



## **Executive Summary – Planning Commission**

**Issue Title:** Department of Community Development: Administrative Code Edits

**Meeting Date:** May 19, 2026

**Time Required:** 30 Minutes

**Attendees:** April Gassman, Long Range Planner

**Action Requested at this Meeting:** Information only.

### **Background:**

The Department of Community Development is engaging in an annual code update project. These code edits are labeled as “administrative”, because they are not intended to be significant changes and may require less process and outreach than other code update projects.

These edits also relate to various aspects of code, and not just one topic, and may include edits to Title 17 (Zoning), Title 21 (Land Use & Development Procedures), and Title 22 (Shoreline Master Program).

A similar “administrative” code edits project was completed in 2025.

Objectives of these code edits include:

- Eliminate or reduce conflicting provisions of code.
- Add clarity to existing sections of code without changing meaning or intent of language.
- Create more predictability and certainty in development standards and the permit review process.
- Create an efficient system to catalog and organize previous and new code edits initiated by County Staff or the public.

This briefing will discuss the project objectives, scope, and next steps. It will also introduce the various potential code update topics.

Staff has tentatively planned for a public hearing to occur on June 16th. A work study to go over these edits in greater detail will precede the hearing.

**Next Steps:**

- Planning Commission Work Study June 2, 2026

**Attachments:**

- Presentation
- 2026 Code Edits Change Matrix
- Project Charter
- Community Engagement Plan

**Reference:**

- [Administrative Code Edits](#) (County Website)
- [Code Interpretations and Determinations](#) (County Website)