| **Title:** Administrative Policy<br>Engineering Advisory Board | **Policy No.**<br>Part 2, Board Administration<br>Chapter 2, Establishment of Appointed Boards<br>Section 10 |
|---|---|
| | **Effective Date**<br>April 17, 2007 |
| **Policy Custodian**<br>Planning and Zoning Division | **Adoption/Revision Date**<br>April 17, 2007 |

**Adopting Resolution(s):** CC07-195

**References (Statutes /Resos/Policies):** §34-1-201 C.R.S.; Jefferson County Building Code, Zoning Resolution, Land Development Regulation; CC00-243, CC95-134, CC04-489

**Purpose:** To establish the Engineering Advisory Board, specify its membership and terms, define its responsibilities, and provide procedures.

**Policy:** Engineering Advisory Board

A. Establishment
The Engineering Advisory Board was appointed by the Board of County Commissioners to provide the county, developers, builders and engineers with an independent peer evaluation of the engineering aspects of a building permit or development proposal.

B. Responsibilities

1. Duties
The Engineering Advisory Board shall consider whether or not the engineering designs and studies are adequate to mitigate the possible adverse impacts of steeply dipping claystone bedrock. The Engineering Advisory Board will also review alternate mitigation methods and as such provide a mechanism to allow and promote innovative engineering techniques.

2. Staff
The Planning and Zoning Division shall provide staff as needed for the Advisory Board.

3. Meetings

a. The Advisory Board shall meet to review applications and/or attend Planning Commission and Board of County Commissioner Hearings to present recommendations as needed.

b. The Advisory Board may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy, law, or regulation.

c. Two Advisory Board members shall be required for a quorum.

4. Remuneration
Advisory board members shall be compensated by the applicant.

C. Membership

1. Composition

a. The Engineering Advisory Board shall consist of three members appointed by the Board of County Commissioners as follows

| Position | Number of Positions |
|---|---|
| Geotechnical Member | 1 |
| Structural Member | 1 |
| Geologist Member | 1 |

b. Members shall be either a Professional Engineer registered in the State of Colorado, specializing in civil, structural or soil and foundation engineering, or a professional geologist as defined by C.R.S. 34-1-201, 1973, as amended. All engineers and geologists shall demonstrate substantial knowledge and expertise in the methods used to identify, investigate and mitigate damages due to steeply dipping claystone bedrock.

2. Terms
Terms shall be for three years and shall be so arranged so that the term of at least one member will expire each year.

3. Vacancies

a. The Planning and Zoning Director or his or her designee shall solicit candidates or nominees from the following professional organizations and from other sources including self nominations:
American Society of Civil Engineers
American Institute of Professional Geologists
Association of Engineering Geologists
Colorado Association of Geotechnical Engineers
Structural Engineers Association of Colorado

b. New appointments shall be made in accordance with the Board Appointments Policy.

4. Conflict of Interest
Any member having affiliations with applicants shall refrain from comment on those applications, and will absent themselves from the room while those proposals are under discussion and consideration. Such members shall not vote or participate in any other decision-making activity directly related to those applications.

D. Review and Processing of Reports, Plans and Specifications
The Engineering Advisory Board shall review reports, plans, and specifications submitted to the Planning and Zoning Division and/or Building Safety Division, by development applicants, and make recommendations to the Planning Commission, Board of County Commissioners, or Chief Building Official.

1. This review shall be limited to compliance with sections of the Jefferson County Zoning Resolution, Jefferson County Building Code, and Land Development Regulation that deal with the Dipping Bedrock Overlay District and the Designated Dipping Bedrock Hazard Area.

2. The recommendations may be for approval, denial, additional information or revisions of plans and specifications as appropriate and shall not be binding on the Planning Commission, Board of County Commissioners or Chief Building Official.