

Chapter 18.30

PROCESSING PROCEDURES

Sections:

- [18.30.010](#) Purpose.
- [18.30.020](#) Project review classifications.
- [18.30.030](#) Procedures for Class 1 and Class 1A review.
- [18.30.040](#) Procedures for Class 2 review.
- [18.30.050](#) Procedures for Class 3 review.
- [18.30.060](#) Procedures for Class 4 review.
- [18.30.070](#) Consolidated permit processing.
- [18.30.080](#) Completeness review.
- [18.30.090](#) Notice of application.
- [18.30.100](#) Preliminary SEPA determination.
- [18.30.110](#) SEPA threshold determinations.
- [18.30.120](#) Determination of consistency.
- [18.30.130](#) Notice of decision.
- [18.30.140](#) Public notice requirements.
- [18.30.150](#) Appeals.

18.30.010 Purpose.

The purpose of this chapter is to provide for effective and efficient administrative review of land use and development applications with consistent procedures for similar projects, and to combine procedural and substantive environmental reviews with the review of project permit applications under other applicable requirements. This chapter is intended to provide a framework within which the consistency of project permit applications with the comprehensive plan and development regulations shall be determined.

A. The following is a brief summary of key land use decision making roles:

1. The city council is the legal legislative body of the city and is the only body which can adopt or amend an ordinance. The city council shall make the final decisions on Class 3 and Class 4 applications and may hear or may delegate to a professional hearing examiner appeals of decisions on Class 1, 1A, and 2 applications. The council shall also ratify the mayor's appointments to the planning and historic preservation commission;
2. The mayor is the chief administrative officer of the city, presides over city council meetings, appoints members to the planning and historic preservation commission, and in limited circumstances votes on matters before the city council. The mayor is also authorized to designate a planning official(s) and a building official(s), who shall be responsible for the administration of this title;
3. The city administrator is responsible for the supervision and administration of city personnel and for the implementation, administration and enforcement of city ordinances and resolutions, and policies and directives of the city council, which is the legislative and policy-making body of the city. The city administrator, under the direction of the mayor, shall have the authority to draft, revise, and enforce by whatever means necessary and lawful a set of administrative rules and procedures that will ensure the efficient and proper operation of the city government;
4. It shall be the duty of the planning official(s) to administer the provisions of this title and to coordinate the implementation of all planning requirements and activities in the city, and to interpret the provisions of this code. The planning official(s) and all authorized city representatives are hereby empowered to cause any structure or tract of land to be inspected and examined, and to order, in writing, the remedying of any condition found to exist in violation of any provision of the Roslyn Municipal Code or city ordinances;
5. It shall be the duty of the building official(s) to administer the provisions of this title relating to the implementation of the International Building Codes and to enforce the provisions of this title. The building official(s) and all authorized city representatives are hereby empowered to cause any structure or tract of land to be inspected and examined, and to order, in writing, the remedying of any condition found to exist in violation of any provision of the Roslyn Municipal Code or city ordinances;
6. It shall be the duty of the code enforcement official(s) to administer the provisions of this title relating to the implementation of the International Building Codes and to enforce all provisions of the Roslyn Municipal Code. The code enforcement official(s) and all authorized city representatives are hereby empowered to cause any structure or tract of land to be inspected and examined, and to order, in writing, the remedying of any condition found to exist in violation of any provision of the Roslyn Municipal Code or city ordinances;
7. The city attorney shall advise the city council, mayor, and city staff as well as the planning and historic preservation commission on matters regarding the legal interpretations, applications, and the enforcement of this title;
8. The planning and historic preservation commission shall, in accordance with the provisions of this title, make decisions on Class 1A and Class 2 applications unless the proposed activity is

specifically exempted. The planning and historic preservation commission may make recommendations to the city council on Class 3 and 4 applications and on matters referred by the city council. The planning and historic preservation commission shall also conduct such public meetings and discussions as may be necessary to prepare recommendations to the city council on proposed master planned resorts in accordance with the provisions of this title. In addition, the planning and historic preservation commission shall conduct architectural design reviews, conduct historic register design reviews of development proposals involving properties listed on the Roslyn register of historic places, and approve special property tax valuation agreements for properties listed on the Roslyn register of historic places; and

9. The city council may appoint a professional hearing examiner to hear appeals of Class 1, 1A, and 2 decisions and to perform other duties as may be assigned. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.010)), 2010.]

