



LAND USE PROJECT PERMIT APPLICATIONS – TIMELINE ANNUAL REPORT 2003

Effective July 22, 2001, the Washington State Legislature Passed Engrossed Substitute House Bill (ESHB) 1458, relating to timelines for final decisions on land use project permit applications. This Act amended RCW 36.70B.080, establishing a one hundred and twenty day (120) time period for local government actions on specific complete project permit applications, unless the local government makes written findings that a specified amount of additional time is needed for processing of specific complete project permit applications or project types.

As a city within Thurston County having a population of at least 20,000, the City of Lacey is required to identify the types of project permit applications for which decisions are issued according to the provisions of RCW36.70B.080. The City then must prepare annual performance reports that include specific information, which establish the City's compliance with the timeline regulations for those types of project permit applications. The result of this effort is the City of Lacey's Annual Report, outlining the types of project permit applications subject to these regulations and communicating specific information regarding each of the project permit application types. At a minimum, the legislature has required inclusion of the following specific information:





- ✓ Total number of complete applications received during the year
- ✓ Number of complete application received during the year for which a notice of final decision was issued before the established deadline (120 days)
- ✓ Number of applications received during the year for which a notice of final decision was issued after the established deadline
- ✓ Number of applications received during the year for which an extension of time was mutually agreed upon by the applicant and the city
- ✓ Variance of actual performance, excluding applications for which mutually agreed time extensions have occurred

The project permit applications subject to these regulations within the City of Lacey include:

- Site Plan Review
- Binding Site Plan
- Short Subdivision
- Major Subdivision
- Planned Residential Development
- Conditional Use Permit
- Variance
- Shoreline Substantial Development Permit
- Shoreline Conditional Use Permit
- Landclearing Permit
- Townhome Development
- Wetland Development Permit





City of Lacey Ordinance 1192 passed November 7, 2002, subjects Construction Permits and Boundary Line Adjustments to standards of "Limited Administrative Review". Accordingly, these types of applications, considered "subject to clear, objective, and non-discretionary standards requiring the exercise of professional judgement about technical issues" and exempt from the State Environmental Policy Act (SEPA), are not addressed in this report.

**NUMBER OF COMPLETE APPLICATIONS RECEIVED THROUGH SEPTEMBER 15,
2003**

Site Plan Review	27
Binding Site Plan	0
Short Subdivision	6
Major Subdivision	2
Planned Residential Development	1
Conditional Use Permit	2
Variance	0
Shoreline Substantial Development	0
Shoreline Conditional Use	0
Landclearing Permit	1
Townhome Development	0
Wetland Development Permit	0
TOTAL	39





**NUMBER OF APPLICATIONS RECEIVED BY 9/15 OF 2003 FOR WHICH NOTICES
OF FINAL DECISION WERE/WERE NOT ISSUED WITHIN THE ESTABLISHED
DEADLINE**

APPLICATION TYPE	DECISIONS ISSUED WITHIN DEADLINE	DECISIONS NOT ISSUED WITHIN DEADLINE
Site Plan Review	20	0
Binding Site Plan	0	0
Short Subdivision	6	0
Major Subdivision	1	0
Planned Residential Development	1	0
Conditional Use Permit	1	0
Variance	0	0
Shoreline Substantial Development	0	0
Shoreline Conditional Use	0	0
Landclearing Permit	1	0
Townhome Development	0	0
Wetland Development Permit	0	0
TOTAL	30	0





**NUMBER OF APPLICATIONS FOR WHICH AN EXTENSION OF TIME WAS
MUTUALLY AGREED UPON BY THE APPLICANT AND THE CITY**

APPLICATION TYPE	COUNT
Conditional Use Permit	1
Major Subdivision	1
Site Plan Review	3

VARIANCE OF ACTUAL PERFORMANCE

As evident in the difference between the number of complete applications received through September 15, 2003 (39) and the number of applications for which final decisions were issued (30), five project applications (outlined above) that were accepted as complete remain on hold (clock stopped). The remaining four project applications, all for Site Plan Review, are in process (the clock is running), thus are not included in the decisions count table.

Overall, 100% of the complete project permit applications received for which final decisions have been issued were processed within the 120-day deadline established by the legislature. The City of Lacey staff is extremely satisfied with this result and believes it exhibits the City has been successful in attaining its goal of excellent customer service while providing predictability and consistency during the development process.

