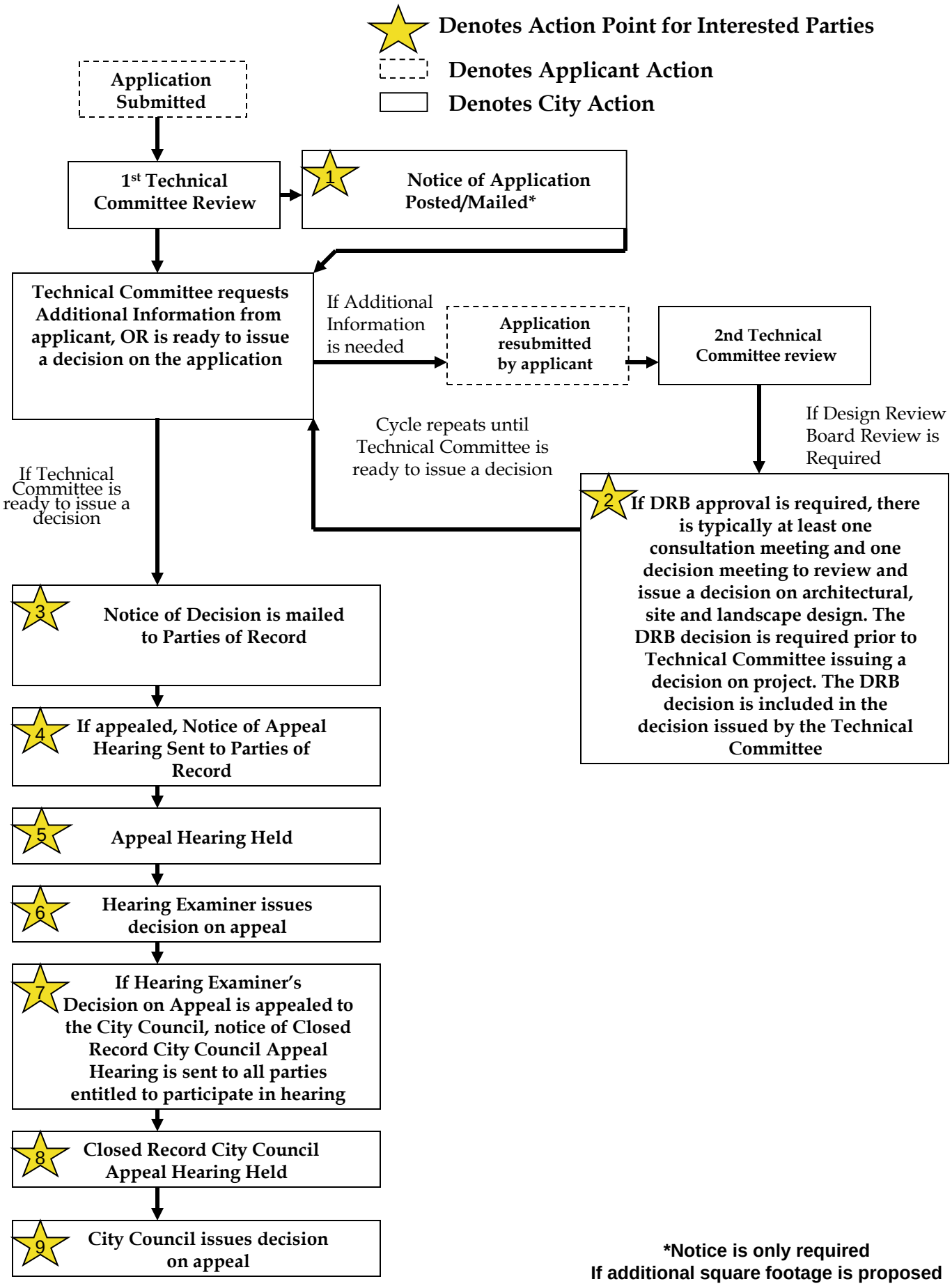
Process Flow Chart for:

Administrative Modification Applications

Administrative Modifications follow the Type II process. The Type II process includes review by the Technical Committee, with the Technical Committee as the decision maker. Design Review Board approval is typically required for new construction or additions to commercial or multifamily development proposals. There is no public hearing requirement.


