



Planning Commission STAFF REPORT

Development Code Amendments to Exempt Board Signature on Final Plats

Report Date:

3.22.2018

Hearing Date:

4.17.2018

Background:

Current development code requires the Board to sign final plats after it has received Type 1 ministerial approval. However, in 2017 the legislature approved SB 5674 which reads, in part “The legislative authorities of cities, towns, and counties may by ordinance delegate final plat approval to an established planning commission or agency, or to such other administrative personnel in accordance with state law or local charter.” To enact this requires a simple change to KCC Title 16 Land Division and Development and Title 21 Land Use and Development Procedures.

Department Recommendation:

DCD recommends minor changes to Titles 16 and 21 no longer requiring Board signature of Final Plats.

Justification of Recommendation:

The recommendation will result in a process improvement and a quicker recordation of final plats, which means lots get on the market quicker.

Other Alternatives Considered:

No other practical alternatives exist

Analysis:

The current process of Board authorization for the Chair’s signature of plats is considered a Type 1 ministerial action and is primarily a formality in nature. By the time a final plat reaches the Chair for signature, it has already received review, approval, and other needed signatures, including the DCD Director’s. All signatures are needed for the Final Plat to proceed to recordation. In the previous decade (how far back we looked), no plat has been denied the Chair’s signature.

The current ‘final plat Chair signature process’ can take anywhere from a week to three weeks, perhaps more depending on Commissioner schedules. We also have applicants who ask for an ‘emergency run’ of the plat to the Board, which usually means asking for a special exception to Board protocol. However, for some time the developing community has been asking for a more streamlined approach to final

signatures. While the most streamlined it can get today is getting it on the Board's agenda as soon as possible, there is now opportunity to save time getting a plat recorded. Saving time translates to saving money, since the plat is literally incurring the highest holding costs that accrue prior to recording the plat so that lots can be sold.

Policy Implications:

There are no policy implications. However, if the proposal is approved, DCD will likely be asked to informally make the Board aware of final plats as they are approved, and we have discussed several internal opportunities to do this.

Public Involvement and Outreach:

DCD has reached out to Kitsap Building Association. It will also be reaching out to the DCD Department Advisory Group and County-recognized citizen advisory committees. DCD will also be sending out a GovDelivery list-serve announcement to subscribers. DCD will provide an update on responses at the workstudy and hearing of April 17, 2018.

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Date

Report approved by:

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3.23.2018
Date

Attachments:

Attachment A – Draft Ordinance for Board Approval