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**PUBLIC WORKS
DEVELOPMENT ENGINEERING PROGRAM**

**AGENDA
DEVELOPMENT and ENGINEERING ADVISORY BOARD**

Thursday, September 4, 2014

2:30 – 4:30 p.m.
Public Service Center
6th Floor, Training Room

<u>ITEM</u>	<u>TIME</u>		<u>FACILITATOR</u>
	<u>Start</u>	<u>Duration</u>	
1. Administrative Actions <ul style="list-style-type: none"> • Introductions • DEAB meeting is being recorded and the audio will be posted on the DEAB's website • Review/Adopt minutes • Review upcoming events • DEAB member announcements 	2:30	15 min	Odren
2. Shoreline Permit/Exemptions/Updates	2:45	30 min	Hardy
3. Residential Impact Fee Delays/Follow Up	3:15	15 min	Howsley/Snell
4. Combining Building Permits	3:30	15 min	Gaither
5. Permit Center Wait/Service Times	3:45	15 min	Crider/Ellinger
6. Public Comment	4:00	15 min	All

Next DEAB Meeting:

Thursday, October 2, 2014
2:30 – 4:30 p.m.
Public Service Center
6th Floor, Training Room

Agenda:

- Fall Bi-annuals Update (Bazala)
- Infrastructure Percent Deduction/Follow up (Golemo)
- SWI Fees/Adjustments (Golemo/Shafer)
- Final Plat Process (Wriston)

Development and Engineering Advisory Board Meeting

August 7, 2014

2:30 p.m.-4:00 p.m.

Public Service Center

Board members in attendance: Steve Bacon, Don Hardy, Ott Gaither, Eric Golemo, Andrew Gunther, James Howsley, Mike Odren, Terry Wollam, Jeff Wriston

Board members not in attendance: none

County staff: Diana Nutt, Nikki Olson, Holly St. Pierre, Dean Shaddix, Greg Shafer, Marty Snell, Ron Wierenga

Public: Carolina Alilat (Clark County Title), Mark Damon

Administrative Actions

- Introduction of Audience Members
- DEAB meeting is recorded and posted to the county's website.
- Review/Adopt Minutes: Minutes from July were approved and adopted.
- Reviewed Upcoming Events:
 - BOCC Hearing – Transportation Concurrency & Capital Facilities Plan Update – Tuesday, August 19, 10:00 a.m.
 - BOCC Work Session – Surface Mining Overlay Proposed Policies & Code Standards– Wednesday, August 27, 1:30 p.m.
 - PC Hearing – Shoreline Master Plan Limited Update – Thursday, August 7, 6:30 p.m.
 - PC Work Session – GIS Mapping Format Review – Thursday, August 21, 5:30 p.m.
- Correspondences – Infrastructure percentage deduction for new Comprehensive Plan
 - Eric Golemo polled Olson Engineering and Sterling Design for their numbers on various sized subdivisions as well as accounted for the DOE forested standard and the result is that 27.7% infrastructure deduction percentage for residential is thought to be too low. A more likely range is 33-35%. DEAB will look at this again in October. There is some time to work on this before the EIS is due next April.
- DEAB Member announcements:
 - Marty Snell reported on Building Safety's video inspections and alternate inspection hours programs—
 - Surelook is Building Safety's virtual video inspections. It is used for smaller construction and outlying county areas. It is especially beneficial for re-inspections like sheetrock nailing. The program has done some trial runs.
 - Alternate hours – inspector completing inspections until 7:00 p.m. and also including Saturday hours. BIA/Media Releases/on websites/CVTV/Vanc Bus Journal

- Site plan & Short Plat Review-the department will be working with the LEAN consultant for 2 or 3 days mapping workflow process. Susan Ellinger will lead this effort and head this up. The department will be reaching out to DEAB members that have expressed interest in participating in this effort. Public Works and Environmental Services will be contacted and participating. Will take place in October or November .
- Andrew Gunther-contacted by CPU regarding the county process concerning utility phase or right-of-way permit. Could the right-of-way permit staff be included earlier in the process? Is there any way to address this during Engineering review process? CPU/Waste Water gets surprising information regarding street cuts moratoriums.

Dean Shaddix reported that the 5-year no cut moratorium is allowed for by county. The County Capitol Plan asks the Utility people to provide input on the plan annually. Notices are sent out far ahead of the project. PW works very closely with developers and the utilities on the design to get everyone's service. Gunther will follow up with CPU contact to get more specifics on these situations.

Residential Impact Fee Delays Follow Up

Marty Snell and James met to work on the material discussed from the last meeting. Marty presented an excerpt from Title 40 with the proposed draft language. It consists of the alternative time frame to collect TIF & PIF fees for single family & multi-family projects. The phase before sheetrock inspection was chosen. A hard hold could be placed in the permitting system at the sheetrock inspection phase where no new permits could be issued until impact fees have been collected.

This has not been run by the Treasurer. Also, school districts have special requirements due to construction bonds and this may not be feasible for them.

Discussion revolved around the cost benefit of collecting fees at this time and the administrative cost if collection is moved to the end of the building process. DEAB was unable to provide any clear direction.

Jamie Howsley believes this might not be the priority to the building community it once was. He will poll BIA members and come back with a report.

DIN/SWI Fees (Devel. Inspec/Stormwater Fees)

Eric Golemo reported that there are more efficient and effective ways to provide this service.

1. The fee charged doesn't correlate to the effort of inspection for erosion control.
2. Might be more efficient to cross-training inspectors.
3. Builders are paying for this service three times—their local, the county and the state.

Andrew Guenther – the fee is \$2,500 for minimal disturbance. Do we need to consider time & materials process?

Greg Shafer –the department is open to looking at this. The services should be commensurate with fees and they should be fair. Maybe it would be helpful to look at this subject at a sub-committee level.

Ron Wierenga—Historically, the Clean Water Program, until 2012, funded inspectors.

The onsite person’s job (cecil) is to control the site, maintain bmps, not inspect. Self-inspection isn’t allowed. Dept of Ecology has asked to see the county inspection records.

Dean Shaddix –The state is researching pulling CECIL certifications because they aren’t always accurately representing the site.

Time tracking on inspections varies job-to-job, according to the weather, who the contractor is, and the project size.

Mike Odren—It would be helpful to gather data on how long inspections take on certain size projects.

Sub-committee membership is : Eric Golemo & Andrew Guenther, from DEAB; and Greg Shafer, Dean Shaddix and Dianna Nutt from the county. We will hear back October or November.

Public Comment

None

Meeting adjourned at 3:52 p.m.

