

**Periodic
Update –
Existing vs.
Proposed
Review
Processes
3/31/26**



*Presentation assembled for City of Millwood with
materials provided by WA State Department of
Commerce & MRSC*

Checklist Navigation

Section I: Comprehensive Plan	Section II: Development Regulations	Appendices
LAND USE	CRITICAL AREAS	APPENDIX A: HOUSING UNIT MINIMUMS PER POPULATION ✓
HOUSING	ZONING CODE	APPENDIX B: ELEMENT UPDATES UNDER HB 1181 ✓
CAPITAL FACILITIES	SHORELINE MASTER PROGRAM	
UTILITIES	RESOURCE LANDS	
TRANSPORTATION	ESSENTIAL PUBLIC FACILITIES	
SHORELINE	SUBDIVISION CODE	
ESSENTIAL PUBLIC FACILITIES	STORMWATER	
TRIBAL PARTICIPATION	ORGANIC MATERIALS MANAGEMENT	
CLIMATE CHANGE & RESILIENCY	IMPACT FEES	
ECONOMIC DEVELOPMENT	CONCURRENCY & TDM	
PARKS & RECREATION	TRIBAL PARTICIPATION	
OPTIONAL ELEMENTS	REGULATIONS FOR OPTIONAL ELEMENTS	
CONSISTENCY	PROJECT REVIEW PROCEDURES	
PUBLIC PARTICIPATION	PLAN & REGULATION AMENDMENTS	

Need to review all applicable sections of the MMC for consistency, clarity, and cross-reference corrections, and update as needed

**2025 - 2026
Development Regulations**

**2024 - 2025 Comprehensive Plan
2026 Development Regulations**

Project Review Procedures



Governed by state legal requirements dictating:

Procedure and timelines

Types of permits an applicant is applying for

Who is designated to approve the permit



In general, per RCW 36.70B.050, all cities and counties are required to develop an integrated and consolidated project permit review process that:

Combines both procedural and substantive environmental review with project permit review.

Allows no more than one open record hearing and not more than one closed record appeal hearing on both the permit and environmental review, except for appeals of a SEPA determination of significance.



GMA planning jurisdictions must use all of the permit procedures outlined in RCW 36.70B (Local Project Review Act) to administer permit application processes

Local Project Review Act was amended in 2023 by [SB 5290](#)

Permit Approval Authority and Appeals



Local governments establish permit approval authority for each type of permit, including designating if the permit application will go through an **Administrative** approval process or a **Quasi-Judicial** process (*typically led by a hearing examiner*).



Once a notice of decision is made regarding the permit application, applicants or the public can appeal the decision within 14 days of its issuance (*local governments are not required to provide for administrative appeals*).



