



City of Stevenson

Phone (509) 427-5970
Fax (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

January 2021 Planning Commission Meeting

Monday, January 11, 2021

6:00 PM

A. Preliminary Matters

- 1. Public Comment Expectations:** Chair Selects Public Comment Option
Webinar: <https://us02web.zoom.us/j/85613443216>
Conference Call: +1 253 215 8782 or +1 346 248 7799
ID #: 856 13 44 3216
Tools: *6 to raise hand & *9 to unmute
- 2. Minutes:** December 14th, 2020 Planning Commission Meeting Minutes
- 3. Public Comment Period:** (For items not located elsewhere on the agenda)

B. New Business

- 4. Annual Elections:** Establishing a Planning Commission Chair and Vice-Chair

C. Old Business

- 5. Planning Commission Bylaws:** Amendment (1st Review)
- 6. Iman Cemetery Road Vacation:** Draft Letter to City Council
- 7. Land Division Code Amendment:** Application & Review

D. Discussion

- 8. Staff & Commission Reports:** 1st Street Overlook/Columbia Street Realignment, C1 Parking Amendments, Metropolitan Parks District (Pool) Proposition, Planning Commission Minutes Format, Shorelines Management Program
- 9. Thought of the Month:** None

E. Adjournment

STEVENSON PLANNING COMMISSION MINUTES
Monday, December 14, 2020 6:00 PM
Held remotely

Webinar: <https://us02web.zoom.us/j/87629933680>

Conference Call: +1 253 215 8782 or +1 346 248 7799 ID #: **873 299 33 680**

Attending

- Planning Commission Chair Valerie Hoy-Rhodehamel; Commissioners Mike Beck, Jeff Breckel and Davy Ray. Commissioner Auguste Zettler was absent.
- City Staff: Community Development Director Ben Shumaker
- Public attendees: Unnamed.

Planning Commission Chair Valerie Hoy-Rhodehamel opened the meeting at 6:03 p.m.

A. Preliminary Matters

1. Public Comment Expectations:

PC Chair Hoy-Rhodehamel and Community Development Director Shumaker explained how to access the online or phone-in tools to provide public comment.

2. Minutes: November 9th, 2020 Planning Commission Meeting Minutes

MOTION to adopt November 2020 Planning Commission meeting minutes as presented was made by **Commissioner Breckel** with a second by **Commissioner Beck**.

- Voting aye: **PC Chair Valerie Hoy-Rhodehamel, Commissioners Beck, Breckel, Ray**
- Voting no: None.

3. Public Comment Period: (For items not located elsewhere on the agenda)

Community Development Director Ben Shumaker shared information for participants on how to provide comments and mute/unmute their phones or microphones.

Commissioner Beck requested the Planning Commission recommend the Stevenson City Council not abandon a road easement to Iman Cemetery Road in order to preserve access to Rock Creek. It was agreed to move the discussion to item 5a within the meeting agenda.

PC Chair Hoy-Rhodehamel called for other public comments. None were received.

B. New Business

4. Planning Commission Bylaws: General Overview

Shumaker provided a brief explanation regarding the agenda item. The Planning Commission last revised their bylaws in 2014. In light of an issues recently encountered by the City Council, he invited a discussion on meeting conduct in general.

It was noted the current Planning Commission bylaws do not address meeting conduct by individuals. Reviewing the by-laws in place with all new Commission members was seen as important. **Commissioner Beck** added the State of Washington offers training for all elected and appointed officials on Open Public Meeting laws. A Short Course on Local Planning was also viewed as a valuable resource. Municipal codes and procedures were seen as the nearest to a code of conduct. The ballot box was also recognized as a check on elected officials. Working together as a team was agreed to by all as essential.

PC Chair Hoy-Rhodehamel asked Planning Commissioners to review the by the bylaws for potential amendments, noting the need for greater clarity regarding at-large membership from outside Stevenson City limits. **Shumaker** explained the amendment process and timeline. The Chair asked members to review provide requested amendments for review at the January meeting.

5. Planning Commission Minutes:

Community Development Director Shumaker related the Stevenson City Council had recently switched to action minutes. He asked the Planning Commission about their expectations for the style and detail of draft minutes for their meetings. Johanna Roe, Minute Taker provided information on the format currently in use.

Watching a recording or transcript of online meetings versus reading summary minutes was discussed. **Commissioner Breckel** suggested it might be easier to read a summary then review a full recording of a meeting. **Commissioner Beck** commented consistency between the Planning Commission and City Council minutes was something to consider. **Commissioner Ray** was unconvinced of a problem with the current format.

No decision was made, and the item was tabled.

a. Iman Cemetery Road Vacation

Community Development Director Shumaker provided background information regarding an upcoming public hearing by the City Council addressing vacation of a section of Iman Cemetery Road in Stevenson. **Commissioner Beck** requested the Planning Commission recommend the City Council consider preserving a road easement next to Iman Cemetery in order to allow public access to Rock Creek.

Commissioners discussed several options the city and or county could consider in providing ongoing access to Rock Creek. Key points included parking, trespassing, litter, liability, lack of sanitation facilities, landowner rights and safe alternative access.

The Commissioners agreed to **Shumaker's** suggestion that, rather than have the Planning Commission provide a formal motion, he would draft a letter from the Planning Commission to the City Council regarding the issue. The letter would address the importance of providing public access to Rock Creek and the Commission's willingness to participate in access planning, with **Commissioner Beck** serving to provide Commission input.

C. Old Business

6. Land Division Code Amendment: Reviewing Past Efforts and Future Expectations

Shumaker explained the scope of the current changes presented in the draft text. At the November 2019 kick-off meeting, the Planning Commission chose to establish public involvement opportunities at a later time. He anticipates public engagement will take place when all proposed changes are reviewed by the Planning Commission and approved by way of a single "Public Release Draft".

Commissioner Beck received confirmation the City Council had not acted on the recommendations made by the PC regarding changes to setbacks within the zoning code at the December 2020 Council meeting due to the setback issue needing further definition. **Beck** agreed clarity was needed to make it more understandable and easier for staff and the public to interpret. **Shumaker** pointed to several sections in the code where standards need to be aligned. Following comments from **Commissioner Beck, Shumaker** directed Commission members to Item #7 on the meeting agenda as it further addressed the issue.

7. Zoning Amendment: Increasing Residential Building Capacity: Reviewing Staff Suggestion Related to Pedestrian Visibility

Commission members considered several suggested revisions **Community Development Director Shumaker** proposed regarding the zoning code language concerning pedestrian safety near driveways. He included some definitions to help make it easier to interpret, and noted **Commissioners Beck** and **Zettler** had reviewed the changes previously. He advised the Commission the changes could be presented to City Council as a supplemental recommendation.

