



City Hall
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City Council

Adoption of Ordinance to Amend Project Permit Application Content Lists (OMC 18.77) and Definitions (OMC 18.02.180)

Agenda Date: 11/22/2016

Agenda Item Number: 4.G

File Number: 16-1210

Type: ordinance **Version:** 2 **Status:** Passed

Title

Adoption of Ordinance to Amend Project Permit Application Content Lists (OMC 18.77) and Definitions (OMC 18.02.180)

Recommended Action

Committee Recommendation:

The Land Use and Environment Committee recommends adopting the Ordinance amending Project Permit Application Content Lists (OMC 18.77) and Definitions (OMC 18.02.180)

City Manager Recommendation:

Move to adopt the Ordinance amending Project Permit Application Content Lists (OMC 18.77) and Definitions (OMC 18.02.180) on second reading.

Report

Issue:

Whether to adopt an the Ordinance amending Project Permit Application Content Lists (OMC 18.77) and Definitions (OMC 18.02.180) to provide for the City Council to delegate the updating of permit applications to staff.

Staff Contact:

Linda Bentley, Senior Planner, Community Planning & Development, 360.570.3746

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

OMC 18.77 requires the City to keep “Application Content Lists” listing each type of development project permit application and specifying the content necessary for timely and orderly processing of each permit application.

OMC 18.02.180 defines Application Content Lists as “That document entitled ‘City of Olympia Project Permit Application Content Lists’ approved and adopted by the City Council setting forth the required

content for project permit applications to be ‘completed’ as that term is used in RCW 36.70B.080.”

In practice, the requirements in OMC 18.77 mean that every time a development permit application needs updating, City staff prepares a resolution for approval by City Council, changes the Content Lists, then puts the same information on customer application forms. This current process includes redundancies, requires extra staff time and delays use of the updated application by the public.

The proposed Ordinance (attached) provides for the City Council to delegate the updating of permit applications to staff. Each change to an application form would be approved by the signature of the Director of Community Planning and Development. This will ensure the Director’s approval of each change, as well as ensuring staff and customers are using the most current forms. Staff would be directed to continuously maintain the current forms in a convenient, available format (paper and/or electronic).

Since this is a procedural amendment, neither a State Environmental Policy Act (SEPA) determination nor a public hearing is required.

Timing

There are a number of permit application changes due by December 1, 2016, to implement the new Low Impact Development (LID) code. Additionally, there have been and will be more changes to permit applications to implement the City’s new SmartGov permitting software. Approval of this ordinance will allow for those and all future changes to permit application forms to be put in effect in a timely and efficient manner.

Neighborhood/Community Interests (if known):

No knowledge of community concerns although increased government efficiency would probably be of interest to the community.

Options:

1. Adopt the Ordinance amending OMC 18.77 and OMC 18.02.180.
2. Adopt the Ordinance amending OMC 18.77 and OMC 18.02.180 with modifications.
3. Do not adopt the Ordinance amending OMC 18.77 and OMC 18.02.180.

Financial Impact:

More efficient use of staff resources should result from adoption of the Ordinance, thereby positively affecting budget.

Attachments:

Ordinance