



## Community Development Committee Meeting Minutes July 9, 2020

Present: Elizabeth Callaghan, Judy Williams, Sid Roberts, Patricia Love, Krista Hintz

The July 9, 2020 meeting was called to order at 6:01 pm.

Community Development Director Patricia Love presented the Permit Review Procedures for City of Stanwood

One of the City's 2019 / 2020 work items is to review and improve our permitting process to: improve our communication with the public regarding permitting and to reduce procedural conflicts in the code which causes confusion. The goal is to simplify the process for the average applicant and provide an online application process.

### **Background**

The Stanwood Municipal Code contains three chapters addressing the processing of permits:

- SMC 17.80, Administration
- SMC 17.81A, Procedures
- SMC 17.81B, Types of Land Use Review

These code sections have been amended over time and contain conflicting requirements. They also contain imbedded development regulations, such as grading standards and variance criteria, which should be in their own separate and distinct chapters.

### **Proposed Code Changes**

In evaluating how to amend the City's permitting procedures chapters, staff is proposing the following amendments:

- Consolidate the three permitting procedures chapters into a single chapter that follows the permitting steps.
- Eliminate duplicative and conflicting code sections.
- Include easy to read tables detailing permit types and process.
- Move the following non-procedural permit processes out of the administrative code sections and create new chapters:
  - o Grading Regulations
  - o Development Agreements
  - o Variance and Conditional Use Criteria
  - o Amendments to Annexations (Similar to Comprehensive Plan Amendments)
- Create flow charts for each permit type (Completed).
- Adopt new permit procedures following the following outline:
  - Article I: General Provisions
  - Article II: Application Provisions and Procedures
  - Article III: Permit Review Procedures
  - Article IV: Post Permit Requirements
- Review and update the permitted use matrix based on use and permit type.



## Community Development Committee Meeting Minutes July 9, 2020

### Permit Application Category Types

- Type I: Administrative Decisions without Notice
- Type II: Administrative Decisions with Public Notice
- Type III: Decisions After Public Hearing by Hearing Examiner
- Type IV: City Council Decisions-Development Agreements, Site Specific Rezones
- Type V: City Council Decisions- Street Vacations, Final Plats

### Permit Process Obtaining a Complete Application

- Application Submittal
- Staff Review Application for Completeness
- Application Complete- YES – Issue Notice of Completeness  
NO – Issue Notice of Incomplete Application  
Application Resubmittal- Back to Staff Review for Completeness

Flow Charts were provided to show the process for:

Type I: Administrative Review

Type II: Administrative Review with Public Comments

Type III: Decisions After Public Hearing by Hearing Examiner

Type IV: City Council Decisions-Development Agreements, Site Specific Rezones

The Committee was in supportive of simplifying the process and feel this may encourage more citizens to go through the application process.

### Comments

- Elizabeth Callaghan cautioned- Make sure to focus on the process and avoid trying to change anything of substance.
- Judy Williams believes the new process is fresh and current.
- Sid Roberts stated many residents are unfamiliar with the appeal process and would like to see the city build in the Appeal Process to the new procedure.

Adjourn: 6:46 pm