18.30.020 Project review classifications.

Four classes of review are established for the purposes of administering this title: Class 1, which includes Class 1A; Class 2; Class 3; and Class 4. These classes, their appropriate decision maker, hearing body, appellate body, and the types of permits included in each class are contained in the following table.

A. In addition to the requirements of this chapter, all proposed development activities and associated permits are subject to environmental review, architectural or historic register design review, and transportation concurrency review unless specifically exempted by the city.

B. Proposed development activities that may be determined by the city to be exempt from certain provisions of this title, such as SEPA requirements or architectural design review, must still comply with all other applicable provisions of this title and must obtain all other required permits and approvals.

Class of Review	Permit/Actions	Decision Maker	Hearing Body	Appellate Body
Class 1	-Accessory Dwelling Unit Permit -Binding Site Plan (Final approval) -Building Permit1 -Business License5	Planning or Building Official	None	City Council9

Class of Review	Permit/Actions	Decision Maker	Hearing Body	Appellate Body
	<ul style="list-style-type: none"> -Certificate of Occupancy -Certificate of Zoning Compliance -Clearing and Grading Permits³ -Code Enforcement Actions -Code Interpretations -Completeness 			

Class of Review	Permit/Actions	Decision Maker	Hearing Body	Appellate Body
	Determination -Deck and Fence Permit -Demolition Permit ³ -Determination of Consistency -Determination of Exempt Activity -Home Businesses -Lot Line Adjustment -Public Agency Utility Exception -Reasonable Use Exceptions ⁷ -Right-of-Way Use Permit -SEPA Actions -Sign Permit -Significant Tree Removal Permit - <u>Minor</u> Special Use Permit ⁶ - <u>Minor Special Event Permit</u> -Unclassified Permits -Wireless Communication Facility – Personal			

Class of Review	Permit/Actions	Decision Maker	Hearing Body	Appellate Body
Class 1A	-Architectural Design Review -Historic Register Design Review <u>- Major Special Use Permit</u> <u>-Major Special Event Permit</u> -Special Property Tax Valuation Agreement ⁴	Planning and Historic Preservation Commission	None	City Council ⁹
Class 2	-Conditional Use Permit -Reasonable Use Exception (Referrals) -Short Plat Approvals (Less than five lots) -Variance -Wireless Communication Facility – Minor	Planning and Historic Preservation Commission	Planning and Historic Preservation Commission	City Council ⁹
Class 3	-Binding Site Plan -Essential Public Facility Permit -Subdivision Approvals (Five+ lots) -Master Planned Development ⁸ -Street and Alley Vacation	City Council	City Council ²	Superior Court
Class 4	Comprehensive Plan	City Council	City Council ²	Superior

Class of Review	Permit/Actions	Decision Maker	Hearing Body	Appellate Body
	Amendment -Rezone or Code Amendment -Future Land Use or Official Zoning Map Amendment			Court

Footnotes:

