the Planning side and that he would rather have a Permit Tech and a part time Clerk instead of a receptionist. Commissioner Huston would like one receptionist and a Design Engineer in the Permit Center. In regards to hiring a third Permit Tech, Commissioner Huston said that if we can tie it back to the Wind Farms he is willing to look at it with the current vacancies being filled or still open. Commissioner Bowen would like to see the current positions filled first and stated that he is pleased Piercy is creating some accountability within CDS. Kimball went over the 2005 Budget Amendment Revenue. Piercy purposed rate fee increases and gave background of how we reached these numbers.

4. Piercy stated that in regards to the organizational chart, there have not yet been any job description modifications and that he has been working with Investigation/Enforcement to try and find something that fits. Purposed would be a single job description that would cover both positions. Code Enforcement has been shadowing the Fire Marshall and is ready to take on her own level of shifts. Piercy stated that we have provided more Code Enforcement training for the Fire Marshall and this will allow us to be more efficient and to get over time down. This also gives the opportunity to have titles changed and under FSLA it is proposed as being an exempt position. Both of these positions are currently non-exempt. Commissioner Huston says that in regards to job qualifications we may want to open it up to law enforcement.

5. Piercy stated that in regards to modifications to KCC 18 Code Enforcement that Step #1 puts the emphasis on life safety issues but
doesn't change our methodology much. It would more put the emphasis on courts to find people guilty and would allow the judicial system the opportunity to do their part. Piercy would like to hold off on Step #2 until it is decided if we are going to get a Hearings Examiner because this would allow us the ability to set up our own abatement fund. Currently they are all going thru the courts and don't come back to us. Commissioner Huston stated that he is willing to listen to the possibility of a Hearing Examiner position. Piercy will check with Hurson to find out the process and report back at next week's study session.

6. Piercy discussed what the appropriate times to propose merit increases are. The Board asked for more specific information for the next weekly study session.

7. Piercy discussed the differences in regard to using a Hearings Examiner versus the Planning Commission.

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<th>ACTION:</th>
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<tbody>
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<td>1. Need code amendment</td>
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<td>2. Put together citizen involvement group</td>
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<tr>
<td>3. None</td>
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<tr>
<td>4. None</td>
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<td>5. Bring back to study session 6/20/05</td>
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<td>6. Bring more information to study session 6/20/05.</td>
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<td>7. No board action</td>
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