



**Board of County Commissioners
Board Work Session**

Wednesday, April 29, 2026

9:00 AM

Thurston County Atrium

Written public comment may be received up to two hours in advance of the meeting and will be distributed to the Board of County Commissioners. Action may be taken at this meeting.

This meeting is livestreamed to the [Thurston County YouTube Channel](#).

AGENDA

- I. Call Meeting to Order**
- II. Permit Review Process Annual Update: Land Use Appeals**
- III. Budget Update**
- IV. Commissioners Items**
 - 1. Commissioners Reports on Committees**
- V. Adjourn**

3000 Pacific Avenue SE, Room 110, Olympia, WA 98501

Disability Accommodations: Room 110 is equipped with an assistive listening system and is wheelchair accessible. To request disability accommodations, call the Reasonable Accommodation Coordinator at least 3 days prior to the meeting at 360-786-5440. Persons with speech or hearing disabilities may call via Washington Relay at 711 or 800-833-6388.



Board of County Commissioners Briefing Presentation Form

Title

Permit Review Process Annual Update: Appeals

Date

04/29/2026

Board Meeting

Board Work Session

Office/Department

CPED

Staff Contact

Ashley Arai, CPED Director

Attachments

- Presentation
- Draft ordinance

Type

- ☐ Informational
- ☒ Follow up/Continued work session

Board decisions will not be made during work sessions.

Primary Objective

Facilitate Board action on an update to Thurston County Code as part of the 2026 Permit Review Process Annual Code Update. This is a follow up to 2025 discussions regarding the Board's role in quasi-judicial land use appeals.

Staff Recommendation

Informational briefing.

Background

The Board requested this item in August 2023 to allow community discussion about whether quasi-judicial appeals should remain with the Board. Considerations include financial risk, staff resources, and limits on ex parte discussions ([MRSC article](#)). The appeals-related code amendments were originally included in the 2025 Permit Review Process Annual Update, which was adopted by the Board on December 16, 2025. Following the November 12, 2025 public hearing for this docket item, the Board directed staff to defer any action on appeals-related code amendments to Q2 2026.

Since the Board last reviewed this topic, staff, in consultation with legal counsel, have incorporated updates to the building chapter (Title 14) to align the appeals process with the proposed changes previously seen. Separately, SEPA appeals are proposed to be shifted to Superior Court, consistent with the Hearing Examiner's report forwarded to the County Commissioners on April 6.

Process to Date

- Four Planning Commission Work Sessions from July 2024-July 2025
- Planning Commission Public Hearing on July 2 where we heard:
 - General concern about removing the Board as the final decision-maker in quasi-judicial permits
- Planning Commission recommended (10-0):

- Maintain the Board of County Commissioners as the final decision-maker in quasi-judicial land use permits.
- BoCC Work Session on September 24, 2025
- BoCC Public Hearing on November 12, 2025
 - Board direction to defer appeals-related code amendments until Q2 2026

Staff issued a SEPA Determination of Nonsignificance (DNS) on July 10, 2025. No public comments or appeals were received.

Budget Impacts/Requests

Removing BoCC from the quasi-judicial land use appeal process will clear up resources for the Commissioners' offices, PAO and CPED.

Others Affected

Thurston County residents and staff. Unincorporated Thurston County and all UGAs.

Timeline/Next Steps

BoCC Final Action in May.

April 29, 2026
Thurston County
Board of County Commissioners

Appeals: Follow Up Discussion

Ashley Arai
CPED Director



Overview

- 2025 Permit Review Process Annual Update
 - Annual docket item to address emerging changes in state law, inconsistencies, or redundancies in CPED's land use review
- BoCC review:
 - September 2025 work session
 - November 2025 public hearing – *Board direction to remove appeals amendments from code package and return in Q2 2026*



Intro

Legislative Bodies and Quasi-Judicial Hearings

- BoCC is currently final decision maker for quasi-judicial land use permits— hearing appeals on projects like special use permits, variances, reasonable use exceptions, and land divisions.
- Boards / Councils may authorize the hearings examiner to be final decision maker on quasi-judicial land use permits with appeals going to Superior Court.
- BoCC requested item be added to docket in August 2023 to have broader community discussion
- Considerations:
 - Financial risk to County
 - Staff resource allocation (1 appeal submitted in 2026; 4 appeals heard in 2025)
 - Ex parte discussions



Legal Implications

Comparison of Process

Appeal	Current Process for BoCC Review	Proposed Process for Superior Court Review
Timeline	Within <u>14 days</u> of HEX decision	Within <u>30 days</u> of decision
Fees	\$1,176 base fee	\$290 - Statutory filing fee (RCW 36.18.020(2)(c)) and judicial surcharges
Legal Representation	None required	Required for non-profit organizations and associations



Process

Summary of Changes

- Amend TCC Titles 2, 14, 17, 20, 21, 22, 23, and 24
- Appeals of Hearing Examiner decisions go to a court of competent jurisdiction
- Narrow scope of updates since 2025 draft:
 - Title 14 – Align building appeals with proposed changes previously seen
 - Title 20 – Shift SEPA appeals of Wireless Communications Facilities to Superior Court



Code Amendments

Next Steps

- May 2026: Follow up work session(s) and Board action

ORDINANCE NO. _____

AN ORDINANCE ADOPTING AMENDMENTS TO THURSTON COUNTY CODE TITLE 2 CHAPTER 2.06, TITLE 14 CHAPTER 14.22, 14.32, 14.33, AND 14.38, TITLE 17 CHAPTER 17.09, 17.15, AND 17.40, TITLE 20 CHAPTERS 20.07, 20.27, 20.28, 20.33, 20.39, 20.52, 20.60, AND 20.64, TITLE 21 CHAPTERS 21.50, 21.81, 21.84, AND 21.87, TITLE 22 CHAPTERS 22.36, 22.56, AND 22.62, TITLE 23 CHAPTERS 23.57 AND 23.72, AND TITLE 24 CHAPTER 24.05 RELATED TO APPEALS.