Meeting minutes prepared by: Holly St. Pierre

Reviewed by: Greg Shafer

Board Adopted: September 4, 2014

40.460.230 Exemptions from a Shoreline Substantial Development Permit**A. General Requirements.**

1. Except as specifically exempted by statute, all proposed uses and development occurring within shoreline jurisdiction must conform to Chapter 90.58 RCW, the Act, and this Program.
2. A use or development that is listed as a conditional use pursuant to this Program or is an unclassified use or development must obtain a conditional use permit (Section 40.460.270) even if the development or use does not require a substantial development permit.
3. When a development or use is proposed that does not meet the bulk, dimensional, and/or performance standards of this Program, such development or use shall only be authorized by approval of a shoreline variance (Section 40.460.260) even if the development or use does not require a substantial development permit.
4. If any part of a proposed development requires a shoreline substantial development permit, then a shoreline substantial development permit is required for the entire proposed development project.
5. Exemptions from the requirement to obtain a shoreline substantial development permit shall be construed narrowly. Only those developments that meet the precise terms of one (1) or more of the listed exemptions may be granted exemptions from the substantial development permit process. The burden of proof that a development or use is exempt is on the applicant for the development action.

B. List of Exemptions.

The following activities shall not be considered substantial developments but shall obtain a statement of exemption, as provided for in Section 40.460.230(C).

1. Any development of which the total cost or fair market value does not exceed five thousand seven hundred eighteen dollars (\$5,718) or as adjusted by the State Office of Financial Management, if such development does not materially interfere with the normal public use of the water or shorelines of the state. For purposes of determining whether or not a permit is required, the total cost or fair market value shall be based on the value of development that is occurring on shorelines of the state as defined in RCW 90.58.030(2)(c). The total cost or fair market value of the development shall include the fair market value of any donated, contributed, or found labor, equipment or materials.
2. Normal maintenance or repair of existing legally established structures or developments, including damage by accident, fire, or elements. Replacement of a structure or development may be authorized as repair where such replacement is the common method of repair for the type of structure or development and the replacement structure or development is comparable to the original structure or development including but not limited to its size, shape, configuration, location, and external appearance and the replacement does not cause substantial adverse effects to shoreline resources or environment.
3. Construction of a normal protective bulkhead common to single-family residences. A "normal protective" bulkhead includes those structural and nonstructural developments installed at or near, and parallel to, the ordinary high water mark for the

sole purpose of protecting an existing single-family residence and appurtenant structures from loss or damage by erosion. A normal protective bulkhead is not exempt if constructed for the purpose of creating dry land. When a vertical or near vertical wall is being constructed or reconstructed, not more than one (1) cubic yard of fill per one (1) foot of wall may be used as backfill. When an existing bulkhead is being repaired by construction of a vertical wall fronting the existing wall, it shall be constructed no further waterward of the existing bulkhead than is necessary for construction of new footings. When a bulkhead has deteriorated such that an ordinary high water mark has been established by the presence and action of water landward of the bulkhead then the replacement bulkhead must be located at or near the actual ordinary high water mark. Beach nourishment and bioengineered erosion control projects may be considered a normal protective bulkhead when any structural elements are consistent with the above requirements and when the project has been approved by the Department of Fish and Wildlife (WDFW).

4. Emergency construction necessary to protect property from damage by the elements. An "emergency" is an unanticipated and imminent threat to public health, safety, or the environment that requires immediate action within a time too short to allow full compliance with this chapter. Emergency construction does not include development of new permanent protective structures where none previously existed. Where new protective structures are deemed by the Shoreline Administrator to be the appropriate means to address the emergency situation, upon abatement of the emergency situation the new structure shall be removed or any permit that would have been required, absent an emergency, pursuant to Chapter 90.58 RCW, these regulations, or this Program, shall be obtained. All emergency construction shall be consistent with the policies and requirements of this chapter, Chapter 90.58 RCW, and this Program. As a general matter, flooding or other seasonal events that can be anticipated and may occur but that are not imminent are not an emergency.
5. Construction and practices normal or necessary for farming, irrigation, and ranching activities, including agricultural service roads and utilities on shorelands, and the construction and maintenance of irrigation structures including but not limited to head gates, pumping facilities, and irrigation channels. A feedlot of any size, all processing plants, other activities of a commercial nature, alteration of the contour of the shorelands by leveling or filling other than that which results from normal cultivation shall not be considered normal or necessary farming or ranching activities.
6. Construction or modification of navigational aids such as channel markers and anchor buoys.
7. Construction on shorelands by an owner, lessee, or contract purchaser of a single-family residence or appurtenance for their own use or for the use of their family, which residence does not exceed a height of thirty-five (35) feet above average grade level, and which meets all requirements of the county, other than requirements imposed pursuant to Chapter 90.58 RCW. Construction authorized under this exemption shall be located landward of the ordinary high water mark.
8. Construction of a dock, including a community dock, designed for pleasure craft only, for the private noncommercial use of the owner, lessee, or contract purchaser of a single-family or multiple-family residence. This exception applies in fresh waters when the fair market value of the dock does not exceed ten thousand dollars (\$10,000), but if subsequent construction having a fair market value exceeding two thousand five hundred dollars (\$2,500) occurs within five (5) years of completion of the prior construction, the subsequent construction shall be considered a substantial development for the purpose of this chapter.

9. Operation, maintenance, or construction of canals, waterways, drains, reservoirs, or other facilities that now exist or are hereafter created or developed as a part of an irrigation system for the primary purpose of making use of system waters, including return flow and artificially stored ground water from the irrigation of lands.
 10. The marking of property lines or corners on state-owned lands, when such marking does not significantly interfere with normal public use of the surface of the water.
 11. Operation and maintenance of any system of dikes, ditches, drains, or other facilities existing on September 8, 1975, that were created, developed or utilized primarily as a part of an agricultural drainage or diking system.
 12. Any project with a certification from the governor pursuant to Chapter 80.50 RCW (certification from the State Energy Facility Site Evaluation Council).
 13. Site exploration and investigation activities that are prerequisite to preparation of an application for development authorization under this chapter, if:
 - a. The activity does not interfere with the normal public use of surface waters;
 - b. The activity will have no significant adverse impact on the environment including but not limited to fish, wildlife, fish or wildlife habitat, water quality, and aesthetic values;
 - c. The activity does not involve the installation of any structure, and upon completion of the activity the vegetation and land configuration of the site are restored to conditions existing before the activity; and
 - d. A private entity seeking development authorization under this section first posts a performance bond or provides other evidence of financial responsibility to the local jurisdiction to assure that the site is restored to pre-existing conditions.
 14. The process of removing or controlling aquatic noxious weeds, as defined in RCW 17.26.020, through the use of an herbicide or other treatment methods applicable to weed control published by the Departments of Agriculture or Ecology jointly with other state agencies under Chapter 43.21C RCW.
 15. Watershed restoration projects as defined in RCW 89.08.460.
 16. A public or private project that is designed to improve fish or wildlife habitat or fish passage when all of the following apply:
 - a. The project has been approved by WDFW;
 - b. The project has received hydraulic project approval (HPA) by WDFW pursuant to Chapter 77.55 RCW; and
 - c. Clark County has determined that the project is substantially consistent with the local Shoreline Master Program. Clark County shall make such determination in a timely manner and provide it by letter to the applicant.
- Fish habitat enhancement projects that conform to the provisions of RCW 77.55.181 are determined to be consistent with local shoreline master programs.
17. Any person conducting a remedial action at a facility pursuant to a consent decree, order, or agreed order issued pursuant to Chapter 70.105D RCW or to Ecology when it conducts a remedial action under Chapter 70.105D RCW.

