



CITY OF
**MOUNTLAKE
TERRACE**



Administrative Procedures

City Council Regular Meeting: July 2, 2026

Brooke Eidem, Community Development Director

PURPOSE

- Update administrative procedures and permit process for compliance with Local Project Review Act (36.70B RCW & 2023/2026 amendments)
 - Amendments modify 3-tier deadlines to maintain 120-day “clock” for all project types – for simplicity, predictability, and transparency
 - Ordinance includes optional processes to avoid fee refunds
- Consolidate and reorganize
- Correct inconsistencies and conflicts
- Streamline processes where possible
- Ensure complete information provided
- Ensure code matches policy
- Add new section for development agreements

LEGISLATIVE HISTORY

- Planning Commission discussions
 - May 11, 2026
 - June 8, 2026 (DA section)
- City Council discussion
 - June 11, 2026
- Planning Commission Public Hearing
 - June 22, 2026 (DA section)

SUMMARY

ADMINISTRATION & PROCEDURES – Chapter 18.05 MTMC

- *Repeal and replace*
- Needs to be updated to accommodate requirements of SB 5290 (2023)
- Incorporate regulations from Chapters 18.25 and 19.10, which are largely duplicative
- Has sections that are unrelated and better addressed elsewhere (Comprehensive Plan and rezone procedures)
- Adding sections that should be addressed for legal protection
- Clarifying this chapter applies to Titles 16, 17, 18, and 19
- Relocate annexation section

SUMMARY

COMPREHENSIVE PLAN – Chapter 18.10 MTMC

- *Amend*
- Chapter doesn't address amendment process; adding from Ch 18.05
- Remove specific dates from referenced plans; add “as amended”
- Formally adopt roadway classification map
- Improve language to address annual docketing process
- Add new section 18.10.080 to add process for Development Agreements
 - Authorized by RCW 36.70B.170; requires public hearing per RCW 36.70B.200
 - Provides level of certainty for both parties
 - Developer assured that development standards will not change during course of project, can address project phasing in agreement without having permits expire
 - City assured that development aspects will not change, can negotiate for additional public benefits, improvements, and mitigation

SUMMARY

PUBLIC NOTIFICATION – MAJOR LAND USE – Chapter 18.25 MTMC

- *Repeal*
- Procedures related to the development application process, specific to public notice
- There is a public notice section in Ch 18.05
- Having application procedures in two locations causes confusion and increases potential to miss critical steps
- Propose to relocate the notice procedures to Ch 18.05 and repeal this chapter

SUMMARY

ADMINISTRATION – Chapter 19.10 MTMC

- *Repeal*
- Chapter duplicates some of the administration portions of Ch 18.05 with the intent of applying to Title 19
- Unclear whether Ch 18.05 was also intended to apply to Title 19
- Some language is duplicative and some is slightly contradictory
- Propose to pull relevant portions to Ch 18.05 and repeal this chapter

SUMMARY

ZONING PERMITS – Chapter 19.110 MTMC

- *Amend*
- Chapter contains multiple approval types, although not all of them are technically zoning permits
- Not intuitive to look in this chapter for many of the topics addressed
- Propose to remove unrelated topics and address them elsewhere (temporary location for now) so the title is not misleading
- Propose revisions to the Site Development Plan section

SUMMARY

GENERAL PROVISIONS – Chapter 19.120 MTMC

- *Amend*
- Chapter contains multiple topics, many are very outdated
- Propose “light touch” approach at this time to improve administration and make code match process
- Includes revisions to Home Occupation section
- Add certificates of occupancy and temporary permits from Chapter 19.110
- Add annexations section from Ch 18.05

BOARD/COMMISSION RECOMMENDATION

- Most amendments are procedural in nature and do not require Planning Commission recommendation, with exception of Development Agreement section
- Planning Commission reviewed bulk of amendment package on May 11 and made unofficial recommendation for approval
- Additional discussion on Chapter 18.10 including Development Agreement section June 8
- Public Hearing held June 22 – recommended approval

DISCUSSION & QUESTIONS

Thank you