WHEREAS, Thurston County is required to plan under Chapter 36.70A RCW, the Growth Management Act (GMA), which contains fourteen goals intended to guide development and adoption of comprehensive plans and development regulations, which relate to urban growth, rural development, reduced sprawl, transportation, housing, economic development, property rights, permits, natural resource industries, open space, recreation, the environment, citizen participation and coordination, public facilities and services, historic preservation; and shoreline management act goals and policies; and

WHEREAS, the GMA requires the comprehensive plan and development regulations to demonstrate and uphold the concepts of internal consistency, conformity, and concurrency; and

WHEREAS, the GMA also requires a process of early and continuous community participation for amending comprehensive plans and development regulations; and

WHEREAS, the development regulations, including the official zoning maps, in Thurston County adopted under GMA must be consistent with the Thurston County Comprehensive Plan and associated Joint Plans; and

WHEREAS, Thurston County has performed professional review, provided public notice, and received public comment with respect to these development code amendments; and

WHEREAS, the amendments to the Thurston County Code adopted by this ordinance were prepared, considered and adopted in compliance with the county-wide planning policies; and

WHEREAS, Thurston County-wide Planning Policy 1.6 states that the county will break down institutional barriers to communication and cooperation, fostering open communication and transparent processes that encourage community-wide participation; and

WHEREAS, Thurston County-wide Planning Policy 3.1(B) states that the county will concentrate development in urban growth areas and protect rural areas; and

WHEREAS, the amendments as contained in this ordinance have been reviewed with planning staff, the Prosecuting Attorney's Office, and Public Health and Social Services in order to identify standards that are legal and permissible; and

WHEREAS, this proposal is a Board-initiated amendment and was included by the Board of County Commissioners on the 2024-2025 Official Development Code Docket as item A-31; and

WHEREAS, the Thurston County Planning Commission reviewed this proposal as part of the broader package of amendments in Ordinance 16590 at work sessions on July 10, 2024, May 21, 2025, and June 4, 2025; and

WHEREAS, the Thurston County Planning Commission held a public hearing on July 2, 2025 on the amendments to all chapters of Thurston County Code included in the Permit Review Process Annual Update package of amendments in Ordinance 16590 in rural Thurston County and all Urban Growth areas and made a recommendation of approval (10-0) of the proposed amendments; and

WHEREAS, pursuant to RCW 36.70A.106, a notice of intent to adopt the broader package of amendments in Ordinance 16590 was sent to the Washington State Department of Commerce on July 7, 2025; and

WHEREAS, pursuant to the State Environmental Policy Act (SEPA) and WAC 197-11, a non-project Determination of “Non-Significance” (DNS) was issued July 10, 2025 as part of the broader package of amendments in Ordinance 16590; and

WHEREAS, the Planning Commission’s recommendation dated July 2, 2025 on the proposed code text amendments was received by the Board on September 24, 2025 at a regularly scheduled briefing; and

WHEREAS, the Board held a public hearing with notice requirements consistent with the Thurston County Code and state law on November 18, 2025 to take public testimony on the proposed Permit Review Process Annual Update ordinance; and

WHEREAS, the Board directed staff to remove appeals from the broader package of amendments in Ordinance 16590 and bring it forward for further consideration in the first quarter of 2026;

WHEREAS, pursuant to RCW 36.70A.106, a notice of intent to adopt sent to the Washington State Department of Commerce on February 17, 2026; and

WHEREAS, the Board held a work session on April 29, 2026 at a regularly scheduled meeting; and

WHEREAS, the Board agrees with the findings of the Thurston County Planning Commission and has determined that the amendments contained in this ordinance are consistent with the Thurston County Code (TCC) and other titles, chapters, and sections of the TCC; and

WHEREAS, the Board finds that the proposed amendments will improve consistency across the code and transparency for citizens of Thurston County; and

WHEREAS, the Board believes adopting the amendments is necessary for the preservation of the public health, safety, and general welfare of Thurston County residents.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF THURSTON COUNTY, AS FOLLOWS:

SECTION 1. TITLE 2 ADMINISTRATION AND PERSONNEL. The Thurston County Code Chapter 2.06 is hereby amended as shown in Attachment A.

SECTION 1. TITLE 14 BUILDING AND CONSTRUCTION. The Thurston County Code Chapter 14.22, 14.32, 14.33, and 14.38 is hereby amended as shown in Attachment B.

SECTION 2. TITLE 17 ENVIRONMENT. The Thurston County Code Chapter 17.09, 17.15, and 17.40 is hereby amended as shown in Attachment C.

SECTION 3. TITLE 20 ZONING. The Thurston County Code Chapters, 20.07, 20.27, 20.28, 20.33, 20.39, 20.52, 20.60, and 20.64 are hereby amended as shown in Attachment D.

SECTION 4. TITLE 21 LACEY URBAN GROWTH AREA ZONING. The Thurston County Code Chapters 21.50, 21.81, 21.84, and 21.87 are hereby amended as shown in Attachment E.