18. Other than conversions to nonforest land use, forest practices regulated under Chapter 76.09 RCW are not subject to additional regulations under the Act or this Program (RCW 90.58.030(2)(d)(ii)).

C. Statements of Exemption.

1. Any person claiming exemption from the substantial development permit requirements shall make an application to the Shoreline Administrator for such an exemption in the manner prescribed by the Shoreline Administrator, except that no written statement of exemption is required for emergency development pursuant to WAC 173-27-040(2)(d).
2. The Shoreline Administrator is authorized to grant or deny requests for statements of exemption from the shoreline substantial development permit requirement for uses and developments within shorelines that are specifically listed in Section 40.460.230(B). The statement shall be in writing and shall indicate the specific exemption of this Program that is being applied to the development, and shall provide a summary of the Shoreline Administrator's analysis of the consistency of the project with this Program and the Act. The letter shall be sent to the applicant and maintained on file in the offices of the Shoreline Administrator.
3. Statements of exemption may contain conditions and/or mitigating measures of approval to achieve consistency and compliance with the provisions of this Program and the Act.
4. A denial of an exemption shall be in writing and shall identify the reason(s) for the denial. The Shoreline Administrator's decision on a statement of exemption is not subject to administrative appeal.
5. Exempt activities shall not be conducted until a statement of exemption has been obtained from the Shoreline Administrator.

(Added: Ord. 2012-07-16)

Compile Chapter

Shoreline Exemption For Residential Use Type II Review

What Is the Shoreline Management Act?

Washington's Shoreline Management Act (SMA) was passed by the legislature in 1971 and affirmed by voters in 1972. The SMA governs the use and development of Washington's shorelines and creates a unique partnership between local and state government. The SMA strives to achieve responsible shoreline use and development, environmental protection, and public access. Local governments develop programs based on the SMA and state guidance, and the state ensures local programs consider statewide public interests.

What Is the purpose of the Shoreline Review process?

The Shoreline Review process is designed to recognize and protect shoreline areas of local and statewide significance while preserving its natural character, resources and ecology. The shoreline program is designed to focus on long-term vs. short-term benefits. The purpose includes a commitment to increased access, recreational opportunities within publicly owned shoreline areas and no net loss of shoreline ecological functions.

What areas are subject to shoreline review? Refer to drawing 1

Shoreline resource areas are:

- Lakes and reservoirs 20 acres or greater in size
- Streams, creeks, or rivers where the mean annual flow is 20 cubic feet or greater per second

Under the Clark County Shoreline Master Program (SMP), the "shoreline" also includes:

- Those lands extending two hundred (200) feet in all directions as measured on a horizontal plane from the ordinary high water mark (OHWM)
- Floodways and contiguous floodplain areas landward two hundred (200) feet from such floodways
- The full extent of floodplains
- All wetlands and river deltas associated with the streams and lakes and associated wetlands that are subject to the provisions of this program, as may be amended; the same to be designated as to location by Ecology, as defined by RCW 90.58.

There are four shoreline designations in the county that allow single family development provided they are setback from the ordinary high water mark the minimum required for the designation. Following is a list of the different designations with the required setbacks for residential development.

- Urban, Rural Conservancy Residential or Rural-Resource Conservancy - 100 feet
- Medium Intensity - 50 feet

All designations limit building height to 35'.

What is the review process?

First, the applicant submits one copy of the application packet. Permit Center staff will determine whether the application is **Counter Complete** (for example, includes a site plan, signed SEPA and application, etc.)



Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/development



For an alternate format, contact the Clark County ADA Compliance Office.
Phone: (360)397-2322
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

Once your application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the **Fully Complete** review. This more detailed review ensures that **all items** listed under the attached submittal requirements have been submitted. As an example, does the proposed site plan show parking and driveway areas, wells, septic fields, or other utilities, lawn area, 100 year floodplain, etc.).

If required items are missing from your original submittal, you will receive a letter of **Not Fully Complete**, with a list of the missing items. If you have not submitted the requested information within 30 days of this written request, staff will return your application and refund the application fee, less the processing costs incurred to date.

If all of the submittal requirements have been met, the applicant will be sent a **Fully Complete** determination letter. This letter will also direct the applicant to submit four additional copies that contain the revisions and additional information that may have been required to be Fully Complete.

Staff will visit the site within 14 days of the application being deemed fully complete to determine where the OHWM is located and whether additional information is needed. If additional information is needed, staff will set up a meeting with the applicant to discuss what is needed.

In some cases, such as if the new development is located within the 100-year flood plain or over water, a SEPA (State Environmental Policy Act) review is also required. If SEPA is required, within 14 days of the fully complete determination, a Notice of Application and SEPA determination will be mailed to:

- Owners of property located within 300 feet (if within an urban growth

boundary), or 500 feet (if outside an urban growth boundary) of the project site,

- Applicant,
- Neighborhood Association (if any); and,
- Listed SEPA agencies.

The notice will invite written comments to be submitted within 15 calendar days of the date of the notice.

An administrative decision by the Shoreline Management Review Committee (SMRC) will then be issued within 78 days.

In making a decision, the SMRC must determine if the proposed development meets the requirements of the applicable sections of the Clark County Code (CCC). This decision is made after reviewing the proposal. Public comment would also be considered if SEPA were required.

The decision can be appealed to Superior Court within 14 days of mailing of the decision. Refer to our *Appeals* handout for more information and fees.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code 40.460 Shoreline Overlay District.

Submittal Requirements

1. Application form

The application form shall be completed and original signed in ink by the applicant.

2. Application fee

The required fee shall accompany the application. The check is to be made payable to Clark County Community Development.

3. State environmental review, if applicable

A State Environmental Policy Act Environmental Checklist must be completed, original signed in ink, and submitted. Handout is available at the Permit Center.

4. Narrative

Submit a written narrative that explains the project and a completed *Shoreline Residential Exemption Questionnaire*. See page seven.

