



MEDINA, WASHINGTON

AGENDA BILL

Monday, May 9, 2022

Subject: Amendments to Medina Municipal Code Section 16.40.060 Building Permit Expiration

Category: Consent

Staff Contact: Steven R. Wilcox, Development Services Director

Summary: This is a proposal to amend an existing administrative procedure regarding building permits. This existing procedure is adopted within our Municipal Code Section 16.40.060. The purpose of this proposal is to provide better clarification of existing process for anyone using Medina Municipal Code Section 16.40.060, and to reduce excessive administration required by Medina staff. The benefit of these proposed amendments will be added simplicity and less administration.

Explanation of proposed amendments to MMC Section 16.40.060:

- Limits the number of 180-day extensions of time that may be authorized to begin a construction project following permit issuance to two. Currently the number of 180-day extensions that may be authorized is unlimited. Limiting the extensions to begin work helps control situations when permit applicants vest a project prior to an impending code change, but then do not start work. This commonly occurs with significant code changes that come every three years from the State. With approval of this amendment a permit applicant will have up to 1-year following permit issuance to begin their project.
- This proposed amendment would authorize the building official to extend an unexpired permit and eliminate the need to create and issue a new permit. Medina building permits are valid for 18-months from date of issuance. Many projects take more than 18-months to complete. The Medina building official is currently authorized to grant one permit extension of 12-months if a project is not completed within the first 18-months. Each time a project requires an additional extension beyond the 12-months currently allowed, our staff must create and issue a new permit. Creation of a new permit requires administration including a new permit number which becomes confusing for everyone involved. Some projects have multiple permit numbers for the same work.
- This proposed amendment would allow for renewal of a building permit which expired due to exceeding the 18-month limitation. The current requirement to obtain a new permit would be eliminated. Administration and confusion will be reduced by eliminating multiple permit numbers for the same work.
- This proposed amendment would allow all other non-building permits to be renewed following the 18-month limitation. The current requirement to obtain a new permit would

be eliminated. Administration and confusion will be reduced by eliminating multiple permits for the same work.

Attachment: Ordinance adopting amendments to Municipal Code Section 16.40.060 - Expiration

Budget/Fiscal Impact: No budget impact

Recommendation: Approve.

City Manager Approval:

A handwritten signature in black ink, appearing to be 'S. R. B.', is written over the 'City Manager Approval:' label.

Proposed Council Motion: I move to adopt Ordinance No. 1009 approving amendments to the Medina Municipal Code Section 16.40.060