SECTION 5. TITLE 22 TUMWATER URBAN GROWTH AREA ZONING. The Thurston County Code Chapters 22.36, 22.56, and 22.62 are hereby amended as shown in Attachment F.

SECTION 6. TITLE 23 OLYMPIA URBAN GROWTH AREA ZONING. The Thurston County Code Chapters 23.57 and 23.72 are hereby amended as shown in Attachment G.

SECTION 7. TITLE 24 CRITICAL AREAS. The Thurston County Code Chapter 24.05 is hereby amended as shown in Attachment H.

SECTION 8. SEVERABILITY. If any section, subsection, sentence, clause, phrase or other portion of this Ordinance or its application to any person is, for any reason, declared invalid, illegal, or unconstitutional in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

SECTION 9. CORRECTIONS. Upon approval of the Prosecuting Attorney's Office, the Clerk of the Board is authorized to make any necessary corrections to any section, subsection, sentence, clause, phrase, or other portion of this Ordinance for scriveners or clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

SECTION 10. EFFECTIVE DATE. This Ordinance shall take effect *immediately upon adoption*.

ADOPTED: _____

ATTEST:

BOARD OF COUNTY COMMISSIONERS

Thurston County, Washington

Clerk of the Board

Chair

APPROVED AS TO FORM:

JON TUNHEIM

PROSECUTING ATTORNEY

Vice-Chair

Travis Burns,

Deputy Prosecuting Attorney

Commissioner

Commissioner

Commissioner

ATTACHMENT A

Permit Review Process Annual Update

TITLE 2 AMENDMENTS

Deleted Text: ~~Strikethrough~~ / Changes: Underlined / Unaffected Omitted Text: (...)

I. Thurston County Code Chapter 2.06 TCC (HEARING EXAMINER) shall be amended to read as follows:

...

2.06.010 – Standards of conduct.

There is established an office of hearing examiner. The examiner shall hear and decide matters assigned to him by the board, including but not limited to the following land use matters:

...

G. No examiner shall conduct or participate in any hearing or decision in which the examiner may have a direct or indirect financial or personal interest or in which such conduct or participation would violate any rule of law applicable thereto.

H. Matters prescribed by the Thurston County Building and Construction ordinance (Title 14, Thurston County Code).

~~H.~~ Other types of matters which hearing examiners are authorized to decide by law or contract (e.g., non-land use, administrative appeals, which may be referred by under local health or sanitary ordinances, grievances under law or contracts) with the board of county commissioners;

H. All hearing examiner hearings are considered to be open record hearings, that create the county record through testimony and submission of evidence and information. An open record hearing may be held on an administrative appeal to be known as an "open record appeal hearing."

...

2.06.030 – Standards of conduct.

A. In order to assure an appearance of fairness in matters considered by the examiner ~~or by the board~~ on appeal, no person shall have an ex parte (one sided) contact with

the examiner ~~or board~~ regarding such matter, and no person, including government officials and employees, shall attempt to interfere with or influence the examiner ~~or board~~ outside a public hearing; provided, that a county official or employee may, in the performance of his official duties, provide information to the examiner when the action is disclosed at the hearing or meeting.

- B. No examiner shall conduct or participate in any hearing or decision in which the examiner may have a direct or indirect financial or personal interest or in which such conduct or participation would violate any rule of law applicable thereto.

...

2.06.060 – Reconsideration by examiner.

Any aggrieved person or agency who disagrees with the decision of the examiner may make a written request for reconsideration by the examiner within ten days of the date of the written decision. The request for reconsideration shall be filed with Community Planning & Economic Development upon forms prescribed by the department. If the examiner chooses to reconsider, the examiner may take such further action as he or she deems proper and may render a revised decision, within five working days after the date of filing. The examiner's decision upon reconsideration is final and conclusive. ~~Filing a request for reconsideration is not a prerequisite to filing an appeal pursuant to Section 2.06.070.~~

~~2.06.070 – Appeal of examiner's decision.~~

~~The final decision by the examiner may be appealed to the board by any aggrieved person or agency directly affected by the examiner's decision, except threshold determinations (TCC Section 17.09.160) and innocent purchaser determinations (TCC Section 18.48.030), in the following manner:~~

- ~~A. The appellant must file a complete written notice of appeal with the resource stewardship department upon forms prescribed by the department, and pay the appeal fee within fourteen days of the date of the examiner's final decision; provided, that if the examiner was requested to reconsider the decision, then the appeal must be filed within ten days of the date of the examiner's decision on the reconsideration request.~~
- ~~B. The notice of appeal shall concisely specify the error or issue which the board is asked to consider on appeal, and shall cite in the notice of appeal or accompanying memorandum, by reference to section, paragraph and page, the provisions of law which are alleged to have been violated. Issues which are not so identified need not be considered by the board. Memoranda shall not include the presentation of new evidence and shall be based only upon facts presented to the examiner.~~
- ~~C. The county shall notify parties of record that an appeal has been filed and that copies of the notice of appeal and appellant's memorandum may be obtained from the clerk. The notice to parties shall also state that parties of record wishing~~

~~to respond to the appeal may submit written memoranda to the board within fourteen days from the date that notice to parties is mailed by the county.~~

~~D. The appellant may submit a responsive memoranda within seven days from the date that memoranda from parties of record is due.~~

~~E. The timely filing of a notice of appeal shall stay the effective date of the examiner's decision until the appeal is adjudicated by the board of county commissioners or until the appeal is withdrawn.~~