5. Legal Lot Determination information

In order to demonstrate that the subject lot(s) has been created legally, the following must be submitted:

- Current owner's deed if lot determination is not required, or one of the following:
 - o Prior county short plat, subdivision, lot determination, or other written approvals, if any, in which the parcel was formally created or determined to be a legal lot
 - o Sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number.

6. Proposed site plan

The proposed site plan shall be drawn to a minimum engineer's scale of 1" = 200' on a sheet no larger than 24" x 36". There is a sample site plan on page six of this handout.

The following information shall be clearly depicted on the proposed site plan:

- A north directional arrow, scale, and date
- Location and names of adjacent streets or roads
- Location of the Ordinary High Water Mark (OHWM) identified as the line of upland vegetation along a shoreline
- Location of the 100 year flood plain and any wetlands which are associated with the water bodies
- Boundaries of the site including any adjacent and/or contiguous parcels under the ownership or control of the owner/applicant; Location and length of all property lines enclosing the legal lot
- Location and use of all proposed and existing:
 - o Buildings/structures, including dimensions and setback distances from all structures to the nearest property lines, OHWM and wetlands
 - o Wells, septic fields or other utilities
 - o Parking areas
 - o Graveled or paved areas
 - o Location of proposed structures

- Driveways, and turn-arounds
- Identify existing natural features
- Streams, ponds, known wetlands
- Steep slopes
- The general pattern of forested and cultivated areas
- Identify existing and proposed yard areas to be maintained as lawn or in non-native vegetation
- Identify the areas where existing vegetation is to be removed
- Provide five-foot contour intervals for proposed land contours if any development involves grading, cutting, filling, or other alterations of existing contours
- Typical cross-sections showing:
 - Existing ground elevations
 - Proposed ground elevations
 - Height of existing structures
 - Height of proposed structures

7. Archaeology

Documentation that an Archaeological Pre-determination has been sent to the Washington State Department of Historical Preservation in Olympia, Washington must be submitted.

8. Submittal copies

____ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures and

____ One copy of any special studies (wetland, floodplain, etc.) bound separately.

After the application is fully complete, the new copies must contain revisions and any additional information required in the fully complete review. The copies must be bound using jumbo clips, stapled or spiral bound. The applicant must select Option A or B below and proceed as follows:

Option A

Submit a CD in PDF format, with a copy of the fully complete application. Any special studies shall also be included on the CD. The CD application shall be organized as follows:

- The application submittal shall be organized in the same order as the fully complete application table of contents, with a separate PDF document for each separate item.
- The PDF document must be organized into separate files. Each PDF file must be labeled with a number followed by a name (example):
 1. Cover Sheet and Table of Contents
 2. Application Fee
 3. Pre-Application Conference report
 4. etc.

If submitting by CD, you will also need to include three full-size sets of paper plans.

Option B

Submit three additional individually bound paper copies of the fully complete application.

Fee schedule

The following fees are required to be paid when the application is submitted.

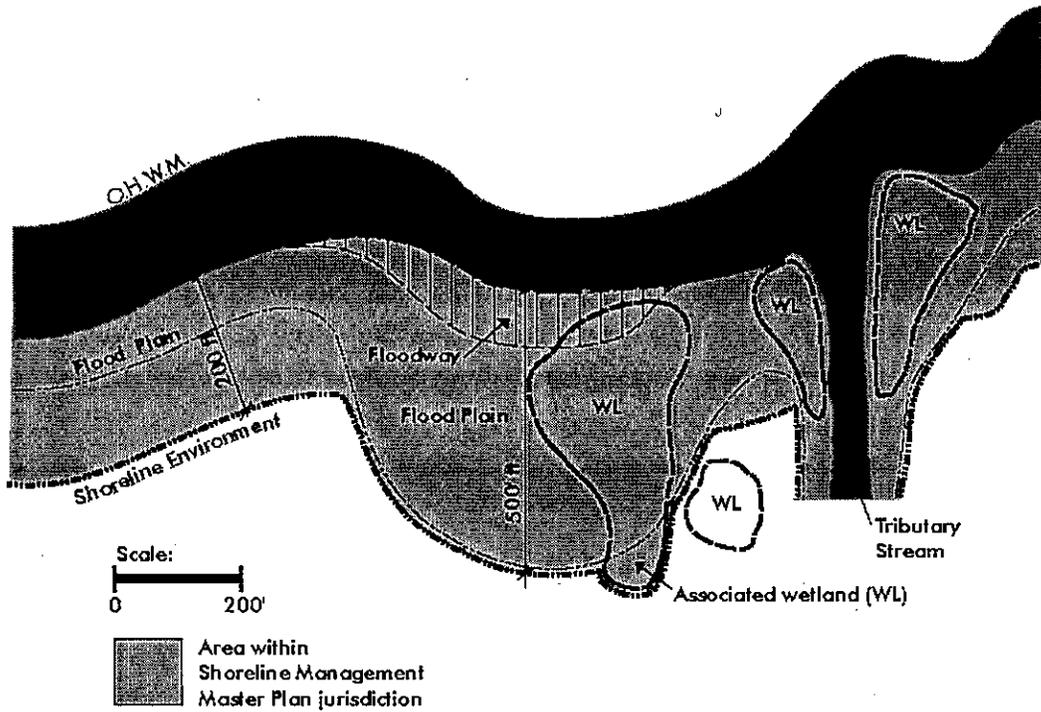
Shoreline Exemption	\$421
Issuance	\$53
SEPA Checklist, if applicable	\$1521
Issuance	\$53
Habitat and OHWM Determination	\$489
Issuance	\$94
Habitat Review	\$304
Issuance	\$94
Site Visit	\$230

Additional fees may be required if there are wetlands and/or buffers, geotechnical hazard areas and/or buffers, 100 year floodplain or floodway present on the site that will be impacted by the development or if grading in excess of that which will require a grading review.

