Hearing Examiner Decisions

Applies to: • Subdivisions • Rezones • Variances • Conditional Use Permits • Connections to the State Highway System • Extensions of the expiration of subdivisions • Planned Developments (RPDs, MUPDs, & Recreational Vehicle Parks)

1 Completeness Review

QMC 17.05

- Application Received by SCJ & City
  Date stamp marks the start of the clock
- Review for Completeness within 28 Days
  SCJ goal: review within 10 days
- Complete?
  - N → Issue Notice of Incomplete to applicant → Applicant must submit missing materials/info
  - Y → Issue Notice of Complete to applicant

2 Agency/Staff Review

QMC 17.05

- Issue Agency Referral with a 14-day comment period (within 5 days of Notice of Complete)
- Schedule Hearing Examiner date
- Prepare initial staff analysis/staff report

3 Public Notice

QMC 17.07

- Issue Notice of Application (NOA) within 14 days of Notice of Complete
  (14 day comment period)
- Issue Notice of Public Hearing (jointly with NOA if possible)
- Issue SEPA Determination (if ODNS, issue jointly with NOA)
  (14-day comment period)

4 Public Hearing

QMC 17.09.030

- Deliver staff report to Hearing Examiner 7 days prior to public hearing
- Public Hearing before the Hearing Examiner
- Hearing Examiner issues a decision within 10 days of hearing

5 Appeals

QMC 17.09.035

- Appeal Period lasts for 10 days following the Hearing Examiner's decision
- Appeal Submitted?
  - Y → City shall schedule a hearing consistent with QMC 17.09.035 → Ruling in favor of appellant and application denied or remanded for further proceedings / Ruling in favor of applicant (may have conditions)
  - N → Decision becomes final

Notice Requirements

QMC 17.07.030

Notice of Public Hearing Requirements

10 days minimum notice for all of the below:

- Publish in the newspaper
- Mail to property owners within 300 feet of the site
- Notice posted on property
- Notice posted on city website and noticing boards

QMC 17.07.010

Notice of Application (NOA) Requirements

- Application info and contact info
- 14 day minimum comment period and dates
- Published in newspaper
- Notice posted on property
- Notice posted on city website and noticing boards

Notes

QMC 17.09.100

Final decisions on land use applications may be appealed to the Grant County Superior Court within 21 days of the decision per RCW 36.70C

CITY OF QUINCY