

# Land Use Work Flow

Planning Department  
2024



## Environmental Review (SEPA)

The Washington State Environmental Policy Act (SEPA) Chapter 43.21 (c) RCW is a state law intended to ensure that environmental impacts are considered by state and local governments when making decisions. Project which are subject to SEPA review have public comment process which is used to identify impacts and possible mitigation measures.

[Chapter 18.04 ENVIRONMENTAL POLICY REGULATIONS \(codepublishing.com\)](http://codepublishing.com)

### **(70-95 Days)**

1. (15-day period) City staff will review the application and determine the thresholds of the project. (DETERMINE IF SEPA IS PART OF AN ADDITIONAL LAND USE ACTION, OR IF SOLO APPLICATION)
2. (14-day to 60-day period) Mailed Notice of Threshold Determination and Public Commenting will be sent out to:
  - Relevant organizations to whom the project would concern
  - Applicant
  - All owners of property within 300 feet of the subject property
  - Any person who submits written or oral comments on the SEPA Form

City staff will clarify project when agencies have questions and need further explanation. Staff will contact applicant if any further test or clarifications are needed. This time frame can extend past the 60-day mark depending on clarification measures needed.

3. 15 days prior to the date of hearing (if applicable) Mailed Notice of Public Hearing for the "Project Threshold Determination" and the project attached to the SEPA Application with the Planning Commission or Hearing Examiner to:
  - Applicant
  - All owners of property within 300 feet of the subject property;
  - Any person who submits written or oral comments on an application.

4. (15 days prior to the date of hearing) Publishing notice to the City paper and posting a sign on proposed project site.
5. SEPA Determinations will be incorporated into any staff recommendation to the Hearing Examiner or Planning Commission (Second Tuesday of Each Month).
6. (7-day period ) Declaration of threshold significance will be mailed to Applicant and parties of record.

**Appeals: Effect of threshold determination.**

1. When the responsible official makes a threshold determination, it is final and binding on all agencies, subject to the provisions of this section and WAC [197-11-340](#), [197-11-360](#), and Part Six.
2. The responsible official's threshold determination:
  - (a) For proposals listed in WAC [197-11-340](#)(2), shall not be final until fourteen days after issuance.
  - (b) Shall not apply if another agency with jurisdiction assumes lead agency status under WAC [197-11-948](#).
  - (c) Shall not apply when withdrawn by the responsible official under WAC [197-11-340](#) or [197-11-360](#).
  - (d) Shall not apply when reversed on appeals.
3. Regardless of any appeals, a DS or DNS issued by the responsible official may be considered final for purposes of other agencies' planning and decision making unless subsequently changed reversed, or withdrawn.