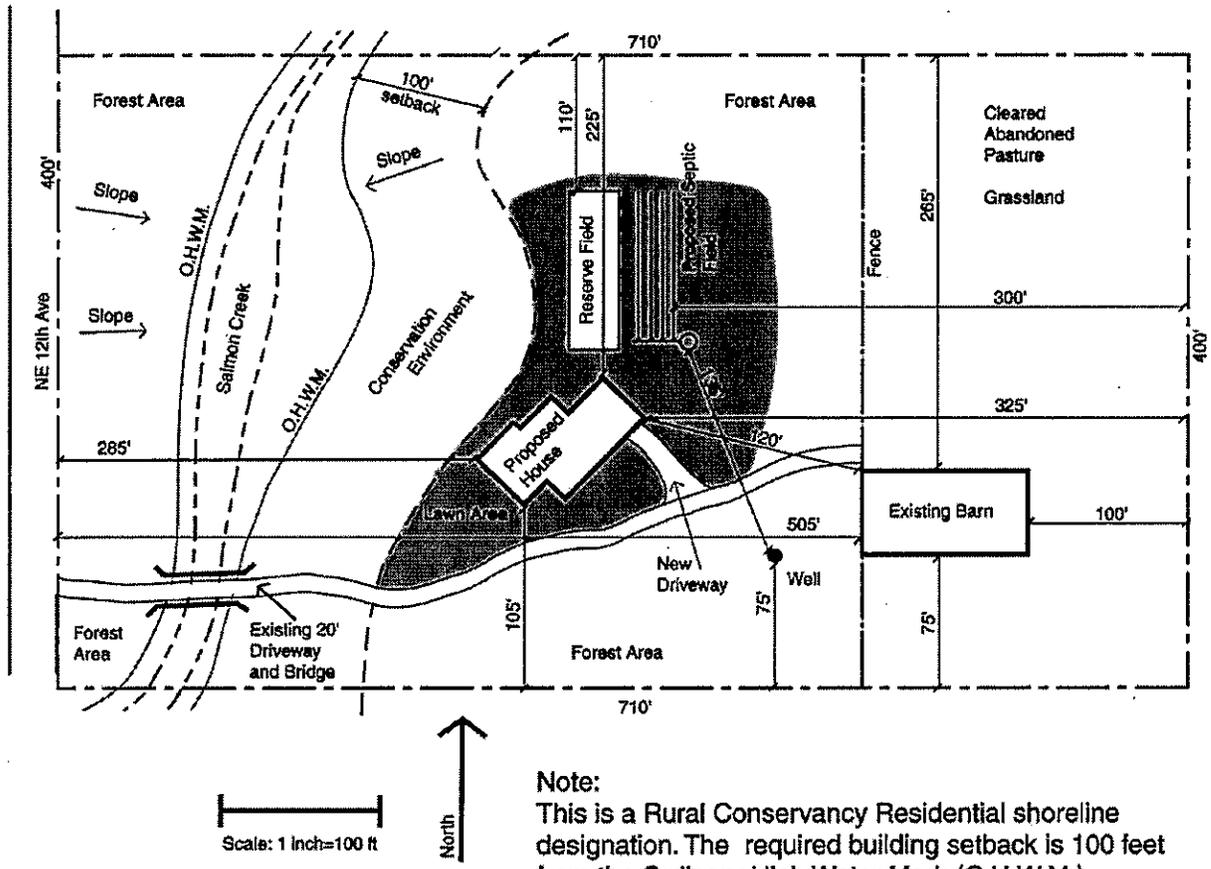
A Legal Lot Determination may be required if a previous legal review has not been completed. Please see our *Legal Lot Determination* handout for more information and fees.

Drawing 1

Shoreline Review Areas



Sample Shoreline Site Plan



Note:
 This is a Rural Conservancy Residential shoreline designation. The required building setback is 100 feet from the Ordinary High Water Mark (O.H.W.M.)

Shoreline Residential Exemption Questionnaire

General

- Some or all of the proposed clearing or construction is in areas previously cleared or developed:
 - Landscaping, gardens, septic
 - Pasture, crops
 - Structures, driveways, paving, concrete, gravel
- I cannot avoid clearing trees or native shrubs.
- I am not clearing any trees that are 20 years old or older.
- I have minimized the clearing on the site to the least disturbance necessary to build the proposed project.
- I have prepared a mitigation or restoration plan for the proposed project. Attach plan.
- I have prepared a JARPA for the proposed project. Attach document.
- An Archaeological Pre-determination has been completed by an archeologist and submitted to the Department of Archaeology and Historic Preservation in Olympia.
- There will be no fill placed for the construction of the residential structure.
- Grading of the area within shoreline jurisdiction has been minimized by:

-
- Visual access/views from public right-of-ways and view corridors will be maintained.
 - I have a stormwater and erosion control plan. Attach plan.
 - Parking and driveway areas will not be located between the residence and the water body.
 - Fencing, walls, hedges, and other similar features will not be located within shoreline jurisdiction.

Habitat

- I have a valid Habitat Pre-determination. Case No. _____
- There are other seasonal or perennial streams on the property.
- Work is proposed in the water or below the Ordinary High Water Mark.
- There are other priority habitats or species mapped or known to be present. Refer to wdfw.wa.gov/conservation/phs/.

List: _____

Wetlands

- The property and nearby areas are always dry except for streams or rivers.
- I am avoiding grading in or near wetlands.
- There are mapped wetland indicators on or near the property. Refer to maps.clark.wa.gov. Go to the “Soils, Wetlands and Natural Resources” map, activate the “Hydric Soils” layer, and find your property using the “Find Parcel” tab in the yellow button bar above the map.
- There are springs, seeps, or areas of seasonal ponding on or near the property.
- There are areas on or near the property where the ground surface seems saturated with water in the winter or spring.
- I have a valid Wetland Pre-determination. Case No. _____
- I have a valid Jurisdictional Determination from the US Army Corps of Engineers. Attach document.

- I have an associated Wetlands Determination from the Washington Department of Ecology. Attach document.

100 Year Floodplain

- The development is within the 100 year floodplain/floodway fringe. Refer to maps.clark.wa.gov. Go to the "Soils, Wetlands and Natural Resources" map, activate the "Flood Plain" and "Base Flood Elevation" layers and find your property using the "Find Parcel" tab in the yellow button bar above the map.
- This a new structure.
- This is an addition or alteration of an existing structure.
- This is a relocation of an existing structure.

Grading

- My property is in rural Clark County.
- My property is in urban Clark County.
- My property is _____ Acres OR _____ Square Feet.
- How much earth material do you intend to move? _____

Application types

If you have any questions regarding the type of application being requested, our Permit Technicians will be happy to assist you.

- Annual Review
- Appeal
- Boundary Line Adjustment and Lot Reconfiguration
- Conditional Use

Environmental/Critical Areas

- Critical Aquifer Recharge Area (CARA)
- Columbia River Gorge
- Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- Floodplain
- Geological
- Habitat
- Habitat Monitoring
- Historic
- SEPA
- Shoreline
- Wetland
- Wetland Monitoring

Land Division

- Binding Site Plan
- Final Plat
- Plat Alteration
- Short Plat (___ Infill)
- Subdivision (___ Infill)

Miscellaneous

- Addressing
- Accessory Dwelling
- Covenant Release
- Home Business
- Legal Lot Determination and Innocent Purchasers Determination
- Non-Conforming Use Determination
- Sewer Waiver
- Shooting Range
- Sign

Planning Director Review

- Post Decision
- Pre-Application Conference
- Pre-Application Waiver
- Public Interest Exception
- Similar Use
- Temporary Use
- Planned Unit Develop/Master Plan
- Road Modification
- Site Plan
- Variance
- Zone Change

Shoreline Exemption For Non-residential Use Type II Review

What is the Shoreline Management Act?

