



CITY OF EDGEWOOD

PLANNING COMMISSION MEETING AGENDA

Monday, August 14, 2023 – 6:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

Virtual Meeting Via Zoom
Zoom Meeting ID: 970 6596 9184

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

2. CONSENT AGENDA: *All matters listed under Item 2, Consent Agenda, are considered routine in nature and will be enacted by one motion. Individual discussion of these items is not planned. A member, however, may remove any item to discuss as an item for separate consideration under New Business.*

- a. Agenda Approval or Modifications
- b. Approval of June 12, 2023 Planning Commission meeting minutes

3. CITIZEN COMMENT PERIOD *This portion of the agenda is reserved for the public to comment on items not on the agenda. The Planning Commission may invite additional public comment on agenda items noted for discussion later in the meeting.*

4. PUBLIC HEARINGS

5. ACTION ITEMS

- a. Chair and Vice-Chair Appointments for 2023-2024

6. DISCUSSION ITEMS

- a. Washington State Senate Bill 5290
- b. 2024 Comprehensive Plan Periodic Update
- c. 2023 Work Plan

7. ADDITIONAL INFORMATIONAL ITEMS

- a. Development Review Report

8. STAFF COMMENTS

9. COMMISSIONER UPDATES

10. ADJOURN

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.



CITY OF EDGEWOOD PLANNING COMMISSION MEETING MINUTES

Monday, June 12, 2023 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. E

Hybrid meeting held via Zoom and at City Hall

1. **CALL TO ORDER:** Chair Overfield Guillory called meeting to order at 6:01 PM.
 - A. **Commissioners Present:** Guillory; Overfield; Greene; Ramirez; Pincas; Slate
 - B. **Commissioners Absent:** Wagner
 - C. **Staff Members Present:** Evan Hietpas, Senior Planner
Lauren Balisky, CED Director
2. **CONSENT AGENDA:** Chair Overfield requested a motion to approve the consent agenda. Commissioner Guillory motioned to approve as presented, Pincas seconded. Commission voted 6-0 to approve.
3. **PUBLIC COMMENTS:**
 - A. Donna O'Ravez, 11911 21st Street E. Edgewood, WA submitted a comment regarding the minimum number of dwelling units allowed per net buildable acre, particularly in the SF-2 zoning district.
4. **PUBLIC HEARINGS:**
 - A. Comprehensive Plan Docket Setting
 - i. Chair Overfield opened the public hearing at 6:05PM.
 - ii. Hietpas presented the City's staff report and recommendation.
 - iii. Tim Koester, 2505 96th Ave Ct E, provided testimony on the Greenbelt apartment application regarding traffic on 24th Street E, incompatibility with Northwood Elementary and surrounding neighborhood, and protection of the on-site wetland.
 - iv. Chair Overfield closed the public hearing at 6:26PM.
5. **ACTION ITEMS:**
 - A. Comprehensive Plan Docket Setting
 - i. Commission discussed the 2023 annual comprehensive plan amendment docket.
 - ii. Chair Overfield requested a motion to recommend exclusion of the Greenbelt Apartments application in the City's 2023 docket, consistent with the Director's recommendation.
 - iii. Commissioner Slate moved, Commissioner Guillory seconded, Commission voted 6-0 to approved the recommendation as proposed.



**CITY OF EDGEWOOD
PLANNING COMMISSION MEETING MINUTES**

Monday, June 12, 2023 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. E

Hybrid meeting held via Zoom and at City Hall

6. DISCUSSION ITEMS:

A. Middle Housing

- i. Hietpas presented the Community Engagement Report for discussion.
- ii. Discussion ensued.

B. 2023 Work Plan

- i. No discussion held.

7. STAFF COMMENTS:

- A. Hietpas provided status update on the City's work on the 2024 Comprehensive Plan Periodic Update with AHBL Consultants.
- B. Hietpas provided status update on Planning Commission appointments for Positions 4, 5, 6, 7.

8. COMMISSIONER COMMENTS:

- A. Commissioner Slate provided comment thanking everyone for the opportunity to serve as a Planning Commissioner during her tenure.
- B. Commissioner Ramirez requested a review of the City of Edgewood's parking code and requirements in the future.

9. ADJOURN: Chair Overfield adjourned meeting at 7:03 PM.



**CITY OF EDGEWOOD
STAFF REPORT
PLANNING COMMISSION AGENDA ITEM**

Date: August 14, 2023

Title: Chair and Vice Chair Appointments

Attachments: 1) Draft recommendation

Submitted By: Evan Hietpas, Senior Planner

Item Description:

EMC 2.30.040 allows the Planning Commission to elect a chair and vice-chair on an annual basis. At this meeting, the Planning Commission shall discuss and take action on electing a chair and vice-chair to serve until July 1, 2024.



**CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION**

The Planning Commission voted X-X to appoint Chair and Vice-Chair positions until July 1, 2024. It is the recommendation of the City of Edgewood Planning Commission to appoint _____ to serve as Chair, and _____ to serve as Vice-Chair.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 14TH DAY OF AUGUST 2023.**

Planning Commission Chair

Attest by:

Evan Hietpas
Senior Planner



CITY OF EDGEWOOD STAFF REPORT PLANNING COMMISSION AGENDA ITEM

Date: August 14, 2023

Title: Washington State Senate Bill 5290

Attachments: 1) City of Edgewood Ordinance No. 23-0647
2) Title 18 amendments- clean

Submitted By: Lauren Balisky AICP, CED Director

Summary:

In the 2023 Regular Session, the 68th Legislature unanimously passed Second Substitute Senate Bill 5290 (SB 5290, attached), which made various amendments to Revised Code of Washington (RCW) Chapter 36.70B, Local Project Review. This state law is intended to ensure predictability and consistency in the local permit review process.

Certain amendments in this law became effective on July 23, 2023. In order to ensure the best customer service possible, staff is proposed an emergency interim ordinance (see attached Ordinance) to address the following sections of SB 5290:

- Section 1: Clarifying when a site plan may be required for internal improvements (see amendments to EMC 18.95.020 Applicability);
- Section 5: Updating the definition of project permit (see amendments to EMC 18.20.190 P definitions);
- Section 6: Clarifying the procedure for determining whether an application is "complete" for review (see amendments to EMC 18.40.150 Determination of completeness);

The ordinance included a "redline" version in Exhibit A; a "clean" version is also included as Attachment 2 to help readers of this agenda item easily understand the proposed changes.

As an emergency interim ordinance, the "emergency" portion allowed the updated language to go into effect immediately upon adoption on July 25, 2023. The City is required to hold a public hearing within 60 days of the decision, and that hearing was scheduled and held on August 8, 2023. The "interim" portion set a one (1) year deadline for completing any work on permanent regulations. This time period can be extended if necessary. Staff proposed a work plan for this item to complete this work within six (6) months. The public hearing and the work plan are both described in the emergency interim ordinance.

SB 5290 includes additional requirements, including significant updates to permit processing timelines, mandatory reporting, and various incentives and penalties for failing to process permits in a timely manner. These updates are due by January 1, 2025 (effectively with the current deadline for the 2024 Comprehensive Plan Periodic Update); however, staff anticipates completing most (if not all) of these updates with the work plan specified in the proposed ordinance.

On August 8, 2023, the City Council held the public hearing and chose to retain Ordinance No. 23-0647, leaving it in place for the associated work to be completed.

ORDINANCE NO. 23-0647

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, ADOPTING AN EMERGENCY INTERIM ZONING CONTROL ORDINANCE TO AMEND TITLE 18 OF THE EDGEWOOD MUNICIPAL CODE IN ACCORDANCE WITH AMENDMENTS TO STATE LAW ADOPTED IN 2023 IN SECOND SUBSTITUTE SENATE BILL 5290 FOR A PERIOD OF ONE YEAR; ESTABLISHING A DATE FOR A PUBLIC HEARING; DECLARING AN EMERGENCY; PROVIDING FOR SEVERABILITY; AND PROVIDING THAT THE INTERIM REGULATIONS WILL TAKE EFFECT IMMEDIATELY UPON PASSAGE.

WHEREAS, the adoption of land use and zoning regulations is a valid exercise of the City's police power and is specifically authorized by Revised Code of Washington (RCW) 35A.63.100; and

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim development regulations; and

WHEREAS, local project review processes are governed by Chapter 36.70B RCW; and

WHEREAS, Second Substitute Senate Bill 5290 (SB 5290) concerning consolidating local permit review processes was passed into law during the 2023-2024 legislative session, which amends Chapter 36.70B RCW to set new requirements for the processing of project permit application; and

WHEREAS, SB 5290 becomes effective on July 23, 2023, with the exception of Section 7, which is not effective until January 1, 2025; and

WHEREAS, the City must amend portions of the development code in Title 18 of the Edgewood Municipal Code (EMC) by July 23, 2023, to comply with SB 5290; and

WHEREAS, the City will be undertaking the periodic update of its Comprehensive Plan in 2024, and as part of this update will also be reviewing its land use permitting and procedures outlined in Title 18 EMC; and

WHEREAS, the City Council has determined that to comply with SB 5290 and thoroughly analyze permanent regulations, interim development regulations adopted under the provisions of RCW 36.70A.390 are necessary to allow adequate time for the City to adopt permanent development regulations in compliance with SB 5290; and

WHEREAS, the City is authorized under RCW 35A.63.220 and 36.70A.390 to pass an interim zoning and official control ordinance for up to one (1) year if a work plan is developed for related studies providing for such a longer period; and

WHEREAS, City Staff have developed a work plan for related studies for compliance with SB 5290 and such work plan is specified below; and

WHEREAS, RCW 36.70A.390 authorizes the City Council to adopt an interim zoning control ordinance for one (1) or more six (6) month periods without first holding a public hearing on the proposed interim zoning control ordinance so long as a public hearing is held within at least 60 days after its adoption; and

WHEREAS, the City Council has scheduled a public hearing regarding the adopted interim zoning ordinance on August 8, 2023; and

WHEREAS, the deadline in SB 5290 for cities to adopt compliant development regulations cause an emergency which necessitates that this ordinance become effective immediately in order to preserve the public health, safety, and welfare and also requires action prior to the preparation of a State Environmental Protection Act (SEPA) threshold determination pursuant to WAC 197-11-880; and

WHEREAS, the City Council considered this Ordinance during its regular City Council meeting of July 25, 2023;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. Findings Adopted. The “Whereas Clauses” set forth in the recitals of this Ordinance are hereby adopted as the findings and conclusions of the City Council for passing this Ordinance.

Section 2. EMC 18.20.190, Amended. EMC Section 18.20.190, P definitions, is hereby amended as shown in Exhibit A attached and incorporated by this reference.

Section 3. EMC 18.40.150, Amended. EMC Section 18.40.150, Determination of completeness (RCW 36.70B.070), is hereby amended as shown in Exhibit A attached and incorporated by this reference.