1. Required architectural or historic register review must be completed before a building permit may be issued. Appeals of building permit decisions shall be heard by the mayor and/or his/her designee in accordance with the provisions of this title.
2. The city council may request that the planning and historic preservation commission or a professional hearing examiner conduct the required public hearing and make a recommendation.
3. Must be processed concurrent with all associated permits and approvals.
4. Appeals of decisions of the planning and historic preservation commission on special property tax valuation shall be made in Kittitas County superior court.
5. Business licenses shall be processed by the clerk-treasurer unless otherwise designated by the mayor. New businesses must apply for, receive, and maintain in good standing at all times a city business license, which shall include a certificate of zoning compliance.
6. Special use permits shall be processed by the clerk-treasurer unless otherwise designated by the mayor. Special use permits may be referred to the planning and historic preservation commission as a Class 1A or Class 2 permit.
7. Reasonable use exceptions may be referred by the planning official to the planning and historic preservation commission for processing as a Class 2 permit.
8. The planning and historic preservation commission shall conduct such public meetings and discussions as may be necessary to make a recommendation on proposed master planned developments in accordance with the provisions of this title.
9. The city council may delegate appeals of Class 1 decisions to the planning and historic preservation commission or a professional hearing examiner, and may delegate appeals of Class 1A and 2 decisions to a professional hearing examiner.

[Ord. 1073 § 3, 2011; Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.020)), 2010.]

18.30.030 Procedures for Class 1 and Class 1A review.

Class 1 and Class 1A permit applications involve administrative action by the planning official(s), building official(s), or planning and historic preservation commission without a prior open record public hearing. The city council or a professional hearing examiner shall conduct an open record public hearing for appeals of decisions on Class 1, and Class 1A, permits unless otherwise noted in this title.

A. Applications for Class 1 and Class 1A permits shall be processed by the city in accordance with the following general procedures, unless the applicant is notified in writing by the planning official:

1. Completeness review and issuance of a determination of completeness;
2. Determination of consistency;
3. Architectural or historic register design review in accordance with the provisions of Chapters [18.50](#) and [18.60](#) RMC, if required; provided, that:
 - a. Required architectural or historic register design review shall be completed before final action is taken on associated permits; and
4. Notification to the applicant of approval or denial of the application. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.030)), 2010.]

18.30.040 Procedures for Class 2 review.

The planning and historic preservation commission shall conduct an open record public hearing before making a decision on Class 2 permit applications. The decision of the planning and historic preservation commission is subject to a closed record appeal hearing before the city council or professional hearing examiner; provided, that:

A. Applications for Class 2 permits shall be processed by the city in accordance with the following general procedures, unless the applicant is notified in writing by the planning official:

1. Completeness review and issuance of a determination of completeness;
2. Distribution of a notice of application;
3. Architectural or historic register design review in accordance with the provisions of Chapters [18.50](#) and [18.60](#) RMC, if required;
4. Issuance of a SEPA threshold determination, if required;

5. Preparation of a preliminary staff report on the application and a determination of consistency with the Roslyn Municipal Code. This report may also include a staff recommendation and shall be distributed to the hearing body before the open record public hearing;

6. An open record public hearing shall be conducted by the planning and historic preservation commission, during which the applicant shall be given the opportunity to present the proposed project and interested parties shall be allowed to make comments and submit written testimony; and

7. Planning and historic preservation commission review and issuance of a notice of decision. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.040)), 2010.]

18.30.050 Procedures for Class 3 review.

Decisions on all Class 3 permit applications shall be made by the city council following an open record public hearing conducted by the city council or at the request of the city council by the planning and historic preservation commission or a professional hearing examiner.

A. Applications for Class 3 permits shall be processed by the city in accordance with the following general procedures, unless the applicant is notified in writing by the planning official:

1. Completeness review and issuance of a determination of completeness;

2. Distribution of a notice of application;

3. Architectural or historic register design review in accordance with the provisions of Chapters [18.50](#) and [18.60](#) RMC, if required;

4. Issuance of a SEPA threshold determination, if required;

5. Preparation of a preliminary staff report on the application and a determination of consistency with the Roslyn Municipal Code. This report may also include a staff recommendation and shall be distributed to the hearing body before the open record public hearing;

6. An open record public hearing shall be conducted by the planning and historic preservation commission, during which the applicant shall be given the opportunity to present the proposed project and interested parties shall be allowed to make comments and submit written testimony;

7. The recommendation of the planning and historic preservation commission along with a complete copy of the record shall be provided to the city council for review prior to their decision; and

8. City council action and issuance of a notice of decision. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.050)), 2010.]

