



Executive Summary

Issue Title: Administrative Code Edits

Meeting Date: May 6, 2025

Time Required: 25 minutes

Attendees: Colin Poff, Heather Cleveland

Planning Commission Deliberations to review proposed edits and recommend changes if necessary

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 16 (land division and development) and Title 17 (zoning). A similar “administrative” code edits project was completed in 2022. The County has not done this since then due to code updates wrapped into the 2024 Comprehensive Plan Update.

Objectives of these code edits include:

- Eliminate or reduce conflicting or redundant provisions of code.
- Add clarity to existing sections of code.
- Consistency with State Law.
- Include code inadvertently missed in a previous update.
- Improve code predictability or implementation for applicants or staff.

A public comment period went from March 25-April 15 and one comment was received. The planning commission extended the comment period to April 26 and another comment was received during the additional time.

Meeting Purpose:

The Planning Commission previously held a briefing and work study on this topic and proposed edits. During deliberations, staff will go through various proposed edits and planning commission may discuss those changes and proposed additional edits if necessary.

Staff has added a column to the “DRAFT Summary of Code Changes” to show where staff recommends adopting changes as proposed or is recommending changes. It is intended that this document will be used to guide deliberations.

Following deliberations, it is expected that the Planning Commission will review and approve Findings of Fact on May 20, 2025.

Attachments:

1. DRAFT Summary of Code Changes, including Staff Recommendations
2. DRAFT Ordinance
3. DRAFT Staff Report
4. Public Comment Matrix
5. Staff Presentation