Section 4. EMC 18.95.020, Amended. EMC Section 18.95.020, Applicability, is hereby amended as shown in Exhibit A attached and incorporated by this reference.

Section 5. Duration of Interim Zoning Controls. The interim zoning and official controls approved by this Ordinance shall be effective immediately upon passage of this ordinance and continue in effect for a period of one (1) year, commencing on July 25, 2023, and ending on July

24, 2024, unless extended or modified by City Council or unless a final ordinance is adopted amending the Edgewood Municipal Code before July 24, 2024.

Section 6. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing to accept public testimony on this interim ordinance within sixty (60) days of its adoption. The Council shall hold this hearing at Edgewood City Hall on August 8, 2023, at 7:00 pm or as soon thereafter. After the public hearing, the City Council may adopt additional legislative findings in support of this Ordinance and/or otherwise modify the provisions of this Ordinance.

Section 7. Adoption of Work Plan. Within the next six (6) months following the passage of this Ordinance, the Edgewood Planning Commission is hereby directed to review the permanent regulations and to make a recommendation on whether said regulations, or some modification thereof, should be permanently adopted. The Edgewood Planning Commission is directed to complete its review, to conduct such public hearings as may be necessary or desirable, and to forward its recommendation to City Council.

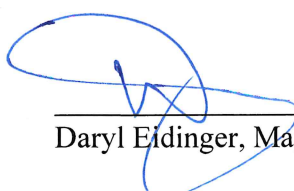
Pursuant to RCW 36.70A.106, the Director of the Community & Economic Development Department is hereby directed to transmit this ordinance to the Washington State Department of Commerce for review, as may be required or desired.

Section 8. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers for the purposes of codification, and any other references thereto.

Section 9. Severability. If any section, sentence, clause, or phrase of this Ordinance or any municipal code section amended hereby should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance or the amended municipal code section.

Section 10. Effective Date. The City Council hereby finds and declares that the deadlines in SB 5290 for cities to adopt compliant development regulations cause an emergency which necessitates that this ordinance become effective immediately in order to preserve the public health, safety, and welfare. This ordinance shall become effective immediately upon passage by at least a majority plus one member of the City Council. The City Clerk is directed to publish a summary of this ordinance at the earliest possible publication date.

ADOPTED THIS 25TH DAY OF JULY, 2023.



Daryl Eidinger, Mayor

ATTEST:



Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:



Ann Marie Soto, City Attorney

Published: July 27, 2023
Effective Date: July 25, 2023

Exhibit A

18.20.190 P definitions.

“Project permit” means any land use or environmental permit or license required from the city of Edgewood for a project action, including but not limited to ~~building permits~~, site development permits, fill and grade permits, subdivisions, binding site plans, planned unit developments, conditional uses, site plan(s), shoreline substantial development permits, development plan review, site specific rezones ~~authorized by the comprehensive plan which do not require a comprehensive plan amendment~~; but excluding adoption or amendment of ~~the a~~ comprehensive plan, ~~subarea plan or and~~ development regulations, ~~zoning of newly annexed land, area-wide rezones, and zoning map amendments~~ except as otherwise specifically included in this subsection.

18.40.150 Determination of completeness (RCW [36.70B.070](#)).

A. For the purposes of this title, a complete application is one that contains all required information, supporting documentation, and signatures ~~as outlined on the project permit application~~, and which is accompanied by payment of any and all fees as required by the community development department.

1. Time Limitations.

- a. Calculation of Time Periods for Issuance of Notice of Final Decision. In determining the number of calendar days that have elapsed after the city has notified the applicant that the application is complete for purposes of calculating the time for issuance of the notice of decision, the following periods shall be excluded:
 - i. Any period during which the applicant has been requested by the city to correct plans, perform required studies, provide additional required information, or otherwise requires the applicant to act. The period shall be calculated from the date the city notifies the applicant of the need for additional information until the earlier of the date the local government determines whether the additional information satisfies the request for information or 14 calendar days after the date the information has been provided to the city;
 - ii. If the city determines that the information submitted by the applicant under EMC [18.40.150](#), Determination of completeness, is insufficient or incorrect;
 - iii. Any period during which an environmental impact statement is being prepared following a determination of significance pursuant to Chapter [43.21C](#) RCW, if the city by ordinance has established time periods for completion of environmental impact statements, or if the city and the applicant in writing agree to a time period for completion of an environmental impact statement;

- iv. Any period for administrative appeals of project permit applications, if an open record appeal hearing or a closed record appeal, or both, are allowed. The time period for consideration and decision on appeals shall not exceed:
 - (A) Ninety calendar days for an open record appeal hearing; or
 - (B) Sixty calendar days for a closed record appeal, unless the parties agree to extend these time periods; and
- 2. Any extension of time mutually agreed upon by the applicant and the local government.
- 3. The time limits established in this section do not apply if a project permit application:
 - a. Requires an amendment to the comprehensive plan or a development regulation;
 - b. Requires approval of the siting of an essential public facility as provided in RCW [36.70A.200](#); or
 - c. Is substantially revised by the applicant, in which case the time period shall start from the date at which the revised project application is determined to be complete pursuant to this section.
- 4. If the city is unable to issue its final decision within the time limits provided in this chapter, it shall provide written notice of this fact to the project applicant. The notice shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of a final decision. The city is not liable for damages due to the city's failure to make a final decision within the time limits established in this chapter.

B. Determination of complete application.

- 1. Within 28 calendar days after receiving a project permit application ~~for review for completeness~~, the city shall ~~mail or personally~~ provide a written determination of completeness to the applicant which ~~to the extent known by the city identifies other agencies with jurisdiction over the project permit application and~~ states either that:
 - a. ~~†~~The application is complete; or ~~that~~
 - b. ~~†~~The application is incomplete and that the procedural submission requirements of the city have not been met. The determination will outline what is necessary to make the application procedurally complete. To the extent known by the city, the determination will identify other agencies of local, state, or federal governments that may have jurisdiction over some aspect of the application.
- 2. If the city does not provide a written determination to the applicant that the application is incomplete within 28 calendar days, the application shall be deemed procedurally complete on the 29th day after receiving a project permit application. When the city does not provide a written determination to the applicant that the application is

procedurally incomplete, the city may still seek additional information or studies as provided for in subsection (B)(3). The time period guidelines for review of project permit applications begin following the determination of a complete application.

3. Additional information or studies may be required or project modifications may be undertaken subsequent to the procedural review of the application by the city. The city's determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or at some later time, if new ~~or additional~~ information is required or where there are substantial changes in the proposal. However, if the procedural submission requirements, as outlined on the project permit application have been provided, the need for additional information or studies may not preclude a completeness determination.

C. ~~Prior to a determination of a complete application,~~ If the applicant receives a written determination from the city that an application is not complete, the applicant shall have up to 90 calendar days to submit the necessary information to the city. Within 14 calendar days after an applicant has submitted the requested additional information, the city shall make the determination as described in subsection (B) of this section, and notify the applicant in the same manner. If the applicant either refuses, in writing, to submit additional information, or does not submit the required information within the 90 calendar day period, the application shall lapse because of a lack of information necessary to complete the review.

D. An application shall be considered complete when it contains the following:

1. The correct number of completed application forms signed by the applicant which contain a detailed description of the proposed land use, proposed impervious surface, and description of all existing and proposed improvements and easements;
2. The correct number of documents, plans, or maps identified in the applicable application, as appropriate for the proposed project;
3. A completed State Environmental Policy Act checklist, if required;
4. For preliminary plats only, a complete land survey of the perimeter of the site;
5. All studies and materials demonstrating compliance with the Edgewood Municipal Code;
6. Water availability letter (this requirement is for preliminary plats and short plats only);
7. Conceptual stormwater plans (this requirement is for preliminary plats and short plats only);
8. Payment of all applicable fees pursuant to the adopted fee schedule. In the event of insufficient funds on a draft, the application shall be deemed null and void;

9. Proposed applications shall be consistent with the comprehensive plan and applicable development regulations. (Ord. 03-203 § 1).

18.95.020 Applicability

A. Site plan design review shall be required prior to the issuance of construction permits in any of the following circumstances:

1. The new construction of a nonresidential building or other structure;
2. The expansion, remodel, or alteration of any building or other structure by more than five percent of its existing floor area, or overall size in cases where floor area standards are not applicable;
3. The expansion of any building or structure that creates a new dwelling unit;
4. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director; or
5. The construction and reconstruction of driveway approaches, gates, roads, shared access facilities, alleys, and driving surfaces within ingress/egress easements.

B. The following activities shall not require site plan design review:

1. Permits authorizing residential construction for detached single-family residential use and accessory dwelling units.
2. Any activity that does not require a building permit or is not considered a change in use, as determined by the director.
3. Any activity on the exterior of a building that does not exceed a 25 percent change in any existing facade or roof form.
4. Interior ~~work that does not alter the exterior of the structure or affect parking standards as determined by the director.~~ alterations, provided that the interior alterations do not result in the following:
 - (a) Additional sleeping quarters or bedrooms;
 - (b) Nonconformity with federal emergency management agency substantial improvement thresholds; or
 - (c) Increase the total square footage or valuation of the structure thereby requiring upgraded fire access or fire suppression systems.

Nothing in this subsection exempts interior alterations from otherwise applicable building, plumbing, mechanical, or electrical codes. For purposes of this subsection, "interior

alterations” include construction activities that do not modify the existing site layout or its current use and involve no exterior work adding to the building footprint.

5. Normal building maintenance and repair. (Ord. 20-582 § 5; Ord. 16-469 § 2 (Exh. A); Ord. 11-360 § 3 (Exh. B)).

CERTIFICATION OF ENROLLMENT
SECOND SUBSTITUTE SENATE BILL 5290

Chapter 338, Laws of 2023

68th Legislature
2023 Regular Session

PROJECT PERMITS—LOCAL PROJECT REVIEW—VARIOUS PROVISIONS

EFFECTIVE DATE: July 23, 2023—Except for section 7, which takes
effect January 1, 2025.

Passed by the Senate April 17, 2023
Yeas 47 Nays 0

DENNY HECK
President of the Senate

Passed by the House April 10, 2023
Yeas 98 Nays 0

LAURIE JINKINS
**Speaker of the House of
Representatives**

Approved May 8, 2023 1:17 PM

JAY INSLEE
Governor of the State of Washington

CERTIFICATE

I, Sarah Bannister, Secretary of
the Senate of the State of
Washington, do hereby certify that
the attached is **SECOND SUBSTITUTE
SENATE BILL 5290** as passed by the
Senate and the House of
Representatives on the dates hereon
set forth.