Washington's Shoreline Management Act (SMA) was passed by the legislature in 1971 and affirmed by voters in 1972. The SMA governs the use and development of Washington's shorelines and creates a unique partnership between local and state government. The SMA strives to achieve responsible shoreline use and development, environmental protection, and public access. Local governments develop programs based on the SMA and state guidance, and the state ensures local programs consider statewide public interests.

What is the purpose of the Shoreline Review process?

The Shoreline Review process is designed to recognize and protect shoreline areas of local and statewide significance while preserving its natural character, resources and ecology. The shoreline program is designed to focus on long-term vs. short-term benefits. The purpose includes a commitment to increased access, recreational opportunities within publicly owned shoreline areas and no net loss of shoreline ecological functions.

What areas are subject to shoreline review? Refer to drawing 1

Under the Shoreline Management Act (SMA), the "shoreline" also includes:

- Those lands extending two hundred (200) feet in all directions as measured on a horizontal plane from the ordinary high water mark (OHWM);

- Floodways and contiguous floodplain areas landward two hundred (200) feet from such floodways;
- The full extent of floodplains; and
- All wetlands and river deltas associated with the streams and lake, and associated wetlands that are subject to the provisions of this program, as may be amended; the same to be designated as to location by Department of Ecology, as defined by RCW 90.58.

There are seven shoreline designations in the county. They are:

- Aquatic
- Natural
- High Intensity
- Medium Intensity
- Urban Conservancy
- Rural Conservancy - Residential
- Rural-Resource Conservancy

Permitted uses, height, setback requirements, and use regulations are located in Clark County Code, Chapter 40.460.

What is the review process?

First, the applicant submits one copy of the application packet. Permit Center staff will determine whether the application is **Counter Complete** (for example, includes a site plan, signed SEPA and application, etc.)

Once your application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the **Fully Complete** review. This more detailed

Revised 12/13/12



Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/development



For an alternate format, contact the Clark County ADA Compliance Office.
Phone: (360) 397-2322
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

review ensures that **all items** listed under the attached submittal requirements have been submitted. As an example, does the proposed site plan show parking and driveway areas, wells, septic fields, or other utilities, lawn area, 100 year floodplain, etc.).

If required items are missing from your original submittal, you will receive a letter of **Not Fully Complete**, with a list of the missing items. If you have not submitted the requested information within 30 days of this written request, staff will return your application and refund the application fee, less the processing costs incurred to date.

If all of the submittal requirements have been met, the applicant will be sent a **Fully Complete** determination letter. This letter will also direct the applicant to submit four additional copies that contain the revisions and additional information that may have been required to be Fully Complete.

Staff will visit the site within 14 days of the application being deemed fully complete to determine where the OHWM is located and whether additional information is needed. If additional information is needed, staff will set up a meeting with the applicant to discuss what is needed.

In some cases, such as if the new development is located within the 100-year flood plain or over water, a SEPA (State Environmental Policy Act) review is also required. If SEPA is required, within 14 days of the fully complete determination, a

Notice of Application and SEPA determination will be mailed to:

- Owners of property located within 300 feet (if within an urban growth boundary), or 500 feet (if outside an urban growth boundary) of the project site,
- Applicant,
- Neighborhood Association (if any); and,
- Listed SEPA agencies.

The notice will invite written comments to be submitted within 15 calendar days of the date of the notice.

An administrative decision by the Shoreline Management Review Committee (SMRC) will then be issued within 78 days.

In making a decision, the SMRC must determine if the proposed development meets the requirements of the applicable sections of the Clark County Code (CCC). This decision is made after reviewing the proposal. Public comment would also be considered if SEPA were required.

The decision can be appealed to Superior Court within 14 days of mailing of the decision. Refer to our *Appeals* handout for more information and fees.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code 40.460 Shoreline Overlay District.

Submittal Requirements

1. Application form

The application form shall be completed and original signed in ink by the applicant.

2. Application fee

The required fee shall accompany the application. The check is to be made payable to Clark County Community Development.

3. State environmental review, if applicable

A State Environmental Policy Act Environmental Checklist must be completed, original signed in ink, and submitted. Handout is available at the Permit Center.

4. Narrative

Submit a written narrative that explains the project, states what exemption applies, how this project meets the exemption standard, and how it complies with the general use (CCC 40.460.500) and the applicable specific use (CCC 40.460.600) regulations. A completed *Shoreline Exemption Questionnaire* must also be submitted. See page seven.

5. Legal Lot Determination information

In order to demonstrate that the subject lot(s) has been created legally, the following must be submitted:

- Current owner's deed if lot determination is not required, or one of the following:
 - Prior county short plat, subdivision, lot determination, or other written approvals, if any, in which the parcel was formally created or determined to be a legal lot
 - Sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number.

6. Proposed site plan

The proposed site plan shall be drawn to a minimum engineer's scale of 1" = 200' on a sheet no larger than 24" x 36". There is a sample site plan on page six of this handout.

The following information shall be clearly depicted on the proposed site plan:

- A north directional arrow, scale, and date
- Location and names of adjacent streets or roads
- Location of the Ordinary High Water Mark (OHWM) identified as the line of upland vegetation along a shoreline
- Location of the 100 year flood plain and any wetlands which are associated with the water bodies
- Boundaries of the site including any adjacent and/or contiguous parcels under the ownership or control of the owner/applicant. Location and length of all property lines enclosing the legal lot
- Location and use of all proposed and existing:
 - Buildings/structures, including dimensions and setback distances from all structures to the nearest property lines, OHWM and wetlands
 - Wells, septic fields or other utilities
 - Parking areas
 - Graveled or paved areas

- Location of proposed structures
- Driveways, and turn-arounds
- Identify existing natural features
- Streams, ponds, known wetlands
- Steep slopes
- The general pattern of forested and cultivated areas
- Identify existing and proposed yard areas to be maintained as lawn or in non-native vegetation
- Identify the areas where existing vegetation is to be removed
- Provide five-foot contour intervals for proposed land contours if any development involves grading, cutting, filling, or other alterations of existing contours
- Typical cross-sections showing:
 - Existing ground elevations
 - Proposed ground elevations
 - Height of existing structures
 - Height of proposed structures

7. Archaeology

Documentation that an Archaeological Pre-determination has been sent to the Washington State Department of Historical Preservation in Olympia, Washington must be submitted.