~~F. All appeals of hearing examiner decisions are considered to be closed record appeals, following an open record hearing on a project permit application or administrative appeal, when the appeal is on the record with no or limited new evidence or information allowed to be submitted and only appeal argument allowed.~~

~~2.06.080 – Board action on appeals.~~

~~A. General. When an appeal has been timely filed and the deadline for receipt of memoranda has expired, the resource stewardship department shall deliver to the board a copy of the examiner's decision, and the evidence presented to the examiner, and an audio recording of the hearing before the examiner. The board may view the site either individually or together, only to gain background information on the general appearance of the property; no one other than county staff can accompany the board members during the view. When board members have read the decision, memoranda and evidence, and heard the recording, the clerk of the board shall schedule a date for a closed record appeal meeting by the board at which time the board shall render a decision. The date of the closed record appeal meeting should be not later than fifty three days following the date the appeal was filed.~~

~~B. Public Notice of Closed Record Appeals. The clerk of the board shall mail written notice to all parties of record to apprise them of the meeting date before the board. "Parties of record" are persons who have:~~

~~1. Given oral or written comments to the examiner; or~~

~~2. Listed their names, as persons wishing a copy of the decision, on a sign-up sheet which is available during examiner's hearings.~~

~~2.06.085 – Reconsideration by board.~~

~~The board's decision is final and no reconsideration requests shall be considered.~~

2.06.0790 – Annual report.

The examiner shall annually report in writing to and meet with the board of county commissioners for the purpose of reviewing the administration of land use policies and regulating ordinances. The report shall include a summary of the examiner's decisions since the prior report.

...

ATTACHMENT B

Permit Review Process Annual Update

TITLE 14 AMENDMENTS

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I. Thurston County Code Chapter 14.22 TCC (THURSTON COUNTY CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS) shall be amended to read as follows:

...

14.22.602 – Method and form of decision.

- A. Hearing Before Examiner. The hearing examiner shall issue a written decision pursuant to TCC Section 2.06.050.
- B. Appeal of Examiner's Decision. The decision of the hearing examiner may be appealed to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail. ~~the Thurston County board of commissioners pursuant to TCC Section 2.06.070.~~

...

II. Thurston County Code Chapter 14.32 TCC (FIRE CODE) shall be amended to read as follows:

...

14.32.210 – Hearing examiner approval required.

...

- G. The decisions of the hearing examiner may be appealed to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail. ~~the Thurston County Board of County commissioners in the manner prescribed by Chapter 2.06 of this code.~~

...

III. Thurston County Code Chapter 14.33 TCC (BOARD OF APPEALS) shall be repealed and replaced to read as follows:

...

14.33.010 – Appeals.

- A. All appeals under Title 14 of the Thurston County Code shall be heard by the Hearing Examiner pursuant to Chapter 2.06 TCC.
- B. The Hearing Examiner shall have authority to hear and decide appeals arising under the International Building Code (IBC), International Residential Code (IRC), International Existing Building Code (IEBC), International Fire Code (IFC), Uniform Plumbing Code (UPC), International Energy Conservation Code—Residential (IECC-R) and Commercial (IECC-C), International Mechanical Code (IMC), International Fuel Gas Code (IFGC), and Chapter 14.38 TCC (Development in Flood Hazard Areas), as adopted by Thurston County.
- C. Final decisions of the Hearing Examiner may be appealed to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail.

14.33.020 – Administration.

This chapter shall be administered by the Community Planning & Economic Development Department. The term “department” means the Community Planning & Economic Development Department. The term “director” means the Director or designee.

14.33.030 – Scope of Authority.

- A. The Hearing Examiner, as established under Chapter 2.06 TCC, has authority to hear and decide appeals of orders, decisions, or determinations made by the building official or fire code official relating to the application and interpretation of the following:
 - 1. IBC, IRC, IEBC
 - 2. ECC-R and IECC-C
 - 3. IMC, IFGC, UPC, IFC
 - 4. Chapter 14.38 TCC
- B. The Hearing Examiner shall not:
 - 1. Waive code requirements; or

2. Hear appeals relating to administrative provisions of code chapters (Chapter 1 of adopted codes), except where specifically authorized by law.

C. If an appeal may affect an abatement or demolition order, such order shall be stayed pending the Examiner's decision unless necessary to protect public health or safety.

14.33.040 – Who May Appeal.

The following persons may file an appeal:

A. Any person owning an interest in the project or site;

B. Any contractor or subcontractor on the project;

C. Any person residing in the affected building.

14.33.050 – Filing and Service.

A. Appeals shall be filed on forms prescribed by the department and must include:

1. Statement of facts

2. Grounds for appeal

3. Requested relief

B. Appeals shall be filed with the department

C. Appeals shall be accompanied by a fee equal to ten (10) hours of the building staff hourly rate. In addition, the full cost of the Hearing Examiner shall be billed to and paid by the appellant.

D. The appellant shall serve all persons with ownership interest in the project or site.

E. Appeals must be submitted no later than fourteen (14) calendar days after the date the order, decision, or determination is issued.

F. For purposes of this section, an order, decision, or determination is deemed issued on the date it is electronically transmitted by the department to the appellant or parties of record.

14.33.060 – Records of Proceedings.

A record of proceedings shall be maintained consistent with Chapter 2.06 TCC. Copies shall be available upon request and payment of applicable costs.

