From:	Jeffrey Delapena
To:	"Heidi Pozzo"
Cc:	Oliver Orjiako; Jose Alvarez
Subject:	FW: Lack of Delegation Authority for Concurrency Approval Recommendations - Please add to Comp Plan Index of Record
Date:	Thursday, September 3, 2026 8:36:00 AM
Attachments:	Initial Response Public Records Request P058816082526.pdf P058816_responsive_records.pdf Re Clarification Question Public Records Request P058816082526.pdf Final Response Public Records Request P058816082526.pdf

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Good day, Heidi,

Thank you for submitting comments related to the 2025 Comprehensive Plan Update.

These comments will be added to the Index of Record and brought to the attention of the Planning Commission prior to tonight's Hearing.

Best regards,

Jeff Delapena
Program Assistant
COMMUNITY PLANNING

564.397.4558

NOTICE OF PUBLIC DISCLOSURE: This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this email, in whole or in part may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

-----Original Message-----
From: Heidi Pozzo <hcpheidi@yahoo.com>
Sent: Wednesday, September 2, 2026 6:20 PM
To: Jeffrey Delapena <Jeffrey.Delapena@clark.wa.gov>
Cc: Oliver Orjiako <Oliver.Orjiako@clark.wa.gov>; Jose Alvarez <Jose.Alvarez@clark.wa.gov>
Subject: Lack of Delegation Authority for Concurrency Approval Recommendations - Please add to Comp Plan Index of Record

EXTERNAL: This email originated from outside of Clark County. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Jeff,

Please add this to the Comp Plan Index of Record and forward to the Planning Commission

CCC 40.350.020 F(9) has been cited as the code section granting the Public Works Director the authority to approve developments with v/c ratios above .9. While I disagree with this conclusion, I set that aside for this purpose. Concurrency reports are not signed by the Public Works Director. I asked for the written delegation of authority and received the attached delegation of development engineering activities from Jeremy Provenzola to Dan Kaler. The form outlines the delegation process.

A written delegation of the Public Works Director's authorization to utilize F9 to waive section G of the concurrency code was not provided.

Thank you,

Heidi

From: **Heidi Pozzo** hcpheidi@yahoo.com
Subject: Re: Public Records Request :: P058816-082526
Date: September 1, 2026 at 1:53 PM
To: PDR Request System Clark County clarkcountywa@mycusthelp.net

Dear Nicole,

Thank you for the information below.

The record produced, Delegation 25DEL-DevEngRev-Kaler, delegates authority under CCC 40.540.080(A), CCC 40.540.070(B), CCC 40.520.040(F), and CCC 40.550.010. It does not reference CCC 40.350.020, which is the section my request concerned.

Would you confirm whether the County has any record responsive to my request as written, and if not, please confirm in writing that no such record exists.

Heidi

> On Sep 1, 2026, at 1:29 PM, PDR Request System Clark County <clarkcountywa@mycusthelp.net> wrote:
>
> **Attachments:**
> P058816_responsive_records.pdf
>
> --- Please respond above this line ---
>
> Dear Heidi Pozzo:
>
> In accordance with the Public Records Act, RCW 42.56.520, this letter acknowledges receipt of your PRA request submitted to and received by Public Works on 8/25/2026. This request has been assigned tracking number P058816-082526. Please use this number in any communications concerning this request.
>
> Specifically, you requested: Please provide the document from the Public Works Director providing authorization for Staff to use F(9) of the Concurrency code (or other authorization without citing the code) to recommend concurrency approval for developments with v/c ratios above .9
>
> Attached please find the records responsive to your request. We have made no redactions nor withheld any records in response to this request. The fee associated with this response is waived at this time.
>
> This request is considered closed. You were provided with 1 record that was identified as responsive to your request, and there are not any additional known responsive documents to provide. Attached is a copy of PW Delegation Authority Policy. Please be aware that there is a one-year statute of limitations for judicial review of this request, and that has started to run as of the date of this letter because there are not any additional known records to provide. You may ask follow-up questions regarding our response to your request within the next 14 days. Please include your request reference number in your correspondence. Your request for clarification does not mean you will automatically receive additional records.
>
> Kind regards,
>
> Nicole Davis
> Public Records officer
> PUBLIC WORKS
>
> ---
>
> To track or update this request click here: Public Records Portal

