

3. The Planning Commission shall have the authority to make recommendations to the City Council on Class 3 applications authorized under this ordinance.
4. The Hearing Examiner shall have the authority to make recommendations to the City Council on Class 3 applications authorized under this ordinance, as well as to make decisions regarding Class 2 applications, and hear appeals of Class 1 decisions.
5. It shall be the duty of the Planning Official(s) to administer the provisions of this Title and to coordinate the implementation of all planning requirements and activities in the City, and to interpret the provisions of this Code. The Planning Official(s) and all authorized City representatives are hereby empowered to cause any structure or tract of land to be inspected and examined, and to order, in writing, the remedying of any condition found to exist in violation of any provision of the Zillah Municipal Code or City ordinances; and
6. The City Attorney shall advise the Planning Commission, Hearing Examiner, City Council, Mayor, and City Staff regarding the legal interpretations, applications, and the enforcement of this Title.

**17.06.020. Project Review Classifications.** Three classes of review are established for the purposes of administering this Title. These three classes, their appropriate decision-maker, hearing body, appellate body, and the types of permits included in each class are contained in the following Table:

<b>Class of Review</b>	<b>Types of Land Use Actions and Permits</b>	<b>Open Record Hearing Body</b>	<b>Closed Record Hearing Body</b>	<b>Decision Maker</b>	<b>Appellate Body</b>
<i>Class 1</i>	<ul style="list-style-type: none"> <li>-Building Permits<sup>1</sup></li> <li>-Certificates of Occupancy</li> <li>-Certificates of Zoning Compliance</li> <li>-Fence Permits<sup>1</sup></li> <li>-Roofing Permits<sup>1</sup></li> <li>- Notice of Violations</li> <li>-Stop Work Orders<sup>1</sup></li> <li>-Title Elimination</li> <li>-Administrative Interpretations Decision</li> <li>-Minor amendments to approved project plans</li> <li>- Boundary line adjustments</li> <li>-Administrative Short Plats (4 lots or less)</li> <li>-Administrative Site Plan Review</li> <li>-SEPA Actions</li> <li>-Utility Easement Release</li> <li>-Special Use Permits</li> <li>-Time extensions</li> <li>-Critical Areas</li> <li>-Qualified Exemption</li> <li>-Other Permits as required</li> <li>-Telecommunication facilities(minor modifications)</li> </ul>	<i>None</i>	<i>None</i>	<i>Planning Official</i>	<i>Hearing Examiner<sup>1</sup>/ City Council<sup>2</sup>/ Superior Court</i>

<b>Class 2</b>	- Appeals of Class 1 Decisions -Commercial Site Development -Conditional Uses -Short Plats (5 to 9 lots) -Variances - PUD Amendments-Technical -Telecommunication facilities(major modifications)	Hearing Examiner	None	Hearing Examiner	City Council <sup>2</sup> / Superior Court
<b>Class 3</b>	-Comprehensive Plan Amendments/Text -Development Regulations -Annexation	Planning Commission	City Council	City Council	City Council <sup>2</sup> / Superior Court
<b>Class 3</b>	-Appeals of Class 2 Decisions -Planned Developments -PUD Amendments-Concept -Rezoning -Long Plat (10 or more lots) -Telecommunication facilities(new)	Hearing Examiner	City Council	City Council	City Council <sup>2</sup> / Superior Court
<b>Special</b>	-Street Vacations	City Council	None	City Council	City Council <sup>2</sup> / Superior Court

**Footnotes:**

1. Appeals shall be heard by the Hearing Examiner.
2. A request for reconsideration must be filed before an appeal of a City Council decision can be filed in Superior Court.

**17.06.030. Procedures for Class 1 Review.** Class 1 permit applications involve administrative action by the Planning Official without a prior open record public hearing. The Hearing Examiner shall conduct an open record public hearing for appeals of decisions on Class 1 permits unless otherwise noted in this Title. The decision of the Hearing Examiner on appeals is subject to a closed record appeal before the City Council.

A. Applications for Class 1 permits shall be processed by the City in accordance with the following general procedures, unless the Applicant is notified in writing by the Planning Official:

1. Staff will conduct a “**counter complete**” review. This initial review ensures that all required information is contained within the application. If each item on the submittal requirements is met then the application is accepted for further review.
2. Once approved as “counter complete”; the application is forwarded to Planning staff for a “**technically complete**” review to ensure that all necessary information is provided. If the application is not complete, staff will notify the applicant that the application is not complete and more information must be submitted before the application can continue to be processed.
3. Issuance of a Determination of Completeness;
4. Issuance of a Determination of Consistency; and