14.33.070 – Decision and Judicial Review.

A. The Hearing Examiner shall issue a written decision on the appeal in accordance with Chapter 2.06 TCC. The decision shall include findings of fact and conclusions and shall be based on the record established pursuant to Chapter 2.06 TCC. The burden of proof shall be on the appellant unless otherwise provided by law. The

decision shall be electronically transmitted by the department to the appellant and all parties of record and shall be deemed issued on the date of such electronic transmission.

B. The decision of the Hearing Examiner shall constitute the final decision of the county. Any person with standing may seek judicial review of the final decision in a court of competent jurisdiction as provided by applicable law, including Chapter 36.70C RCW where applicable. Judicial review must be commenced within twenty-one (21) calendar days of issuance of the final decision.

C. Except as otherwise provided by law, the procedures, standards of review, and conduct of the appeal shall be governed by Chapter 2.06 TCC, and this chapter shall be interpreted consistently with that chapter.

...

IV. Thurston County Code Chapter 14.38 TCC (DEVELOPMENT IN FLOOD HAZARD AREAS) shall be amended to read as follows:

...

14.38.060 – Appeals and Variances.

A. Appeals ~~s-Board~~.

1. Any person ~~or persons~~ aggrieved by ~~any~~ a decision or action of the building official may, within fourteen (14) ~~working~~ days of such decision or action, file ~~notice of~~ an appeal or request a variance with the Hearing Examiner pursuant to Chapter 2.06 TCC, subject to the requirements of Chapter 14.33 TCC, provided, that the variance shall not be granted in floodways. ~~as follows (except variances cannot be granted in floodways):~~

~~a. Appeals relating to technical structural requirements in connection with floodproofing structures shall be filed with the building code appeals board;~~

~~b. All other appeals or variances shall be filed with the hearing examiner.~~

2. Those aggrieved by the decision ~~of the building code appeals board~~ may appeal to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail. ~~such decision to superior court or other court of competent jurisdiction. Those aggrieved by the decision of the hearings examiner may appeal such decision to the board of Thurston County commissioners pursuant to Chapter 2.06.~~

3. In passing upon such applications, the ~~building code appeals board or~~ hearings examiner shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and:

a. The danger that materials may be swept onto other lands to the injury of others;

...

k. The costs of providing public services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.

4. Upon consideration of the factors of subsection (A)(3) of this section and the purposes of this chapter, the ~~building code appeals board or~~ hearings examiner may attach such conditions to the granting of appeals or variances as it deems necessary to further the purposes of this chapter.

5. The building official shall maintain the records of all appeal actions, including technical information and report any variances to FEMA upon request.

...

ATTACHMENT C

Permit Review Process Annual Update

TITLE 17 AMENDMENTS

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I. Thurston County Code Chapter 17.09 TCC (STATE ENVIRONMENTAL POLICY ACT) shall be amended to read as follows:

...

17.09.160 – Environmental appeals.

Pursuant to RCW 43.21C.075 and WAC 197-11-380, the County has eliminated all agency appeals of County decisions issued under SEPA authority and establishes the following procedures. A SEPA decision issued by the County is considered final. To appeal a SEPA decision to a court of competent jurisdiction, it must be appealed contemporaneously and within the same timeframe as an appeal of the final underlying government action which is subject to environmental review. For purposes of this section, the date of issuance for the underlying government action is three days after the final written decision is placed in physical mail or sent by electronic mail. If the County establishes an optional “notice of action” procedure as prescribed by RCW 43.21C.075, the appeal deadlines in such notice shall apply.

~~The county establishes the following administrative appeal procedures under RCW 43.21C.075 and WAC 197-11-680:~~

~~A. Only Threshold Determinations May be Appealed. Only final threshold determinations, in the form of a determination of significance (DS), mitigated determination of nonsignificance (MDNS), or a determination of nonsignificance (DNS), shall be appealable to the hearing examiner; provided, however, when the threshold determination is a DS which has been agreed to by the proponent, it shall not be appealable.~~

~~B. Who May Appeal. Any person aggrieved by a threshold determination may appeal; provided, however, if there is a comment period required by WAC 197-11-340, only those persons who submit written comments during the comment period may appeal the threshold determination.~~

~~C Time to Appeal. A written notice of appeal, meeting the requirements of subsection (D) of this section, and the appeal fee must be received by the resource stewardship~~

~~department within fourteen calendar days of the date of issuance of the threshold determination or, if there is a comment period under WAC 197-11-340, within seven calendar days of the last day of the comment period. If the last day of the appeal period is a holiday or a weekend, the appeal must be filed by five p.m. on the first weekday following such holiday or weekend.~~

~~D. Contents of an Appeal. A written notice of appeal shall contain the following information:~~

- ~~1. Name, mailing address and telephone number of the appellant and his/her representative, if any;~~
- ~~2. A copy of the DS, MDNS or DNS;~~
- ~~3. A concise statement of the factual and legal basis for the appeal citing specifically the alleged errors in the decision;~~
- ~~4. The specific relief sought; and~~
- ~~5. A statement describing the appellant's standing to appeal pursuant to Section 17.09.160B.~~

~~E. Timing of the Public Hearing on the Appeal. Public hearings on appeals of a DS, MDNS or DNS shall occur prior to any decision on the underlying proposal and shall be heard by the hearing examiner. If the underlying proposal is reviewed by the hearing examiner, the SEPA appeal may be heard in concurrence with the public hearing on the underlying proposal.~~