MOTION to recommend the City Council approve the zoning code language changes presented in Option B was made by **Commissioner Beck** with a second provided by **Commissioner Breckel**.

- Voting aye: **PC Chair Valerie Hoy-Rhodehamel, Commissioners Breckel, Ray and Beck.**
- Voting nay: None

D. Discussion

8. Staff & Commission Reports: 1st Street Overlook/Columbia Street Realignment

The Commission heard an update from Shumaker on the 1st Street overlook. The project engineers gave a short presentation at the December 2020 City Council meeting. Following the bid process, construction is anticipated to begin in the summer of 2021. A grant proposal submitted to WSDOT for full repaving of 1st Street was not awarded.

Commissioner Ray shared an anecdotal conversation he had with the local dentist whose business borders the area near 1st Street. He noted the dentist was amenable to mixed use for the area. **Shumaker** related additional funding proposals were being readied for further planning grants and site assessment work.

Commissioner Breckel asked about implementation of the downtown plan. **Shumaker** related there were negative responses towards implementation and progress is advancing in a piecemeal fashion. The working group has not been meeting regularly and interest has waned. **Commissioner Beck** has been working with Kelly O'Malley-O'Keefe on parking in the downtown area.

Shumaker shared information on water seepage reportedly arising from the former county dump along Rock Creek Drive. The City is preparing to conduct water quality rests to determine what the water contains and if a regulatory agency needs to be involved.

9. Thought of the Month: None

E. Adjournment

Planning Commission Chair Valerie Hoy-Rhodehamel adjourned the meeting at 7:12 p.m.

Minutes prepared by Johanna Roe

Stevenson Planning Commission

Statement of Purpose

~~August~~February ~~811~~, 2014~~21~~

The purpose of the Planning Commission is:

To study and plan for the physical development and needs of the community through comprehensive planning; initiatives;

To consider the community's Cornerstone Principles (High Quality of Life, Natural/Scenic Beauty, Healthy Economy, Active Waterfront) when developing land use plans, development standards and ordinances, and establishing goals and policies for future development;

To thoughtfully review all development proposals (whether public or private) fairly, openly and on their merits;

To provide the Mayor and City Council with sound advice and guidance concerning development proposals and community planning matters;

To be receptive to the community's directions and changes and to be willing to reexamine plans, procedures and rules so they address the present;

To be well informed and in close touch with the staff, to have high expectations and to remain independently critical;

To perform such other powers and duties specified in RCW 35A.63 or assigned to the Commission by ordinance of the City Council.

Bylaws

City of Stevenson Planning Commission

We, the members of the Planning Commission of the City of Stevenson, State of Washington, pursuant to Ordinance 1029 passed on June 18th, 2009 by the City of Stevenson, do hereby adopt, publish and declare the following bylaws:

Article I – Membership, Terms and Vacancies

- A. ~~At least four members shall be residents of the City, and one member residing elsewhere in Skamania County and having some business or other interest in the planning and development of the City may be appointed in an "at-large" capacity.~~ City residency is required for four of the Commission's five positions. City residency is not required for the fifth position and may be filled by an individual residing elsewhere in Skamania County and having some business or other interest in the planning and development of Stevenson.
- B. In the case of a vacancy of a Commission position, after ~~advertising~~ advertising for interested parties in accordance with SMC 2.12.020(E), the Commission shall submit the name of a candidate to the Mayor and City Council for approval.
- C. The six (6) year terms of office shall be reviewed annually at the time of election of officers..
- D. Ex officio members appointed to the Commission by the Mayor are non-voting members, except as discussed in RCW 35A.63.020.

Article II – Organization, Meetings and Records

- A. Officers
 1. The Chair and Vice-Chair of the Commission shall be elected as the first order of business at the first meeting in January of each year.
 - ~~1.2.~~ In the case of vacancy of the Commission member serving as the Chair or Vice-Chair, the vacancy shall be filled following an election at the next regular meeting of the Commission.
- B. Meetings
 1. All meetings of the Commission shall be open to the public.
 2. Pursuant to Resolution 243a adopted by the City of Stevenson, regular meetings shall be held at 6:00 PM on the second Monday of each month. At the discretion of the Chair, meetings lasting later than 8:30 may be continued from such a meeting to a stated later date.

3. Official or continued meetings may be adjusted to avoid conflict with a major or legal holiday. Special meetings may be called by the Chair as provided by RCW 42.30.080.
4. Meeting location shall be at Stevenson City Hall unless prior public notice of an alternate location is advertised.
5. Meetings may be cancelled due to lack of an agenda with the approval of the Chair.
6. Official action of the Commission shall be made by vote, and only at official meetings.

C. Quorum

1. A quorum consists of a majority of the membership (excluding vacant seats). Actions are taken by the majority vote of the members present, a quorum being present. A member present may abstain from voting for cause.

D. Agenda

1. Agendas will be finalized and made available by 12:00PM on the Thursday prior to the meeting. The agenda will be posted on the City's website and at City Hall and provided to the Commission in advance of the meeting to allow the Commission members an opportunity to review prior to the meeting.
2. The suggested format for the agenda is as follows:
 - a.Introduction of Invited Guests
 - b.Minutes
 - c.Public Comment Period
 - d.New Business
 - e.Old Business
 - f. Staff Reports
 - g.Discussion
 - h.Adjournment
3. The printed agenda of a regular meeting may be modified, supplemented or revised by the majority affirmative vote of the Commission members present. The agenda may be divided into sections and scheduled for continued meetings when it is apparent that one meeting will not be able to complete the eligible cases.

E. Attendance

1. Attendance at regular meetings is expected of all Commission members.
2. Occasionally a Commission member will not be able to physically attend a meeting due to personal or work conflicts. Provided that the Commission member received a full meeting packet and is prepared, interested, and able to participate in the meeting, the Chair may allow the member to participate via conference call, video conference, or similar electronic mechanism.
3. Any member anticipating absence from an official meeting should notify staff in advance.