Docusign Envelope ID: 59EA8C99-C15E-4697-A26B-320081C7BDCC

CLARK COUNTY WASHINGTON
PUBLIC WORKS
clark.wa.gov
1300 Franklin Street
PO Box 9810
Vancouver, WA 98666-9810
564.397.6118

DELEGATION

IDENTIFIER:	25DEL-DevEngRev-Kaler	**EFFECTIVE:**	10/27/2025
DELEGATION AUTHORITY:	Development Engineering Review Approver, See III C	**EXPIRES:**	Until revoked
PERSON RECEIVING AUTHORITY:	Dan Kaler	**PERSON GRANTING AUTHORITY:**	Jeremy Provenzola
Signature of Granting Authority:	**Jeremy Provenzola, County Engineer**		
Public Works Director Approval:	**Ken Lader, Public Works Director**		

I. PURPOSE

A. The Clark County Department of Public Works has an obligation to be a responsible steward of the resources entrusted to it. The purpose of this delegation is to ensure compliance with local, state, and federal regulations, and to minimize the Department's financial, legal, operational, and compliance related risks by establishing a formal policy for delegations of authority to other county employees, when the original employee of such authority is absent or unavailable.

B. Only authorized individuals may legally bind the County or obligate County resources. This delegation applies to all authority and decision making outlined below.

II. SCOPE

A. This form is for delegating authority which exists within the current laws and regulations of the county.
NOTE: This delegation form is not for short term absences or workday delegations.

B. Public Works Director approval is required.

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III. AUTHORITY DELEGATED

NOTE: The exercise of authority provided by the delegation is subject to all applicable laws and regulations, as well as to any special instructions or guidelines issued by the authorizer.

A. Person Granting Authority:
Jeremy Provenzola

B. Person Receiving Authority:
Dan Kaler

C. Authority Delegated:
Designation as Development Engineering Approver to include:

1. Approval of Construction Plans
   a. Construction Required Improvements under CCC 40.540.080(A)
   b. Final Plat under CCC 40.540.070(B)
   c. Site Plan Review under CCC 40.520.040(F)
2. Approval of Road Modifications under CCC 40.550.010

D. Justification for Delegation:
The county has established through CCC 40.540.080(A), CCC 40.540.070(B), and CCC 40.520.040(F) the authority of the County Engineer to approve construction plans.

Furthermore, the county has established through CCC 40.550.010 the authority of the County Engineer to approve road modifications.

For efficiency, this delegation places the approval authority with a qualified individual acting on behalf of the County Engineer.

E. Position(s) to which authority is hereby delegated:
Delegation is for the individual, not the position.

F. Period of Authority:
Until revoked.

G. Limitations (if applicable):
This delegation does not include deviations from the Median and Channelization Policy for which the County Engineer is solely responsible under 40.350.030(B).

Docusign Envelope ID: 59EA8C99-C15E-4697-A26B-320081C7BDCC

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NOTE: Delegation by the Public Works Director to one of the Deputies is the only time disciplinary authority is transferred.

NOTE: Approvals required that are not covered under this delegation require the next tier of authority approval.

1. *Example: Travel and Training Requests*
2. *Example: Disciplinary Actions*
3. *Example: Union Grievances*
4. *Example: Non-Routine or Significant Budget Actions*

IV. REFERENCES

A. HR Policy No. 2.2: Appointing Authority
B. WAC 357-04-090: Delegating Authority
C. CCC 40.100.700: Review Authority Definition

NOTE: No additional authority may be assumed that is beyond the authority expressly granted herein.

NOTE: Sub-delegation of this authority is prohibited.

