

**Sec. 19.54.030. Review authority and processing procedures.**

(a) *Processing review and authority.*

(1) *Review and approval authority.* All actions covered by this chapter shall be processed in the manner prescribed below. The following matrix outlines the actions, review authority, and approval authority for each type of application:

Type of Application	Review Authority	Approval Authority
<b>Type of Action: Discretionary</b>		
• Administrative determinations	• Staff	• Director of planning and community development
• Administrative development plan review (more than 4 single-family, less than 4 multi-family, new non-residential less than 2,500 square feet, and conversion of residential structure to non-residential use)	• Staff • Responsible agencies	• Director of planning and community development
• Agricultural Preserve Applications	• Staff • Responsible Agencies • Planning Commission	• City Council
• Annexations	• Staff • Responsible Agencies • Planning Commission	• City Council
• Conditional Use Permits	• Staff • Responsible Agencies	• Planning Commission
• Conditional Use Permits (warehouse and distribution centers) - Larger than 50,000 square feet	• Staff • Responsible Agencies • Planning Commission	• City Council
• Development Agreement	• Staff • Responsible Agencies • Planning Commission	• City Council
• Development Plan Review	• Staff • Responsible Agencies	• Planning Commission
• General plan amendments	• Staff • Responsible agencies • Planning commission	• City council

• Major modifications	• Same authorities as for new application	• Same Authority as for new application
• Minor modifications	• Staff • Responsible agencies	• Director of planning and community development
• Minor adjustments	• Staff • Responsible agencies	• Director of planning and community development
• Minor development plan review	• Staff • Responsible Agencies	• Director of Planning and Community Development
• Reversions to acreage	• Staff • Responsible agencies	• City council
• Surface mining permits	• Staff • Responsible agencies • Planning commission	• City council
• Sign programs	• Staff • Responsible agencies	• Director of planning and community development
• Specific plans	• Staff • Responsible agencies • Planning commission	• City council
• Street naming	• Staff • Responsible agencies	• Planning commission
• Temporary use permits	• Staff • Responsible agencies	• Director of planning and community development
• Tentative parcel maps	• Staff • Responsible agencies	• Planning commission
• Variances	• Staff • Responsible agencies	• Planning commission
• Zone changes	• Staff • Responsible agencies • Planning commission	• City council
• Zoning text (ordinance) amendments	• Staff • Responsible agencies • Planning commission	• City council
<b>Non-discretionary</b>		
• Permitted uses	• City staff • Other responsible agencies	Director of planning and community development

(2) *Referral to next higher authority.* The director of planning and community development may refer an application to the next higher authority due to special issues, impacts related to the project, or controversy.

(3) *Multiple and concurrent applications.* When multiple applications related to a project are concurrently processed and that project also contains an application which requires review and determination by a

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higher authority, then all these applications, with the exception of sign permits, shall be reviewed and referred to the higher authority for determination. The final environmental determination and decision on all of the concurrent applications related to a project shall be made by the highest level of approval authority for any of the applications. For example the city council shall review and determine the final action for all applications concurrently processed with a general plan amendment or zone change.

- (4) *Modifications.* Major modifications to approved projects shall be reviewed and a determination shall be made by the same authority as required for initial approval. Minor modifications shall be reviewed and a determination shall be made by the director of planning and community development. The director of planning and community development shall be responsible for determining whether or not a proposed modification is deemed significant depending on the circumstances involved and should be considered a major modification or minor modification. The approval of major or minor modifications to approved projects shall not extend the expiration date of the original project approvals, unless specified in the conditions of approval of said modification.
  - (5) *Violation of conditions.* Whenever a permit is conditionally approved or modified by the approving authority, the use or enjoyment of the permit approval without observance or in violation of any such conditions shall constitute a violation of the Code. Violations may be enforced in accordance with the processes and procedures for violations of the Code, or may constitute grounds for the permit to be revoked or suspended as provided in this Code.
- (b) *Processing procedures*
- (1) All development applications are subject to city review, except as exempted in Section 19.50.030.
  - (2) *Abandonment of applications.*
    - a. An application for permits or approvals as specified in this chapter shall be deemed to have been abandoned when information and/or fees have been requested in writing to complete or continue application processing and the requested information and/or fees have not been received by the planning division within 90 days of the request.
    - b. The applicant may provide a written request for extension, which must be supported by a written explanation of the delay, stating the date by which the further application material and or fees will be submitted. If the director finds that special circumstances exist and that unusual hardship to the applicant would result from deeming the application abandoned, the director may extend the period during which the required material must be submitted. If the required material has not been submitted by the new date and if the director has not further extended the allowable period, the application shall be deemed abandoned without further notification.
  - (3) *Final effective date of approvals.* The final effective date of any approval shall be the first business day after all applicable appeals periods have lapsed, or the final action has occurred on any appeal. Permits shall not be issued and land uses or construction shall not commence for any use or structure involved in any application required by this Code until the final effective date of the required approvals.

(Code 1972, § 19.54.030; Ord. No. 1103, 6-2002; Ord. No. 1325, § 4(Exh.), 3-29-2016; Ord. No. 1369, § 4(att. 3), 8-28-2018)