

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS**

Tuesday, March 5, 1991

9:00 a.m. - 10:00 a.m. Department of Planning and Community Development - Scott Kirkpatrick,
Director

- 1) Staff Retreat Report.
- 2) Comprehensive Plan Update.
- 3) Enforcement Report Update.
- 4) Miscellaneous.

The Skagit County Board of Commissioners met in regular session on Tuesday, March 5, 1991 with Commissioners Wylie and Robinson present. Commissioner Vaux was excused. In the absence of Commissioner Vaux, Commissioner Wylie chaired the meeting.

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT - Scott Kirkpatrick, Director

1. Staff Retreat Report

Mr. Kirkpatrick presented a brief report on items discussed at the Planning and Community Development Department staff retreat on Wednesday, February 27. The staff retreat was an excellent opportunity to get the whole staff together. Three staff members covered the telephone in the office. No significant problems were experienced as a result of the office closure.

Discussion was broken down into four categories: building, resource management, comprehensive planning and septic. Warm-up and brain-storming exercises were done in terms of what staff believe is important to the department's clients and what they believed to be reasonable expectations on the part of clients. Through this exercise they were able to develop a better notion of how to provide better services to clients.

Mr. Kirkpatrick said that the list of expectations will be built into procedural aspects of the revision of the permit process. It is hoped that by April procedural improvements will be in place.

Also, by that time it is expected that a fledgling permit tracking system that is being developed through the assistance of Steve Kleinbart will be in place. All 1991 information will be in the system and a sample will be tested to see if it is understandable when extracted in report form. Mr. Kleinbart is working on getting the information from the old network onto the new so that it does not all have to be transferred by hand.

Mr. Kirkpatrick explained that through a tracking system they will develop the ability to tell a client whenever he or she calls the exact place their application is in the process.

Mr. Kirkpatrick said that at the retreat they tried to break the work down into more understandable components and reassemble it in terms of who needs to be involved. Information will be shared and they will begin doing some cross-training. Also, some timelines in the permit process will be developed.

Mr. Kirkpatrick concluded that he will be coming back to the Board with those items of improvement.

RECORD OF THE PROCEEDINGS

Tuesday, March 5, 1991

Page 2

2) Enforcement Report.

There was no Enforcement Report at this time.

3) Comprehensive Plan Update.

Mr. Kirkpatrick provided a brief update on the Comprehensive Plan. The information gathered will be put together along with the existing plan to see where it lines up. It will then be taken back to the community.

Mr. Kirkpatrick explained the review process to the Board. The Board discussed the process and the opportunity of the public to be involved in the process. Commissioner Wylie emphasized the enormity of the job and its effect on the community.

Commissioner Robinson asked Mr. Kirkpatrick what is happening with the Legislature in terms of growth management bills? Mr. Kirkpatrick said he has talked to growth management staff in Tacoma and received the impression there is a certain amount of frustration as there may not be a conclusion until June. Commissioner Robinson expressed concern about not knowing what is happening in terms of the Growth Management Act. He emphasized that we should be able to identify differences and where the County will have some latitude as far as those things required by the state. Mr. Kirkpatrick agreed, and indicated that they are working on that now.

4) Miscellaneous

Gary Christensen, Senior Planner, reported on County Contract Rezones. He presented a memo to the board with a composite list of County approved contract rezones. He explained that a contract rezone is a County approved reclassification on the zoning map where conditions have been attached. It may limit the use of the property to a particular type of development.

Mr. Christensen reported to the Board that Stephanie Nelson of the Planning Department has organized and identified the contract rezones. This information is now readily available to elected officials, staff and the public in terms of how many there are, where they are located and what kind of conditions apply. This information is now in a file cabinet near the Planning Department's front counter under "Contract Rezones - 1973 to present".

BID AWARD - BAYVIEW SHOP RE-ROOFING PROJECT

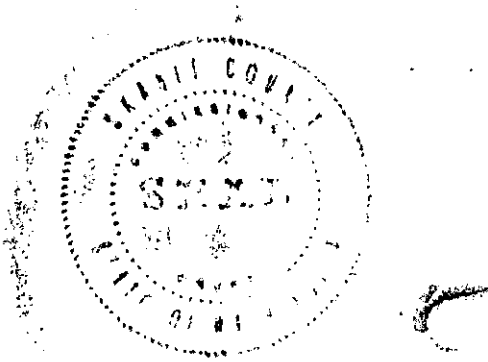
Roger Howard, Architect, Facilities Manager, recommended to the Board that the bid for the Bayview Shop re-roofing project be awarded to the low bidder, Skagit Roofing.

Commissioner Robinson motioned to approve for signature a resolution awarding the bid for the Skagit County Bayview Shop Building reroof project to Skagit Roofing for the amount of \$6,773.29 along with the additive alternate of \$516.00 for a total of \$7,289.29. Commissioner Wylie seconded the motion, which was carried. (Resolution # 12882)

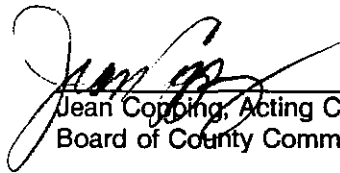
RECORD OF THE PROCEEDINGS
Tuesday, March 5, 1991
Page 3

ADJOURNMENT

Commissioner Robinson motioned to adjourn the proceedings. Commissioner Wylie seconded the motion, which was carried.




ATTEST:


Jean Copping, Acting Clerk
Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON



W. W. Vaux, Chairman



Robby Robinson, Commissioner



Ruth Wylie, Commissioner