SARAH BANNISTER

Secretary

FILED

May 10, 2023

**Secretary of State
State of Washington**

SECOND SUBSTITUTE SENATE BILL 5290

AS AMENDED BY THE HOUSE

Passed Legislature - 2023 Regular Session

State of Washington

68th Legislature

2023 Regular Session

By Senate Ways & Means (originally sponsored by Senators Mullet, Kuderer, Fortunato, Llias, Nobles, Saldaña, and C. Wilson; by request of Office of the Governor)

READ FIRST TIME 02/24/23.

1 AN ACT Relating to consolidating local permit review processes;
2 amending RCW 36.70B.140, 36.70B.020, 36.70B.070, 36.70B.080, and
3 36.70B.160; reenacting and amending RCW 36.70B.110; adding new
4 sections to chapter 36.70B RCW; creating new sections; and providing
5 an effective date.

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

7 **Sec. 1.** RCW 36.70B.140 and 1995 c 347 s 418 are each amended to
8 read as follows:

9 (1) A local government by ordinance or resolution may exclude the
10 following project permits from the provisions of RCW 36.70B.060
11 through 36.70B.090 and 36.70B.110 through 36.70B.130: Landmark
12 designations, street vacations, or other approvals relating to the
13 use of public areas or facilities, or other project permits, whether
14 administrative or quasi-judicial, that the local government by
15 ordinance or resolution has determined present special circumstances
16 that warrant a review process or time periods for approval which are
17 different from that provided in RCW 36.70B.060 through 36.70B.090 and
18 36.70B.110 through 36.70B.130.

19 (2) A local government by ordinance or resolution also may
20 exclude the following project permits from the provisions of RCW
21 36.70B.060 and 36.70B.110 through 36.70B.130: Lot line or boundary

1 adjustments and building and other construction permits, or similar
2 administrative approvals, categorically exempt from environmental
3 review under chapter 43.21C RCW, or for which environmental review
4 has been completed in connection with other project permits.

5 (3) A local government must exclude project permits for interior
6 alterations from site plan review, provided that the interior
7 alterations do not result in the following:

8 (a) Additional sleeping quarters or bedrooms;

9 (b) Nonconformity with federal emergency management agency
10 substantial improvement thresholds; or

11 (c) Increase the total square footage or valuation of the
12 structure thereby requiring upgraded fire access or fire suppression
13 systems.

14 (4) Nothing in this section exempts interior alterations from
15 otherwise applicable building, plumbing, mechanical, or electrical
16 codes.

17 (5) For purposes of this section, "interior alterations" include
18 construction activities that do not modify the existing site layout
19 or its current use and involve no exterior work adding to the
20 building footprint.

21 NEW SECTION. Sec. 2. A new section is added to chapter 36.70B
22 RCW to read as follows:

23 (1) Subject to the availability of funds appropriated for this
24 specific purpose, the department of commerce must establish a
25 consolidated permit review grant program. The department may award
26 grants to any local government that provides, by ordinance,
27 resolution, or other action, a commitment to the following building
28 permit review consolidation requirements:

29 (a) Issuing final decisions on residential permit applications
30 within 45 business days or 90 calendar days.

31 (i) To achieve permit review within the stated time periods, a
32 local government must provide consolidated review for building permit
33 applications. This may include an initial technical peer review of
34 the application for conformity with the requirements of RCW
35 36.70B.070 by all departments, divisions, and sections of the local
36 government with jurisdiction over the project.

37 (ii) A local government may contract with a third-party business
38 to conduct the consolidated permit review or as additional inspection

1 staff. Any funds expended for such a contract may be eligible for
2 reimbursement under this act.

3 (iii) Local governments are authorized to use grant funds to
4 contract outside assistance to audit their development regulations to
5 identify and correct barriers to housing development.

6 (b) Establishing an application fee structure that would allow
7 the jurisdiction to continue providing consolidated permit review
8 within 45 business days or 90 calendar days.

9 (i) A local government may consult with local building
10 associations to develop a reasonable fee system.

11 (ii) A local government must determine, no later than July 1,
12 2024, the specific fee structure needed to provide permit review
13 within the time periods specified in this subsection (1)(b).

14 (2) A jurisdiction that is awarded a grant under this section
15 must provide a quarterly report to the department of commerce. The
16 report must include the average and maximum time for permit review
17 during the jurisdiction's participation in the grant program.

18 (3) If a jurisdiction is unable to successfully meet the terms
19 and conditions of the grant, the jurisdiction must enter a 90-day
20 probationary period. If the jurisdiction is not able to meet the
21 requirements of this section by the end of the probationary period,
22 the jurisdiction is no longer eligible to receive grants under this
23 section.

24 (4) For the purposes of this section, "residential permit" means
25 a permit issued by a city or county that satisfies the conditions of
26 RCW 19.27.015(5) and is within the scope of the international
27 residential code, as adopted in accordance with chapter 19.27 RCW.

28 NEW SECTION. **Sec. 3.** A new section is added to chapter 36.70B
29 RCW to read as follows:

30 (1) Subject to the availability of funds appropriated for this
31 specific purpose, the department of commerce must establish a grant
32 program for local governments to update their permit review process
33 from paper filing systems to software systems capable of processing
34 digital permit applications, virtual inspections, electronic review,
35 and with capacity for video storage.

36 (2) The department of commerce may only provide a grant under
37 this section to a city if the city allows for the development of at
38 least two units per lot on all lots zoned predominantly for
39 residential use within its jurisdiction.

1 NEW SECTION. **Sec. 4.** A new section is added to chapter 36.70B
2 RCW to read as follows:

3 (1) Subject to the availability of amounts appropriated for this
4 specific purpose, the department of commerce must convene a digital
5 permitting process work group to examine potential license and
6 permitting software for local governments to encourage streamlined
7 and efficient permit review.

8 (2) The department of commerce, in consultation with the
9 association of Washington cities and Washington state association of
10 counties, shall appoint members to the work group representing groups
11 including but not limited to:

12 (a) Cities and counties;

13 (b) Building industries; and

14 (c) Building officials.

15 (3) The department of commerce must convene the first meeting of
16 the work group by August 1, 2023. The department must submit a final
17 report to the governor and the appropriate committees of the
18 legislature by August 1, 2024. The final report must:

19 (a) Evaluate the existing need for digital permitting systems,
20 including impacts on existing digital permitting systems that are
21 already in place;

22 (b) Review barriers preventing local jurisdictions from accessing
23 or adopting digital permitting systems;

24 (c) Evaluate the benefits and costs associated with a statewide
25 permitting software system; and

26 (d) Provide budgetary, administrative policy, and legislative
27 recommendations to increase the adoption of or establish a statewide
28 system of digital permit review.

29 **Sec. 5.** RCW 36.70B.020 and 1995 c 347 s 402 are each amended to
30 read as follows:

31 Unless the context clearly requires otherwise, the definitions in
32 this section apply throughout this chapter.

33 (1) "Closed record appeal" means an administrative appeal on the
34 record to a local government body or officer, including the
35 legislative body, following an open record hearing on a project
36 permit application when the appeal is on the record with no or
37 limited new evidence or information allowed to be submitted and only
38 appeal argument allowed.

39 (2) "Local government" means a county, city, or town.

1 (3) "Open record hearing" means a hearing, conducted by a single
2 hearing body or officer authorized by the local government to conduct
3 such hearings, that creates the local government's record through
4 testimony and submission of evidence and information, under
5 procedures prescribed by the local government by ordinance or
6 resolution. An open record hearing may be held prior to a local
7 government's decision on a project permit to be known as an "open
8 record predecision hearing." An open record hearing may be held on an
9 appeal, to be known as an "open record appeal hearing," if no open
10 record predecision hearing has been held on the project permit.

11 (4) "Project permit" or "project permit application" means any
12 land use or environmental permit or license required from a local
13 government for a project action, including but not limited to
14 ~~((building permits,))~~ subdivisions, binding site plans, planned unit
15 developments, conditional uses, shoreline substantial development
16 permits, site plan review, permits or approvals required by critical
17 area ordinances, site-specific rezones ~~((authorized by a
18 comprehensive plan or subarea plan))~~ which do not require a
19 comprehensive plan amendment, but excluding the adoption or amendment
20 of a comprehensive plan, subarea plan, or development regulations
21 except as otherwise specifically included in this subsection.

22 (5) "Public meeting" means an informal meeting, hearing,
23 workshop, or other public gathering of people to obtain comments from
24 the public or other agencies on a proposed project permit prior to
25 the local government's decision. A public meeting may include, but is
26 not limited to, a design review or architectural control board
27 meeting, a special review district or community council meeting, or a
28 scoping meeting on a draft environmental impact statement. A public
29 meeting does not include an open record hearing. The proceedings at a
30 public meeting may be recorded and a report or recommendation may be
31 included in the local government's project permit application file.

32 **Sec. 6.** RCW 36.70B.070 and 1995 c 347 s 408 are each amended to
33 read as follows:

34 (1) (a) Within ~~((twenty-eight))~~ 28 days after receiving a project
35 permit application, a local government planning pursuant to RCW
36 36.70A.040 shall ~~((mail or))~~ provide ~~((in person))~~ a written
37 determination to the applicant ~~((, stating))~~.

38 (b) The written determination must state either:

39 ~~((a))~~ (i) That the application is complete; or

1 ~~((b))~~ (ii) That the application is incomplete and that the
2 procedural submission requirements of the local government have not
3 been met. The determination shall outline what is necessary to make
4 the application procedurally complete.

5 (c) The number of days shall be calculated by counting every
6 calendar day.

7 (d) To the extent known by the local government, the local
8 government shall identify other agencies of local, state, or federal
9 governments that may have jurisdiction over some aspect of the
10 application.

11 (2) A project permit application is complete for purposes of this
12 section when it meets the procedural submission requirements of the
13 local government ~~((and is sufficient for continued processing even~~
14 ~~though additional information may be required or project~~
15 ~~modifications may be undertaken subsequently))~~, as outlined on the
16 project permit application. Additional information or studies may be
17 required or project modifications may be undertaken subsequent to the
18 procedural review of the application by the local government. The
19 determination of completeness shall not preclude the local government
20 from requesting additional information or studies either at the time
21 of the notice of completeness or subsequently if new information is
22 required or substantial changes in the proposed action occur.
23 However, if the procedural submission requirements, as outlined on
24 the project permit application have been provided, the need for
25 additional information or studies may not preclude a completeness
26 determination.

27 (3) The determination of completeness may include or be combined
28 with the following ~~((as optional information))~~:

29 (a) A preliminary determination of those development regulations
30 that will be used for project mitigation;

31 (b) A preliminary determination of consistency, as provided under
32 RCW 36.70B.040; ~~((or))~~

33 (c) Other information the local government chooses to include; or

34 (d) The notice of application pursuant to the requirements in RCW
35 36.70B.110.

36 (4)(a) An application shall be deemed procedurally complete on
37 the 29th day after receiving a project permit application under this
38 section if the local government does not provide a written
39 determination to the applicant that the application is procedurally
40 incomplete as provided in subsection (1)(b)(ii) of this section. When

1 the local government does not provide a written determination, they
2 may still seek additional information or studies as provided for in
3 subsection (2) of this section.