~~F. Public Notice of Appeal Before the Hearing Examiner. When Thurston County receives a timely notice of appeal and timely filing of appropriate fees under this chapter, the county shall give public notice of such appeal by mailing notice to:~~

- ~~1. The appellant, project sponsor, the environmental review officer, and any individuals or organizations who have submitted a written request for notice of SEPA appeals to the resource stewardship department;~~
- ~~2. Adjacent property owners within three hundred feet of the project, or such greater distance as specified in the notice provisions of the underlying governmental action, as of the time the threshold determination is issued;~~
- ~~3. Agencies who have received written notice of the threshold determination; and~~
- ~~4. The appropriate media, as determined by the resource stewardship department, but only if the appeal is of a nonproject action.~~

~~G. Dismissal of Appeal. The hearing examiner may summarily dismiss an appeal of a threshold determination for a project action without hearing when such appeal is determined by the examiner to be without merit on its face, frivolous or brought merely to secure a delay, or that the appellant lacks standing to appeal, i.e., is not~~

~~an aggrieved party. Such dismissal, if any, shall occur within ten calendar days of the filing of the appeal.~~

~~H. Prehearing Conference. A prehearing conference shall be held between the appellant, the project sponsor and the environmental review officer within fifteen calendar days of the filing of an appeal of a threshold determination for a project action. The purpose of the prehearing conference is to discuss process, settlement, and/or summary disposition, clarification and jurisdiction of issues raised in the notice of appeal.~~

~~I. Public Hearing on Appeal. The hearing examiner shall conduct a public hearing into whether or not the county complied with the procedural requirements of Chapter 43.21C, the State Environmental Policy Act, and Chapter 197-11 WAC in issuing the DS, MDNS or DNS as follows:~~

- ~~1. The hearing examiner shall review all appeals by reviewing all admissible documentary evidence, arguments from any interested person and testimony given under oath;~~
- ~~2. The hearing examiner shall give substantial weight to the environmental review officer's procedural determination;~~
- ~~3. The hearing may be continued from time to time without further mailed or delivered notice; and~~
- ~~4. The hearing examiner shall maintain an electronically recorded tape of the testimony and arguments presented and a record of the documents presented.~~

~~J. Decision by Hearing Examiner. The hearing examiner shall render a written decision upon the appeal of a threshold determination for project actions within ten working days from the conclusion of the hearing, unless a longer period is agreed upon by the appellant, applicant and the hearing examiner, as follows:~~

- ~~1. The decision shall contain an analysis of why the hearing examiner rejected or accepted the threshold determination, a synopsis of the testimony and arguments presented, the examiner's findings of fact, and conclusions of law.~~
- ~~2. Within three working days of its issuance, copies of the decision shall be mailed or delivered to the applicant, the appellant, the environmental review officer, the clerk of the board and all parties of record.~~

~~K. Hearing Examiner's Decision on Appeals of Threshold Determinations for Project Actions is Final. The decision of the hearing examiner on an appeal of a threshold determination for a project action is final. The hearing examiner shall not entertain motions for reconsideration. The decision of the hearing examiner may only be appealed to Superior Court in conjunction with an appeal of the underlying action in accordance with RCW 43.21C.075, the State Environmental Policy Act and Section 17.09.160T of this section.~~

~~L. Recommendation by Hearing Examiner on Appeals of Threshold Determinations for Nonproject Actions. The hearing examiner shall render a written recommendation on an appeal of a threshold determination for a nonproject action within ten working days from the conclusion of the hearing unless a longer period is agreed upon by the applicant and the hearing examiner as follows:~~

- ~~1. The recommendation shall contain an analysis of why the hearing examiner rejected or accepted the threshold determination, a synopsis of the testimony and arguments presented, the examiner's findings of fact, and conclusions of law.~~
- ~~2. Within three working days of its issuance, copies of the recommendation shall be mailed or delivered to the applicant, the appellant, the environmental review officer, the clerk of the board and all parties of record.~~

~~M. Effect of the Hearing Examiner's Recommendation on Appeals of Threshold Determinations for Nonproject Actions. The recommendation of the hearing examiner is a recommendation only and the final decision with respect to the appeal of a threshold determination for a nonproject action shall be made by the board of county commissioners (board).~~

~~N. Board of County Commissioners' Action Upon Issuance of Recommendation on Appeals of Threshold Determinations for Nonproject Actions. Upon issuance of the hearing examiner's recommendation, the following actions shall occur:~~

- ~~1. The clerk of the board shall promptly set a public meeting to consider the appeal and recommendation;~~
- ~~2. Notice of the time, date, place and nature of the meeting shall be mailed to the applicant, the appellant, the environmental review officer and to all parties of record;~~
- ~~3. The board shall conduct a public meeting and its review of the appeal and the hearing examiner's recommendation shall be limited to the record created before the hearing examiner;~~
- ~~4. The board may continue the public meeting from time to time without further notice;~~
- ~~5. The board shall decide the appeal at the meeting or at a continuation thereof;~~
- ~~6. The decision of the board shall be reported in its official minutes. The board shall also prepare written findings and conclusions or adopt the hearing examiner's findings and conclusions as its own; and~~
- ~~7. The clerk of the board shall transmit a copy of the written decision to the appellant, the applicant and all parties of record.~~

~~O. Board of County Commissioners' Decision Final. The decision of the board on a threshold determination appeal for a nonproject action is final. The board shall not entertain motions for reconsideration. The decision of the board may only be appealed to Superior Court in conjunction with an appeal of the underlying action in accordance with RCW 43.21C.075, the State Environmental Policy Act, and Section 7.09.160T of this section.~~

