

PROPOSED  
CHANGES TO  
CMC 17.09 PERMIT  
PROCESSING

January 11, 2021

# ISSUE

---

Consistency, clarity, and simplification of the permit processing are things the City can do to assist developers as well as staff in moving projects towards completion.



## BACKGROUND

- The Planning Commission has held numerous public workshops to discuss these changes
- The Code has been reviewed by various developers within the community as well as our Hearing Examiner, Allan Unzelman. No significant changes were requested, and Mr. Unzelman stated that he was happy to see the changes and welcomed them
- The Planning Commission held a public hearing on November 10, 2020. No members of the public were present to comment. After careful deliberation, the Planning Commission unanimously recommended to the Council approval of the Code

# NOTEWORTHY CHANGES

## 1. Permits are divided into 4 review types:

### Type 1. Administrative decisions without public notice

Examples: Building and Sign permits, Civil permits, Short Plats, Shoreline Permits

### Type 2. Administrative with public notice

Examples: SEPA decisions, Shoreline Substantial Development Permit, Critical Area Permits

### Type 3. Quasi-judicial review. Requires public notice and public hearing

Examples: Conditional Use Permit, Variance Permit, Preliminary Subdivision, Reasonable Use Exception.

### Type 4. Legislative actions

Examples: Final Subdivisions, Comprehensive Plan Amendments, Rezones

## 2. Removal of additional and redundant code

## 3. Language for completeness review is established

## 4. Code is now in line with State minimum requirements

## NOTEWORTHY CHANGES

5. Development Review Committee duties are more clearly defined and made consistent with State minimum requirements
6. Site plan review process has been added
7. The appeals section has been reorganized and updated
8. A more detailed outline of the process for conditional use permits, variances, planned unit developments, master planned developments, rezones, zoning and comprehensive plan amendments
9. The City Council will now approve all final subdivision plats of 4 lots or more

# RECOMMENDATION

It is recommended that the City Council approve Ordinance No. 1016-B, amending CMC 17.09 Permit processing with the following changes:

- 1. Eliminate CMC 17.09.100
- 2. Add language giving the City legal authority as per State laws to issue permits and address violations

PROPOSED  
CHANGES TO  
CMC 17.09 PERMIT  
PROCESSING

January 11, 2021