18.30.060 Procedures for Class 4 review.

Decisions on all Class 4 permit applications shall be made by the city council following an open record public hearing conducted by the city council or at the request of the city council by the planning and historic preservation commission.

A. The planning official shall prepare and publish an annual schedule for the acceptance of applications from the public to amend the city comprehensive plan.

1. The proposed amendments or revisions to the comprehensive plan shall be docketed and considered by the city no more frequently than once every year except that amendments may be considered more frequently under the following circumstances:

a. The initial adoption of a subarea plan; and

b. The amendment of the capital facilities element of a comprehensive plan that occurs concurrently with the adoption or amendment of a city budget.

2. The city council, upon review of a recommendation from city staff and the planning and historic preservation commission, may accept a proposed amendment for processing, hold a proposed amendment for the docket list for future consideration, or notify the applicant that the proposed amendment has not been accepted for processing.

a. The city council's decision as to the disposition of proposed comprehensive plan amendments shall be final and is not appealable.

b. Amendment proposals shall be considered by the city concurrently so the cumulative effect of the various proposals can be ascertained. However, the city may adopt amendments or revisions to its comprehensive plan that conform with Chapter 36.70A RCW whenever an emergency exists or to resolve an appeal of a comprehensive plan filed with the growth management hearings board or in a court with jurisdiction.

c. In proposing any changes to its comprehensive plan, the city shall notify the appropriate state agency(ies) of its intent to adopt such amendments at least 60 days prior to final adoption. The city shall transmit a complete and accurate copy of its comprehensive plan to the state agency(ies) in accordance with state law.

B. The planning official shall prepare and publish an annual schedule for the acceptance of applications from the public to amend the city development regulations, and the official zoning map.

C. Nothing in this chapter shall preclude the city from initiating a public process to prepare potential revisions to the city comprehensive plan, the city development regulations, and the official city zoning map at any time in accordance with the provisions of the Washington State Growth Management Act.

D. All Class 4 applications shall be subject to environmental review in accordance with the provisions of this title; provided, that the city may establish procedures to integrate or

consolidate the environmental review process with the substantive review and Growth Management Act review. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.060)), 2010.]

18.30.070 Consolidated permit processing.

It is the goal of the city to consolidate the permit processing for projects or development activities that require two or more permits or approvals. The planning official, in consultation with city planning consultants and/or the city attorney as appropriate, shall determine the appropriate means of consolidating the processing of all permits and shall assign the highest-class review classification of the individual permits being sought to the consolidated permit application (with Class 4 being the highest followed by Class 3, Class 2, and Class 1). This consolidation may include integrating public meetings or hearings, establishing unified comment periods, and/or concurrent reviews. The planning official is authorized to make modifications to the procedural requirements of this title in order to effectively consolidate project reviews. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.070)), 2010.]

18.30.080 Completeness review.

All applications for Class 1, 1A, 2, 3, or 4 permits or approvals shall be submitted on such forms and in accordance with such procedures as may be prescribed by the city; provided, that:

- A. All applications shall be signed by the property owner or show owner consent of the application by the agent acting on the owner's behalf.
- B. All applicable fees shall be submitted at the time of application unless otherwise specified.
- C. For all Class 2, 3, and 4 applications, the applicant shall hand deliver to the property owners or provide, at no cost to the city, mailing labels and postage for all property owners within 300 feet of the proposed site; provided, that:
 - 1. For variances notice shall be provided to all property owners within 200 feet of the proposed site.
- D. The city may require an applicant for any permit to submit a survey if the proposed activity raises questions that may involve property boundaries, questions of ownership, property rights, and/or have a bearing on the property rights of others, as determined by the city.
- E. Proposed development activities that may be determined by the city to be exempt from certain provisions of this title, such as SEPA requirements or architectural design review, must still comply with all other applicable provisions of this title and must obtain all other required permits and approvals.
- F. Prospective applicants of Class 2 and Class 3 permits shall schedule and participate in a preapplication conference with the planning official and other staff as appropriate prior to submitting an application. The purpose of this preapplication review is to provide the city and other agency staff with a sufficient level of detail about the proposed development to enable staff

to advise the prospective applicant on application requirements and applicable regulations that may have a bearing on the project design or the timely review and approval; provided, that:

