

Changes to Decision Procedures for Land Use Permit Applications

(Based on Table in OMC 18.72.100)

	Director	SPRC	DRB	PC	HC	HE	Council	New Application Type	Changes to Decision Procedure
ZONING									
Conditional Use Permit	D	R				D		III	No change
Development Agreement, associated with a development permit application requiring Hearing Examiner review						R	D	IV	No change
Development Agreement, not associated with a development permit application requiring Hearing Examiner review							D	IV	No change
Interpretations	D					O		I	No change
Land Use Review	D ¹	R				O		II	No change
Small Lot Review	D					O		II	No change

	Director	SPRC	DRB	PC	HC	HE	Council	New Application Type	Changes to Decision Procedure
Townhouse (2 – 4 Units)	D					O		II	No change in procedure. Section 18.64.040 OMC on townhouse review procedures deleted because duplicative of subdivision procedures.
Townhouse (10 or more units)		R	R			D		III	Director recommendation added in Type III. Section 18.64.040 OMC on townhouse review procedures deleted because duplicative of subdivision procedures.
Townhouse Final (2-9)	D					O		I	No change in procedure. Section 18.64.040 OMC on townhouse review procedures deleted because duplicative of subdivision procedures.
Townhouse Final (10 or more)		R					D	I	Changed to Type I to match final plat procedures previously adopted by City Council.
Zoning Variance	R					D		III	No change.
Zone Map Change, without Plan Amendment	R					R	D	III	No change. City Council decision authority noted in Table 18.XX-2 (page 5 of draft ordinance)

	Director	SPRC	DRB	PC	HC	HE	Council	New Application Type	Changes to Decision Procedure
Zone Change, with Plan Amendment or Ordinance Text Amendment	R			R			D	IV	No change.
Home Occupation	D					O		I (if needed)	No permit required if meet standards. If determination needed as to whether meets standards, treated as a Development Regulation Interpretation.
Temporary Use Permit	D					O		I	No change.
SEPA exempt Building Permit	D					O			NA. Building permits not in scope of this land use review ordinance.
Parking or Fence Variance	D	R				O		I	No change.
Accessory Dwelling Unit	D					O		I (if needed)	No change. Building permit required; no land use review required if meet standards.
Short-Term Rental – Vacation Rental	D					O		I	No change.
Accessory Building	D					O		I (if needed)	No change. Building permit required; no land use review required if meet standards.

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Occupancy Permit	D					O			NA. Building permits not in scope of this land use review ordinance.
Sign Permit	D					O		I	No change.
Landscape Plan	D					O		I - III	No change. Reviewed as part of primary land use application.
Tree Plan	D					O		I - III	No change. Reviewed as part of primary land use application.
Historic Properties	D	R			R	O		I - III	No change. Reviewed as part of primary land use or building permit application.
COMPREHENSIVE PLAN									
Amendments (map, text)	R			R			D	IV	No change.
DESIGN REVIEW									
Detailed Review	D		R					I - III	No change. Reviewed as part of primary land use application.
major			O					I - III	No change. Reviewed as part of primary land use application.

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Concept Review	D	R	R			O		I - III	No change. Reviewed as part of primary land use application.
Signs (general)	D					O		I - III	No change. Reviewed as part of primary land use application.
Scenic Vistas	D	R	R			O		I - III	No change. Reviewed as part of primary land use application.
ENVIRONMENTAL									
Threshold Determination	D					O		I - IV	No change. Reviewed as part of primary land use application, unless exception applies.
Impact Statement Adequacy	D					O		I - IV	No change. Reviewed as part of primary land use application.
Reasonable Use Exception (RUE)	R					D		II - III	Clarified that RUE decision is based on the primary land use application.
SEPA Mitigating Conditions	D					O		I - IV	No change. Reviewed as part of primary land use application.
Shoreline Substantial Development Permit	D	R						II	No change in procedure. Clarified existing code reference in 18.82.120 OMC to 'shoreline development permits', which did not differentiate between shoreline substantial

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									development permits and shoreline conditional use permits.
Shoreline Conditional Use Permit		R				D		III	No change.
Shoreline Variance		R				D		III	No change.
Shoreline Permit Revision or Exemption	D					O		II	No change in procedure. Clarified existing code reference in 18.82.120 OMC to 'shoreline development permits', which did not differentiate between shoreline substantial development permits and shoreline conditional use permits.
SUBDIVISION									
Boundary Line Adjustment (including lot consolidation)	D					O		I	No change.
Preliminary Plat, Long	R					D		III	No change.
Preliminary Short, (2-9 lots)	D ¹					O		II	No change.
Final Short Plat	D					O		I	No change.
Final Long Plat	D					O		I	No change.

	Director	SPRC	DRB	PC	HC	HE	Council	New Application Type	Changes to Decision Procedure
Master Plan Approval	R		R			R	D	III	No change. City Council decision authority noted in Table 18.XX-2 (page 5 of draft ordinance)
MPD Project Approval		R	R			D		III	No change.
Preliminary PRD		R				R	D	III	No change. City Council decision authority noted in Table 18.XX-2 (page 5 of draft ordinance)
Final PRD		R					D	I - II	No change. Approval procedures are same as final plat or binding site plan.
Time Extensions	D					O		I	No change.

¹ Except when the Director refers the project for a public hearing before the Hearing Examiner pursuant to OMC [18.60.080](#) or [17.32.130](#)(A)(4).

KEY:

Director = Community Planning and Development Director or designee

SPRC = Site Plan Review Committee

DRB = Design Review Board

PC = Planning Commission

KEY:

HC = Heritage Commission

HE = Hearing Examiner

Council = City Council

R = Recommendation to Higher Review Authority

D = Decision

O = Open Record Appeal Hearing

C = Closed Record Appeal Hearing

[NOTE: City Council decisions may be appealed to Superior Court, except comprehensive plan decisions, which may be appealed to the State Growth Management Hearings Board.]