4. Any absence may be excused by the Chair even for an extended period. After three (3) consecutively missed regular meetings, the member will be contacted and asked to reaffirm to their fellow Commission members their desire to remain on the Commission

F. Operation

1. Meeting operations are carried out according to RCW 42.30-Open Public Meetings, RCW 42.32-Meetings, and RCW42.36-Appearance of Fairness Doctrine—Limitations.
2. Under the Open Public Meetings Act the public must be allowed to attend Commission meetings, but the Act does not require the public be allowed to speak during Commission meetings. To foster both public participation and meeting efficiency, the Chair shall select one of the following public participation options prior to commencing any meeting or agenda item:
 - a. Option 1- Each speaker will be offered three (3) minutes to express their thoughts during the general public comment period and tree (3) minutes to comment during each public hearing period. Under certain circumstances the Chair may announce a change in a meeting's time limits. Speakers may not convey or donate their allotted time to another speaker. Written comments may also be submitted for the record.
 - b. Option 2- After being acknowledged by the Chair, any member of the public may participate in discussion throughout the meeting. Participants should keep comments brief, respectfully, and related to the agenda topic. Written comments may also be submitted for the record.
3. Certain decisions of the Commission, such as decisions on conditional uses, variances, and subdivision recommendations are quasi-judicial in nature. In these cases, the Commission acts "as if it were a judge" and must base its decisions on the "record" of the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Commission members shall comply with all applicable laws and be guided by Appendix A of these bylaws.

G. Records

1. Official files and records of the Commission shall be maintained in accordance with the State records retention schedule.

H. Official Action

1. The Commission shall act as a body in making its decisions and in announcing them. The Chair or the Chair's designated spokesman will speak for the group in a public meeting.

2. All Commission discussions and motions may be guided by Robert's Rules of Order, Newly Revised at the Chair's discretion.
3. Method of presenting official recommendations to the City Council:
 - a. An official recommendation to the City Council must be moved, seconded and passed by majority vote of the Commission.
 - b. Official recommendations shall be recorded by staff in the Commission minutes.
 - c. Official recommendations shall be transmitted to the City Council for their next scheduled meeting.
 - d. Special reports or recommendations to the City Council may be made by a designated Commission member or staff person.
 - e. The Chair or a member may be designated to represent the Commission at special functions, seminars or meetings of interest to the Commission.
 - f. Minority reports may accompany any report or recommendation of the Commission to the City Council.

Article III – Committees

- A. From time to time the Commission will identify the need for greater citizen participation on a wide variety of subjects. Advisory committees may be created in these instances to aid the Commission's decision making process. Advisory committees should contain at least one Commission member but shall never contain a quorum of the Commission.

Article IV – Public Relations

- A. The Commission should, in most cases, defer to the City Council to represent the City in the press and other public spheres.
- B. If a Commission member appears on behalf of the Commission before another governmental agency, community organization, or through the media, for the purpose of commenting on an issue, the Commission member shall state the majority position of the Commission, if known, on such issues. Personal opinions and comments that differ from the Commission majority may be expressed if the Commission member clarifies that these statements do not represent the Commission's position.
- C. Commission members shall have other Commissioner members' concurrence before officially representing any Commission member's views. As a matter of courtesy, any letters to the editor, interviews or other communication by a Commission member of a controversial nature that do not reflect the Commission's majority opinion should be presented to the Commission and City Council prior to publication so that the Commission and Council members may be prepared.

Article V – Expenditures

- A. The expenditures of the Commission shall be within the budget appropriations for the Commission and with the approval by the Council.

Article VI – Duties and Powers of the Commission

A. Chair

1. Shall preside at all Commission meetings and have the powers generally assigned such office in conducting the meetings.
2. Shall see that the transaction of Commission business is in accord with law, ordinances, these Bylaws and Roberts' Rules of Order.
3. May appoint standing committees or special committees and assign one or more members to such committees.
4. Shall, at the opening of the hearing on each subject, state the purpose of the hearing and may read aloud any pertinent written communications contained in the case file. Prior to a presentation, the Chair may establish a time limit on discussion on any said subject.

B. Vice-Chair

1. Shall assume the duties and power of the Chair in the Chair's absence, vacancy or attendance by conference call.

C. City Staff

1. The staff shall ensure that the following tasks are accomplished:
 - a. Keep the minutes of all regular and special meetings of the Commission.
 - b. Give notice of all special meetings to all Commission members at least 24 hours prior to the meeting.
 - c. Prepare an agenda for all special and regular meetings.
 - d. Serve proper and legal notice of all public hearings.
 - e. Draft the routine correspondence of the Commission.
 - f. Maintain files of all studies, plans, reports, recommendations and official records of the Commission.
 - g. Maintain records of Commission expenses.
2. The Planning Director shall attend all regular meetings of the Commission unless excused. If the Planning Director has an excused absence, a staff person shall be designated to attend in the Director's absence. The Planning Director may make recommendations to the Commission and take part in discussions but shall have no vote.

3. The City Attorney may be invited to attend certain quasi-judicial or other meetings to provide opinions, answer legal questions, or ensure the Commission adheres to appropriate legal procedures.
- D. Commission Voting Members
1. Shall informally elect a Chair Pro-tem in the absence of the Chair and Vice-Chair.

Article VII – Conflict of Interest

- A. Any member of the Commission who, in that member’s own opinion, has an interest in any matter before the Commission that would tend to prejudice the member’s actions shall so publicly indicate and shall step down and refrain from voting.

Article VIII – Amendments

- A. These Bylaws may be amended at any regular meeting by the affirmative vote of three (3) members of the Planning Commission; provided that the proposed amendments have been submitted in writing at the previous regular meeting.

Adopted in regular session this ____ day of _____, _____.

Chair

Secretary

Ayes:

Nays:

Appendix A – Public Hearing Procedures Script for Quasi-Judicial Issues

The following represents a recommended procedure as a general instruction for the conduct of quasi-judicial hearings and may be followed or departed from in the Chair's discretion. Failure to follow this recommended procedure shall not constitute a *prima facie* failure of Due Process.

Opening

- The Chair shall open the public hearing by stating the name of the application.
- The Chair shall direct any persons wishing to be heard to sign in on the sign-in sheet.

Rules of Order Presented by the Chair

- The Chair shall explain that the public hearing will proceed in an orderly manner and ask that members of the public respect the process.
- The Chair shall ensure that everyone will be given an opportunity to be heard. The Chair shall ask that all comments be made standing, at a speaker's rostrum if available, or in an otherwise noticeable fashion. All speakers must first give their name and address for the officially recorded transcript of the hearing. The Chair shall further explain that if there is an appeal, the court must make its decision on the basis of what is said at this meeting.
- The Chair shall ascertain if anyone will require special accommodation in order to speak so that arrangements can be made.
- In fairness to all in attendance, each person wishing to speak will be given an opportunity to address the Commission. Depending on the number of people in attendance, the Chair may limit the initial period of time allowed. If additional time is needed, the Chair may allow additional time after all interested parties have had an opportunity to speak.
- There should be no demonstrations (clapping, cheering, booing) during or at the conclusion of anyone's presentation.
- This public hearing is the time for presentation of testimony, not an opportunity for debate between or among the presenter, the applicant, or the Commission.
- The Commission is interested in promoting an orderly public hearing to give all persons in attendance an opportunity to be heard.

