

## **Update with Community Development**

**February 6, 2019**

**9:32 a.m.**

Present: Commissioner Jackson, Commissioner Stamper, Commissioner Fund, County Manager Erik Martin, Community Development Director Lee Napier, Lara McRea (10:27 a.m.)

Recorder: Rieva Lester

Lee Napier discussed succession planning. Lee said she currently has five permit tech positions as part of a prior Board's succession plan approval. She said she'd like to freeze one to open a planner position.

Lee said Community Development processed 1,300 planning related applications in 2018.

She said current staffing is five permit techs and three planners. She said she'd like to have four permit techs and four planners.

Lee said Senior Long-Range Planner Fred Evander will be leaving in March. She suggested bringing John Kliem in on a contract basis to fill the vacancy as a succession plan is implemented. Lee said the plan could create an overall savings. Lee noted that Karen Witherspoon continues to work remotely.

Lee discussed workflow regarding individuals who prefer to drop off their permit applications, which takes a little longer than it does for those who prefer to schedule a face-to-face appointment.

The group discussed Chehalis's planned annexation and its impacts on Lewis County. Lee noted that the Boundary Review Board, which falls under the commissioners, would review the annexation.

Lee summarized that her next steps towards filling the vacancies in the Planning Division would be to advertise an entry level Planner and a Senior Current Planner.

Lee updated the board on the RES Americas wind farm project. Erik Martin noted that Environmental Impact Studies generally take years. He said RES Americas wanted it done in two months and that Community Development has taken six months, which is a quick turnaround.

Commissioner Jackson left at 10:19 a.m.

Lee said Community Development is working on service agreements with the fire districts.

Lee said she would like to ask the board's support to bring in a consultant to look at organizational development, investing in people and examining the current configuration of the department.

Lara McRea joined at 10:27 a.m.

Lee said another employee is out for a medical condition.

Meeting adjourned at 10:36 a.m.