

**Development and Engineering Advisory Board Meeting**  
**June 3, 2021**  
**2:30pm - 4:30pm**  
**Public Service Center**  
**Meeting held by Microsoft Teams**

**Board members in attendance:** Eric Golemo, Andrew Gunther, Seth Halling, Jaime Howley, Mike Odren, Don Russo, Dan Wisner, Terry Wollam, Jeff Wriston, Nick Flagg, Sherrie Jones

**Board members not in attendance:**

**County Staff:** April Furth, Mitch Nickolds, Shannon Nashif, Dianna Nutt, Oliver Orjiako, Ali Safayi, Greg Shafer, Rod Swanson, Melissa Tracy, Susan Ellinger, Jose Alvarez, Amy Wooten

**Public:** Gary Vance, Justin Wood, Jihun Han, Dave Weston

**Call to Order:** 2:32 pm

**Administrative Actions:**

- Introductions
- DEAB meeting is being recorded and the audio will be posted on the DEAB website.
- Review / adopt last month's minutes (adopted)
- Review upcoming events: COUNTY COUNCIL Work Sessions every Wednesday; COUNTY COUNCIL hearings first and third Tuesdays
  - Shafer: Council Hearings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays are continuing to be virtual; June meetings as listed on the agenda.
  - Shafer: Planning Commission; June meetings as listed on agenda.
- DEAB member announcement:
  - Continuing to be active on the Vacant Buildable Land Model. Community work session is on the 15<sup>th</sup>.
  - SFR Stormwater checklist draft went out to staff to review.
  - No word on in person DEAB meetings as of right now; follow up discussion in next (July) meeting.

**Mixed Use Zoning**

*Presentation: Ellinger/Alvarez/Wooten*

- Addressing (4/1) email that went to staff. A lot of specific request changes came from the staff.
- One concern is townhome standards are written assuming they are multi-family, not homes. Staff has interpreted that townhomes are subject to section G, Single-Family/Duplex Developments.
- Second issue is garage requirements on detached single-family housing. The max of 50% should not apply to ally's and only to street frontages.
- Section A.1.5, 15% requirement should apply to the area within the site devoted to single family and duplex uses. Townhomes meet that 15% requirement.

- A.3.1 should also be exempt from townhomes. There is an exemption where you don't have to do A.3.1 a, b but you would have to do A.3.1 C which is enhanced landscaping.
- Sidewalk width of 5' should apply for townhomes.
- Section C.1.1.b states that minimum sidewalk widths of 5 feet along all streets serving single-family and/or duplex uses.
- C.1.1.b is not clear in detail of the planter strip, road section, sidewalks, right of way, etc.
- Dave Weston indicated sidewalks for townhomes can be a significant issue on mixed use developments.
- Amy Wooten agreed this can be challenging but there are standards in section G.1 subdivision design and site layout.
- D.1.3 should not apply to townhomes. D.1.3 states, pedestrian pathways from public sidewalks to primary entrances, or from parking lots to primary entrances, shall be accessible, conforming to federal and states Americans with Disabilities Act requirements, and shall be clearly delineated.
- E.2.1 should not apply to solid waste enclosures. E.2.1 The maximum height of free-standing walls, fences, or hedges along public streets or sidewalks shall be 3 feet unless a taller masonry wall is required, per the responsible official.
- Staff is not considering taking it to the Council at this moment in time.
- Codes need to be revisited. Form a subcommittee to thoroughly review this along with a staff member.
- Revisit this in September DEAB Meeting.

*Codes Changes (40.510 mail/email)*

*Presentation: Ellinger/Wooten*

- Code inconsistency related to the use for postal mail and electronic mail (email).
- Most sections of the code state that most of the documents need to be mailed. Which has been interpreted to allow the use of email instead of regular mail. Some places in the code specifies email can be used if the recipient gives consent such as in the pre-application section.
- This inconsistency had come to light during the COVID stay at home orders. They decided the use of email only was creating a potential avenue for appeal. To follow requirements, they reverted to hard copy mailing and emailing many things.
- To provide a sustainable solution to this, staff is proposing amendment language in chapter 40.510 regarding mail. They are also needing to correct a scrivener's error in section 40.510.030.d.6.a.
- These changes will not affect chapters with defined mailing standards.
- Staff is hoping that it will positively effect the use of their resources.
- DEAB moved to support the code amendments as presented; all approved.

**Public Comments**

- July 1<sup>st</sup> meeting agenda: SFR 1-5, Vacant Buildable Lands

**Meeting adjourned: 4:20 pm**

Meeting minutes prepared by Shannon Nashif  
Reviewed by Greg Shafer