

## Meeting Minutes

**BY:** Wayne E. Carlson, AICP

**DATE:** June 8, 2005

**PROJECT:** PSAT Technical Assistance (Jefferson County)

**OUR FILE NO:** 205247.30

**SUBJECT:** Project Team Meeting

**ATTENDANCE:** Josh Peters – Jefferson County Senior Planner  
Michael Hoskins – Building  
Kyle – Jefferson County Assistant Planner  
Tom Aumock – Contract Fire Chief working full time with Port Townsend  
Pete Bonyan – Jefferson County Permit Technician  
Stacy Hoskins – Jefferson County Current Planner  
Len Zickler – AHBL  
Laura Grignon – AHBL  
Wayne Carlson – AHBL  
Bruce Wulkan – Puget Sound Action Team (PSAT)  
Bruce Cory – Jefferson County Engineer  
Monte Reinders – Jefferson County Engineer  
Jim Pierson – Jefferson County Public Works

**LOCATION:** Jefferson County

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Members of the team not in attendance:

1. Curtis Hinman (WSU Extension)
2. Chuck Maduel (Attorney)

**Len Zickler:**

Contract period is over the summer and scheduled to conclude on September 30, 2005. Noted that the grant provides for two meetings and possibly a third. The idea would be to have a second followup meeting near the beginning of August 2005.

The purpose of today's meeting is to gather information that AHBL, Inc. can then translate into draft code language. The second meeting will be in more of a workshop format to discuss the draft language and how to implement it.

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### **Josh Peters:**

Introduced to the group that Jefferson County is currently considering a package of amendments to its development regulations. The amendments to the development regulations, titled "Omnibus Package" is on an adoption timeline that precludes incorporating the work performed under this grant into it.

Peters indicated that Jefferson County has many de facto LID projects as evidenced by the narrow rights-of-way and road surfaces, roadside ditches, etc.

He noted, however, that over time ditches get filled in and the County is not made aware if it.

Peters noted that Jefferson County adopted the most recent DOE manual and would like to encourage LID of applicants. As an outcome of the project, he would like proposed amendments that would make LID a more attractive option. The following items were proposed as suggestions to review:

- Civil checklist for applicants
- Road widths and templates
- Incorporate the Technical Guidance for Grading into the County's grading and excavation code
- Forest practices (tree/vegetation retention)
- Clustering incentives in the PRRD

Peters noted that most of the new DOE manual doesn't apply to the type of rural development prevalent in Jefferson County. The County would like a template, or informational sheet, to give to rural developers to simplify the drainage review process. An incentive might be that if particular LID strategies were used, then Full Drainage Review wouldn't be required.

### **Jim Pierson:**

All of the LID provisions are already in our code and stormwater manual. We need to get a DCD pamphlet that can be passed out. Pierson distributed the standard for roads serving dwelling units with less than 100 ADT. The standard is the ASHTO local service road that includes a 12-foot paved section.

### **Josh Peters:**

New lots are 5-acre lots so incorporating LID should be fairly straight forward. Limits on vegetation removal and encouraging clustering through a density incentive in the planned rural residential area might be explored.

### **Stacy Hoskins:**

The PRRD should be examined, particularly for policies regarding the use of open space.

### **Monte Reinders:**

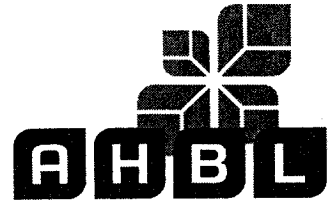
Port Ludlow has 20-foot roads with grass lined swales. That is a project that was built some time ago and became an "accidental LID" project. One of the difficulties with the grass lined swales is that we have been battling folks about filling the ditches. Our budget only allows the cleaning of the ditches every three years. We typically do not find out about ditch filling until we either go out to clean the ditches or if a neighbor applies for a permit to fill the ditch and complains when we tell them that they cannot fill the ditch like the neighbor did without a permit (illegally).

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Other road standards allowed in the County's Public Works Standards are LID as well.

**Michael Hoskins:**

Minimal excavation foundations are relatively easy to use and are provided for in the IBC. The moisture underneath such structures is similar to other foundations or drier.