Certificate Of Completion

Envelope Id: 59EA8C99-C15E-4697-A26B-320081C7BDCC
Status: Completed
Subject: Complete with Docusign: 25DEL-DevEngRev-Kaler CE Delegation for ComDev 10.2025.pdf
Source Envelope:
Document Pages: 3
Signatures: 2
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Jessica Spenst
1300 Franklin St
Vancouver, WA 98660
jessica.spenst@clark.wa.gov
IP Address: 64.4.184.5

Record Tracking

Status: Original
10/10/2025 2:37:29 PM
Holder: Jessica Spenst
jessica.spenst@clark.wa.gov
Location: DocuSign

Signer Events	Signature	Timestamp
Jeremy Provenzola jeremy.provenzola@clark.wa.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 64.4.184.5	Sent: 10/10/2025 2:40:55 PM Viewed: 10/10/2025 3:31:38 PM Signed: 10/10/2025 3:32:10 PM
Electronic Record and Signature Disclosure: Accepted: 4/29/2022 8:04:03 AM ID: af5196cf-0910-441f-a977-b54ed75470cd		
Kenneth A Lader Ken.Lader@clark.wa.gov Public Works Director Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 64.4.181.38	Sent: 10/10/2025 3:32:11 PM Viewed: 10/13/2025 9:14:32 AM Signed: 10/13/2025 9:15:14 AM
Electronic Record and Signature Disclosure: Accepted: 6/20/2019 2:45:06 PM ID: 3037acb5-08a7-41e1-a68c-d404beb2864c		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/10/2025 2:40:55 PM
Certified Delivered	Security Checked	10/13/2025 9:14:32 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	10/13/2025 9:15:14 AM
Completed	Security Checked	10/13/2025 9:15:14 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Clark County, WA (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the â€˜I agreeâ€™ button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign â€˜Withdraw Consentâ€™ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Clark County, WA:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: loann.vuu@clark.wa.gov

To advise Clark County, WA of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at loann.vuu@clark.wa.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Clark County, WA

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to loann.vuu@clark.wa.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Clark County, WA

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
ii. send us an e-mail to loann.vuu@clark.wa.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	WindowsÂ® 2000, WindowsÂ® XP, Windows VistaÂ®; Mac OSÂ® X
Browsers:	Final release versions of Internet ExplorerÂ® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safariâ„¢ 3.0 or above (Mac only)
PDF Reader:	AcrobatÂ® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the â€˜I agreeâ€™ button below.
By checking the â€˜I agreeâ€™ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and

- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and

- Until or unless I notify Clark County, WA as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Clark County, WA during the course of my relationship with you.

From: **PDR Request System Clark County** clarkcountywa@mycusthelp.net
Subject: Public Records Request :: P058816-082526
Date: September 1, 2026 at 1:29 PM
To: hcpheidi@yahoo.com

Attachments:
P058816_responsive_records.pdf

--- Please respond above this line ---

Dear Heidi Pozzo:

In accordance with the Public Records Act, RCW 42.56.520, this letter acknowledges receipt of your PRA request submitted to and received by Public Works on 8/25/2026. This request has been assigned tracking number P058816-082526. Please use this number in any communications concerning this request.

Specifically, you requested: Please provide the document from the Public Works Director providing authorization for Staff to use F(9) of the Concurrency code (or other authorization without citing the code) to recommend concurrency approval for developments with v/c ratios above .9

Attached please find the records responsive to your request. We have made no redactions nor withheld any records in response to this request. The fee associated with this response is waived at this time.

This request is considered closed. You were provided with 1 record that was identified as responsive to your request, and there are not any additional known responsive documents to provide. Attached is a copy of PW Delegation Authority Policy. Please be aware that there is a one-year statute of limitations for judicial review of this request, and that has started to run as of the date of this letter because there are not any additional known records to provide. You may ask follow-up questions regarding our response to your request within the next 14 days. Please include your request reference number in your correspondence. Your request for clarification does not mean you will automatically receive additional records.

Kind regards,

Nicole Davis
Public Records officer
PUBLIC WORKS

To track or update this request click here: Public Records Portal

From: **PDR Request System Clark County** clarkcountywa@mycusthelp.net
Subject: Public Records Request :: P058816-082526
Date: September 2, 2026 at 8:53 AM
To: hcpheidi@yahoo.com

Attachments:
2.0_Authority_and_Administration.pdf

--- Please respond above this line ---

Heidi -

Attached is a copy of the document thit is linked in the policy that was inaccessible.

The previously provided policy is responsive and there are not additional records to provide. The PRA does not require that I answer questions about the provided responsive records.

Nicole
Certified Records Officer
PUBLIC WORKS

To track or update this request click here: Public Records Portal