

## **D#59 INACTIVE LAND USE APPLICATIONS**

### **SUPPLEMENTAL STAFF REPORT**

**SUMMARY:** This Supplemental Staff Report provides responses to issues that were raised at a Planning Commission meeting regarding amendments to the Development Regulations (Title IV). It also includes additional information that staff has identified as being necessary to include in the analysis for amendments.

#### **General Description**

These new provisions would allow for the inactive land use applications (“on hold” applications) to expire or become null and void after official notice has been provided to the project applicant and ample time has been provided to reactivate such project.

Additional Information: Staff has refined and provided additional clarity to the draft code amendment. Please see Attachment A.

**4-8-100 APPLICATION AND DECISION – GENERAL:****C. LETTER OF COMPLETENESS:**

**1. Timing:** Within twenty eight (28) days after receipt of an application, the Department of Community and Economic Development Services Division shall provide a written determination that the application is deemed complete or incomplete according to the submittal requirements as listed in RMC 4-8-120A, B or C, and any site-specific information identified after a site visit. In the absence of a written determination, the application shall be deemed complete.

**2. Applications Which are Not Complete:**

**a. Notice of Incomplete Application:** If an application is determined incomplete, the necessary materials for completion shall be specified in writing to the contact person and property owner.

**b. Maximum Time Allowed for Resubmittal:** The contact person and/or property owner shall provide the necessary materials to complete the application within ninety (90) days of written notice.

**c. Notice of Complete Application or Request for Additional Information:** Within fourteen (14) days of submittal of the information specified as necessary to complete an application, the applicant will be notified whether the application is complete or what additional information is necessary. The maximum time for resubmittal shall be within ninety (90) days of written notice. (Ord. 4587, 3-18-1996, Ord. 4660, 3-17-1997)

**d. Timing Extensions:** In such circumstances where a project is complex or conditions exist that require additional time, the CED Administrator or designee may allow the contact person and/or property owner additional time to provide the requested materials. Extension approvals shall be provided in writing.

(Ord. 4587, 3-18-1996, Ord. 4660, 3-17-1997)

**3. Additional Information May Be Requested:** A written determination of completeness does not preclude the Department of Community and Economic Development Services Division from requesting supplemental information or studies, if new information is required to complete review of an application or if significant changes in the permit application are proposed. The Department of Community and Economic Development may set deadlines for the submittal or supplemental information. (Ord. 4587, 3-18-1996, Ord. 4660, 3-17-1997)

**4. Expiration of Complete Applications:** Any land use application type described in Section 4-8-080 that has been inactive and an administrative decision has not been made or has not been reviewed by the Hearing Examiner in a public hearing shall become null and void six months after a certified notice is mailed to the applicant, contact person and property owner, unless other time limits are prescribed elsewhere in the Renton Municipal Code or other Codes adopted by reference.

**5. Extension of Complete Application:** A one-time, one-year extension may be granted if a written extension request is submitted prior to the expiration date identified in the certified notice and the applicant, contact person or property owner(s) has demonstrated due diligence and reasonable reliance towards project completion. In

consideration of due diligence and reasonable reliance the CED Administrator or designee shall consider the following:

- a. Date of initial application
- b. Time period the applicant had to submit required studies
- c. Availability of necessary information
- d. Potential to provide necessary information within one year
- e. Applicant's rationale or purpose for delay
- f. Applicant's ability to show reliance together with an expectation that the application would not expire.