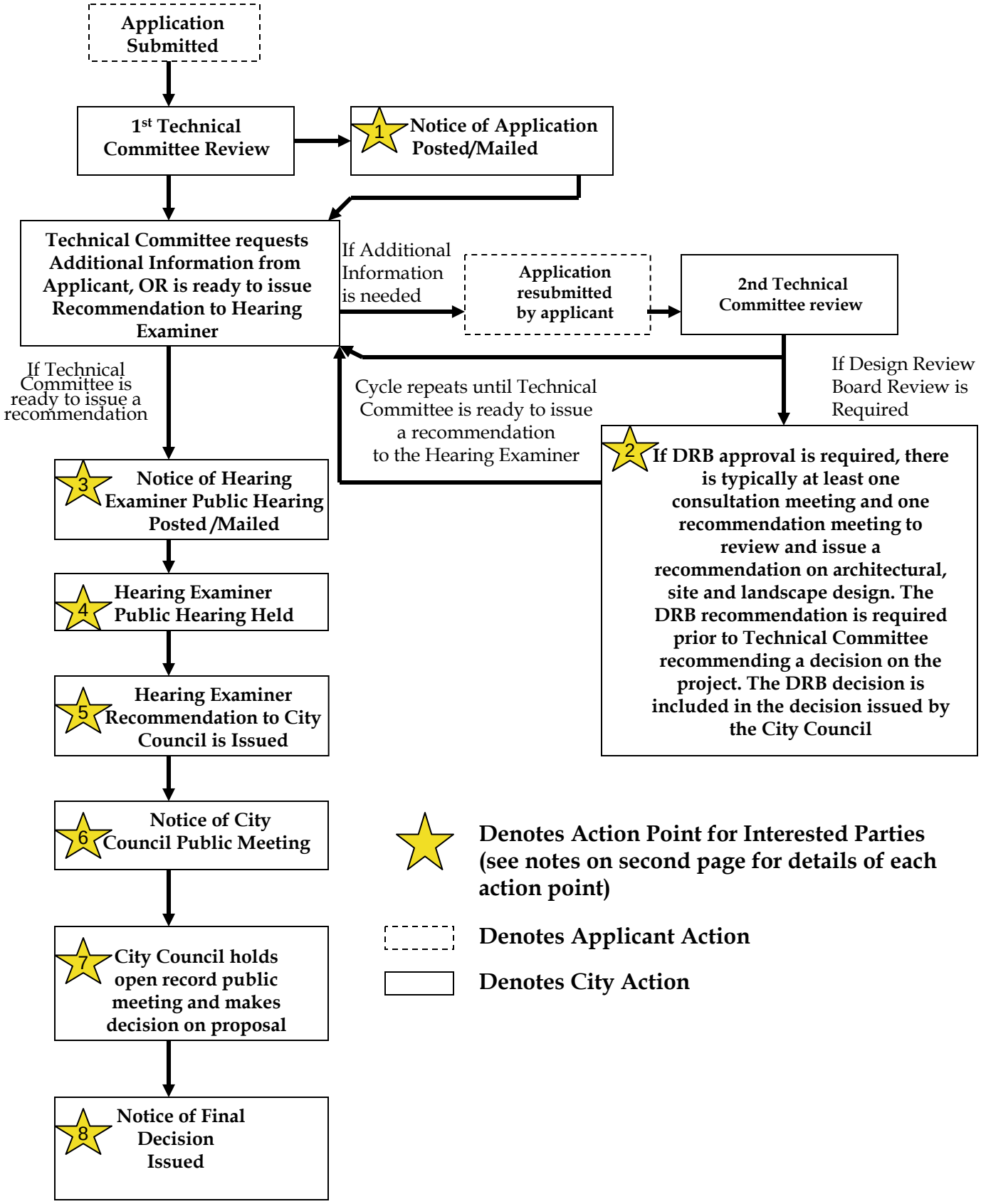
Process Flow Chart for: Essential Public Facility Applications

Essential Public Facility applications follow the Type IV Process which includes a public hearing before the Hearing Examiner, who in turn makes a recommendation to the City Council. The City Council is the final decision maker.