~~P. Parties of Record. Parties of record are persons who have:~~

- ~~1. Given oral or written comments to the hearing examiner during or in connection with a public hearing; or~~
- ~~2. Listed their names, as persons wishing a copy of the decision, on a sign-up sheet which is available during the public hearings.~~

~~Q. Effect of an Appeal. If there is a pending administrative appeal of a threshold determination for a project action, the lead agency may continue to process the application on the underlying action, but shall not issue its final decision or permit any action until the hearing examiner has taken final action on the appeal.~~

~~R. For any appeal under this subsection, the county shall provide for a record of the appeal proceeding which consists of:~~

- ~~1. Findings and conclusions;~~
- ~~2. Testimony under oath;~~
- ~~3. A taped or written transcript.~~

~~S. The procedural determination by the county's responsible official shall carry substantial weight in any appeal proceeding.~~

~~T. Time to Commence a Judicial Appeal.~~

- ~~1. Judicial appeals of final decisions made under this chapter shall be commenced within the same time period provided for appealing the underlying governmental action; provided, however, that if there is no time period for appealing the underlying governmental action, judicial appeals shall be commenced within twenty-one calendar days.~~
- ~~2. The time for commencing a judicial appeal shall begin to run on the issuance of the final written decision on the threshold determination.~~
- ~~3. For the purposes of this subsection, the date of issuance is three days after the final written decision on the threshold determination is mailed.~~

...

II. Thurston County Code Chapter 17.15 TCC (AGRICULTURAL USES AND CRITICAL AREAS) shall be amended to read as follows:

...

17.15.510 – Administration.

...

B. Appeals.

1. Appeals of administrative decisions may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision or determination made by an administrative official in the administration or enforcement of this title. Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.
2. Appeals of hearing examiner may be appealed to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail.
~~decisions may be brought to the board of county commissioners by any aggrieved party. Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~
- ~~3. Any final decision by the board of county commissioners is appealable in the manner proscribed by state law.~~

...

III. Thurston County Code Chapter 17.40 TCC (HABITAT CONSERVATION PLAN IMPLEMENTATION) shall be amended to read as follows:

...

17.40.110 – Appeals.

A. Appeals.

- A. Appeals of administrative decisions may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision or determination made by an administrative official in the administration or

enforcement of this title. Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.

B. Appeals of hearing examiner may be appealed to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail.
~~decisions may be brought to the board of county commissioners by any aggrieved party. Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~

~~C. Any final decision by the board of county commissioners is appealable in the manner proscribed by state law.~~

...

ATTACHMENT D

Permit Review Process Annual Update

TITLE 20 AMENDMENTS

Deleted Text: ~~Strikethrough~~ / Changes: Underlined / Unaffected Omitted Text: (...)

I. Thurston County Code Chapter 20.07 TCC (LOT, YARD, USE AND STRUCTURE REGULATIONS) shall be amended to read as follows:

...

20.07.060 – Unclassified uses.

1. Determination. In the event a use is proposed which is not listed in the title as permitted, accessory or special use, the director shall determine whether the use should be treated as one of the listed uses. Such determination shall be based on:

a. Similarity to a listed use;

b. Consistency with the intent of the district in which the use is listed.

~~2. Appeal. Appeals of this determination may be made to the hearing examiner pursuant to Chapter 20.60, or a request submitted to the board of county commissioners for consideration of a text amendment.~~

...

II. Thurston County Code Chapter 20.27 TCC (PLANNED INDUSTRIAL PARK DISTRICT (PI)*) shall be amended to read as follows:

...

20.27.020 – Permitted uses.

Subject to the provisions of this title, the following uses are permitted in planned industrial districts:

...

5. Other.

...

f. Unclassified uses.

- i. Determination. In the event a use is proposed which is not listed in the title as permitted, the director shall determine whether the use should be treated as one of the listed uses. Such determination shall be based on:

- (A) Similarity to a listed use,

- (B) Consistency with the intent of the district,

- ~~ii. Appeal. Appeals of this determination may be made to the hearing examiner pursuant to Section 20.60.060 (Appeal procedures), or a request submitted to the board of county commissioners for consideration of a text amendment.~~

- g. Public facilities and utilities except sanitary land fills.

...

III. Thurston County Code Chapter 20.28 TCC (LIGHT INDUSTRIAL DISTRICT (LI)*) shall be amended to read as follows:

...

20.28.020 – Permitted uses.

Subject to the provisions of this title, the following uses are permitted in the light industrial district:

...

5. Other.

...

i. Unclassified Uses.

- i. Determination. In the event a use is proposed which is not listed in the title as permitted, the director shall determine whether the use should be treated as one of the listed uses. Such determination shall be based on:

- (A) Similarity to a listed use,

- (B) Consistency with the intent of the district,

- ~~ii. Appeal. Appeals of this determination may be made to the hearing examiner pursuant to Section 20.60.060 (Appeal procedures), or a request submitted to the board of county commissioners for consideration of a text amendment.~~

...

IV. Thurston County Code Chapter 20.33 (WIRELESS COMMUNICATION FACILITIES) shall be amended to read as follows:

...

20.33.120 – Appeals.

- A. The decision of the approval authority or their designee, including any associated SEPA determination, is final and may be appealed directly to a court of competent jurisdiction; notwithstanding the provisions of TCC 20.60.060.