**Pete Bonyan:**

Stormwater is not a problem in most developments we review because of the limited amounts of impervious surface. Incentives would be favored as long as the definition of what is LID is explicitly called out.

**Len Zickler (AHBL):**

If you are looking for a good test case project, perhaps Jefferson County can employ LID in its design of new park facilities.

**Josh Peters:**

We have a new transit facility planned. The new transit facility may employ:

- Foundations
- Green roofs
- Rainwater harvesting
- Rain gutters

**Stacy Hoskins:**

We should use LID to promote a livable community. The standard might be having open space with 800 feet of any dwelling unit.

**Len Zickler (AHBL):**

This is good conversation and may be more akin to a sustainability discussion. Our charge is to prepare LID regulations and/or amendments.

At its heart, LID is a stormwater management tool. Some of the other things that have been discussed are more akin to the green building initiative which is outside the limits of this grant/contract.

Credits for LID are already in the manual that you have adopted. We may want to explore incentives (density, reduced fees, accelerated review time, etc.) that may be used to encourage LID.

**Michael Hoskins:**

If the information on LID was out there, I think there would be interest. People need to be educated at the pre-planning stage. It needs to occur before design and clearing of the property. If someone has already hired an engineer or architect it is too late. Often sites get cleared and the property is sold.

**Tom Aumock:**

Need to make sure that the layering of ordinance standards is addressed. The International Fire Code requires impervious surface for accessibility. There is also a requirement for brush and landscape clear zones totaling 14'

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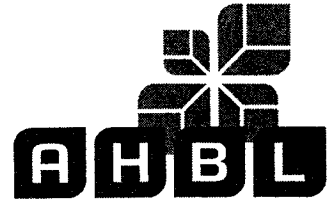
x 14'. Fire insurance for Jefferson County has mandated the use of bigger trucks that have enclosures for all fire fighting personnel.

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**Pete Bonyan:**

To encourage LID, we should have a document that allows or encourages LID through a simple multiple choice worksheet – not fill in the blank. The form should use laymen's language and include illustrations.

**Stacy Hoskins:**

Perhaps using LID practices can be used to justify reducing buffers.

**Bruce Wulkan (PSAT):**

LID cannot be used to avoid provisions of the DOE manual. LID cannot also be used to reduce buffer widths.

**Josh Peters:**

Perhaps credit can be used for LID similar to the method of categorizing the intensity of uses in DOE's wetland regulations. That system identifies low, medium, and high intensity uses.

**Stacy Hoskins:**

If credit for LID is going to be provided, there needs to be a quantifiable definition of LID. We have folks, including a former County planner that is now a development consultant, saying that we do not allow LID. Applicants and staff need to be able to readily determine what is LID and the level of credit that is to be allowed.

**Len Zickler (AHBL):**

What we need direction from Jefferson County on is whether the idea is to only provide incentives if a project is deemed LID or if there is some sliding scale where using small amounts of LID technologies get small incentives and using larger amounts of LID technologies get larger incentives. In some respects it comes down to whether a definition of LID is created. If a definition of LID is created, incentives can be fashioned as all or nothing.

We will send an annotated outline and a matrix that can be used to identify various code sections that may be amended to facilitate LID.

**Laura Grignon (AHBL):**

Responding to the large number of small(er) parcels that were previously subdivided, the following lot-by-lot LID techniques can be encouraged:

- Infiltration/dispersion
- Amended disturbed soils/preserve existing vegetation
- Vegetated cover/reforestation
- Open conveyance
- Forms that are simple

**Josh Peters:**

LID can be defined as full dispersion/infiltration with no structures. Other definitions have been where 65% of the site is left in native vegetation with no greater than 10% of the site being impervious surface.

Folks in Jefferson County will likely respond more positively to an incentive than a prescriptive requirement for LID. The incentives could be as attractive as density incentives and as simple as some type of formal recognition

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by the County that the project was "LID" (e.g., a gold star attached to the project). People in Jefferson County will generally "do the right thing" if they understand the benefits and are not felt coerced into it.

### Summary

Requested that the team concentrate on the following:

- Civil checklist for applicants
- Informational brochure for DCD counter
- Incorporate the Technical Guidance for Grading into the County's grading and excavation code
- Forest practices (tree/vegetation retention)
- Clustering incentives in the PRRD

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