Appearance of Fairness and Conflicts of Interest

- Quasi-judicial actions are defined as actions of the Commission which determine legal rights, duties, or privileges of specific parties in a hearing. The public hearing for these actions must fair in three respects: form, substance and appearance.
- All Commission members should give consideration as to whether they have:
 - A demonstrated bias or prejudice for or against any party to the proceedings;
 - A direct or indirect monetary interest in the outcome of the proceedings;

- A prejudgement of the issue prior to hearing the facts on the record; or
- *Ex parte* contact with any individual, excluding administrative staff, and whether the individual supports or opposes the issue.

Each Commission member must disclose whether any of the factors listed above are at issue and respond to the question "Do you have an Appearance of Fairness or Conflict of Interest issue or disclosure to make?"

- After making any such disclosures, the members in the audience are asked if there are any objections to any Commission members' participation in the proceedings.

Order of Speaking Presented by the Chair

- Staff presentation;
- Request to staff in there were any written materials submitted and summary of any such materials;
- Comments from applicant;
- Comments from proponents;
- Comments from opponents;
- Comments from any others wishing to speak;
- Comments from applicants in response/rebuttal. New material may not be introduced;
- Response from staff to any subjects raised by any of the speakers, or any additional clarifications;
- Questions from Commission members to any speaker or staff person who made comment;
- The Chair may ask if anyone in the audience has any comments to clarify an item raised by a Commission member's questions. No new items can be presented nor should the speaker repeat testimony given previously. This is purely an opportunity for clarification.

Commission Discussion

- The Chair, making certain there is no further testimony, closes the public testimony portion of the hearing.
- Commission discussion is held – Commission should consider discussing issues in terms of findings and potential conditions.
- Request for any further recommendations or comments from staff.
- Chair calls on the Commission members to make a motion (take action) or postpone. If action taken, Chair directs staff to prepare findings and decision.



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Council
FROM: Valerie Hoy-Rhodehamel on behalf of the Planning Commission
DATE: January 21st, 2021
SUBJECT: Iman Cemetery Road Vacation—Access to Waterway

Hello-

At the Planning Commission's December meeting, one of our members asked for Commission discussion of the petition the Council received for Iman Cemetery Road where it connects to Rock Creek. The letter represents to results of that discussion.

- Public access, including visual access, to waterways is important for the community. This is especially important for Rock Creek where there are few access points in the City's residential area. We know the City Council understands this importance and the state prescribes specific requirements for decisions on this petition.
- To ensure proper access is provided, the Planning Commission is available to help review or establish the public access/property acquisition plan required by the state in order to vacate streets like this one.
- As your subcommittee addresses the concerns surrounding this vacation, we request Planning Commissioner Mike Beck be included in those discussions to serve as a bridge between the City Council and Planning Commission.

With respect and thanks,

Valerie Hoy-Rodehamel,
Planning Commission Chair



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: Planning Commission
FROM: Ben Shumaker
DATE: January 11th, 2021
SUBJECT: Ongoing Review - Land Division Code – Complete Applications, Timelines

Introduction

This memo continues Planning Commission discussion of several proposed changes to 1) SMC Title 16, related to Short Subdivisions, Subdivisions, and Boundary Line Adjustments and 2) SMC Title 17 related to Zoning. Specifically, it introduces common procedural components related to applications under Title 16. These procedures contemplate implementation—for the first time in Stevenson—of a 1995 state law which is commonly encountered by most developers in the state. General discussion is expected as no specific policy guidance points have been identified by staff.

Public Involvement

At the November 2019 meeting, the Planning Commission chose to defer establishing public involvement expectations until a later date. While this memo asks for preliminary planning commission review, it does not anticipate final action on any portion of the proposal. Still, if the Planning Commission wishes to defer offering guidance until additional public involvement is sought, that preference can be accommodated.

Proposal Format

The attachments to this memo contain 1) draft code language, including **yellow highlighting** indicating policies requiring additional input/coordination, 2) a **red box** containing references to existing code which would be replaced, 3) a **yellow box** containing references to regulatory language used by other Washington jurisdictions, and 4) sometimes a **green box** notes to assist understanding of specific staff decisions made in the draft proposal.

This format is used instead of the more frequently used **underline/strikethrough** text of other proposals for 2 reasons. First, because this housecleaning effort involves consolidating up to 4 different policies, it is not possible to track changes in the other fashion. Second, this is a “show your work” effort planning staff hopes will build public trust, thereby allowing the Planning Commission to focus on the content of the proposal.

Determination of Completeness

The Determination of Completeness/Incompleteness process is a necessary procedure of all jurisdictions required by the state to fully plan under the Growth Management Act. While Stevenson is not subject to such requirement, among other benefits the process provides a logical way to:

- 1) Ensure timeliness and fairness of decision making.
- 2) Enhance communication between the City and applicants.
- 3) Determine when proposals have been abandoned.

Draft Timelines

The timelines of the State statute do not perfectly overlay the timelines of the existing municipal code, which alternately uses calendar days and working days when establishing expected decision dates. The proposal uses calendar days only and results in the following changes to the maximum timelines:

- 1) Short Plats: Currently 45 days (unspecified calendar or working), with an interim deadline of 20 working days. The proposal lengthens this timeline to 56 calendar days to incorporate the 28-calendar day period for determination of completeness, a 21-calendar day period for comments from outside the Planning Department, and the balance to incorporate comments into a decision.
- 2) Subdivisions: Currently, no timeline specified. The proposal establishes a maximum 56-calendar day period between submittal of a fully complete application and the Planning Commission hearing.
- 3) Boundary Line Adjustments: Currently 20 working days, within an interim deadline of 10 working days. The proposal lengthens the timeline however the specifics have not yet been developed, likely to be between 35 and 42 calendar days.

Next Steps

Staff will incorporate all guidance provided by the Commission into the evolving draft of the proposed amendments. The Planning Commission should expect this topic to appear on the February agenda.

Prepared by,

Ben Shumaker
Community Development Director

Attachments:

- 1 Draft New Section 16.01.055 – Administrative Provisions
- 2 Draft Amended Section 16.02.100 – Application Procedures—Administrator’s Authority
- 3 Draft Amended Section 16.02.110 – Application Procedures—Distribution of Copies
- 4 Draft Amended Section 16.02.120 – Application Procedures—Findings and Comments
- 5 Draft Amended Section 16.18.060 – Preliminary Plat—Hearing—Held When
- 6 Ongoing Section Tracking

SMC 16.01 – GENERAL PROVISIONSSMC 16.01.055 – Acceptance of Application—Determination of Completeness.

