

Chapter 14.16A ADMINISTRATION AND PROCEDURES
COMPARISON OF NEW CODE AND OLD CODE

New Section	Old Section	Changes	Impact of Changes
14.16A.010 Purpose and Applicability		New Section	No impact as this is just a general purpose and applicability statement
14.16A.020 Compliance with Title 14 Required		New Section	This was implied before, but is now specifically stated what activities are required to comply with Title 14.
14.16A.030 Vesting		New Section	Vesting of applications, decisions and permits is very important. THIS HAS NOT YET BEEN REVIEWED BY CITY ATTORNEY, SO IT MAY CHANGE. Other jurisdictions have vesting sections as it spells out clearly when a project vests. The rights are not necessarily different from what we currently do; it is just specifically spelled out in code.
14.16A.040 Effect of Decision	Title 14.16 Part 5 Effect of Decisions	No change	No impact as no changes are proposed.
14.16A.110 Purpose		New Section	General purpose statement.
14.16A.120 Design Review	14.44.310 Conformance with Design Guidelines or Standards	<ul style="list-style-type: none"> • Added purpose & procedure sections • Added exception for projects to do administrative design review • Added one criterion 	<p>The purpose section will allow a little flexibility for a decision if an applicant can show it meets the purpose, but may not exactly meet a design standard or guideline. This is used by the County for their design related codes including design review, urban centers and transit/pedestrian villages. It allows for more creativity. This is only for use on projects going through the full design review process and not the administrative design review.</p> <p>The one additional criterion allows for no design review if façade change only where not visible to public rights-of-way.</p>
14.16A.130 Environmental Review		New Section	Only points to the SEPA title 16.
14.16A.140 Construction Plan Review	14.16 Part 4 Public Improvements	<ul style="list-style-type: none"> • Added purpose statement • Require approval from postmaster and utility purveyors • Dedication of public stormwater facilities. 	The additional requirements provide better notice to applicants by pointing out all approvals and dedications required.
14.16A.150 Building & Construction		New Section	Only points to the building and construction codes in Chapter 14.80.

Chapter 14.16A ADMINISTRATION AND PROCEDURES
COMPARISON OF NEW CODE AND OLD CODE

New Section	Old Section	Changes	Impact of Changes
Permit Review			
14.16A.160 Phasing Development		New Section	We currently allow phasing of projects, but did not have description in code. This section is beneficial to applicants and sets up requirements of phasing.
14.16A.170 Post-Annexation Processing		New Section	With the annexation of large area of county land, we have many projects that have been approved. This new sections specifically spells out how processing of permits and land use applications shall occur after annexation. This is consistent with the Annexation ILA with the County. The ILA did not spell it all out, which is why we are proposing this section.
14.16A.205 Purpose		New Section	Just a general purpose section.
14.16A.210 Types of Review		New Section	Many jurisdictions set review types and then classify each land use action, decision or permit as one of these types. This makes it easier for the applicant to understand the requirements and process. This will greatly simplify the process for both applicant and staff.
14.16A.215 Land Use Permits Required	14.16.010 Land Use Permits Required		Code currently has this section, but we removed the reference to zoning permits, since we are removing these from the code. Also, we removed section stating preliminary formal plats are processed as conditional use permit and short plats as zoning permit. In the new code, plats and short plats are approved as a plat, not a permit. Changes have no impacts, but fit the rest of the new processing code amendments.
14.16A.220 Application Procedures	14.16.020, 040 & 050	<ul style="list-style-type: none"> • Added purpose and where application is made • Specifically state who is authorized to apply • Added more details for pre-application conference • Added submittal requirements • Added consolidated permit process and refer to fees 	<p>Current code has submittal requirements as well as on the Master Permit Application. The new sections codify the submittal requirements and provide more details on the pre-application conference. Currently, a consolidated permit process exists, but it is not codified.</p> <p>The overall impact of the amendments is a benefit by providing more information for the applicant in the code.</p>
14.16A.225 Noticing Requirements	14.16.060 Notice of	<ul style="list-style-type: none"> • Added use of postcards also • Added invalidation statement 	Current code has noticing information, but the new section is far more detailed and informative for the applicant and staff. It