1. Applications submitted without participation in the required preapplication meeting may not be accepted by the city.
2. At least 10 days prior to scheduling an appointment for a preapplication meeting, the applicant shall provide five copies of all relevant project information in a format prescribed by the city.
3. The planning official shall coordinate the involvement of agency staff responsible for development review in the preapplication review process. Relevant staff shall attend the preapplication conference or shall take other steps to fulfill the purposes of preapplication review.
4. The applicant shall be responsible for reimbursement of staff time if the applicant or applicant's representative does not attend the conference when scheduled without providing 24 hours' notice.
5. Within 10 working days after the date of the preapplication conference, the planning official shall mail to the applicant and other interested parties a written summary of the preapplication review. The written summary generally shall do the following to the extent possible given the information provided by the applicant:
 - a. Summarize the proposed application(s);
 - b. Identify the review authority, relevant approval criteria;
 - c. Development standards and adjustments or other variations from applicable criteria or standards that may be necessary;
 - d. Evaluate information the applicant offered to comply with the relevant criteria and standards, and identify specific additional information needed to respond to relevant criteria, standards or other issues;
 - e. Identify application fees in effect at the time, with a disclaimer that the fees may change;
 - f. Identify information relevant to the application in the possession of the city or other agencies of which the city is aware, such as:
 - i. Comprehensive plan map designation and zoning;
 - ii. Physical development limitations, such as steep or unstable slopes, wetlands, wellhead protection areas, or water bodies;

iii. Public facilities that will serve the subject property including water, sewer, roads, storm drainage, parks and schools, fire and relevant service considerations, such as minimum access and fire flow requirements or other minimum service levels and impact fees; and

iv. Other applications that have been approved or are being considered for land in the vicinity of the property subject to the proposed application that may affect or be affected by the proposed application.

6. A prospective applicant may submit a written request for a second preapplication conference within one calendar year after an initial preapplication conference. There is no fee for a second preapplication conference if the proposed development is substantially similar to the one reviewed in the first preapplication conference or if it reflects changes based on information received at the first preapplication conference. A request for a second preapplication conference shall be subject to the same procedure as the request for the initial preapplication conference.

7. A new request for or waiver of a preapplication review for a given development shall be filed unless the applicant submits a counter complete application that the applicable official finds is substantially similar to the subject of a preapplication review within one calendar year after the last preapplication conference or after approval of waiver of preapplication review.

G. A completed SEPA checklist shall be filed at the same time as an application for all permits, except when:

1. The city has determined the activity to be categorically exempt from the requirements of SEPA;
2. The city and applicant agree that an EIS is required;
3. SEPA compliance for the proposed project has already been completed; or
4. SEPA compliance has been initiated by another agency.

H. Within 28 days of submittal, the city shall conduct a review of all application materials to determine if the application is complete and ready for processing. The city shall then make a determination of completeness and shall provide the applicant with written notification which states:

1. The application is complete and ready for processing, or that the application is incomplete and what is necessary to make the application complete; and
2. The extent known by the city, other agencies with jurisdiction over the application and/or other permits that may be required for the proposed project.

I. Nothing in this title shall limit the planning official from incorporating the notice of application and determination of completeness into one document.

J. The issuance of a determination of completeness shall not preclude the city from requesting additional information from the applicant in order to complete the processing of an application.

K. If the city determines an application is not complete, or that additional information is necessary to complete the review of the application, and the applicant fails to respond to the request from the city in the established time frames, the city shall notify the applicant in writing that the application has lapsed and become void. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.080)), 2010.]

18.30.090 Notice of application.

Following the issuance of a determination of completeness, the city shall issue a notice of application for all Class 2 and Class 3 project permit applications.