- A. When full application materials are submitted pursuant to SMC 16.01.025, the administrator shall accept the application and note the date of acceptance.
- B. Within 28 calendar days after the date of acceptance, the city shall mail or provide in person a written determination to the applicant, stating either:
 - 1. The application is complete; or
 - 2. The application is incomplete and what is necessary to make the application complete.
- C. An accepted application is complete for purposes of this section when it includes the information below in sufficient detail to continue processing the application:
 - 1. The submission requirements of SMC 16.01.025,
 - 2. The submission requirements of the applicable approval sought, and
 - 3. The submission of information determined to be necessary by the administrator based on Skamania County or city records.
- D. Incomplete Application Procedure.
 - 1. If the applicant receives a determination of an incomplete application, the applicant shall have 120 calendar days to submit the necessary information to the city. Within 14 calendar days after an applicant has submitted additional information, the city shall make the determination as otherwise described in SMC 16.01.055(B) and notify the applicant in the same manner.
 - 2. If the applicant either refuses in writing to submit additional information or does not submit the required information within the 120-day period, the director shall determine the application abandoned therefore withdrawn.
 - 3. In those situations where the administrator has deemed an application withdrawn because the applicant has failed to submit the required information within the necessary time period, the applicant will forfeit the application fee.
- E. An accepted application shall be deemed complete if the city does not provide a written determination to the applicant pursuant to SMC 16.01.055(B). Notwithstanding a failure to provide a determination of completeness, the city may request additional information as provided in SMC 16.01.055(F).
- F. After an application is deemed complete, the City may require additional information related to:
 - 1. An inaccuracy or material fact identified during review of the application;
 - 2. A project modification made voluntarily by the applicant;
 - 3. A project modification made to conform to City requirements.

This Section **REPLACES**: (Text in **bold** is included in the staff draft)

SMC 16.02.110: Application Procedures—Receipt and Distribution of Copies.

- A. Any property owner intending to divide land by this chapter shall obtain a short plat application form and map sheet from the city. The applicant shall then complete the application and map sheet listing all required information as outlined within Sections 16.02.050 and 16.02.090.
 - 1. Sewage Disposal System. When proposed lots are to be served by an on site sewage disposal system, site evaluations by the district health officer shall be obtained by the applicant prior to the submission of the short plat application...
- B. Upon submission of a short plat application, a date of receipt shall be affixed on the application. The administrator shall then determine whether the requirements of this chapter have been met. An application or map lacking sufficient information for review or not meeting the requirements of the chapter shall be rejected by the short plat administrator and returned to the applicant, and such rejection shall be accompanied by a written statement citing the reason for rejection....

SMC 16.18.040: Preliminary Plat—Submittal, Acceptance and Distribution of Copies.

- A. Preliminary plats are to be submitted to the administrator. When the administrator determines that the items required by the preliminary plat standards of this article have been presented he shall accept the plat for review by the planning commission and date the receipt of the plat.
- B. If these items have not been presented the administrator shall inform the subdivider of the omissions.
- C. Eight copies of the preliminary plat are required. Additional copies may be requested by the administrator.

The following assisted the staff draft (Text in **bold** is included)

Port Angeles PAMC 18.02.040: Determination of Completeness.

- A. **Within 28 days** of receiving a date stamped application, **the City shall** the application and, as set forth below, provide the applicant with a written determination that the application is complete or incomplete.
- B. A development permit application shall be declared complete only when it contains all of the following materials:
 - 1. A fully completed, signed, and acknowledged development permit application.
 - 2. A fully completed, signed, and acknowledged environmental checklist for projects subject to review under the State Environmental Policy Act.
 - 3. All applicable review fees.
 - 4. The information specified for the desired permit in the appropriate chapters of the Port Angeles Municipal Code and as identified in PAMC 18.02.030.
 - 5. Any supplemental information or special studies identified by the City.
- C. For applications determined to be incomplete, the City shall identify in writing the specific requirements or information necessary to constitute a complete application. Upon submittal of the additional information, the City shall within 14 days issue a determination of completeness or identify what additional information is required.

Washington RCW 36.70B.070: Project Permit Applications—Determination of Completeness—Notice to Applicant.

- 1) **Within twenty-eight days after** receiving a project permit application, a local government planning pursuant to RCW 36.70A.040 **shall mail or provide in person** a written determination to the applicant, stating either:
 - a) **That the application is complete; or**
 - b) **That the application is incomplete and what is necessary to make the application complete.**
- 2) A project permit **application is complete for purposes of this section when it** meets the procedural **submission requirements** of the local government and is **sufficient for continued processing** even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the local government from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.
- 3) The determination of completeness may include the following as optional information:
 - a) A preliminary determination of those development regulations that will be used for project mitigation;
 - b) A preliminary determination of consistency, as provided under RCW 36.70B.040; or
 - c) Other information the local government chooses to include.
- 4) a) **An application shall be deemed complete** under this section **if the** local government **does not provide a written determination to the applicant** that the application is incomplete as provided in subsection (1)(b) of this section.
 - b) **Within fourteen days after an applicant has submitted** to a local government **additional information** identified by the local government as being necessary for a complete application, **the** local government **shall** notify the applicant whether the application is complete or what additional information is necessary.

The following assisted the staff draft (Text in bold is included) (continued.)

White Salmon WSMC 19.20.110: Submission and Acceptance of Application—Determination of Completeness—Additional Information and Project Revisions.