4 (b) Within (~~fourteen~~) 14 days after an applicant has submitted
5 to a local government additional information identified by the local
6 government as being necessary for a complete application, the local
7 government shall notify the applicant whether the application is
8 complete or what additional information is necessary.

9 (c) The notice of application shall be provided within 14 days
10 after the determination of completeness pursuant to RCW 36.70B.110.

11 **Sec. 7.** RCW 36.70B.080 and 2004 c 191 s 2 are each amended to
12 read as follows:

13 (1) (a) Development regulations adopted pursuant to RCW 36.70A.040
14 must establish and implement time periods for local government
15 actions for each type of project permit application and provide
16 timely and predictable procedures to determine whether a completed
17 project permit application meets the requirements of those
18 development regulations. The time periods for local government
19 actions for each type of complete project permit application or
20 project type should not exceed (~~one hundred twenty days, unless the~~
21 local government makes written findings that a specified amount of
22 additional time is needed to process specific complete project permit
23 applications or project types)) those specified in this section.

24 (~~The~~) (b) For project permits submitted after January 1, 2025,
25 the development regulations must, for each type of permit
26 application, specify the contents of a completed project permit
27 application necessary for the complete compliance with the time
28 periods and procedures.

29 (~~(2)~~) (c) A jurisdiction may exclude certain permit types and
30 timelines for processing project permit applications as provided for
31 in RCW 36.70B.140.

32 (d) The time periods for local government action to issue a final
33 decision for each type of complete project permit application or
34 project type subject to this chapter should not exceed the following
35 time periods unless modified by the local government pursuant to this
36 section or RCW 36.70B.140:

37 (i) For project permits which do not require public notice under
38 RCW 36.70B.110, a local government must issue a final decision within
39 65 days of the determination of completeness under RCW 36.70B.070;

1 (ii) For project permits which require public notice under RCW
2 36.70B.110, a local government must issue a final decision within 100
3 days of the determination of completeness under RCW 36.70B.070; and

4 (iii) For project permits which require public notice under RCW
5 36.70B.110 and a public hearing, a local government must issue a
6 final decision within 170 days of the determination of completeness
7 under RCW 36.70B.070.

8 (e) A jurisdiction may modify the provisions in (d) of this
9 subsection to add permit types not identified, change the permit
10 names or types in each category, address how consolidated review time
11 periods may be different than permits submitted individually, and
12 provide for how projects of a certain size or type may be
13 differentiated, including by differentiating between residential and
14 nonresidential permits. Unless otherwise provided for the
15 consolidated review of more than one permit, the time period for a
16 final decision shall be the longest of the permit time periods
17 identified in (d) of this subsection or as amended by a local
18 government.

19 (f) If a local government does not adopt an ordinance or
20 resolution modifying the provisions in (d) of this subsection, the
21 time periods in (d) of this subsection apply.

22 (g) The number of days an application is in review with the
23 county or city shall be calculated from the day completeness is
24 determined under RCW 36.70B.070 to the date a final decision is
25 issued on the project permit application. The number of days shall be
26 calculated by counting every calendar day and excluding the following
27 time periods:

28 (i) Any period between the day that the county or city has
29 notified the applicant, in writing, that additional information is
30 required to further process the application and the day when
31 responsive information is resubmitted by the applicant;

32 (ii) Any period after an applicant informs the local government,
33 in writing, that they would like to temporarily suspend review of the
34 project permit application until the time that the applicant notifies
35 the local government, in writing, that they would like to resume the
36 application. A local government may set conditions for the temporary
37 suspension of a permit application; and

38 (iii) Any period after an administrative appeal is filed until
39 the administrative appeal is resolved and any additional time period
40 provided by the administrative appeal has expired.

1 (h) The time periods for a local government to process a permit
2 shall start over if an applicant proposes a change in use that adds
3 or removes commercial or residential elements from the original
4 application that would make the application fail to meet the
5 determination of procedural completeness for the new use, as required
6 by the local government under RCW 36.70B.070.

7 (i) If, at any time, an applicant informs the local government,
8 in writing, that the applicant would like to temporarily suspend the
9 review of the project for more than 60 days, or if an applicant is
10 not responsive for more than 60 consecutive days after the county or
11 city has notified the applicant, in writing, that additional
12 information is required to further process the application, an
13 additional 30 days may be added to the time periods for local
14 government action to issue a final decision for each type of project
15 permit that is subject to this chapter. Any written notice from the
16 local government to the applicant that additional information is
17 required to further process the application must include a notice
18 that nonresponsiveness for 60 consecutive days may result in 30 days
19 being added to the time for review. For the purposes of this
20 subsection, "nonresponsiveness" means that an applicant is not making
21 demonstrable progress on providing additional requested information
22 to the local government, or that there is no ongoing communication
23 from the applicant to the local government on the applicant's ability
24 or willingness to provide the additional information.

25 (j) Annual amendments to the comprehensive plan are not subject
26 to the requirements of this section.

27 (k) A county's or city's adoption of a resolution or ordinance to
28 implement this subsection shall not be subject to appeal under
29 chapter 36.70A RCW unless the resolution or ordinance modifies the
30 time periods provided in (d) of this subsection by providing for a
31 review period of more than 170 days for any project permit.

32 (l)(i) When permit time periods provided for in (d) of this
33 subsection, as may be amended by a local government, and as may be
34 extended as provided for in (i) of this subsection, are not met, a
35 portion of the permit fee must be refunded to the applicant as
36 provided in this subsection. A local government may provide for the
37 collection of only 80 percent of a permit fee initially, and for the
38 collection of the remaining balance if the permitting time periods
39 are met. The portion of the fee refunded for missing time periods
40 shall be:

1 (A) 10 percent if the final decision of the project permit
2 application was made after the applicable deadline but the period
3 from the passage of the deadline to the time of issuance of the final
4 decision did not exceed 20 percent of the original time period; or

5 (B) 20 percent if the period from the passage of the deadline to
6 the time of the issuance of the final decision exceeded 20 percent of
7 the original time period.

8 (ii) Except as provided in RCW 36.70B.160, the provisions in
9 subsection (1)(i) of this section are not applicable to cities and
10 counties which have implemented at least three of the options in RCW
11 36.70B.160(1) (a) through (j) at the time an application is deemed
12 procedurally complete.

13 (2)(a) Counties subject to the requirements of RCW 36.70A.215 and
14 the cities within those counties that have populations of at least
15 ((twenty thousand)) 20,000 must, for each type of permit application,
16 identify the total number of project permit applications for which
17 decisions are issued according to the provisions of this chapter. For
18 each type of project permit application identified, these counties
19 and cities must establish and implement a deadline for issuing a
20 notice of final decision as required by subsection (1) of this
21 section and minimum requirements for applications to be deemed
22 complete under RCW 36.70B.070 as required by subsection (1) of this
23 section.

24 (b) Counties and cities subject to the requirements of this
25 subsection also must prepare an annual performance report((s)) that
26 ((include, at a minimum, the following information for each type of
27 project permit application identified in accordance with the
28 requirements of (a) of this subsection:

29 (i) Total number of complete applications received during the
30 year;

31 (ii) Number of complete applications received during the year for
32 which a notice of final decision was issued before the deadline
33 established under this subsection;

34 (iii) Number of applications received during the year for which a
35 notice of final decision was issued after the deadline established
36 under this subsection;

37 (iv) Number of applications received during the year for which an
38 extension of time was mutually agreed upon by the applicant and the
39 county or city;

1 ~~(v) Variance of actual performance, excluding applications for~~
2 ~~which mutually agreed time extensions have occurred, to the deadline~~
3 ~~established under this subsection during the year; and~~

4 ~~(vi) The mean processing time and the number standard deviation~~
5 ~~from the mean.~~

6 ~~(c) Counties and cities subject to the requirements of this~~
7 ~~subsection must:~~

8 ~~(i) Provide notice of and access to the annual performance~~
9 ~~reports through the county's or city's website; and~~

10 ~~(ii) Post electronic facsimiles of the annual performance reports~~
11 ~~through the county's or city's website. Postings on a county's or~~
12 ~~city's website indicating that the reports are available by~~
13 ~~contacting the appropriate county or city department or official do~~
14 ~~not comply with the requirements of this subsection.~~

15 ~~If a county or city subject to the requirements of this~~
16 ~~subsection does not maintain a website, notice of the reports must be~~
17 ~~given by reasonable methods, including but not limited to those~~
18 ~~methods specified in RCW 36.70B.110(4).~~

19 ~~(3))~~ includes information outlining time periods for certain
20 permit types associated with housing. The report must provide:

21 (i) Permit time periods for certain permit processes in the
22 county or city in relation to those established under this section,
23 including whether the county or city has established shorter time
24 periods than those provided in this section;

25 (ii) The total number of decisions issued during the year for the
26 following permit types: Preliminary subdivisions, final subdivisions,
27 binding site plans, permit processes associated with the approval of
28 multifamily housing, and construction plan review for each of these
29 permit types when submitted separately;

30 (iii) The total number of decisions for each permit type which
31 included consolidated project permit review, such as concurrent
32 review of a rezone or construction plans;

33 (iv) The average number of days from a submittal to a decision
34 being issued for the project permit types listed in subsection
35 (2)(a)(ii) of this section. This shall be calculated from the day
36 completeness is determined under RCW 36.70B.070 to the date a
37 decision is issued on the application. The number of days shall be
38 calculated by counting every calendar day;

39 (v) The total number of days each project permit application of a
40 type listed in subsection (2)(a)(ii) of this section was in review

1 with the county or city. This shall be calculated from the day
2 completeness is determined under RCW 36.70B.070 to the date a final
3 decision is issued on the application. The number of days shall be
4 calculated by counting every calendar day. The days the application
5 is in review with the county or city does not include the time
6 periods in subsection (1)(g)(i)-(iii) of this section;

7 (vi) The total number of days that were excluded from the time
8 period calculation under subsection (1)(g)(i)-(iii) of this section
9 for each project permit application of a type listed in subsection
10 (2)(a)(ii) of this section.

11 (c) Counties and cities subject to the requirements of this
12 subsection must:

13 (i) Post the annual performance report through the county's or
14 city's website; and

15 (ii) Submit the annual performance report to the department of
16 commerce by March 1st each year.

17 (d) No later than July 1st each year, the department of commerce
18 shall publish a report which includes the annual performance report
19 data for each county and city subject to the requirements of this
20 subsection and a list of those counties and cities whose time periods
21 are shorter than those provided for in this section.

22 The annual report must also include key metrics and findings from
23 the information collected.

24 (e) The initial annual report required under this subsection must
25 be submitted to the department of commerce by March 1, 2025, and must
26 include information from permitting in 2024.