Denotes Action Point for Interested Parties
Denotes Applicant Action
Denotes City Action
Application Submitted
1st Technical Committee Review
1
Notice of Application Posted/Mailed*
Technical Committee requests Additional Information from applicant, OR is ready to issue a decision on the application
If Additional Information is needed
Application resubmitted by applicant
2nd Technical Committee review
If Design Review Board Review is Required
Cycle repeats until Technical Committee is ready to issue a decision
2
If DRB approval is required, there is typically at least one consultation meeting and one decision meeting to review and issue a decision on architectural, site and landscape design. The DRB decision is required prior to Technical Committee issuing a decision on project. The DRB decision is included in the decision issued by the Technical Committee
If Technical Committee is ready to issue a decision
3
Notice of Decision is mailed to Parties of Record
4
If appealed, Notice of Appeal Hearing Sent to Parties of Record
5
Appeal Hearing Held
6
Hearing Examiner issues decision on appeal
7
If Hearing Examiner's Decision on Appeal is appealed to the City Council, notice of Closed Record City Council Appeal Hearing is sent to all parties entitled to participate in hearing
8
Closed Record City Council Appeal Hearing Held
9
City Council issues decision on appeal
*Notice is only required
If additional square footage is proposed

Notes on Participation Points 1-9

#1- Notice of Application for (completed within 14 days of application):
Sent to: Applicant, property owners and residents within 500 feet
Posted: On site, City Hall, Library, Internet.
Who May Participate? Any interested party may submit comments prior to decision to establish themselves as Party of Record. You must become a Party of Record to reserve right to appeal the Technical Committee's Decision. Although comments are accepted up until the decision is issued, submittal of comments during the 21 day comment period is encouraged to allow staff and/or the applicant to incorporate changes as early in the design process as possible.

#2-Design Review Board Review (if required):
Notice: Notices of DRB meetings are not provided on a project specific basis. However DRB meetings are held regularly on the 1st and 3rd Thursday evenings of each month (with some exceptions).
Who May Participate? Any interested party may attend the Design Review Board meetings and may submit comments at the meetings.
Can I appeal the Design Review Board's Decision? The DRB decision and associated conditions are incorporated into the Technical Committee decision for the project. Therefore, if one wishes to appeal a DRB condition, one must wait until the Technical Committee issues the final decision on the project and follow the appeal procedures noted therein.

#3-Notice of Decision (sent the day of decision issuance):
Sent to: Applicant and Parties of Record
Posted: No posting on site
Can the decision be appealed? Yes, the Technical Committee decision may be appealed to the Hearing Examiner. However only the applicant and Parties of Record can appeal.
When must an appeal be submitted? Appeals must be submitted by 5:00 p.m. on the 14th day following the issuance of the decision.

#4-Notice of Hearing Examiner Appeal Hearing:
Sent to: Applicant and Parties of Record
Posted: No posting on site

#5- Hearing Examiner Appeal Hearing Held:
Who can participate? The appellant, the applicant and the City shall be designated parties to the appeal. Each party may participate in the appeal hearing by presenting testimony or calling witnesses to present testimony. Interested persons, groups, associations, or other entities who have not appealed may participate only if called by one of the parties to present information; provided, that the Examiner may allow non-parties to present relevant testimony if allowed under the Examiner's rules of procedure.

#6-Hearing Examiner issues decision on appeal:
When: The decision is issued within 14 days after hearing
Who receives the decision? Applicant , appellant and anyone who participated in the hearing
Who can request reconsideration? Any person who participated in the hearing may file a request for reconsideration with the Hearing Examiner within 10 business days of the date of the Hearing Examiner's decision.
What if a Party of Record requests reconsideration? The Hearing Examiner shall act within 14 days after the filing of the request by either denying the request, issuing a revised decision, or calling for an additional public hearing.
Can the Hearing Examiner Decision on the appeal be appealed to City Council? Yes, the decision on the appeal may be appealed within 14 days following the expiration of the reconsideration period. Only the City, project applicant or any person who participated in the appeal hearing may appeal.

#7-Notice of City Council Closed Record Appeal Hearing:
Sent to: The applicant, appellant and/or representatives of these parties
Posted: No posting on site

#8-City Council Closed Record Appeal Hearing Held:
Who May Participate? The applicant, the appellant, the applicable department Director or representatives of these parties.

#9-City Council issues decision:
When: Typically within two weeks following the Closed Record Appeal Hearing.
Notice Sent To: Applicant, Appellant and/or their representatives
Appeal Provision: The final decision on the appeal is appealable to King County Superior Court within 21 days from issuance of Notice. To have standing to appeal, one must meet the criteria under the Land Use Petition Act (L.U.P.A.).