A. Notices of application shall include:

1. A description of the proposed action;
2. Identification of the permits and approvals that may be required and opportunities for public review and comment; and
3. SEPA actions taken or preliminary SEPA threshold determinations, if any. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.090)), 2010.]

18.30.100 Preliminary SEPA determination.

A preliminary SEPA threshold determination or preliminary SEPA action may be included with notice of application if such preliminary actions have been made at the time the notice of application is issued. A preliminary SEPA threshold determination, or preliminary SEPA action, does not substitute, or in any way circumvent, the process for making a final SEPA threshold determination or in taking a SEPA action. Preliminary SEPA determinations are intended to encourage early public comment on project applications. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.100)), 2010.]

18.30.110 SEPA threshold determinations.

Within 90 days from the date that an application is deemed complete a threshold determination is required for any proposal that is not categorically exempt. All threshold determinations shall result in a determination of nonsignificance (DNS), or a determination of significance (DS); provided, that the city may also issue a mitigated determination of nonsignificance (MDNS) based on conditions attached to the proposal, or on changes to, or clarifications of, the proposal made by the applicant:

A. After submission of an environmental checklist and prior to a threshold determination, an applicant may ask whether the city is considering issuing a DS. If so, the applicant may clarify or change features of the proposal to mitigate the impacts which make the DS likely. If a proposal

continues to have a probable significant adverse environmental impact, even with the mitigating measures, an EIS shall be prepared.

B. If a preliminary SEPA threshold determination was not made in conjunction with a notice of application, and no probable significant adverse impacts are anticipated, a determination of nonsignificance shall be issued and a 14-day comment period may be required (WAC 197-11-340(2)(a)).

C. If a predecision open record public hearing is required; the SEPA threshold determination must be issued at least 14 days before the hearing.

D. Except for a determination of significance (DS), the city may not issue a decision on a project application until the expiration of the public comment period on the notice of application.

E. If the city makes a SEPA determination of significance (DS) concurrently with the notice of application, the notice of application shall be combined with the determination of significance and scoping notice.

F. Whenever the city makes a threshold determination, it shall seek to include the public notice for this SEPA action with the notice of application or notice of decision for any associated land use application(s) or permits.

1. If no public notice is required for the permit or approval, the city shall give notice of the DNS or DS by publishing a notice in the city's newspaper of record.

2. Whenever the city issues a DS, all public notices shall state the scoping procedure for the required EIS.

3. Whenever the city issues a DEIS, or SEIS, notice of the availability of those documents shall be given by:

a. Indicating the availability of the DEIS or SEIS in any public notice required for an associated land use application or permit;

b. Posting the property, for site-specific proposals;

c. Publishing notice in the city's newspaper of record;

d. Notifying public or private groups which have expressed interest in a certain proposal or in the type of proposal being considered;

e. Notifying the news media; and/or

f. Publishing notice in agency newsletters and/or sending notice to agency mailing lists.

G. Mitigation measures incorporated in the MDNS shall be deemed conditions of approval of the permit decision and may be enforced in the same manner as any term or condition of the permit, or enforced in any manner specifically prescribed by the city. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.110)), 2010.]

18.30.120 Determination of consistency.

As part of all Class 1, 1A, 2, and 3 application reviews, the city shall determine if a proposed project or development activity is consistent with applicable city development regulations, and the goals and policies of the adopted comprehensive plan.

A. Nothing in this section shall limit the authority of the city in its review or mitigation of a project to adopt or otherwise rely on environmental analyses and requirements under other laws, as provided by Chapter 43.21C RCW; and

B. The city may determine that adopted comprehensive plans, subarea plan elements of a comprehensive plan, development regulations, or other local, state or federal rules or laws provide adequate environmental analysis and mitigation of some or all specific probable adverse environmental impacts of a proposed action.

C. Proposed development activities that may be determined by the city to be exempt from certain provisions of this title, such as SEPA requirements or architectural design review, must still comply with all other applicable provisions of this title and must obtain all other required permits and approvals. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.120)), 2010.]