An amplified public involvement process must be submitted to and approved by the Planning Director. At a minimum, the public involvement process will include those items on the attached flow chart.


Application Submitted
1st Technical Committee Review
1
Notice of Application Posted/Mailed
Technical Committee requests Additional Information from Applicant, OR is ready to issue Recommendation to Hearing Examiner
If Additional Information is needed
Application resubmitted by applicant
2nd Technical Committee review
If Technical Committee is ready to issue a recommendation
Cycle repeats until Technical Committee is ready to issue a recommendation to the Hearing Examiner
If Design Review Board Review is Required
2
If DRB approval is required, there is typically at least one consultation meeting and one recommendation meeting to review and issue a recommendation on architectural, site and landscape design. The DRB recommendation is required prior to Technical Committee recommending a decision on the project. The DRB decision is included in the decision issued by the City Council
3
Notice of Hearing Examiner Public Hearing Posted /Mailed
4
Hearing Examiner Public Hearing Held
5
Hearing Examiner Recommendation to City Council is Issued
6
Notice of City Council Public Meeting
7
City Council holds open record public meeting and makes decision on proposal
8
Notice of Final Decision Issued
Denotes Action Point for Interested Parties (see notes on second page for details of each action point)
Denotes Applicant Action
Denotes City Action

★ *Notes on Participation Points 1-8*

#1- Notice of Application (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 or at hearing to establish themselves as Party of Record. Interested parties must become a Party of Record to reserve right to request reconsideration of Hearing Examiner's Recommendation. Although comments are accepted up until close of public hearing, 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 Recommendation? The DRB recommendation and associated conditions are incorporated into the Technical Committee recommendation and subsequently into the Hearing Examiner recommendation for the project. Therefore, if one wishes to appeal a DRB condition, one must wait until the City Council issues the final decision on the project and follow the appeal procedures noted therein.

#3-Notice of Public Hearing (sent 21 days in advance of hearing):
Sent to: Applicant, property owners and residents within 500 feet and any Parties of Record
Posted: On site (large white sign), City Hall, Library, Internet, published in paper**.**
Who May Participate? Any person may participate. Any person who has already submitted comments up until this point are established as a Party of Record and are considered participants of the hearing. Others who have not submitted comments, must submit comments prior to or at hearing in order to establish themselves as a Party of Record. Only Parties of Record have the right to request reconsideration of the Hearing Examiner's recommendation to City Council

#4-Public Hearing:
Who May Participate? Any person may participate and establish themselves as a Party of Record by submitting written comments prior to hearing, submitting written comments at hearing or making oral comments at hearing. Interested parties must have submitted comments prior to or at hearing in order to establish themselves as a Party of Record and reserve their right to request reconsideration of the Hearing Examiner's recommendation.

#5- Hearing Examiner Recommendation issued:
When: The recommendation is issued within 14 calendar days after hearing.
Who receives the recommendation? Only Parties of Record will receive the recommendation
Who can request reconsideration? Any Party of Record may request reconsideration within 10 business days.
What if a Party of Record requests reconsideration? If reconsideration is requested, the Hearing Examiner, shall, within 14 days, either deny the request, issue a revised decision, or call for an additional public hearing. The response to the request for reconsideration will be sent to all Parties of Record.

#6-Notice of City Council Public Meeting (sent 21 days prior to meeting):
Sent to: Applicant and Parties of Record.
When Posted: If known at the time of the Hearing Examiner's recommendation it will be included in the Recommendation. Otherwise 21 days prior to the Council Meeting.

#7-City Council Closed Record Public Meeting:
Who May Participate? There is no restriction as to who may address the Council (regardless of whether you are a Party of Record), except that each side (proponent and opponent) has 10 minutes each to address the Council and each side is limited to one speaker.

#8-Notice of Final Decision (typically sent within 14 days after City Council decision):
Sent to: Applicant and Parties of Record
Appeal Provision: The decision of the City Council 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.).