27 (3) Nothing in this section prohibits a county or city from
28 extending a deadline for issuing a decision for a specific project
29 permit application for any reasonable period of time mutually agreed
30 upon by the applicant and the local government.

31 ~~((4) The department of community, trade, and economic~~
32 ~~development shall work with the counties and cities to review the~~
33 ~~potential implementation costs of the requirements of subsection (2)~~
34 ~~of this section. The department, in cooperation with the local~~
35 ~~governments, shall prepare a report summarizing the projected costs,~~
36 ~~together with recommendations for state funding assistance for~~
37 ~~implementation costs, and provide the report to the governor and~~
38 ~~appropriate committees of the senate and house of representatives by~~
39 ~~January 1, 2005.))~~

1 **Sec. 8.** RCW 36.70B.160 and 1995 c 347 s 420 are each amended to
2 read as follows:

3 (1) Each local government is encouraged to adopt further project
4 review and code provisions to provide prompt, coordinated review and
5 ensure accountability to applicants and the public(~~(, including~~
6 ~~expedited review for project permit applications for projects that~~
7 ~~are consistent with adopted development regulations and within the~~
8 ~~capacity of systemwide infrastructure improvements)) by:~~

9 (a) Expediting review for project permit applications for
10 projects that are consistent with adopted development regulations;

11 (b) Imposing reasonable fees, consistent with RCW 82.02.020, on
12 applicants for permits or other governmental approvals to cover the
13 cost to the city, town, county, or other municipal corporation of
14 processing applications, inspecting and reviewing plans, or preparing
15 detailed statements required by chapter 43.21C RCW. The fees imposed
16 may not include a fee for the cost of processing administrative
17 appeals. Nothing in this subsection limits the ability of a county or
18 city to impose a fee for the processing of administrative appeals as
19 otherwise authorized by law;

20 (c) Entering into an interlocal agreement with another
21 jurisdiction to share permitting staff and resources;

22 (d) Maintaining and budgeting for on-call permitting assistance
23 for when permit volumes or staffing levels change rapidly;

24 (e) Having new positions budgeted that are contingent on
25 increased permit revenue;

26 (f) Adopting development regulations which only require public
27 hearings for permit applications that are required to have a public
28 hearing by statute;

29 (g) Adopting development regulations which make preapplication
30 meetings optional rather than a requirement of permit application
31 submittal;

32 (h) Adopting development regulations which make housing types an
33 outright permitted use in all zones where the housing type is
34 permitted;

35 (i) Adopting a program to allow for outside professionals with
36 appropriate professional licenses to certify components of
37 applications consistent with their license; or

38 (j) Meeting with the applicant to attempt to resolve outstanding
39 issues during the review process. The meeting must be scheduled
40 within 14 days of a second request for corrections during permit

1 review. If the meeting cannot resolve the issues and a local
2 government proceeds with a third request for additional information
3 or corrections, the local government must approve or deny the
4 application upon receiving the additional information or corrections.

5 (2)(a) After January 1, 2026, a county or city must adopt
6 additional measures under subsection (1) of this section at the time
7 of its next comprehensive plan update under RCW 36.70A.130 if it
8 meets the following conditions:

9 (i) The county or city has adopted at least three project review
10 and code provisions under subsection (1) of this section more than
11 five years prior; and

12 (ii) The county or city is not meeting the permitting deadlines
13 established in RCW 36.70B.080 at least half of the time over the
14 period since its most recent comprehensive plan update under RCW
15 36.70A.130.

16 (b) A city or county that is required to adopt new measures under
17 (a) of this subsection but fails to do so becomes subject to the
18 provisions of RCW 36.70B.080(1)(1), notwithstanding RCW
19 36.70B.080(1)(1)(ii).

20 ~~((+2+))~~ (3) Nothing in this chapter is intended or shall be
21 construed to prevent a local government from requiring a
22 preapplication conference or a public meeting by rule, ordinance, or
23 resolution.

24 ~~((+3+))~~ (4) Each local government shall adopt procedures to
25 monitor and enforce permit decisions and conditions.

26 ~~((+4+))~~ (5) Nothing in this chapter modifies any independent
27 statutory authority for a government agency to appeal a project
28 permit issued by a local government.

29 NEW SECTION. Sec. 9. A new section is added to chapter 36.70B
30 RCW to read as follows:

31 (1) The department of commerce shall develop and provide
32 technical assistance and guidance to counties and cities in setting
33 fee structures under RCW 36.70B.160(1) to ensure that the fees are
34 reasonable and sufficient to recover true costs. The guidance must
35 include information on how to utilize growth factors or other
36 measures to reflect cost increases over time.

37 (2) When providing technical assistance under subsection (1) of
38 this section, the department of commerce must prioritize local

1 governments that have implemented at least three of the options in
2 RCW 36.70B.160(1).

3 **Sec. 10.** RCW 36.70B.110 and 1997 c 429 s 48 and 1997 c 396 s 1
4 are each reenacted and amended to read as follows:

5 (1) Not later than April 1, 1996, a local government planning
6 under RCW 36.70A.040 shall provide a notice of application to the
7 public and the departments and agencies with jurisdiction as provided
8 in this section. If a local government has made a threshold
9 determination under chapter 43.21C RCW concurrently with the notice
10 of application, the notice of application may be combined with the
11 threshold determination and the scoping notice for a determination of
12 significance. Nothing in this section prevents a determination of
13 significance and scoping notice from being issued prior to the notice
14 of application. Nothing in this section or this chapter prevents a
15 lead agency, when it is a project proponent or is funding a project,
16 from conducting its review under chapter 43.21C RCW or from allowing
17 appeals of procedural determinations prior to submitting a project
18 permit (~~(application)~~).

19 (2) The notice of application shall be provided within
20 (~~(fourteen)~~) 14 days after the determination of completeness as
21 provided in RCW 36.70B.070 and, except as limited by the provisions
22 of subsection (4)(b) of this section, (~~(shall)~~) must include the
23 following in whatever sequence or format the local government deems
24 appropriate:

25 (a) The date of application, the date of the notice of completion
26 for the application, and the date of the notice of application;

27 (b) A description of the proposed project action and a list of
28 the project permits included in the application and, if applicable, a
29 list of any studies requested under RCW 36.70B.070 (~~(or 36.70B.090)~~);

30 (c) The identification of other permits not included in the
31 application to the extent known by the local government;

32 (d) The identification of existing environmental documents that
33 evaluate the proposed project, and, if not otherwise stated on the
34 document providing the notice of application, such as a city land use
35 bulletin, the location where the application and any studies can be
36 reviewed;

37 (e) A statement of the public comment period, which shall be not
38 less than fourteen nor more than thirty days following the date of
39 notice of application, and statements of the right of any person to

1 comment on the application, receive notice of and participate in any
2 hearings, request a copy of the decision once made, and any appeal
3 rights. A local government may accept public comments at any time
4 prior to the closing of the record of an open record predecision
5 hearing, if any, or, if no open record predecision hearing is
6 provided, prior to the decision on the project permit;

7 (f) The date, time, place, and type of hearing, if applicable and
8 scheduled at the date of notice of the application;

9 (g) A statement of the preliminary determination, if one has been
10 made at the time of notice, of those development regulations that
11 will be used for project mitigation and of consistency as provided in
12 RCW 36.70B.030(2) and 36.70B.040; and

13 (h) Any other information determined appropriate by the local
14 government.

15 (3) If an open record predecision hearing is required for the
16 requested project permits, the notice of application shall be
17 provided at least fifteen days prior to the open record hearing.

18 (4) A local government shall use reasonable methods to give the
19 notice of application to the public and agencies with jurisdiction
20 and may use its existing notice procedures. A local government may
21 use different types of notice for different categories of project
22 permits or types of project actions. If a local government by
23 resolution or ordinance does not specify its method of public notice,
24 the local government shall use the methods provided for in (a) and
25 (b) of this subsection. Examples of reasonable methods to inform the
26 public are:

27 (a) Posting the property for site-specific proposals;

28 (b) Publishing notice, including at least the project location,
29 description, type of permit(s) required, comment period dates, and
30 location where the notice of application required by subsection (2)
31 of this section and the complete application may be reviewed, in the
32 newspaper of general circulation in the general area where the
33 proposal is located or in a local land use newsletter published by
34 the local government;

35 (c) Notifying public or private groups with known interest in a
36 certain proposal or in the type of proposal being considered;

37 (d) Notifying the news media;

38 (e) Placing notices in appropriate regional or neighborhood
39 newspapers or trade journals;

1 (f) Publishing notice in agency newsletters or sending notice to
2 agency mailing lists, either general lists or lists for specific
3 proposals or subject areas; and

4 (g) Mailing to neighboring property owners.

5 (5) A notice of application shall not be required for project
6 permits that are categorically exempt under chapter 43.21C RCW,
7 unless an open record predecision hearing is required or an open
8 record appeal hearing is allowed on the project permit decision.

9 (6) A local government shall integrate the permit procedures in
10 this section with ~~((its))~~ environmental review under chapter 43.21C
11 RCW as follows:

12 (a) Except for a threshold determination and except as otherwise
13 expressly allowed in this section, the local government may not issue
14 a decision or a recommendation on a project permit until the
15 expiration of the public comment period on the notice of application.

16 (b) If an open record predecision hearing is required, the local
17 government shall issue its threshold determination at least fifteen
18 days prior to the open record predecision hearing.

19 (c) Comments shall be as specific as possible.

20 (d) A local government is not required to provide for
21 administrative appeals of its threshold determination. If provided,
22 an administrative appeal ~~((shall))~~ must be filed within fourteen days
23 after notice that the determination has been made and is appealable.
24 Except as otherwise expressly provided in this section, the appeal
25 hearing on a threshold determination ~~((of nonsignificance shall))~~
26 must be consolidated with any open record hearing on the project
27 permit.

28 (7) At the request of the applicant, a local government may
29 combine any hearing on a project permit with any hearing that may be
30 held by another local, state, regional, federal, or other agency, if:

31 (a) The hearing is held within the geographic boundary of the
32 local government; and

33 (b) ~~((The joint hearing can be held within the time periods
34 specified in RCW 36.70B.090 or the))~~ The applicant agrees to the
35 schedule in the event that additional time is needed in order to
36 combine the hearings. All agencies of the state of Washington,
37 including municipal corporations and counties participating in a
38 combined hearing, are hereby authorized to issue joint hearing
39 notices and develop a joint format, select a mutually acceptable
40 hearing body or officer, and take such other actions as may be

1 necessary to hold joint hearings consistent with each of their
2 respective statutory obligations.

3 (8) All state and local agencies shall cooperate to the fullest
4 extent possible with the local government in holding a joint hearing
5 if requested to do so, as long as:

6 (a) The agency is not expressly prohibited by statute from doing
7 so;

8 (b) Sufficient notice of the hearing is given to meet each of the
9 agencies' adopted notice requirements as set forth in statute,
10 ordinance, or rule; and

11 (c) The agency has received the necessary information about the
12 proposed project from the applicant to hold its hearing at the same
13 time as the local government hearing.