8. Submittal copies

____ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures and

____ One copy of any special studies (wetland, floodplain, etc.) bound separately.

After the application is fully complete, the new copies must contain revisions and any additional information required in the fully complete review. The copies must be bound using jumbo clips, stapled or spiral bound. The applicant must select Option A or B below and proceed as follows:

Option A

Submit a CD in PDF format, with a copy of the fully complete application. Any special studies shall also be included on the CD. The CD application shall be organized as follows:

- The application submittal shall be organized in the same order as the fully complete application table of contents, with a separate PDF document for each separate item.
- The PDF document must be organized into separate files. Each PDF file must be labeled with a number followed by a name (example):
 1. Cover Sheet and Table of Contents
 2. Application Fee
 3. Pre-Application Conference report
 4. etc.

If submitting by CD, you will also need to include three full-size sets of paper plans.

Option B

Submit three additional individually bound paper copies of the fully complete application.

Fee schedule

The following fees are required to be paid when the application is submitted.

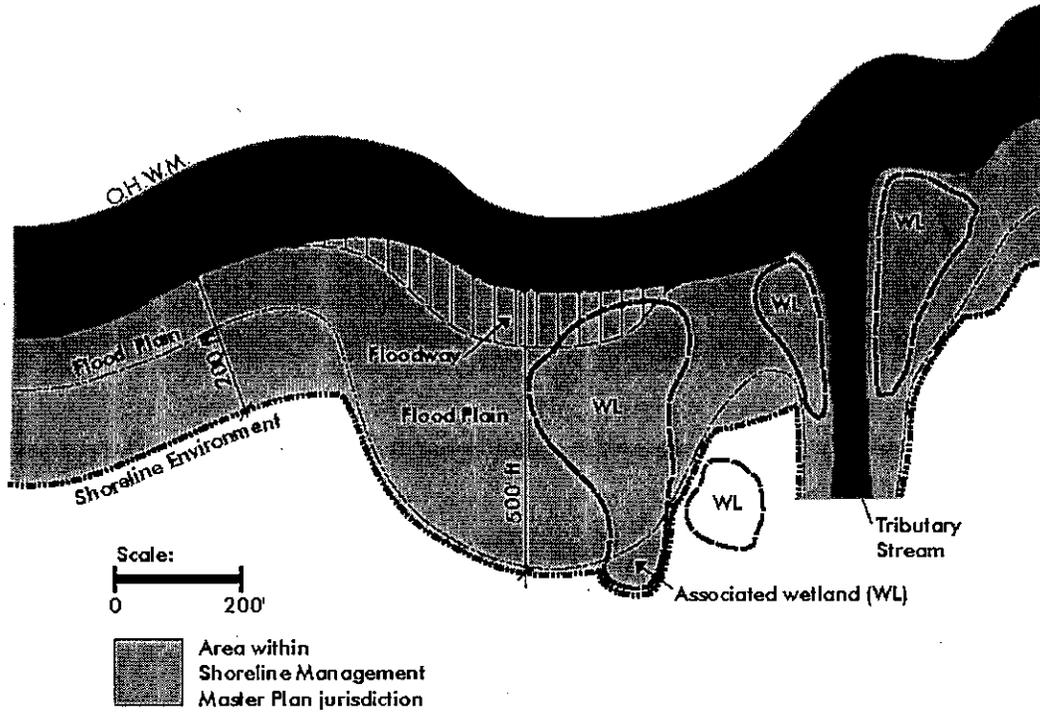
Shoreline Exemption	\$474
Issuance	\$53
SEPA Checklist, if applicable	\$1521
Issuance	\$53
Habitat and OHWM Determination	\$489
Issuance	\$94
Habitat Review*	\$304
Issuance	\$94
Site Visit	\$230

*Habitat review fee is \$768 if combined with a Type II application such as a site plan review.

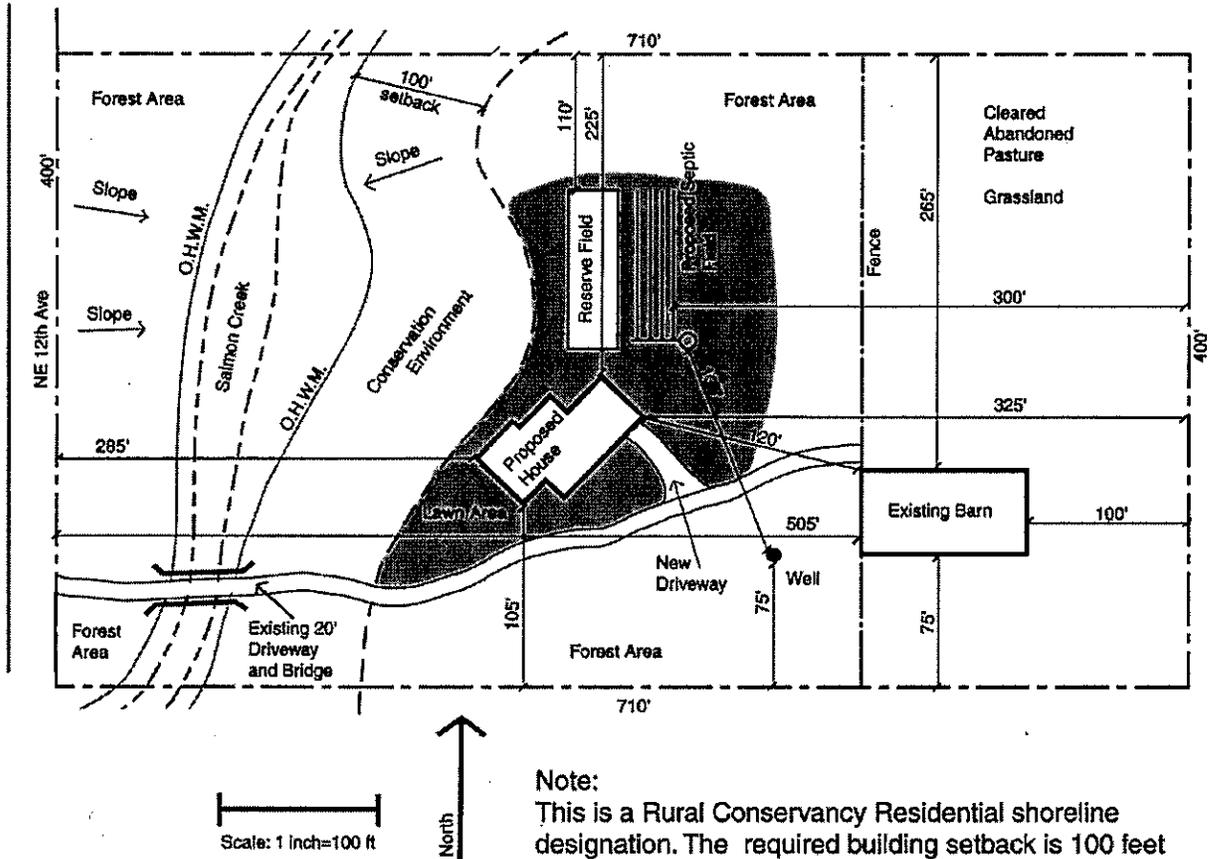
Additional fees may be required if there are wetlands and/or buffers, geotechnical hazard areas and/or buffers, 100 year floodplain or floodway present on the site that will be impacted by the development or grading in excess of that which would require a grading review.

