

CPD Policy Memorandum Administrative Guideline #22-01

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

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TO: CPD Staff

FROM: Jeff Thomas, Interim Community Planning and Development Director

DATE: March 1, 2022

RE: Express Permit Determination

CC: City Attorney

BACKGROUND:

Guidance for when a project qualifies for express permit processing was issued on August 31, 2011, in Administrative Guideline #11-01.

On May 15, 2017, the City Council adopted Ordinance 17C-12 which created a public notice process for certain single-family home permit applications. At that time, the express permit processing guideline was modified to exclude those application that required public notice.

Subsequently, simple permit review has been delayed unnecessarily for some permits that require public notice.

Administrative Guideline #11-01 has hereby been repealed and replaced with Administrative Guideline #22-01.

POLICY: The following policy will be effective immediately.

1. An application may qualify as an express permit when:
 - a. The proposal is for 500 square feet (sf) or less of additional floor area, and
 - b. The project is not located in a critical area or critical area buffer, and
 - c. The project valuation is \$150,000 or less, and
 - d. Stormwater review is not required, defined as:
 - i. Projects that net less than 500 sf additional impervious surface,
 - ii. Projects with a land disturbing activity of less than 7,000 sf, and
 - iii. Projects that result in less than 2,000 sf of new plus replaced hard surface area

2. The Code Official, or designee, may accept an application for express permit processing above these limits, when during initial application review, the Code Official or designee determines at his or her sole discretion that the project application is complete and that there are no complex or unresolved issues which would require further regular review. Re-classification of such applications to express permits is limited to projects with less than 4-hours of estimated initial plan review time. A fee may be charged for the initial application review based upon actual staff time.
3. The Code Official, or designee, may decline to process any application for an express permit meeting the requirements above when during initial application review, the Code Official or designee determines, at his or her sole discretion, that the complexity of the proposal or any other outstanding issue, such as a complex structural analysis or critical area impact, warrants a normal review process.
4. If a permit eligible for express permit routing requires public notice, said permit cannot be approved or issued until the noticing component is complete.