

ORDINANCE NO. 21-19

AN ORDINANCE of the City of Richland amending Section 19.30.010 of the Richland Municipal Code related to pre-application conferences.

WHEREAS, the City has need, from time to time, to amend the Richland Municipal Code to eliminate ambiguities, and bring it into alignment with current practices or state or federal law; and

WHEREAS, all parties involved with a Type II, III and IV project permit application benefit from the opportunity to meet in advance of application submission to clarify issues related to the intended project.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. Section 19.30.010 of the Richland Municipal Code, entitled Optional preapplication conference, as first enacted by Ordinance No. 12-96, and last amended by Ordinance No. 29-12, is hereby amend as follows:

**19.30.010 ~~Optional p~~Pre-application conferences.**

A. Prior to submittal of applications for Type II, III and IV project permit actions, applicants ~~will~~ **may** schedule a pre-application conference; provided, however, that this pre-application conference requirement may be waived by the administrator when staff and the applicant agree that a meeting is unnecessary. Pre-application conferences for all other types of applications are optional on the part of the applicant. The purpose of the pre-application conference is to acquaint the applicant with the requirements of the RMC, and to familiarize city staff with the details of the potential project application.

B. The conference shall be held within ~~45~~ 21 calendar days of the request.

C. At the conference or within five (5) working days of the conference, the applicant may request that the following be provided:

1. A form which lists the requirements for a completed application;
2. A general summary of the procedures to be used to process the application;
3. The references to the relevant code provisions or development standards which may apply to the approval of the application; and
4. The city's design guidelines.

D. ~~It is impossible for t~~The conference is not to be construed by the applicant as an exhaustive review of all potential issues. The discussions at the conference, or the

information form sent by the city to the applicant under subsection (C) of this section, shall not bind or prohibit the city's future application or enforcement of all applicable law.

Section 2. This ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the 2<sup>nd</sup> day of April, 2019.



ROBERT J. THOMPSON  
Mayor

ATTEST:

  
DEBBY BARHAM, Deputy City Clerk

APPROVED AS TO FORM:

  
HEATHER KINTZLEY, City Attorney

Date Published: April 7, 2019