

15A.01.040 Roles and responsibilities.

The regulation of land development is a cooperative activity including many different elected and appointed bodies and county staff. The specific responsibilities of these bodies is set forth below and outlined in [Table A](#) at the end of this title.

1. **Applicant.** An applicant is expected to read and understand the county comprehensive plan and code and be prepared to fulfill the obligations placed on the applicant. Pre-application conferences are available to anyone who wishes to discuss such obligations prior to submittal.
2. **Community Development Services Director.**
 - a. The Community Development Services Director (CDS Director) is responsible for the administration of portions of [KCC Title 15](#), Environmental Policy, Title 15A, Project Permit Application Process, [Title 16](#), Subdivisions, [Title 17](#), Zoning, [Title 17A](#), Critical Areas, and the shoreline master program.
 - b. Upon request or as determined necessary, the CDS Director shall interpret the meaning or application of the provisions of said titles and issue a written administrative interpretation. Requests for interpretation shall be written and shall concisely identify the issue and desired interpretation.
 - c. Administrative land use decisions on certain zoning conditional uses, and variances from the standards and dimensional regulations of the zoning code, [KCC Title 17](#), such as setback and yard restrictions.
 - d. The CDS Director or his/her designee shall have the authority to review and approve, deny, or approve with conditions, applications for the following:
 - i. Letters of exemption from a shoreline substantial development permit;
 - ii. Shoreline substantial development permits;
 - iii. Revisions to shoreline substantial development permits; and
 - iv. Requests for timing extensions for i through iii above.
3. **Board of County Commissioners.** In addition to its legislative responsibilities under [KCC Title 15B](#), the board shall review and act on the following subjects pursuant to this title:
 - a. Recommendations of the Planning Commission. Decision-making process by the board shall consist of a public meeting or meetings wherein the board reviews the written record transmitted from the Planning Commission for Legislative matters and issues a written decision in resolution or ordinance form. During such meeting(s), appropriate county staff will present the record to the board, providing information as necessary to ensure county code compliance. No new comment or information will be allowed by the board during the decision-making process.
 - b. Appeals of site-specific rezones.
 - c. Development Agreements.
4. **Hearing Examiner - Decision.** The Hearing Examiner shall review and make a final decision for the purposes of appeal under KCC section 15A.07 on the following applications and subjects pursuant to this title:
 - a. Initial local County decision on Shoreline Conditional Use Permits subject to the Shoreline Master Program;
 - b. Initial local County decision on Shoreline Variances pursuant to the Shoreline Master Program;

- c. Shoreline substantial development permits that are included in consolidated permit applications that are subject to Hearing Examiner review and action;
- d. Conditional use permits pursuant to the zoning code, KCC Title 17;
- e. Application for preliminary plats;
- f. Site-Specific Rezone applications;
- g. Appeals of administrative SEPA actions regarding an action without an underlying permit;
- h. Open record appeal of administrative SEPA actions;
- i. Appeal of administrative determinations such as short plats, variances, and code interpretations; and
- j. Other actions requested or remanded by the Board of County Commissioners.
- j-k. [Appeal of administrative determinations regarding road standard variance decisions.](#)

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5. **Washington State Department of Ecology.** The Washington State Department of Ecology shall be responsible for the final approval, denial, or approval with conditions for the following:
- a. Shoreline conditional use permits and revisions to same; and
 - b. Shoreline variances and revisions to same.

([Ord. 2018-021](#), 2018; [Ord. 2016-006](#), 2016; [Ord. 2014-008](#), 2014;)

15A.01.050 Severability.

If any chapter, section, subsection, sentence, clause, phrase, part or portion of this title is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this title or the application of the provisions to other persons or circumstances. (Ord. 2000-07; Ord. 98-10, 1998)