- A. Determination of Completeness. **Within twenty-eight calendar days after** receiving a project permit application, **the city shall** mail a determination to the applicant which states **either: (1) that the application is complete; or (2) that the application is incomplete and what is necessary to make the application complete.**
- B. Identification of Other Agencies with Jurisdiction. To the extent known by the city, other agencies with jurisdiction over the project permit application shall be identified in the city's determination required by subsection A of this section.
- C. Incomplete Application Procedure.
 1. **If the applicant receives a determination** from the city that an application is not complete or that additional information is required, **the applicant shall have one hundred twenty calendar days to submit the necessary information to the city. Within fourteen calendar days after an applicant has submitted the requested additional information, the city shall make the determination as described in subsection A of this section and notify the applicant in the same manner.**
 2. **If the applicant either refuses in writing to submit additional information or does not submit the required information within the one hundred twenty-day period, the director shall make a determination that the application has been abandoned and is therefore withdrawn.**
 3. **In those situations where the administrator has deemed an application withdrawn because the applicant has failed to submit the required information within the necessary time period, the applicant will forfeit the application fee.**
- D. City's Failure to Provide a Determination of Completeness. A project permit **application shall be deemed complete** under this section **if the city does not provide a written determination to the applicant** that the application is incomplete as provided in subsection A of this section. **Notwithstanding a failure to provide a determination of completeness, the city may request additional information as provided in subsection F of this section.**
- E. Date of Acceptance of Application. **When** the project permit **application is determined to be complete, the director shall accept it and note the date of acceptance.**
- F. Additional Information. A project permit application is complete for purposes of this section when it meets **the submission requirements** in Section 19.10.100, as well as **the submission requirements** contained in **the applicable** development regulations. This determination of completeness shall be made when the application is **sufficient for continued processing** even though additional information may be required or project modifications may be undertaken after submittal. The city's determination of completeness shall not preclude the city from requiring additional information, that the applicant correct plans or perform studies at any time if new information is required for project review, or if there are substantial changes in the proposed action. No application shall be deemed complete before all applicable application review fees stipulated by Chapter 3.36 WSMC as well as fees applicable to other applicable review processes are collected.
 1. Any period during which the city has requested the applicant to correct plans, perform required studies, or provide additional information shall be excluded from the time period provided in this chapter.
 2. The time period for requiring additional information shall be calculated from the date the city notifies the applicant of the need for additional information until the earlier of: (a) the date the city determines whether the information satisfies the request for information; or (b) fourteen calendar days after the date the information has been provided to the city.
- G. Effect of Project Permit Application Revisions—Substantial Revisions. If, in the judgment of the administrator, the content of an application is so substantially revised by an applicant, either voluntarily or to conform with applicable standards and requirements, that such revised proposal constitutes a substantially different proposal than that originally submitted, the administrator shall deem the revised proposal to be a new application.
 1. In reaching a decision whether a revision is substantial, the director shall consider the relative and absolute magnitude of the revision, the environmental sensitivity of the site, any changes in location of significant elements of the project and their relation to public facilities, surrounding lands and land uses and the stage of review of the proposal.
 2. Lesser revisions that would not constitute substantial revisions during early stages of review may be substantial during later stages due to the reduced time and opportunity remaining for interested parties to review and comment upon such changes.
 3. Written notice of such determination of substantial revision shall be provided to the applicant and all parties of record, including the reasons for the administrator's decision.
 4. A determination that any revision is substantial shall result in the time periods set forth in this chapter starting from the date at which the revised project application is determined to be complete. The revised project application shall be subject to all laws, regulations, and standards in effect on the date of the determination of completeness of the substantial revision.

SMC 16.02 – SHORT PLATSSMC 16.02.100 – Application Procedures—Administrator’s Authority.

The land division administrator [SMC 16.01.010.L.1] is vested with authority to summarily approve or disapprove proposed short plats pursuant to the procedures set forth in this article.

This Section **REPLACES**: (Text in **bold** is included in the staff draft)

SMC 16.02.070: Application-Map and Survey Requirements. **The short plat administrator**, referred to as the administrator, **is vested with the duty of administering the provisions of this chapter and with authority to summarily approve or disapprove proposed short plats pursuant to the procedures set forth in this chapter.** The administrator shall prepare and require use of such forms as are necessary for the administration of this chapter.

The following assisted the staff draft (Text in bold is included)

None.

The following notes provide additional context for this change:

- See also the proposed definition at SMC 16.01.010.L.1, “Land Division Administrator”.
- See also proposed provision at SMC 16.01.015.B.2&3.

SMC 16.02 – SHORT PLATSSMC 16.02.110 – Application Procedure—Distribution of Copies.

- A. [Reserved]
- B. [Reserved]
- C. After an application is deemed complete under SMC 16.01.055, the administrator shall distribute copies of the short plat application and map to the following as is necessary:
 1. City public works department;
 2. City clerk-treasurer;
 3. Southwest Washington Health District;
 4. City planning commission;
 5. Washington State Department of Transportation if the short plat is located adjacent to the right-of-way of a state highway;
 6. Any state or local agency which may have an interest in the short plat as determined by the administrator;
 7. The administrator will mail a notice of the proposed short plat to the latest recorded real property owners as shown by the records of the county assessor, who share a common boundary line with property being short platted, by United States first class mail.

This Section **REPLACES**: (Text in **bold** is included in the staff draft)

SMC 16.02.120: Application Procedure—Findings and Comments.

- A. Any property owner intending to divide land by this chapter shall obtain a short plat application form and map sheet from the city. The applicant shall then complete the application and map sheet listing all required information as outlined within Sections 16.02.050 and 16.02.090.
 1. Sewage Disposal System. When proposed lots are to be served by an on site sewage disposal system, site evaluations by the district health officer shall be obtained by the applicant prior to the submission of the short plat application.
 2. Private Roads-Maintenance. Every short plat containing a private road serving two or more lots shall be accompanied by a private road maintenance agreement signed by the short plat subdivider. The agreement shall be recorded with the auditor.
- B. Upon submission of a short plat application, a date of receipt shall be affixed on the application. The administrator shall then determine whether the requirements of this chapter have been met. An application or map lacking sufficient information for review or not meeting the requirements of the chapter shall be rejected by the short plat administrator and returned to the applicant, and such rejection shall be accompanied by a written statement citing the reason for rejection.
- C. **After** the short plat administrator determines that the proposed short plat application and map contain the required information and data, **the administrator shall distribute copies of the short plat application and map to the following as is necessary:**
 1. **City public works department;**
 2. **City clerk-treasurer;**
 3. **Southwest Washington Health District;**
 4. **City planning commission;**
 5. **Washington State Department of Transportation if the short plat is located adjacent to the right-of-way of a state highway;**
 6. **Any state or local agency which may have an interest in the short plat as determined by the administrator;**
 7. **The administrator will mail a notice of the proposed short plat to the latest recorded real property owners as shown by the records of the county assessor, who share a common boundary line with property being short platted, by United States first class mail.**

The following assisted the staff draft (Text in bold is included)

None.

The following notes provide additional context for this change:

None.

SMC 16.02 – SHORT PLATS

SMC 16.02.120 – Application Procedures—Findings and Comments.

- A. The short plat administrator shall set a date for return of findings and recommendation from each agency and adjacent property owner, the date to be within 21 calendar days from the date of transmittal to each agency and adjacent property owner.
- B. The public works director shall notify the administrator whether:
 - 1. Road access, surface drainage and road construction comply with current city standards;
 - 2. City utilities and fire protection are available to each lot or indicate the improvements that will be needed.
- C. The clerk-treasurer shall notify the administrator if the property is clear of city liens and assessments.
- D. The administrator shall receive the district health officer's findings whether:
 - 1. Water supply methods and sanitary sewer disposal methods contemplated for use in the proposed short plats, do or do not conform with current standards; and
 - 2. Where sanitary sewers are not available, that each lot contains adequate area and proper soil, topographic and drainage conditions to be served by an on-site sewage disposal system.
- E. The administrator shall receive comments from other agencies, adjacent property owners and any other interested persons.
- F. The planning commission may submit any findings and recommendations to the administrator for any short plat applications it has decided to review.