14 (9) A local government is not required to provide for
15 administrative appeals. If provided, an administrative appeal of the
16 project decision and of any environmental determination issued at the
17 same time as the project decision, shall be filed within fourteen
18 days after the notice of the decision or after other notice that the
19 decision has been made and is appealable. The local government shall
20 extend the appeal period for an additional seven days, if state or
21 local rules adopted pursuant to chapter 43.21C RCW allow public
22 comment on a determination of nonsignificance issued as part of the
23 appealable project permit decision.

24 (10) The applicant for a project permit is deemed to be a
25 participant in any comment period, open record hearing, or closed
26 record appeal.

27 (11) Each local government planning under RCW 36.70A.040 shall
28 adopt procedures for administrative interpretation of its development
29 regulations.

30 NEW SECTION. **Sec. 11.** The department of commerce shall develop
31 a template for counties and cities subject to the requirements in RCW
32 36.70B.080, which will be utilized for reporting data.

33 NEW SECTION. **Sec. 12.** The department of commerce shall develop
34 a plan to provide local governments with appropriately trained staff
35 to provide temporary support or hard to find expertise for timely
36 processing of residential housing permit applications. The plan shall
37 include consideration of how local governments can be provided with
38 staff that have experience with providing substitute staff support or

1 that possess expertise in permitting policies and regulations in the
2 local government's geographic area or with jurisdictions of the local
3 government's size or population. The plan and a proposal for
4 implementation shall be presented to the legislature by December 1,
5 2023.

6 NEW SECTION. **Sec. 13.** Section 7 of this act takes effect
7 January 1, 2025.

Passed by the Senate April 17, 2023.

Passed by the House April 10, 2023.

Approved by the Governor May 8, 2023.

Filed in Office of Secretary of State May 10, 2023.

--- END ---

Exhibit A (Clean Version / All Proposed Changes Accepted)

18.20.190 P definitions.

“Project permit” means any land use or environmental permit or license required from the city of Edgewood for a project action, including but not limited to site development permits, fill and grade permits, subdivisions, binding site plans, planned unit developments, conditional uses, site plan(s), shoreline substantial development permits, development plan review, site specific rezones which do not require a comprehensive plan amendment; but excluding adoption or amendment of a comprehensive plan, subarea plan or development regulations except as otherwise specifically included in this subsection.

18.40.150 Determination of completeness (RCW [36.70B.070](#)).

A. For the purposes of this title, a complete application is one that contains all required information, supporting documentation, and signatures as outlined on the project permit application, and which is accompanied by payment of any and all fees as required by the community development department.

1. Time Limitations.

- a. Calculation of Time Periods for Issuance of Notice of Final Decision. In determining the number of calendar days that have elapsed after the city has notified the applicant that the application is complete for purposes of calculating the time for issuance of the notice of decision, the following periods shall be excluded:
 - i. Any period during which the applicant has been requested by the city to correct plans, perform required studies, provide additional required information, or otherwise requires the applicant to act. The period shall be calculated from the date the city notifies the applicant of the need for additional information until the earlier of the date the local government determines whether the additional information satisfies the request for information or 14 calendar days after the date the information has been provided to the city;
 - ii. If the city determines that the information submitted by the applicant under EMC [18.40.150](#), Determination of completeness, is insufficient or incorrect;
 - iii. Any period during which an environmental impact statement is being prepared following a determination of significance pursuant to Chapter [43.21C](#) RCW, if the city by ordinance has established time periods for completion of environmental impact statements, or if the city and the applicant in writing agree to a time period for completion of an environmental impact statement;

- iv. Any period for administrative appeals of project permit applications, if an open record appeal hearing or a closed record appeal, or both, are allowed. The time period for consideration and decision on appeals shall not exceed:
 - (A) Ninety calendar days for an open record appeal hearing; or
 - (B) Sixty calendar days for a closed record appeal, unless the parties agree to extend these time periods; and
- 2. Any extension of time mutually agreed upon by the applicant and the local government.
- 3. The time limits established in this section do not apply if a project permit application:
 - a. Requires an amendment to the comprehensive plan or a development regulation;
 - b. Requires approval of the siting of an essential public facility as provided in RCW [36.70A.200](#); or
 - c. Is substantially revised by the applicant, in which case the time period shall start from the date at which the revised project application is determined to be complete pursuant to this section.
- 4. If the city is unable to issue its final decision within the time limits provided in this chapter, it shall provide written notice of this fact to the project applicant. The notice shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of a final decision. The city is not liable for damages due to the city's failure to make a final decision within the time limits established in this chapter.

B. Determination of complete application.

- 1. Within 28 calendar days after receiving a project permit application, the city shall provide a written determination of completeness to the applicant which states either that:
 - a. The application is complete; or
 - b. The application is incomplete and that the procedural submission requirements of the city have not been met. The determination will outline what is necessary to make the application procedurally complete. To the extent known by the city, the determination will identify other agencies of local, state, or federal governments that may have jurisdiction over some aspect of the application.
- 2. If the city does not provide a written determination to the applicant that the application is incomplete within 28 calendar days, the application shall be deemed procedurally complete on the 29th day after receiving a project permit application. When the city does not provide a written determination to the applicant that the application is procedurally incomplete, the city may still seek additional information or studies as

provided for in subsection (B)(3). The time period guidelines for review of project permit applications begin following the determination of a complete application.

3. Additional information or studies may be required or project modifications may be undertaken subsequent to the procedural review of the application by the city. The city's determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or at some later time, if new information is required or where there are substantial changes in the proposal. However, if the procedural submission requirements, as outlined on the project permit application have been provided, the need for additional information or studies may not preclude a completeness determination.

C. If the applicant receives a written determination from the city that an application is not complete, the applicant shall have up to 90 calendar days to submit the necessary information to the city. Within 14 calendar days after an applicant has submitted the requested additional information, the city shall make the determination as described in subsection (B) of this section, and notify the applicant in the same manner. If the applicant either refuses, in writing, to submit additional information, or does not submit the required information within the 90 calendar day period, the application shall lapse because of a lack of information necessary to complete the review.

D. An application shall be considered complete when it contains the following:

1. The correct number of completed application forms signed by the applicant which contain a detailed description of the proposed land use, proposed impervious surface, and description of all existing and proposed improvements and easements;
2. The correct number of documents, plans, or maps identified in the applicable application, as appropriate for the proposed project;
3. A completed State Environmental Policy Act checklist, if required;
4. For preliminary plats only, a complete land survey of the perimeter of the site;
5. All studies and materials demonstrating compliance with the Edgewood Municipal Code;
6. Water availability letter (this requirement is for preliminary plats and short plats only);
7. Conceptual stormwater plans (this requirement is for preliminary plats and short plats only);
8. Payment of all applicable fees pursuant to the adopted fee schedule. In the event of insufficient funds on a draft, the application shall be deemed null and void;
9. Proposed applications shall be consistent with the comprehensive plan and applicable development regulations. (Ord. 03-203 § 1).

18.95.020 Applicability

A. Site plan design review shall be required prior to the issuance of construction permits in any of the following circumstances:

1. The new construction of a nonresidential building or other structure;
2. The expansion, remodel, or alteration of any building or other structure by more than five percent of its existing floor area, or overall size in cases where floor area standards are not applicable;
3. The expansion of any building or structure that creates a new dwelling unit;
4. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director; or
5. The construction and reconstruction of driveway approaches, gates, roads, shared access facilities, alleys, and driving surfaces within ingress/egress easements.

B. The following activities shall not require site plan design review:

1. Permits authorizing residential construction for detached single-family residential use and accessory dwelling units.
2. Any activity that does not require a building permit or is not considered a change in use, as determined by the director.
3. Any activity on the exterior of a building that does not exceed a 25 percent change in any existing facade or roof form.
4. Interior alterations, provided that the interior alterations do not result in the following:
 - (a) Additional sleeping quarters or bedrooms;
 - (b) Nonconformity with federal emergency management agency substantial improvement thresholds; or
 - (c) Increase the total square footage or valuation of the structure thereby requiring upgraded fire access or fire suppression systems.

Nothing in this subsection exempts interior alterations from otherwise applicable building, plumbing, mechanical, or electrical codes. For purposes of this subsection, “interior alterations” include construction activities that do not modify the existing site layout or its current use and involve no exterior work adding to the building footprint.

5. Normal building maintenance and repair. (Ord. 20-582 § 5; Ord. 16-469 § 2 (Exh. A); Ord. 11-360 § 3 (Exh. B)).



CITY OF EDGEWOOD
STAFF REPORT
PLANNING COMMISSION AGENDA ITEM

Date: August 14, 2023

Title: Comprehensive Plan Periodic Update

Attachments: 1) Draft Public Participation Plan schedule
2) Draft September 2023 Open House outline

Submitted By: Evan Hietpas, Senior Planner

Background:

In 2023 and 2024, Edgewood will be updating its Comprehensive Plan. In other words, Edgewood will be planning for its future. Comprehensive Plans set the goals and policies that serve as the day-to-day guide for City staff and representatives, including City Council and the Mayor. The concept of “growth management” is central to city planning in Washington State. The Growth Management Act (GMA) is a series of state statutes, first adopted in 1990, focused on managing population growth throughout Washington. The Growth Management Act requires cities and counties to update their own Comprehensive Plans to stay current on population growth and other key concerns. This means that cities have a say in how they want to plan for their future.

The Comprehensive Plan covers important topics like housing, transportation, parks and recreation, capital facilities, utilities, land use and zoning, economic development, and the environment. The update process looks closely at these topics to make sure that Edgewood continues to grow in line with the community’s vision. The backbone of every Comprehensive Plan is community input. Through the public engagement process, people help shape the future of the city by voicing what is important to them.

Current Discussion:

At this meeting, staff will present a proposed Public Participation schedule for discussion. Additionally, City staff will propose an outline for the September "Kick-off" Open House. Lastly, staff will explain how recent Town Center subarea planning efforts will be used to inform the City's Comprehensive Plan goals and policies.

