

**Final Text**

---

**18.135.070 Zoning administrator.**

A. *Creation and Purpose.* The zoning administrator is appointed by the development services director. The zoning administrator is created to interpret the meaning and intent of the general plan and this code and enforce the provisions contained therein.

B. *Duties and Powers.*

1. The zoning administrator shall have the duty to carry out the provisions and intent of the general plan and this code. The zoning administrator shall have the power to review and approve, deny, or approve with conditions the following:

- a. Zoning permits;
- b. Minor and Major development review permits;
- c. Temporary use permits;
- d. Waivers;
- e. Minor modifications to waivers and temporary use permits;
- f. Modification to zoning permits, temporary use permits and minor development review permits;

2. The zoning administrator shall interpret the code as needed. Interpretation of this code includes, but is not limited to, clarification of intention, determination of zoning classifications of land uses not specified in this code, and the delegation of processing procedures and requirements. The zoning administrator shall keep a record of interpretations made pursuant to this section. The record of interpretations shall be available to the public;

3. The zoning administrator shall serve on the technical advisory committee and advise on matters relating to development and subdivision plat applications;

4. The zoning administrator may carry out any functions and duties specified in this code; and

---

**Final Text**

---

5. The zoning administrator shall delegate administrative functions as deemed necessary to execute the intent of this code to members of the development services department staff.

C. *Appeals.* Any person aggrieved by a decision of the zoning administrator under this code may file an appeal to the hearing officer in accordance with MCC [18.140.140](#), Appeals. Decisions shall be heard de novo by the hearing officer as applicable.

---

**Final Text**

---

**18.155.040 Minor development review permit.**

A. *Applicability.* A minor development review permit is required for all new and modified buildings or structures, or for expansions to a building or structure that result in an increase less than 5,000 gross square feet or 20 percent of the existing building area, alter more than 10 percent of the surface area of the exterior portion of any facade, or as otherwise required in this code. A minor development review permit is not required for individual single-unit dwellings or second dwelling units on separately owned lots.

B. *Determination.* The zoning administrator shall conduct review of all minor development permits and shall approve, conditionally approve, or deny applications based on required findings and criteria in this chapter. An approved minor development review permit may include attachments of other written or graphic information, including but not limited to statements, numeric data, site plans, floor plans, elevations, sections, material samples, as a record of the proposal's conformity with the applicable regulations of this code.

C. *Conditions.* A minor development review permit may have conditions of approval imposed, consistent with MCC [18.155.080](#).

**Final Text**

---

**18.155.050 Major development review permit.**

A. *Applicability.* A major development review permit is required for all new and modified buildings or structures, or for alterations to a building or structure that result in over 5,000 additional gross square feet, facade alterations that encompass more than 10 percent of the surface area, or as otherwise required in this code.

B. *Public Notification.* The issuance of a major development review permit may require that the existing development site be brought into substantial conformance with the terms and standards of this code. Notice of the proposed development review permit shall be posted on the subject property for a period of 15 days. Notice shall also be mailed to property owners within 600 feet of the property boundaries proposed for the use, in accordance with MCC [18.140.050\(F\)\(1\)](#). Additional notification may be required at the zoning administrator's discretion.

**Determination.** The zoning administrator shall conduct review of all major development review permits and shall approve, conditionally approve, or deny applications based on required findings and criteria in this chapter. An approved major development review permit may include attachments of other written or graphic information, including but not limited to statements, numeric data, site plans, floor plans, elevations, sections, material samples, as a record of the proposal's conformity with the applicable regulations of this code.

C. *Conditions.* A major development review permit may have conditions of approval imposed, consistent with MCC [18.155.080](#).

---