This Section **REPLACES**: (Text in **bold** is included in the staff draft)

SMC 16.02.120: Application Procedure—Findings and Comments.

- A. The short plat administrator shall set a date for return of findings and recommendation from each agency and adjacent property owner, the date to be within twenty working days from the date of transmittal to each agency and adjacent property owner.**
- B. The public works director shall notify the administrator whether:**
 - 1. Road access, surface drainage and road construction comply with current city standards;**
 - 2. City utilities and fire protection are available to each lot or indicate the improvements that will be needed.**
- C. The clerk-treasurer shall notify the administrator if the property is clear of city liens and assessments.**
- D. The administrator shall receive the district health officer's findings whether:**
 - 1. Water supply methods and sanitary sewer disposal methods contemplated for use in the proposed short plats, do or do not conform with current standards; and**
 - 2. Where sanitary sewers are not available, that each lot contains adequate area and proper soil, topographic and drainage conditions to be served by an on-site sewage disposal system.**
- E. The administrator shall receive comments from other agencies, adjacent property owners and any other interested persons.**
- F. The planning commission may submit any findings and recommendations to the administrator for any short plat applications it has decided to review.**

The following assisted the staff draft (Text in bold is included)

None.

The following notes provide additional context for this change:

- See also the proposed definition at SMC 16.01.010.L.1, "Land Division Administrator".
- See also proposed provision at SMC 16.01.015.B.2&3.

SMC 16.02 – SHORT PLATSSMC 16.18.060 – Preliminary Plat—Hearing—Held When.

Upon receipt of a complete application the administrator shall set a date for public hearing before the Planning Commission. Said date shall be within 28 calendar days after the date an application is determined complete pursuant to SMC 16.01.055.

This Section **REPLACES**: (Text in **bold** is included in the staff draft)

SMC 16.18.060: Preliminary Plat—Hearing—Held When. **Upon receipt of a preliminary plat and payment of fees to the clerk-treasurer, the administrator shall set a date for public hearing before the planning commission.**

The following assisted the staff draft (Text in bold is included)

None.

The following notes provide additional context for this change:

- See also the proposed definition at SMC 16.01.010.L.1, “Land Division Administrator”.
- See also proposed provision at SMC 16.01.015.B.2&3.