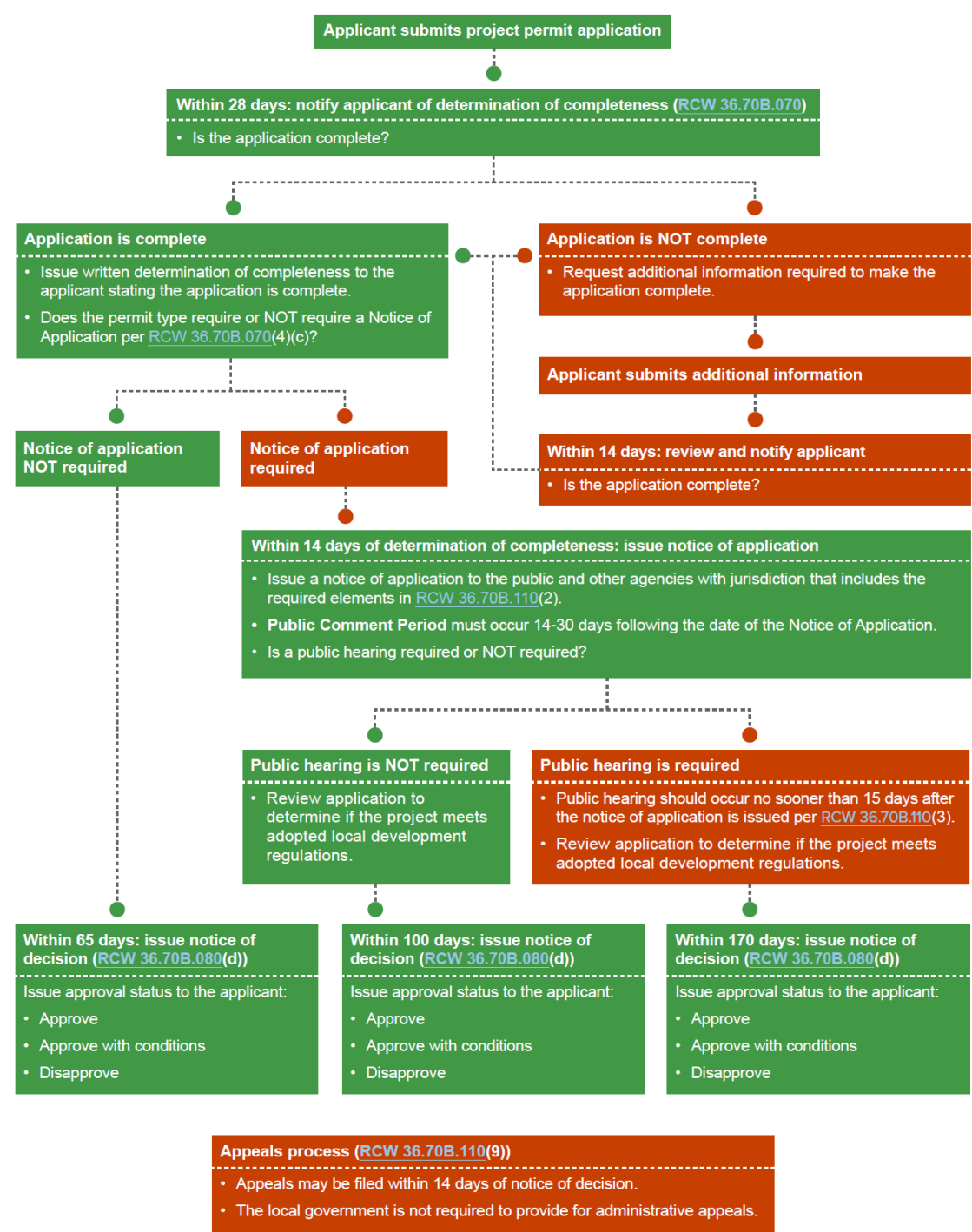
A land use permit approval is often conditional. The specified conditions must be carried out through the subsequent building and civil engineering permits and the actual construction.

Land Use Permit Review Process & Timeline Requirements - RCW 36.70B

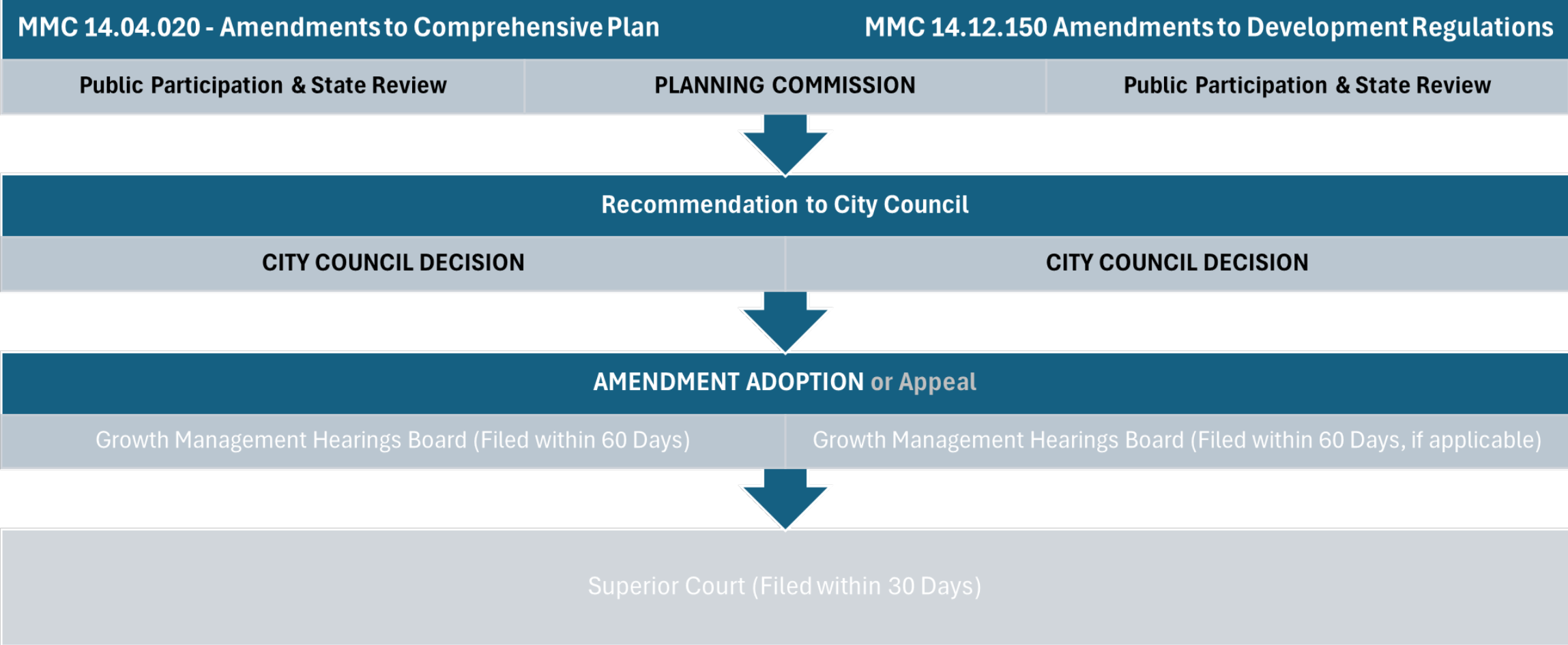
(effective January 1, 2025)

