

CITY OF WASHOUGAL
APPLICATION PROCESSING

Initial Processing of Applications:

The director initially shall process all Type I, II, III and IV applications as follows:

(1) Within 28 calendar days of submittal, the director shall determine if the application is technically complete and shall send to the applicant a letter stating that the application is technically complete or identifying what additional information is required to make it technically complete.

(2) Within 14 calendar days after the city receives additional information from the applicant in response to an initial or subsequent notice that an application is technically incomplete, the city shall mail to the applicant a written statement that the application is technically complete or identifying what additional information is required to make it technically complete. When the director finds that an application is technically complete, the director shall note the date on the application form.

(3) Except for an application subject to Type I review, within 14 calendar days after the director finds an application is technically complete, the director shall provide notice of the application. The contents of the notice of application shall be consistent with WMC 18.94.080.

(a) When the application is administrative in nature (all Type II applications), notice of the application shall be provided as follows:

(i) Post one notice of the application on the subject property for every 300 feet of frontage on a public road, or, if the property does not front on a public road, at a point abutting a public road near the subject property;

(ii) Mail written notice of the application to solicit comments from the following affected agencies: public works, fire, Northwest Natural Gas, GTE, cable, Clark Public Utilities and other affected agencies as determined by the planning director;

(iii) Mail written notice of the application to owners of property within 500 feet of the subject property as shown on the records of the county assessor, the applicant, the owners of the subject property and other persons and firms identified by the applicant;

(b) When the application is legislative in nature (all Type IV), notice of the application shall be provided as follows:

(i) Publish notice of the proposed action in the official newspaper of the city. The notice shall state the following:

- (A) What chapter is proposed to be amended;
- (B) A brief description of the proposed amendment;
- (C) The name and telephone number of the staff contact;
- (D) Where a copy of the proposed amendment may be obtained;
- (E) The deadline by which comments on the proposed change may be submitted;

(ii) Mail a copy of the proposed legislation to any private industry directly affected by the proposed amendment, including a cover sheet identifying the comment period expiration date. Failure to mail such notice to everyone in an industry affected by the proposed change shall not be a violation of this section nor invalidate the process through completion.

(c) When the application is quasi-judicial in nature (all Type III applications), notice of application shall be provided as identified at WMC 18.94.080, Notice provisions.

(4) Except for a determination of significance, the city shall not issue a SEPA threshold determination until expiration of the comment period on the notice of application. The threshold determination shall be published in the official newspaper of the city.

Subsequent Application Processing

(1) Type I Applications. Except in the case of a building permit application, and unless accompanied with a SEPA checklist review, the director shall approve, approve with conditions, or deny a Type I application within 28 calendar days after the date the application was accepted as technically complete; provided, that an applicant may agree in writing to extend the time in which the director shall issue a decision. Time spent by the applicant to revise plans or provide additional studies or materials requested by the city shall not be included in the 28-day period. The planning official may consider new evidence the applicant introduces with or after such a written request for extension. The planning official's decision shall address all of the relevant approval criteria applicable to the development application pursuant to WMC 18.94.090 and 18.94.130. The decision of the director may be appealed pursuant to WMC 18.94.140(1).

(2) Type II Applications. The final decision on a Type II application shall be made and mailed pursuant to WMC 18.94.090 not more than 120 calendar days (90 days for short subdivisions) after the date a technically complete determination is made that contains the decision to approve, approve with conditions or deny the application. This period shall not include:

- Time spent by the applicant to revise plans or provide additional studies or materials requested by the city.
- Substantial project revisions made or requested by an applicant, in which case the time lines set forth will be calculated from the time that the city determines the revised application to be complete.
- Projects involving the siting of an essential public facility.
- Time spent preparing an environmental impact statement.
- All time required to obtain a variance.
- Time between submittal and resolution of an appeal, including remands and determination of significance.
- Time required to process a request for reconsideration.
- Any extension of time mutually agreed upon by the applicant and the city in

writing.

(a) The decision of the director may be appealed within 14 calendar days after it is issued pursuant to WMC 18.94.140(1), including an appeal of a SEPA determination.

(b) The city shall not issue a SEPA threshold determination until expiration of the comment period on the notice of application.

(3) Type III Applications.

(a) Within 14 calendar days after receipt of a technically complete application, the director shall schedule the proposal for public hearing before the hearing examiner. The final decision on a Type III application shall be made and mailed not more than 120 calendar days after the date a technically complete determination is made. This period shall not include:

- Time spent by the applicant to revise plans or provide additional studies or materials requested by the city.
- Substantial project revisions made or requested by an applicant, in which case the time lines set forth will be calculated from the time that the city determines the revised application to be complete.
- Projects involving the siting of an essential public facility.
- Time spent preparing an environmental impact statement.
- All time required to obtain a variance.
- Time between submittal and resolution of an appeal, including remands and determination of significance.
- Time required to process a request for reconsideration.
- Any extension of time mutually agreed upon by the applicant and the city in writing.

(b) The director shall give notice of the initial hearing before the examiner as provided in WMC 18.94.080(2). Where the application is an appeal of a Type I or II decision, the director also shall mail written notice of the initial hearing before the examiner to the parties of record below.

(c) At least seven calendar days prior to the public hearing, the director shall issue and mail to the applicant a staff report. Copies of the staff report and recommendation shall be available at City Hall at no charge to the public upon request. The staff report shall:

- (i) Identify the relevant standards and criteria;
- (ii) Provide proposed findings and conclusions about whether the application complies with those standards and criteria based on substantial evidence in the record;
- (iii) Recommend a proposed decision, and, if appropriate, proposed conditions of approval warranted to ensure the impacts of the proposal will be mitigated and the application does or will comply with applicable standards and criteria; and
- (iv) Contain the final SEPA determination.

(v) In the case of a final order by the examiner, the director also shall summarize how the order can be appealed to superior court consistent with WMC

18.94.140(2).

(d) The city shall not issue a SEPA threshold determination until expiration of the comment period on the notice of application.

(4) Type IV Applications.

(a) Not sooner than the deadline specified in the notice of application required in WMC 18.94.055, the director shall schedule a work session with the planning commission to consider the contents of the draft proposal and amendments to the draft.

(b) The director shall hold a work session with the city council on the proposed amendment as revised following the planning commission work session.

(c) When the amendment is ready for a public hearing after the city council work session, the director shall schedule the proposal for public hearing before the planning commission.

(d) The director shall give notice of the initial hearing before the planning commission as provided in WMC 18.94.080(2). In addition, the director shall mail notice to any person or firm who commented on the proposed amendment.

(e) At least seven calendar days prior to the public hearing, the director shall issue and mail to the applicant a staff report. Copies of the staff report and recommendation shall be available at City Hall at no charge to the public upon request. The staff report shall:

(i) Identify the relevant standards and criteria;

(ii) Provide proposed findings and conclusions about whether the proposed amendment complies with those standards and criteria;

(iii) Recommend a proposed decision and, if appropriate, any recommended changes to the draft amendment; and

(iv) Contain the final SEPA determination.

(f) Within 14 calendar days after the director receives a recommendation from the planning commission, the director shall schedule the matter for public hearing before city council.

(g) The director shall give notice of the initial hearing before the city council as provided in WMC 18.94.080(2). In addition, the director shall mail notice to any person or firm who commented orally or in writing in the public hearing(s) before the planning commission.

(h) Review of Type IV applications also is subject to WMC 18.94.115.