Draft- For Planning Commission Discussion

Edgewood Comprehensive Plan Public Participation Plan (PPP)

Legend
Public Workshops/ Open House (6 total)
Surveys/ RFI (4 total)
Document Production (2 drafts & final)
Legislative Process, Regular City Meetings
Other/Special/ Strategic Outreach

Initial Schedule	
Method	Date
Create Project Webpage	June 2023
City Public Meeting Discussions/ Updates • Planning Commission • Economic Development Board • Parks and Rec. Board • City Council	April 2023- September 2024
Update Kick-off and Visioning Open House • What is a Comp. Plan? • Why it matters? Importance • How public can provide input	September 21, 2023
Request Edgewood-inspired art and photography	October 2023- March 2024
Key Policy Workshop • What policy updates does the community feel are needed since 2016?	October 25, 2023
Community Preferences Survey	November 2023
Initial Stakeholder Outreach • Property owners • Business owners • Non-profits • Neighboring jurisdictions (Milton, Fife, Puyallup, Sumner, etc.)	December 2023 - January 2024

Draft- For Planning Commission Discussion

Land Use Strategies Workshop • <i>Potential</i> land use strategies	February 1, 2024
Land Use and Housing Preferences Survey	February 2024
Multi-Modal Transportation Workshop	March 21, 2024
Transportation Strategy Survey	March-April 2024
Housing and Land Use Workshop • <i>Proposed</i> land use and housing strategies	May 16, 2024
Comprehensive Plan first draft	May 17, 2024
Follow-up Stakeholder Outreach	June- July 2024
Final Wrap-Up Open House	September 26, 2024
Comprehensive Plan final draft published online	September 27, 2024
City Public Meetings, Finalization and Adoption	October- November 2024
Final Comprehensive Plan published	December 2024/ January 2025

Public Participation Plan- draft

Draft- For Planning Commission Discussion

Legend
Public Workshops/ Open House (6 total)
Surveys (3 total)
Document Production (2 drafts & final)
Legislative Process, Regular City Meetings
Other/Special/ Strategic Outreach

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Kick-Off Open House						

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Key Policies			
Request Art/ Photos (until March 1st)						

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Community Preference Survey						

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
Land Use Strategies				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
Land Use and Housing Survey						

March						
Su	Mo	Tu	We	Th	Fr	Sa
Multi-Modal Transportation					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Transportation Survey					

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Transportation Survey, cont.						

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Housing & Land Use				First Draft		

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Final Wrap-up		Final Draft		

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Draft- For Planning Commission Discussion

City of Edgewood Periodic Update Open House

September 21, 2023

Purpose

Begin the City's periodic update public participation process by educating the public on what a Comprehensive Plan is, why it is important, and how they can influence goals and policies.

Presentation

- Legislative Framework
 - WA State Growth Management Act
 - Mandatory and Optional Elements
 - Regional Framework (PSRC and Pierce Co.)
- What is a Comp. Plan
- Why does it matter
- How to stay involved
- What has been done so far

Key Topic Stations

Edgewood's Current Comprehensive Plan and Growth Targets

Edgewood's current growth strategy and zoning

2015 Growth Targets vs Edgewood's updated numbers

Pierce County Targets with Commerce's Housing for All Planning Tool (HAPT)

[PSRC Community Profile data](#)

Housing

Overview of new State laws

Introduction to Middle Housing types

Introduction to displacement/ racially disparate impacts

Present Middle Housing Grant work completed

Implementation through land use/ zoning and development regulations

Priority Board

Large board with sticky notes for people to write down topics they are passionate about for Edgewood's future

Other On-Going Efforts

Town Center, Meridian Corridor Study, General Sewer Plan, PROST Plan 2022 Update

Public Participation

PPP Calendar, promote October "Key Policy" workshop, request for citizen art/photos, email list sign-up



CITY OF EDGEWOOD
STAFF REPORT
PLANNING COMMISSION AGENDA ITEM

Date: August 14, 2023

Title: 2023 Work Plan

Attachments: None

Submitted By: Evan Hietpas, Senior Planner

Discussion:

On January 9, 2023, the Planning Commission recommended a 2023 Work Plan and on February 21, 2023, the City Council reviewed the 2023 Work Plan.

2023 Work Plan Items

1. Comprehensive Plan Periodic Update
2. Town Center
3. Housing
4. Edgewood Municipal Code (EMC) Updates
5. Public Facilities and Infrastructure
6. Development Review Process

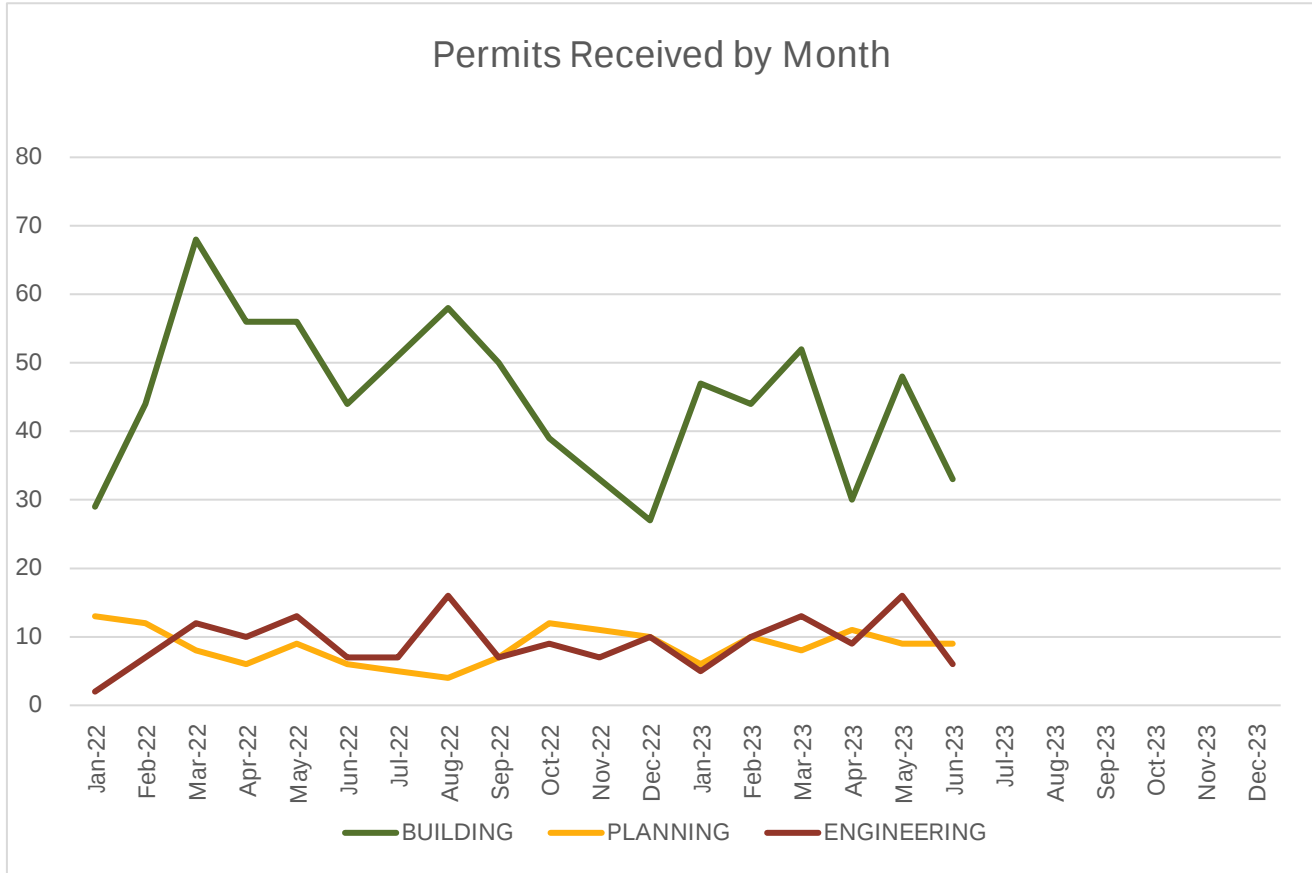
2023 Planning Commission Objectives

1. Identify community outreach, education, and engagement opportunities
2. Identify training opportunities for Planning Commissioners
3. Promote diversity, equity, and inclusion in recommendations to City Council
4. Collaborate with the Economic Development Advisory Board (EDAB)
5. Collaborate with Parks and Recreation Advisory Board (PRAB)

This is a standing item for the remainder of 2023 to allow the Planning Commission to discuss items and plan future agendas as necessary.

Jun 2023

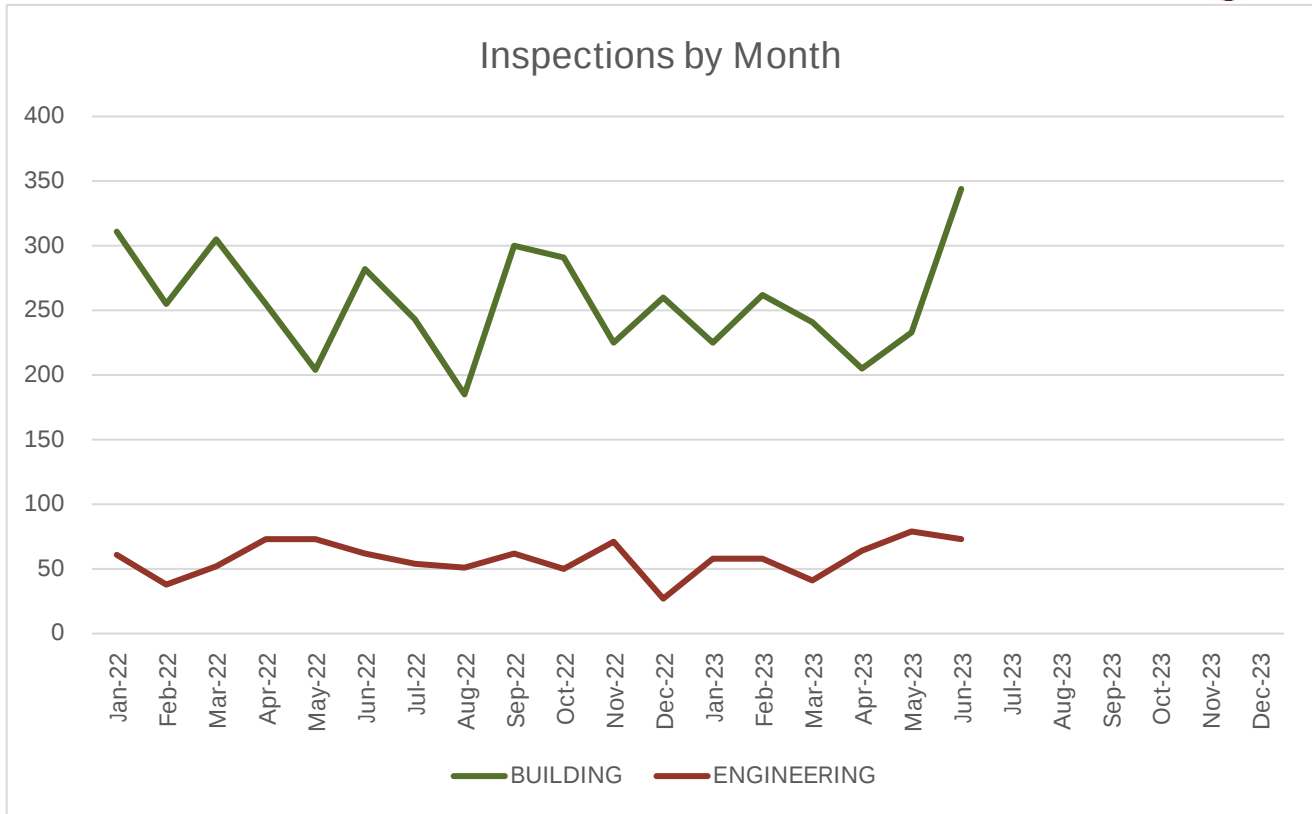
Monthly Development Report



Permits	Building		Planning		Engineering	
	Received	Approved	Received	Approved	Received	Approved
Jun 2023	33	36	9	9	6	7
Jun 2022	44	40	6	15	7	3
Roll Avg 2023	42	34	9	7	10	9
Roll Avg 2022	50	32	9	8	9	6
YTD 2023	254	201	53	43	59	52
YTD 2022	297	192	54	47	51	36
	Building		Planning		Engineering	
	Month	Received	Month	Received	Month	Received
Highest Month 2023	Jan	52	Jan	11	Jan	16
Highest Month 2022	Mar	68	Jan	13	Aug	16