Chapter 14.16A ADMINISTRATION AND PROCEDURES
COMPARISON OF NEW CODE AND OLD CODE

New Section	Old Section	Changes	Impact of Changes
	Application	<ul style="list-style-type: none"> • Added reference to Snohomish County Assessor Office records used for property owner address • Statement that date of notice is date deposited in mail or hand delivered • States Planning Director will establish requirements for on-site posting signs • New section on special posting for major land use actions including sign size, placement, and content of notice • Added statement Director responsible for legal, mail and posted notice with applicant for on-site posting. 	<p>clearly states the responsible party for each part of noticing. We have been using postcard notice for a few years and it is easy and less costly, so we now proposed to codify the use of postcards. Addition of an invalidation statement protects the applicant in the case there was a problem with mail noticing (e.g., postcards sent out late by the USPS, etc.), so they won't have to redo mailing if all other noticing was completed.</p> <p>Most of the changes are more details such as referring to the County for addresses, when notice date is set, and requirements for on-site posting. Also, more details for major land use actions is a benefit by spelling out the extra noticing requirements.</p> <p>Overall, the amendments are a benefit to applicant and staff as the details on noticing are codified.</p>
14.16A.230 Time Frames for Review	14.16.030 Time Limits for Permit Processing	No change to timeframes, just more information.	<p>Current code gives the general timeframes for review as set by State law (28 days on complete application and 120 days total review) including exemptions from the timeframe.</p> <p>The added details include a purpose section, describe how to compute the time, and what happens if the 28 days timeframe is not met. The new sections also include more information on application review and decision timeframes for plats and appeals.</p> <p>These amendments provide more information to the applicant to provide a better understanding of how timeframes are calculated and the process if they are not met. This is a benefit to the applicant and staff.</p>
14.16A.235 Modifications to Approved Permits	14.16.320 Modifications to Approved Permits	Added one statement	New statement refers to the administrative modification process which is proposed to be added.

Chapter 14.16A ADMINISTRATION AND PROCEDURES
COMPARISON OF NEW CODE AND OLD CODE

New Section	Old Section	Changes	Impact of Changes
14.16A.240 Vacation of Approved Permits and Variances		New Section	Applicants can currently vacate approved permits and variances, but it was not spelled out directly in the code. This section provides the information on the process for the applicant and staff. This is beneficial to all.
14.16A.245 Expiration of Inactive Applications		New Section	Currently, there is no expiration of inactive application. Because regulations change, it is reasonable to set an expiration date for applications. This new chapter spells out the new requirements. This is consistent with other jurisdictions.
14.16A.250 Expiration of Approvals and Approved Permits	14.16.350 Expiration of Permits	<ul style="list-style-type: none"> • Added references to shoreline permits since these have been incorporated with other permits • Sets criteria for Director to grant extension • Added section on construction plan approvals 	Current code includes expiration of permits, but these amendments will enhance the code requirements by adding specific criteria for extension and adding information on construction plan approvals. This also will assist staff when talking to applicants about extending permits. This will benefit applicants and staff.
14.16A.255 Revocation of Approved Permits	14.28.050 Permit Revocation	Changed code language	Current code includes a section on revocation of permits, but staff feels the new language is more specific and understandable. Also, the old section included zoning permits which are being removed from code.
14.16A.260 Public Hearings	14.16.060, 360-390	<ul style="list-style-type: none"> • Added purpose section • Added section on joint hearings 	The two new sections provide a better picture by adding a purpose section outlining State law and providing a process for a joint hearing to reduce review times. This is a benefit to the applicant.
14.16A.265 Appeals	14.16.400 Appeals of Planning Director & Zoning Board Decisions	<ul style="list-style-type: none"> • Added general procedure 	Current code allows appeal of decisions, but the new code has an appeal process in 14.16B. This section is provided in tandem with the Public Hearing so people can see where to go for details on appeals.
14.16A.310 Purpose		New Section	Just a purpose statement

Chapter 14.16A ADMINISTRATION AND PROCEDURES
COMPARISON OF NEW CODE AND OLD CODE

New Section	Old Section	Changes	Impact of Changes
14.16A.320 Planning Director	14.12.120 The Planning Director	Changed code language	Current language is a short two sentences. The proposed language gives more specifics for Planning Director duties.
14.16A.330 Building Official	14.12.110 The Building Official	Changed code language	Current language is a short two sentences. The proposed language says the same thing in a different way and refers to the section where more information on the duties is provided.
14.16A.340 Design Review Board	14.12.610 The Design Review Board	<ul style="list-style-type: none"> • Added purpose section • Added conflict of interest statement • Added appeals section 	Current language is a short three sentences. The proposed language gives more specifics for duties including the purpose of the board, information on conflict of interest and reference to the appeals section. More details is beneficial for the board.
14.16A.350 Hearing Examiner	14.12.300 Hearing Examiner Jurisdiction & Authority	Added to current code language	Only added a purpose statement and reference for appeals.
14.16A.360 Planning Commission	14.12.400 The Planning Commission	Added to current code language	Only added reference for appeals.
14.16A.380 City Council	14.12.600 The City Council	Added to current code language	Only added reference for public hearings and appeals.