



proud past, promising future

DEVELOPMENT and ENGINEERING ADVISORY BOARD (DEAB)

DEAB Project Specific Review Process

Statement of Intent

The DEAB Bylaws (Section 2: Duties, item E) states:

The advisory board shall review and comment as requested by the County Manager, the BOCC and/or senior staff on project specific development issues.

It is the intent of the DEAB to provide an independent, unbiased review of project specific issues, such as code interpretation conflicts between applicant/consultant and County staff, technical matters or other development related topics as they relate to development review projects. Examples of such issues may include, but are not limited to, interpretations of the zoning code on projects currently in for or to be submitted for land use review, road modifications, engineering review technical standards, or alternative means to meet the intent of the zoning code or technical standards.

Provided below is an outline of how DEAB can assist in providing guidance, insight and opinion on development matters raised by consultants, developers, private citizens, or other non-County staff.

- As the DEAB is an advisory board, none of the decisions made by the DEAB can be binding. All final decisions rest with the Community Development Director or his/her designee.
- Based on the bylaws, a private petitioner (consultant, developer, private citizen, etc.) requesting to have their issue heard by the DEAB must first request of County staff for it to be reviewed by the DEAB. A petitioner cannot directly request of the DEAB to present their issue; said request must come from County staff. Staff shall contact the DEAB's staff liaison to have it included on the DEAB's agenda.
- The petitioner is encouraged to provide as much background information as possible as early as possible regarding their particular issue. This can be in the form of plan(s), narrative(s), previous public email correspondence with County staff, etc.
- Once an issue has been brought to the DEAB for review, the DEAB will review it at their next scheduled meeting or, in the case of time-sensitive issues, via email. Following a presentation by the petitioner, the DEAB shall discuss the merits of the issue and render an opinion via a vote. Unless the opinion is unanimous, an opinion by the DEAB shall otherwise be based on the majority vote.
- The DEAB reserves the right to not review a particular case should it be determined that the issue is outside of the DEAB's sphere of expertise.

- Understanding that some development-related issues are not black or white (in instances where the opinion is not necessarily “in favor of” or “not in favor of” the petitioner’s position on a particular issue), the DEAB shall explain their position to the greatest extent practicable.
- An issue to be heard by the DEAB shall not substitute for any required/codified review process.
- An issue to be heard by the DEAB shall take place prior to issuance of a Staff Report and Decision, as applicable.
- An issue heard by the DEAB may be included in a Finding of Fact in a Staff Report and Decision.
- An applicant wishing to have their issues presented to the DEAB may need to waive any jurisdictional review timelines or place the project on hold pending a response from the DEAB.
- DEAB members shall recuse themselves from any deliberation and decision should there be a conflict of interest. Such conflict shall be immediately brought to the attention of the DEAB and County staff.

DRAFT