CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA

Tuesday, July 2, 2024 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: https://cityofedgewood-org.zoom.us/j/86916509308

1. **CALL TO ORDER**
   Roll Call, Pledge of Allegiance
2. **COUNCIL BUSINESS**
   - **A.** Equity, Diversity, and Inclusion (Trainings, Planning, etc.)
   - **B.** Ordinance 23-0647 Extension
3. **OTHER COUNCIL ITEMS**
4. **ADJOURN**

Study Sessions are meetings for Council to review upcoming and pertinent business of the City, no action is taken by the City Council. Study Sessions are open to the public, but public input is reserved for the regular Council meetings

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
Council Agenda Summary Sheet

Subject: Equity, Diversity, and Inclusion (Trainings, Planning, etc.)	**Agenda Item #: 2.A**
	For Agenda of: 7/2/2024
	Prepared by: Jill Schwerzler-Herrera
Attachments (list):	

Approval of Materials:		**Expenditure Required:**
Jill Schwerzler-Herrera		**Amount Budgeted:**
Rachel Pitzel, Assistant City Administrator	6/24/2024	**Timeline:** Topic to be added to all future Study Sessions (see item history below)
Dave Olson	6/24/2024	

Summary Statement:

Item History:
The council has asked that this topic be discussed at all study sessions for the foreseeable future. As such, this has been a reoccurring agenda item since September of 2020.

Recommended Action:
N/A

Fiscal Note/Consideration:
N/A

City Of Edgewood
Council Agenda Summary Sheet

Subject: Ordinance 23-0647 Extension	**Agenda Item #: 2.B**
	For Agenda of: 7/2/2024
	Prepared by: Jeremy Metzler

Attachments (list):

1. SIGNED PC Recommendation - SB 5290 Timeline
2. DRAFT Ordinance 24-0XXX - Extension of Interim Regulations(10888116.1)
3. ORDINANCE 23.0647

Approval of Materials:		**Expenditure Required:**
Jeremy Metzler		N/A
Rachel Pitzel, Assistant City Administrator	6/26/2024	**Amount Budgeted:** N/A
Dave Olson	6/27/2024	**Timeline:** 07/02/2024 SS 07/09/2024 RCM 08/27/2024 RCM PH

Summary Statement: In the 2023 Regular Session, the 68th Legislature unanimously passed Second Substitute Senate Bill 5290 (SB 5290), 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, an emergency interim ordinance was passed by City Council on July 25, 2023 (Ordinance 23-0647, attached) to address the following sections of SB 5290:

- Section 1: Clarifying when a site plan may be required for internal improvements;
- Section 5: Updating the definition of project permit; and
- Section 6: Clarifying the procedure for determining whether an application is "complete" for the purposes of review.

The "emergency" portion of the ordinance allowed it to take effect immediately upon adoption. The City held the required a public hearing on August 8, 2023, and no further action was taken. The "interim" portion set a one (1) year deadline for completing any work on permanent regulations. This time period can be extended if necessary.

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 additional updates are due by January 1, 2025.

As adopted, Ordinance 23-0647 set a work plan to be completed within six (6) months (see Section 7).

However, this work has yet to be completed and the one (1) year deadline is quickly approaching. Staff discussed this with the Planning Commission at their May 13, 2024 and June 10, 2024 meetings, and attached is their formal recommendation to the City Council. Staff has prepared the attached draft ordinance for Council's consideration, with action tentatively scheduled for next week's regular meeting. A public hearing is also tentatively scheduled on August 27, 2024 for this item.

Item History:
Ordinance 23-0647 adopted July 25, 2023, expires July 24, 2024

Recommended Action:
Hold a discussion and provide staff guidance regarding Ordinance 23-0647 Extension

Fiscal Note/Consideration:
N/A

CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION

The Planning Commission voted 7-0 to recommend that the City Council extend emergency interim Ordinance 23-0647 until December 31, 2024. This extension is necessary for the City of Edgewood to remain compliant with Second Substitute Senate Bill 5290 and allow for adequate time to review the Edgewood Municipal Code for any additional revisions needed to maintain said compliance on January 1, 2025.

RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 10TH DAY OF JUNE 2024.