State Legislature has been considering mandatory use of a Hearing Examiner –

- Make objective decisions based on the record
- Reduce a city's liability
- Allow city council and planning commission to focus on legislative matters



Millwood's Legislative Review Process



Amendments to Comprehensive Plan is limited to one time per year - can limit Development Regulations Amendments to one time per year as well (consolidated amendments – maintains consistency)

Millwood's Administrative Permit Review Processes

Recommendation

- N/A

Decision

- Administrator (Clerk-Treasurer or CAO of Dept. / Agency) or
- Planning Director / City Planner / Building Official or
- Historic Preservation Commission or
- City Council

Admin. Appeals

- City Council (File within 14 – 21 Days) or
- Hearing Examiner or
- No Administrative Appeal – Superior Court or
- Planning Commission



Millwood's Quasi-Judicial Review Processes

Recommendation

- N/A or
- Planning Commission

Decision

- Planning Director / City Planner or
- Administrator (City Planner or City Clerk) or
- City Council or
- Hearing Examiner or
- City Council (Hearing Examiner may be consulted)

Admin. Appeals

- City Council or
- No Administrative Appeal – Superior Court or
- Planning Commission



Proposed Review Process by Permit Type

	Type I (Administrative)	Type II (Administrative)	Type III (Quasi-Judicial)	Type IV (Quasi-Judicial)	Type V (Quasi-Judicial)
Recommendation	N/A	N/A	City Planner	Planning Commission	
Decision	City Planner or Building Official, as applicable (HPC for Alterations of Historic Structures)	City Planner or Building Official, as applicable (HPC for Alterations of Historic Structures)	Hearing Examiner	City Council	City Council
Administrative Appeal	Hearing Examiner	Hearing Examiner	N/A or City Council	Growth Management Hearings Board (GMHB)	N/A
Shoreline Appeal	Shoreline Hearings Board				
Judicial Appeal	Superior Court	Superior Court	Superior Court	Superior Court	Superior Court

Proposed Permit Types

Type I (Administrative)	Type II (Administrative)	Type III (Quasi-Judicial)	Type IV (Quasi-Judicial)	Type V (Quasi-Judicial)
Accessory Dwelling Unit (ADU)	Commercial, Grading, Residential, & other building permits (SEPA Required)	Conditional Use Permit	Zone Change / Property Rezone (individual properties)	Subdivision / Binding Site Plan Alteration
Administrative Interpretation / Exception	Preliminary Binding Site Plan (BSP)	Preliminary Subdivision / Unit Lot Subdivision (10 or more lots)		Subdivision / Binding Site Plan Vacation
Administrative Lot Split (ULS)	Shoreline Substantial Development Permit (SDP)	Shoreline Conditional Use Permit		
Approach / Right-of-Way Permit	Preliminary Short Subdivision / Unit Lot Subdivision (up to 9 lots)	Shoreline Variance		
Boundary Line Adjustments (BLA)		Variance		
Commercial, Grading, Residential, & other building permits (SEPA N/A)				
Fence Permit				
Final Binding Site Plan / Record of Survey (ROS) Lot Finalization				
Final Short Subdivision (Short Plat) / Unit Lot Subdivision (up to 9 lots)				
Final Subdivision (Final Plat) / Unit Lot Subdivision (10 or more lots)				
Home Business / Occupation				
Public Assembly Permit				
Sign Permit				
Shoreline Substantial Development Permit Exemption (SDPE)				
Site Plan Review				
Temporary Use Permit				

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Questions?