ARTICLE I Provisions Applicable to All Proposals	ARTICLE I Short Plats	ARTICLE II Subdivisions	New Article V Subsequent Approvals
SMC 16.01.005 – Purpose	SMC 16.02.005 – Purpose	SMC 16.14.005 – Purpose	SMC 16.70 – Subsequent Approvals, Generally
SMC 16.01.010 – Definitions	SMC 16.02.010 – Definitions	SMC 16.14.010 – Administration	SMC 16.70.010 – Authority
SMC 16.01.015 – Administrative Provisions	SMC 16.02.020 – Applicability of Chapter Provisions	SMC 16.14.015 – Interpretation of Provisions	SMC 16.71 – Boundary Line Adjustment
SMC 16.01.020 – Preliminary Responsibilities & Inquiries	SMC 16.02.030 – Exemptions from Chapter Applicability	SMC 16.14.020 Compliance Required-Resubdivision of Short Subdivision Permitted When.	SMC 16.71.010 – Approval Required.
SMC 16.01.025 – Applications-Contents Generally	SMC 16.02.040 – Resubdivision Restrictions	SMC 16.14.030 – Exemptions	SMC 16.71.020 – Exemptions
SMC 16.01.030 – Fees	SMC 16.02.050 – Application-Contents Generally	SMC 16.16.010 – 230 – Definitions	SMC 16.71.030 – Application
SMC 16.01.055 – Application Acceptance—Determination of Completeness	SMC 16.02.060 – Application Form	SMC 16.18.010 – Notification Form-Submittal	SMC 16.71.040 – Review Procedures
	SMC 16.02.070 – Application-Map and Survey Requirements	SMC 16.18.020 – Preliminary Conference	SMC 16.71.050 – Review Criteria
	SMC 16.02.080 – Application-Title Report	SMC 16.18.025 – Site Evaluation-Critical Areas	SMC 16.71.060 – Effect of Approved Boundary Line Adjustment
	SMC 16.02.090 – Application-Fee	SMC 16.18.030 – Preliminary Responsibilities and Inquiries	SMC 16.73 – Lot Line Elimination
	SMC 16.02.100 – Application Review-Administrator's Authority	SMC 16.18.040 – Preliminary Plat-Submittal, Acceptance and Distribution of Copies	SMC 16.73.010 – Approval Required.
	SMC 16.02.110 – Application Procedures-Receipt and Distribution of Copies	SMC 16.18.050 – Preliminary Plat-Fees	SMC 16.73.020 – Exemptions
	SMC 16.02.120 – Application Procedures-Findings and Comments	SMC 16.18.060 – Preliminary Plat-Hearing-Held When	SMC 16.73.030 – Application
	SMC 16.02.130 – Application Procedures-Summary Determination of Compliance	SMC 16.18.070 – Preliminary Plat-Hearing-Notice	SMC 16.73.040 – Review Procedures
	SMC 16.02.140 – Application Procedures-Conditional Approval	SMC 16.18.080 – Preliminary Plat-Distribution of Copies	SMC 16.73.050 – Review Criteria
	SMC 16.02.150 – Application Procedures-Final Approval and Recording	SMC 16.20.010 – Scope and Continuance	SMC 16.73.060 – Effect of Approved Lot Line Elimination
	SMC 16.02.160 – Application Procedures-Unapproved Short Plats Shall Not be Recorded	SMC 16.20.020 – Recommendation by Agencies	SMC 16.75 – Plat Alteration
	SMC 16.02.165 – Disapproval—Resubmittal—Additional Fee.	SMC 16.20.030 – Facility Improvement Considerations	SMC 16.75.010 – Approval Required.
	SMC 16.02.170 – Application Procedures-Appeal of Administrator's Decision	SMC 16.20.040 – Hearing Records-Inspection by Public	SMC 16.75.020 – Exemptions
	SMC 16.02.180 – Review Standards-Design Requirements	SMC 16.20.050 – Report to Board after Hearing	SMC 16.75.030 – Application
	SMC 16.02.190 – Review Standards-Lot Sizes, Dimensions and Proportions	SMC 16.20.060 – Disapproval-Resubmittal-Additional Fee	SMC 16.75.040 – Review Procedures
	SMC 16.02.195 – Review Standards-Through Lots	SMC 16.22.010 – Preliminary Plat Hearing-Date	SMC 16.75.050 – Review Criteria
	SMC 16.02.200 – Review Standards-Access	SMC 16.22.020 – Preliminary Plat Hearing-Acceptance or Rejection of Recommendation	SMC 16.75.060 – Effect of Approved Plat Alteration
	SMC 16.02.210 – Review Standards-Public and Private Roads	SMC 16.22.030 – Rejected Preliminary Plat-Public Hearing	SMC 16.77 – Plat Vacation
	SMC 16.02.220 – Review Standards-Water Supply and Sanitary Sewer Systems	SMC 16.22.040 – Preliminary Plat Procedures-Recording	SMC 16.77.010 – Approval Required.
	SMC 16.02.230 – Review Standards-Utility and Drainage Easements	SMC 16.24.010 – Effect of Approval	SMC 16.77.020 – Exemptions
	SMC 16.02.240 – Review Standards-Sidewalks	SMC 16.24.020 – Expiration of Approval-Forfeiture of Fees	SMC 16.77.030 – Application
	SMC 16.02.250 – Ancillary Proceedings-Variations	SMC 16.24.030 – Approval not to Authorize Further Divisions or Transfers	SMC 16.77.040 – Review Procedures
	SMC 16.02.260 – Ancillary Proceedings-Plat Alteration Involving a Public Dedication	SMC 16.26.010 – Filing of Final Plat-Time Limit	SMC 16.77.050 – Review Criteria
	SMC 16.02.270 – Ancillary Proceedings-Plat Vacation	SMC 16.26.020 – Administrator Review and Acceptance Criteria	SMC 16.77.060 – Effect of Approved Plat Vacation
	SMC 16.02.280 - Enforcement	SMC 16.26.030 – Performance Bone-In lieu of Completion of Improvements	SMC 16.79 – Tax Parcel Segregation
		SMC 16.26.040 – Copy Distribution Prior to Approval	SMC 16.79.010 – Approval Required.
		SMC 16.26.050 – Submittal to Board	SMC 16.79.020 – Deed Notice, Exemption, and Release
		SMC 16.26.060 – Approval or Disapproval-Considerations	SMC 16.79.030 – Enforcement, Remedy.
		SMC 16.26.070 – Recording Time Limit	
		SMC 16.26.080 – Recording Fee	
		SMC 16.26.090 – Final Plat Approval-Extensions	
		SMC 16.28.010 – Indication on Plats	
		SMC 16.28.020 – Required Dedication Provisions	
		SMC 16.28.030 – Protective Improvements-Dedication Required	
		SMC 16.28.040 – Private Roads-Landowner Responsibility	
		SMC 16.28.050 – Lot Access Required	
		SMC 16.28.060 – Public Water Access Requirements	
		SMC 16.28.070 – Conveyance to Corporation Requirements	
		SMC 16.28.080 – Acquisition by Public Agency Requirements	
		SMC 16.28.090 – Reserved Land Development	
		SMC 16.30.010 – General Standards	
		SMC 16.30.020 – Protective Improvements Required When-Denotation on Final Plat Required	
		SMC 16.30.030 – Lot Size and Dimensions	
		SMC 16.30.040 – Blocks	
		SMC 16.30.050 – Reverse Frontage Lots	
		SMC 16.30.060 – Lot Access	
		SMC 16.30.070 – Utility Easement	
		SMC 16.30.080 – Underground Utility Installations	
		SMC 16.30.090 – Drainage and Storm Sewer Easements	
		SMC 16.30.100 – Water Supply and Sanitary Sewer Systems	
		SMC 16.30.120 – Roads	
		SMC 16.30.140 – Street Right-of-Way Widths	
		SMC 16.32.010 – Test Standards	
		SMC 16.32.020 – Tests Required When	
		SMC 16.32.030 – Submittal of Test Data	
		SMC 16.34.010 – Required-Standards-Certification	
		SMC 16.34.020 – Data Required	
		SMC 16.34.030 – Section Reference Points Required	
		SMC 16.34.040 – Monument Reference under State Plane Coordinate System	
		SMC 16.34.050 – Permanent Control Monuments-Required Locations-Standards	
		SMC 16.34.060 – Permanent Control Monuments in Roads	
		SMC 16.34.070 – Lot Corner Demarcation	
		SMC 16.34.080 – Property Contiguous to Water-Demarcation	
		SMC 16.36.010 – Preliminary Plat Standards and Specifications	
		SMC 16.36.020 – Final Plat-Standards Generally	
		SMC 16.36.030 – Final Plat-Map-Required-Contents	
		SMC 16.36.040 – Final Plat-Section Reference Map-Required-Contents	
		SMC 16.36.050 – Final Plat-Required Written Data and Documents	
		SMC 16.37.010 – Purpose of Provisions and Conditions for Adjustment	
		SMC 16.37.020 – Definitions	
		SMC 16.37.030 – Approval Required	
		SMC 16.37.040 – Application Requirements	
		SMC 16.37.050 – Administrative Review	
		SMC 16.37.060 – Recording	
		SMC 16.37.070 – Violations-Penalties	
		SMC 16.38.010 – Variations-General Criteria	
		SMC 16.38.020 – Variations to More Restrictive Standards	
		SMC 16.40.010 – Plat Acceptance Refusal-Appeal Procedure	
		SMC 16.40.020 – Plat Final Decision-Appeal Procedure-Time Limit	
		SMC 16.40.030 – Writ of Review-Application-Transcription Costs	
		SMC 16.42.010 – Development Permit Issuance-Planning Commission Approval Required-Approval Criteria	
		SMC 16.42.020 – Development Permit Issuance-Council Approval Required-Approval Criteria	
		SMC 16.44.010 – Violation Deemed Misdemeanor	
		SMC 16.44.020 – Illegal Transfer Designated	
		SMC 16.44.030 – Violations-Penalty	
		SMC 16.44.010 – Purchaser Damage Recovery	
ZONING CODE TITLE 17			
SMC 17.10.420 – Lot			
SMC 17.10.422 – Lot, Corner			
SMC 17.10.423 – Lot, Interior			
SMC 17.10.425 – Lot, Through			
SMC 17.10.430 – Lot Area			
SMC 17.10.450 – Lot Depth			
SMC 17.10.460 – Lot Width			
SMC 17.10.570 – Lot Area, Net			
SMC 17.10.780 – Street			
SMC 17.38.015 – Combination of Lots Authorized			