A Legal Lot Determination may be required if a previous legal review has not been completed. Please see our *Legal Lot Determination* handout for more information and fees.

Drawing 1 Shoreline Review Areas



Sample Shoreline Site Plan



Shoreline Exemption Questionnaire

General

- Some or all of the proposed clearing or construction is in areas previously cleared or developed:
 - Landscaping, gardens, septic
 - Pasture, crops
 - Structures, driveways, paving, concrete, gravel
- I cannot avoid clearing trees or native shrubs.
- I am not clearing any trees that are 20 years old or older.
- I have minimized the clearing on the site to the least disturbance necessary to build the proposed project.
- I have prepared a mitigation or restoration plan for the proposed project. Attach plan.
- I have prepared a JARPA for the proposed project. Attach document.
- An Archaeological Pre-determination has been completed by an archeologist and submitted to the Department of Archaeology and Historic Preservation in Olympia.
- There will be no fill placed for the construction of the structure.
- Grading of the area within shoreline jurisdiction has been minimized by:

- Visual access/views from public right-of-ways and view corridors will be maintained.
- I have a stormwater and erosion control plan. Attach plan.
- Parking and driveway areas will not be located between a structure and the water body.
- Fencing, walls, hedges, and other similar features will not be located within shoreline jurisdiction.

Habitat

- I have a valid Habitat Pre-determination. Case No. _____
- There are other seasonal or perennial streams on the property.
- Work is proposed in the water or below the Ordinary High Water Mark.
- There are other priority habitats or species mapped or known to be present. Refer to wdfw.wa.gov/conservation/phs/.

List: _____

Wetlands

- The property and nearby areas are always dry except for streams or rivers.
- I am avoiding grading in or near wetlands.
- There are mapped wetland indicators on or near the property. Refer to maps.clark.wa.gov. Go to the "Soils, Wetlands and Natural Resources" map, activate the "Hydric Soils" layer, and find your property using the "Find Parcel" tab in the yellow button bar above the map.
- There are springs, seeps, or areas of seasonal ponding on or near the property.
- There are areas on or near the property where the ground surface seems saturated with water in the winter or spring.
- I have a valid Wetland Pre-determination. Case No. _____
- I have a valid Jurisdictional Determination from the US Army Corps of Engineers. Attach document.
- I have an associated Wetlands Determination from the Washington Department of Ecology. Attach document.

100 Year Floodplain

- The development is within the 100 year floodplain/floodway fringe. Refer to maps.clark.wa.gov. Go to the “Soils, Wetlands and Natural Resources” map, activate the “Flood Plain” and “Base Flood Elevation” layers and find your property using the “Find Parcel” tab in the yellow button bar above the map.
- This a new structure.
- This is an addition or alteration of an existing structure.
- This is a relocation of an existing structure.

Grading

- My property is in rural Clark County.
- My property is in urban Clark County.
- My property is _____ Acres.
- I intend to move _____ cubic yards of earth.
- I will alter the existing drainage.
- I am adding _____ square feet of impervious surface.
- I am clearing or grading an area of _____ square feet.

Application types

If you have any questions regarding the type of application being requested, our Permit Technicians will be happy to assist you.

- Annual Review
- Appeal
- Boundary Line Adjustment and Lot Reconfiguration
- Conditional Use

Environmental/Critical Areas

- Critical Aquifer Recharge Area (CARA)
- Columbia River Gorge
- Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- Floodplain
- Geological
- Habitat
- Habitat Monitoring
- Historic
- SEPA
- Shoreline
- Wetland
- Wetland Monitoring

Land Division

- Binding Site Plan
- Final Plat
- Plat Alteration
- Short Plat (___ Infill)
- Subdivision (___ Infill)

Miscellaneous

- Addressing
- Accessory Dwelling
- Covenant Release
- Home Business
- Legal Lot Determination and Innocent Purchasers Determination
- Non-Conforming Use Determination
- Sewer Waiver
- Shooting Range
- Sign

Planning Director Review

- Post Decision
- Pre-Application Conference
- Pre-Application Waiver
- Public Interest Exception
- Similar Use
- Temporary Use
- Planned Unit Develop/Master Plan
- Road Modification
- Site Plan
- Variance
- Zone Change



Combining Building Permits

DEAB Presentation September 4th 2014

Task: Review opportunities within County Building Department to combine certain permits, e.g. plumbing, electrical, mechanical, etc.

Marty Snell established Work Group comprising Permit Services Manager Chuck Crider, Chief Building Official Jim Muir and Department Information Systems Coordinator Susan Davidson from Clark County Building Department; joined by Site Superintendent Kevin Billups and Ott Gaither from Gaither Homes.

Work Group met on August 20th to identify and review the following current or former relevant processes:

- SAME AS - no longer used
- LEAN - SFR 13 day review period if in a subdivision not including que.
- SMART -
 1. LTD - Limited Trade Permits. Book of 10 inspection certificates issued and can be redeemed for "push/pull" type of construction, i.e. dishwasher, water heaters, forced air furnace, AC, heat pump. Random inspections.
 2. RSW - Roof, Siding, Windows. Book of 10 inspection certificates used for window replacements, siding work and roofing projects. All projects inspected but contractor may proceed without waiting for inspection.
 3. PRO - Remodel Permits. Compressed inspection schedule. Could use Sherlock.
 4. Fresh Start- Commercial Structures. Goal is to keep C of O's current and in compliance after use change.
 5. TI – Tenant Improvement Permits. Name change is pending due to wide range of complexity of work. Office and Commercial "TI" permits are reviewed on a case by case basis.
- SHERLOOK -
- TIKTOK -
- Minor Repair - max 16 sf
- Simple Structures - accessory structures max 750 sf

SFR permits currently include building, plumbing, mechanical, irrigation, wood stoves and deck and/or porch if included in plan set submittal.

Commercial and Multifamily Building Permits may be viable for further consolidation with some or all of the following permits:

- Demo
- Plumbing
- Mechanical
- Fire Alarm (included in Electrical)
- Erosion - review and fee cost only
- Storm water - always included with separate fee
- Carport

Deferred plan and phased plan submittals are current options. Electronic plan submittal, review and permitting is under active consideration.

No further upgrades or changes are planned for the current operating system as Tide Mark is phasing out. New operating system is planned to be operational in 2016 (subject to staff availability?)

Environmental related permits are issued through a separate department.

Next Steps?