JoAnne Overfield
Planning Commission Chair

Attest by:

Jeremy Metzler, PE
Community Development Director

ORDINANCE NO. 24-0XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, EXTENDING EMERGENCY INTERIM ZONING CONTROL REGULATIONS ADOPTED BY ORDINANCE NO. 23-0647 FOR THE AMENDING OF TITLE 18 OF THE EDGEWOOD MUNICIPAL CODE IN ACCORDANCE WITH AMENDMENTS TO STATE LAW ADOPTED IN 2023 IN THE SECOND SUBSTITUTE SENATE BILL 5290 FOR A PERIOD OF SIX MONTHS; ESTABLISHING A DATE FOR A PUBLIC HEARING; DECLARING AN EMERGENCY; AND PROVIDING THAT THE INTERIM REGULATIONS WILL TAKE EFFECT IMMEDIATELY UPON PASSAGE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Edgewood is a non-charter optional municipal code city as provided in Revised Code of Washington (RCW) Title 35A, incorporated under the laws of the State of Washington, and plans pursuant to the Growth Management Act (GMA), RCW Chapter 36.70A; and

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

WHEREAS, within the express terms of the GMA, 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 RCW Chapter 36.70B; and

WHEREAS, the Second Substitute Senate Bill 5290 (SB5290) concerning consolidating local permit review processes was passed into law during the 2023-2024 legislative session, that amends RCW Chapter 36.70B to set new requirements for the processing of project permit application; and

WHEREAS, SB 5290 became effective on July 23, 2023, with the exception of Section 7, that includes the new permit review timelines and annual reporting requirements, becoming effective January 1, 2025; 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, the City is currently undertaking the periodic update of its Comprehensive Plan, and as part of this update the City will also be reviewing its land use permitting and procedures outlined in the Edgewood Municipal Code (EMC) Title 18; and

WHEREAS, On July 25, 2023, with the passage of Ordinance 23-0647 the City amended portions of the development code in EMC Title 18 to comply with SB 5290; and

WHEREAS, additionally, on July 25, 2023, with the passage of Ordinance 23-0647 the City Council determined that to comply with SB 5290 and thoroughly analyze permanent regulations, interim development regulations adopted under the provisions of RCW 36.70A.390 were necessary to allow adequate time for the City to adopt permanent development regulations in compliance with SB 5290; and

WHEREAS, with Ordinance 23-0647, the City Staff developed a work plan for related studies for compliance with SB 5290 and such work plan was included in the ordinance and a public hearing was held on August 8, 2023, at 7:00 pm; and

WHEREAS, the conditions that predicated the adoption of Ordinance No. 23-0647 continue to exist today and, therefore, the extension of the interim regulations for an additional six months will provide more time for the City to properly go through the necessary requirements to adopt permanent development regulations; and

WHEREAS, On June 10, 2024, the Planning Commission voted 7-0 to recommend that the City Council extend emergency interim Ordinance 23-0647 until December 31, 2024. This extension is necessary for the City to remain compliant with SB5290 and allow for adequate time to review the EMC for any additional revisions needed to maintain the required compliance on January 1, 2025; and

WHEREAS, RCW 36.70A.390 authorizes the City Council to renew by adoption 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 findings of facts are made prior to each renewal; and

WHEREAS, the City Council has scheduled a public hearing regarding the adopted interim zoning ordinance on August 27, 2024; and

WHEREAS, the deadline in the SB 5290 for cities to adopt compliant development regulations caused 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; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings. The City Council hereby adopts the findings of fact set forth in Ordinance No. 23-0647 and the above Recitals as findings of fact and conclusions of the City Council for passing this Ordinance. The City Council further adopts by reference the previously held study session agenda bill(s) of July 2, 2024 as additional findings.

Section 2. Extension. This Ordinance is an extension of interim zoning and official controls approved by Ordinance 23-0647, and Ordinance 23-0647 is attached as Exhibit A.

Section 3. Duration of Interim Zoning Controls. The interim zoning and official controls approved by Ordinance 23-0647 are hereby extended by City Council and shall have continuing effect for a renewed six (6) month maximum period commencing on July 24, 2024 and ending on December 31, 2024, unless extended for an additional six (6) month period per RCW 36.70A.390 or modified by City Council or unless a final ordinance is adopted amending the Edgewood Municipal Code before December 31, 2024.

Section 4. 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 27, 2024 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 5. 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 purpose of codification, and any other references thereto.

Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional 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.

Section 7. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of final passage.

PASSED BY THE CITY COUNCIL ON THE 9th DAY OF JULY, 2024

_____
Dave Olson, Mayor

ATTEST/AUTHENTICATED:

_____
Jill Schwerzler-Herrera, CMC
City Clerk

APPROVED AS TO FORM:

_____
Maili C. Barber, City Attorney

DRAFT

Date of Publication: *July 12, 2024*
Effective Date: *July 09, 2024*

DRAFT

Exhibit A
(Attach Ordinance No. 23-0647)

DRAFT

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. ~~t~~The application is complete; or ~~that~~

b. ~~t~~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)).