



# INFORMATION BULLETIN No. 8

City of Blaine

Updated  
March '09

## THE TYPE II-PC APPLICATION PROCESS

### WHAT IS A TYPE II-PC APPLICATION?

These are permits that are subject to development standards that require the exercise of considerable discretion and judgment about technical and non-technical issues and matters. They involve issues of general public interest. A Type II-PC land use decision is a quasi-judicial decision made by the Planning Commission.

The review process includes an "open record hearing" or public hearing. The public hearing is held by the Planning Commission, and at that hearing the information upon which the decision is based is developed and explored.

After the public hearing, the Planning Commission will deliberate on the information and make a final decision.

### HOW DO I APPLY?

A wide variety of land use applications are considered Type II-PP applications. Those include Conditional Use Permits and Variances.

Application is made by obtaining the appropriate forms, scheduling a submittal appointment with Community Development Services Department staff, submitting a complete application and paying the applicable fees.

Please refer to the City's Unified Fees Schedule for land use development for application fee information.

#### **What does Quasi-Judicial mean?**

It's the action taken and the discretion exercised by public administrative agencies or bodies that are obliged to investigate or ascertain facts and draw conclusions from them as the foundation for official actions.

### HOW IS THE APPLICATION PROCESSED?

Once your application is submitted, City staff will do an initial review to make sure that all the necessary information has been provided and the application is complete. For Type II-PC applications, within 28 days of receiving your application the City will notify you in writing to inform you whether your application is complete or incomplete and what specific items, if any, are needed to make the application complete. If your application is determined incomplete you have 90 days to submit the supplemental information.

Once your application is deemed complete, the formal review clock begins. Within 14 days a Notice of Application will be released stating, the location and nature of the project, the date, time, and place for the open record public hearing. The notice will be mailed to you, surrounding property owners, and to all other parties of record. City staff will also post a sign at the subject property and publish the notice in the City's designated newspaper (Bellingham Herald).

For a period of at least 14 days, comments will be accepted from the public and/or government agencies. During that time period the City staff will conduct a Technical Review Committee meeting, at which the technical aspects of the project will be reviewed for compliance with the City's municipal code and development regulations. Community Development Services staff, in conjunction with other departments, prepares a

#### **Open Record Hearing,**

An open record hearing is when the reviewing body may accept testimony and submissions of evidence and information. Any individual may give testimony and provide factual information on the proposal. **This is when the public at large, the applicant, and the City staff provide comments on the project.**

Staff Report to the Planning Commission. The report is delivered in an “open record hearing” commonly called a public hearing.

The Planning Commission conducts the public hearing. The public hearing is held at City Hall on a Thursday night. The applicant is expected to attend. During the hearing staff presents the staff report, the applicant comments on their project, and members of the public at large are given an opportunity to comment on the project.

After closing the public hearing, the Planning Commission will deliberate and render a decision within 14 days. In making the decision, the Planning Commission must determine if the proposed development meets the requirements of the applicable sections of the Blaine Municipal Code.

A Notice of Decision is distributed within three working days of the Planning Commission decision. A Notice of Decision will be mailed to the applicant and anyone who submitted comments or testified at the Planning Commission public hearing and to all other parties of record.

### WHAT IF I DISAGREE WITH THE PLANNING COMMISSION'S DECISION?

The Planning Commission's decision may be appealed through an administrative process. The City Council hears appeals to Planning Commission decisions. Time limits apply to such an appeal. Anyone considering an administrative appeal is advised to consult with the Community Development Services Department as soon after the decision is made as possible.

### MORE QUESTIONS?

For further information, please call the Community Development Services Department at the City of Blaine (360) 332-8311.

The City of Blaine's Community Development Department has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult City of Blaine, CD staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

## Type II-PC Application Review Process