Jun 2023

Monthly Development Report



<i>Inspections</i>	Building		Engineering	
Jun 2023	344		73	
Jun 2022	282		62	
Roll Avg 2023	252		62	
Roll Avg 2022	269		60	
YTD 2023	1510		373	
YTD 2022	1612		359	
	Building		Engineering	
	Month	Insp.	Month	Insp.
Highest Month 2023	Jan	344	Jan	79
Highest Month 2022	Jan	311	Apr	73

Pending Projects - Planning and Engineering Permits

42 Permits

Exported: 07/01/2023

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
ADMIN USE PERMIT (AUP)								
22-1614	ARCO AMPM ADMINISTRATIVE USE	XXX 11TH ST E	420037064	PLANNING	ADMIN USE PERMIT (AUP)	WAITING ON REVISIONS	12/02/2022	05/18/2023
23-1286	BALANCED PAWS VETERINARY REHABILITATION ADMINISTRATIVE USE PERMIT	3110 MERIDIAN AVE E	420094041	PLANNING	ADMIN USE PERMIT (AUP)	APPLICATION	06/23/2023	06/26/2023
ADMINISTRATIVE VARIANCE								
23-1177	NUXOLL GARAGE ADDITION ADMINISTRATIVE VARIANCE	2816 116TH AVENUE CT E	6027530070	PLANNING	ADMINISTRATIVE VARIANCE	UNDER REVIEW	04/10/2023	06/14/2023
BLA								
23-1143	PASQUIER BLA	12513 44TH STREET CT E	6755000040	PLANNING	BLA	WAITING ON REVISIONS	03/18/2023	06/26/2023
23-1247	SWANSON BLA	3420 108TH AVE E	420156006	PLANNING	BLA	INCOMPLETE	05/22/2023	05/24/2023
CLEAR AND GRADE								
21-1298	PROLOGIS PARK PHASE I CLEAR AND GRADE	3926 90TH AVE E	420163076	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	06/29/2021	09/08/2022
22-1101	DEROSS CLEAR AND GRADE	1105 108TH AVE E	420037014	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	03/24/2022	03/24/2023
23-1083	NORTHWOOD ESTATES WEST CLEAR AND GRADE	9623 24TH ST E	420091103	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	02/16/2023	06/30/2023
23-1237	SIDHU CLEAR AND GRADE	2004 WEST VALLEY HWY E	4495400980	ENGINEERING	CLEAR AND GRADE	INCOMPLETE	05/18/2023	05/24/2023
CODE UPDATES AND CHANGES								
22-1064	TOWN CENTER SUBAREA PLAN	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	02/09/2022	12/06/2022
22-007CODE	GENERAL SEWER PLAN (GSP) UPDATE	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	11/22/2022	05/31/2023
22-008CODE	GREENBELT APARTMENTS COMPREHENSIVE PLAN AMENDMENT AND REZONE	9917 24TH ST E	420091014	PLANNING	CODE UPDATES AND CHANGES	INCOMPLETE	12/21/2022	06/30/2023
23-002CODE	TRANSPORTATION IMPROVEMENT PLAN (TIP) UPDATE	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	04/27/2023	05/17/2023
CRITICAL AREAS								
22-1580	SANDU SFR - CRITICAL AREAS	3822 108TH AVE E	420152028	PLANNING	CRITICAL AREAS	INCOMPLETE	02/01/2023	05/18/2023
DESIGN STAND REVIEW								
20-1348	DHALIWAL TC LANDING DESIGN STANDARDS REVIEW	1914 MERIDIAN AV E	420091158	PLANNING	DESIGN STAND REVIEW	WAITING ON REVISIONS	07/13/2020	06/05/2023
POST REVISION - ENG								
19-1413 PR1	WOLF POINTE SITE DEVELOPMENT POST REVISION	9810 36TH ST E	420165030	ENGINEERING	POST REVISION - ENG	WAITING ON REVISIONS	03/10/2022	06/27/2023
POST REVISION - PLN								
PR0025	EDGEWOOD HEIGHTS PHASE II PHASING PLAN POST REVISION	1909 104TH AVE E	420106035	PLANNING	POST REVISION - PLN	INCOMPLETE	06/13/2023	06/15/2023
PRE APP								
23-1262	5108 CHRISSELLA DEVELOPMENT PRE-APPLICATION	5108 CHRISSELLA RD E	420222065	PLANNING	PRE APP	PENDING PAYMENT	06/02/2023	06/20/2023
23-1277	STARBUCKS AT 2418 MERIDIAN PRE APP	2418 MERIDIAN AV E	420094144	PLANNING	PRE APP	UNDER REVIEW	06/15/2023	06/30/2023
23-1280	PETTIT SHORT PLAT PRE APP	4218 108TH AV E	420153184	PLANNING	PRE APP	UNDER REVIEW	06/19/2023	06/30/2023

Plat Construction Tracking Report- June 2023

Preliminary Plat						Site Development	Final Plat		Buildout	
Submitted	Project	Address	Total Lots	Status	Approved	Status	Status	Lots Recorded	Completed Homes #	Completion Date
2023	HOME STRETCH SUBDIVISION	2208 116TH AVE E	32	APPLICATION						
	TYEE RANCH SUBDIVISION	11617 15TH ST E	39	APPLICATION						
2022	JONES SHORT PLAT	11517 34TH ST E	3	APPROVED	6/28/2023					
	AFICHUK SHORT PLAT	1625 112TH AVE E	2	APPROVED	6/15/2023					
2021	WINDMILL PARK TOWNHOMES	3117 MERIDIAN AVE E	45	APPROVED	5/2/2023	UNDER REVIEW				
	BREYER SHORT PLAT	2114 95TH AVCT E	5	APPROVED	9/20/2021	FINALED	APPLICATION			
2020	TEBALDI SHORT PLAT	4625 126TH AV E	2	APPROVED	11/12/2020	N/A	APPROVED	2	1	50%
	PADEN SHORT PLAT	1302 114TH ST E	2	APPROVED	2/1/2021					
	HARRISON SHORT PLAT	12121 42ND ST E	2	APPROVED	2/1/2021	FINALED	APPROVED	2	1	50%
	PHILLIPS RIDGE SUBDIVISION	XXX 86TH AVCT E	14	APPROVED	12/29/2020	FINALED	APPROVED	14	7	
	DODDS SHORT PLAT	4902 EDGEWOOD DR E	2	APPROVED	9/3/2020	N/A	APPROVED	2	1	50%
2019	BJERK SHORT PLAT	9815 31ST ST E	2	APPROVED	1/14/2020	N/A	APPROVED	2	1	50%
	ESTATES ON CALDWELL SUBDIVISION	XXX CALDWELL RD E	6	APPROVED	5/5/2020	FINALED	APPROVED	6	1	17%
	JENNA ACRES SHORT PLAT	1419 114TH AV E	4	APPROVED	9/14/2020	FINALED	APPROVED	4	1	25%
	SELLERS SHORT PLAT	11215 13TH ST E	2	APPROVED	9/27/2019					
	BECKER SHORT PLAT	4122 CALDWELL RD E	2	APPROVED	7/1/2019	ISSUED	APPROVED	2	1	50%
2018	BARTH SUBDIVISION (FALCON RIDGE)	XXX 96TH AV E	37	APPROVED	6/4/2020	ISSUED	APPROVED	35	8	23%
	GRUBB SHORT PLAT	12325 48TH ST E	3	APPROVED	12/29/2020					
	CHUMAKIN SHORT PLAT	2005 112TH AV E	4	APPROVED	6/22/2018	FINALED	APPROVED	4	2	50%
	BEREZNYOV SHORT PLAT	8904 20TH ST E	4	APPROVED	1/10/2019	APPLICATION				
	ABEL SHORT PLAT	12321 16TH ST E	6	APPROVED	9/13/2018	ISSUED	APPROVED	6	3	50%
2017	WOLF POINT SUBDIVISION	XXX MERIDIAN AV E	56	APPROVED	3/20/2019	ISSUED				
2016	VOLENTE SUBDIVISION	8626 33RD ST E	15	APPROVED	6/6/2017	ISSUED	APPROVED	15	0	
	DOMUS TOWNHOMES PRD (THE WOODLANDS)	10525 11TH ST E	55	APPROVED	1/11/2017	FINALED	APPROVED	55	17	31%
	GERVAIS SHORT PLAT	1607 112TH AVE E	3	APPROVED	12/22/2016	ISSUED	APPROVED	3	1	33%
	PASCOLO ESTATES SUBDIVISION	2806 117TH AVE CT E	19	APPROVED	3/21/2017	FINALED	APPROVED	19	16	84%
2015	NICKLAUS (ASTER POINT) SUBDIVISION	2305-2307 94TH AVE CT E	38	APPROVED	12/15/2016	FINALED	APPROVED	38	31	82%
	CALIBER SHORT PLAT	3312 106TH AVE E	6	APPROVED	9/8/2016	FINALED	APPROVED	6	5	83%
	EDGEWOOD ESTATES SUBDIVISION	12220 12TH ST E	14	APPROVED	9/29/2016	ISSUED	APPROVED	14	13	93%
	VIEW POINTE SUBDIVISION	10413 13TH ST E	44	APPROVED	4/29/2016	FINALED	APPROVED	44	43	98%
	CURRAN ESTATES SUBDIVISION	412 114TH AVE E	9	APPROVED	12/30/2015	FINALED	APPROVED	9	7	78%
2014	LISITSYN SHORT PLAT	11120 COUNTY LINE RD E	6	APPROVED	7/15/2014	FINALED	APPROVED	6	3	50%
2013	WESTRIDGE SUBDIVISION	FREEMAN RD	290	APPROVED	9/4/2014	FINALED	APPROVED	284	280	98%