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10/02/01

Ordinance No. 713, 2001

An Ordinance repealing and replacing Chapter 21.04 of the Clallam County Code Title 21, Building and Construction Code. This ordinance repeals and replaces Ordinance No. 530, 1993, which established the Building Code Advisory Committee.

Chapter 21.04

Permit Advisory Board

Sections:

- 21.04.010 Board Created/Authority
- 21.04.020 Responsibilities of the Board
- 21.04.030 Role of the Chair
- 21.04.040 Selection/Membership/Office Terms
- 21.04.050 Organization/Meetings
- 21.04.060 Compensation/Compliance
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- 21.04.080 Effective Date

C.C.C. 21.04.010. Board Created/Authority. Pursuant to the adoption of the C.C.C. 21.01, the Permit Advisory Board is hereby established under the direction of the Board of County Commissioners.

C.C.C. 21.04.020. Responsibilities of the Board. The Permit Advisory Board shall perform all of the following;

- (1) a.) Provide written program implementation and permit coordination recommendations to the Department of Community Development regarding coordination between divisions to expedite the overall permit process.
- b.) Examine proposed administrative rulings of the Building Official, relating to the Clallam County Building Code (Chapter 21.01 Clallam County Code), and make written recommendations to the Director of Department of Community Development.
- c.) Make recommendations to the Board of County Commissioners, in writing, for changes in the Clallam County Building Code. (Chapter 21.01 Clallam County Code).

The Permit Advisory Board shall act in an advisory capacity only. The Permit Advisory Board powers, duties, and functions, shall not conflict with those of the Washington State Building Code, Section 19.27.031 RCW and the Clallam County Hearing Examiner, or Planning Commission.

C.C.C. 21.04.030. Role of the Chair. The chair has particular administrative responsibility for providing effective leadership on the issues above. In addition, the chair is responsible for the following:

- a.) All correspondence between board members and the Director of Department of Community Development in matters concerning board issues. Ensuring that all correspondence is in writing and accurately reflects the decisions taken and, where appropriate, the views of individual board members.
- b.) Ensures that the board meets at appropriate intervals

C.C.C. 21.04.040. Selection/Membership/Office Terms. Persons listed below requiring licenses shall be licensed in the State of Washington and practice their trade within Clallam County. The Permit Advisory Board shall consist of thirteen (13) members, one representative from each of the following groups:

- (1)
 - a.) Architect
 - b.) Engineer- (Structural/Civil)
 - c.) Homebuilders Association
 - d.) Building Trades
 - e.) Licensed Septic Installer
 - f.) Propane/Woodstove Contractor
 - g.) Energy Industry
 - h.) Certified Septic Designer/Installer
 - i.) Economic Development Council
 - j.) Environmental Consultant
 - k.) Code Consultant
 - l.) Manufactured Homes or Mobile Home Association
 - m.) Member of Washington State Association of Building Designers (WSABD) or American Institute of Building Designers (AIBD)

- (2) The following shall serve as ex officio members of the board:
 - a.) The Director of the Clallam County Department of Community Development, or a member of staff, as may be designated, in writing, by the Director.
 - b.) County Building Official, or a member of staff, as may be designated, in writing, by the Building Official.
 - c.) The Clallam County Environmental Health Division, or a member of staff, as may be designated, in writing, by the Division Manager.
 - d.) The Planning Division or a member of staff, as may be designated, in writing, by the Division Manager.
 - e.) The Chief of a Fire District, or a member of staff, as may be designated, in writing, by the Chief.

- (3) Applications for the above positions shall be submitted to the Board of Clallam County Commissioners for appointment to the Permit Advisory Board. Said appointments shall be from January 1 to December 31, of the year said appointment comes up for renewal. The Advisory Board membership shall serve two (2) years, staggered terms, so that only one-half of the members would be replaced in any one-year's term. The Board of County Commissioners may remove any member so appointed and confirmed, and any vacancy shall be filled in the manner described in this subsection-(3)

C.C.C. 21.04.050. Organization/Meetings. The Advisory Board shall organize and elect a Chairman annually and a Vice-Chairman biannually. The Permit Advisory Board shall adopt Robert's "Rules of Order" as its operating rules of procedures.

The Building Official shall provide a Secretary for all meetings, whereby, a written summation of all meeting activities shall be held for review by the Board of County Commissioners and the general public. All meetings shall be tape-recorded.

In the event that the Chairman is absent, the Vice-Chairman shall preside. A Chairman pro-tem shall be elected in the absence of both the Chairman and Vice-Chairman by the Permit Advisory Board members present, for that meeting only.

A quorum of any meeting shall consist of a minimum of seven (7) appointed board members present at any scheduled, published meeting. If the seven appointed members are not present, the meeting

will be canceled. If two consecutive meetings are canceled for this reason the ordinance will be brought before the Board of County Commissioners for reevaluation of the boards existence.

The Chairman may call special meetings when deemed necessary, provided that a seven (7) day written notice is given to each Board member of the time and place of such meeting. Said meeting shall be advertised via the local news media.

The Permit Advisory Board shall maintain regular meetings. The Board shall meet on the third Tuesday of each month, except the months of June, July and August.

If a meeting is canceled or rescheduled, the Chairman shall give a seven (7) day written notice to each Board member. The canceled or rescheduled meeting shall be advertised via the local news media a minimum of seven (7) days prior to the original date.

C.C.C. 21.04.060. Compensation/Compliance. No member of said Permit Advisory Board shall receive any compensation for service thereon. The members of the Advisory Board shall comply with all requirements of law including, but not limited to, appropriate chapters of the current Revised Code of Washington (R.C.W.).

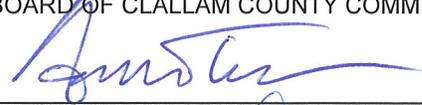
C.C.C. 21.04.070. Severability. If any section, sub-section, paragraph, sentence, clause, or phrase of this chapter is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this chapter; it being hereby expressly declared that this chapter, each section, sub-section, paragraph, sentence, clause and phrase thereof, would have been adopted irrespective of the fact that any one or more other sections, sub-sections, paragraphs, sentences, clauses or phrases be declared invalid or unconstitutional.

C.C.C. 21.04.080. Effective Date. This chapter shall be effective ten (10) days after enactment.

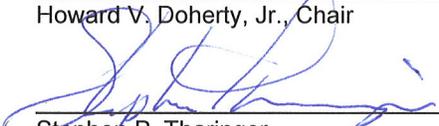
SOURCE: Ordinance No. 530, 1993 ADOPTED: 11/09/93 (Rev. 9/24/01)

PASSED AND ADOPTED THIS 2nd day of October, 2001.

BOARD OF CLALLAM COUNTY COMMISSIONERS



Howard V. Doherty, Jr., Chair



Stephen P. Tharinger



Michael C. Chapman

ATTEST:



Trish Perrott
Clerk of the Board