18.30.130 Notice of decision.

A notice of decision shall be issued for all Class 2 and Class 3 applications. A notice of decision may not be issued until the expiration of the comment period on the notice of application.

A. Notices of decision shall include:

1. A description of the decision or actions taken;
2. Any mitigation or conditions of approval required under applicable development regulations or under SEPA;
3. If a SEPA threshold determination has not been issued previously, the notice of decision shall state this determination; and
4. A description of applicable appeal procedures. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.130)), 2010.]

18.30.140 Public notice requirements.

For all Class 2, 3, and 4 permits the following provisions shall apply:

A. These public notice requirements shall apply to:

1. Notices of application;
2. Notices of decisions;
3. Public hearing notices;
4. SEPA threshold determinations; and
5. Notices of appeals.

B. All public notices will be mailed at least 14 days prior to the date of any required public hearing and/or comment period to the:

1. Applicant;
2. All property owners within 300 feet of the proposed site; provided, that:
 - a. For variances all property owners within 200 feet shall be notified;
3. Agencies with jurisdiction;
4. Parties who have provided oral or written testimony on the permit;
5. Parties who have submitted written requests to receive notice; and
6. Parties of record.

C. Public notices shall be published in the general newspaper of record at least 14 days prior to the date of any public hearing and/or any public comment periods.

D. Copies of public notices shall also be posted or available for review at the Old City Hall, the city administrative offices, the Roslyn Library, and the Roslyn Post Office.

E. The city may also post public notices and information regarding applications for review on the Internet.

F. Following the adoption of appropriate administrative procedures, the city may require that a sign board be posted and maintained on the site. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.140)), 2010.]

18.30.150 Appeals.

All appeals of interpretations or actions based on the provisions of this title shall be filed in a format prescribed by the city along with the required fee, within 14 days of the date of the

interpretation or action. If the deadline to file an appeal falls on a weekend or on a city holiday, the deadline shall become the next business day. The city shall mail written notice to all parties of record to apprise them of all open and closed record public appeal hearings and shall place a public notice in the city's newspaper of record at least 14 days before an open record appeal hearing.

A. The following provisions shall apply to all appeals unless otherwise noted:

1. The decisions of the city council on all Class 3 permits are subject to a request for reconsideration by any of the parties of record. The city council may refuse to accept requests for reconsideration and, if accepted, may affirm, reverse, or modify their previous decision;
2. The notice of appeal shall specify the claimed error(s) and issue(s) which the appellate body is asked to consider, and shall specifically state all grounds for such appeal. Issues or grounds of appeal which are not so identified need not be considered by the appellate body;
3. The appellants and any respondents to the notice of appeal shall have the opportunity to present oral and written arguments during open record appeal hearings. For all closed record appeals, the record shall be limited to information presented during the preceding open record hearing. Oral argument shall be confined to the established record and to any alleged errors in the decision;
4. Following an appeal hearing the appellate body may affirm, reverse or modify the decision of record and shall adopt its own written findings and conclusions in support of its decision; and
5. The city may require an applicant and/or the appellant to reimburse the city for the cost of preparing materials to be used during open or closed record hearings including but not limited to the cost of copying, taping, and/or transcribing a certified record of the proceedings.

B. Appeals of SEPA threshold determinations or SEPA actions shall be combined with any appeals of associated applications or permits.

C. Except for the appeal of a SEPA determination of significance, no more than one open public record hearing and no more than one closed record appeal may occur on a single permit application or master application.

1. A public meeting(s) may be held prior to the open record hearing. A public meeting may include, but is not limited to: a scoping meeting for the preparation of a draft environmental impact statement or presentation of a final environmental impact statement, informational meetings, meetings integral to the historic register design review process or architectural design review process, and/or neighborhood meeting. The proceedings at a public meeting may be recorded and a report, meeting summary, and/or recommendations may be included in the application file. [Ord. 1060 §§ 5, 6, 2010; Ord. 1059 § 2 (Exh. A (12.30.150)), 2010.]