...

V. Thurston County Code Chapter 20.39 (PLANNED COMMUNITY REVIEW) shall be amended to read as follows:

...

20.39.070 – Administration and enforcement.

2. Amendments to the Master Plan. The hearing examiner may make changes in the master plan or the zoning as long as the changes are consistent with conceptual approval and other applicable county plans and policies. Such changes shall be considered pursuant to the procedures for master plan approval as contained in this title, except that the examiner's decision shall be final ~~unless appealed to the board of county commissioners~~. Other changes to the master plan or zoning map may be made only if conceptual approval or other plans or policies are first amended accordingly.

...

VI. Thurston County Code Chapter 20.52 TCC (VARIANCES*) shall be amended to read as follows:

...

20.52.080 – Action final.

The order of the hearing examiner on an application for a variance shall be final ~~and conclusive unless appealed to the board of county commissioners~~ in accordance with Chapter 2.06 TCC (Hearing Examiner). ~~The filing of the appeal within such time limit shall stay the effective date of the order of the hearing examiner until such time the appeal has been adjudicated or withdrawn.~~

...

VII. Thurston County Code Chapter 20.60 TCC (ADMINISTRATIVE PROCEDURES) shall be amended to read as follows:

...

20.60.020 – Application review procedures.

...

Table 2
Permit Review Matrix
Thurston County Zoning Ordinance

Permit/Review	Staff/ Director	Hearing Examiner	Planning Commission	Board of County Commissioners	Required Presubmission Conference	Review Process Timeline			
						Type I	Type II	Type III	Type IV
Administrative variance	D	A		A		✓			
Variance	R	D*		A				✓	
Family member units	D	A		A		✓			
Unclassified uses	D	A		A		✓			
Administrative site plan review	D	A		A	✓***	if SEPA exempt	✓		
Waiver of standards	R	D		A				✓	
Planned residential development (PRD)	R	D		A	✓			✓	
Minor adjustments	D	A		A		✓			
Major adjustments	R	D		A				✓	
Planned rural residential development (PRRD)			(Initial PRRD approval follows process of accompanying plat, per Chapter 18.12, 18.28 or 18.32 TCC)						
Minor adjustments (short plats and long plats)	D	A		A		✓			
Major adjustments (short plats)	D	A		A		✓ (if SEPA exempt)	✓		
Major adjustments (long plats)	R	D		A				✓	
Preliminary (long) plat	R	D*		A	✓			✓	
Planned community conceptual approval	R		R	D (open hearing)	✓				✓
Master plan	R	R		D (open hearing)	✓				✓
Time extension	R	D		A				✓	
Boundary line adjustment	D	A		A		✓			
Final binding site plan	D*			A		✓			
Large lot	D	A		A		✓ (if SEPA exempt)	✓		
Amendments	R	D		A				✓	
Minor administrative alterations	D	A		A		✓			
Administrative special use permits	D	A		A		✓			
Hearing examiner special use permits	R	D		A	✓***			✓	
Site-specific rezones**	R	D	A		✓			✓	✓ (if Comp Plan amendment required)
Comprehensive Plan and zoning text amendments, and legislative rezones	R		R	D* (open hearing)	✓				✓
Designation of future mineral resource lands (reviewed as a comprehensive plan amendment)	R		R	D (open hearing)	✓				✓
Removal of designated mineral resource lands status (reviewed as a comprehensive plan amendment)	R		R	D (open hearing)	✓				✓

Classification of essential public facilities (for review purposes)	D	A				✓			
Transfer of development rights allocation	D					✓			
Extension of time				(Same approval authority and review process as for original permit)					
Other administrative decisions/code interpretations	D	A				✓			
Temporary use permit for homeless encampments (20.35 TCC) ¹	D					✓			
Amendments to administrative actions	D	A				✓			

¹ Permits for homeless encampments are considered a temporary use. Where application requirements and procedures for review differ from those laid out in this chapter, the requirements and procedures in Chapter 20.35 TCC apply. Administrative decisions made by the director are considered final and are directly appealable to superior court.

* Decision-making authority mandated by state law.

** Site-specific rezones for which a corresponding joint plan amendment is required, which are approved by the board of county commissioners, follows the process for comprehensive plan amendments, zoning text amendments, and legislative rezones.

*** Refer to TCC 20.37.020 and/or 20.54.060 for additional requirements.

Approval Authority
R = Recommendations
D = Decision
A = Appeal

Review Process
I = Ministerial process
II = Administrative process
III = Quasi-judicial process
IV = Legislative process

...

20.60.050 – Compliance with the Local Project Review Act.

1. On-Call and Flexible Staffing. RCW 36.70B.160(1)(d) Maintaining and budgeting for on-call permitting assistance for when permit volumes or staffing levels change rapidly.
2. Outright Permitting of Housing Types. RCW 36.70B.160(1)(h) Adopting development regulations which make housing types an outright permitted use in all zones where the housing type is permitted.
3. Resolution of Issues During Review. RCW 36.70B.160(1)(j) Meeting with the applicant to attempt to resolve outstanding issues during the review process. The meeting must be scheduled within 14 days of a second request for corrections during permit review. If the meeting cannot resolve the issues and a local government proceeds with a third request for additional information or corrections, the local government must approve or deny the application upon receiving the additional information or corrections.

...

20.60.060 – Appeal procedures.

...

4. Appeals of Administrative Decisions. ~~Appeals may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision or determination made by an administrative official in the administration or enforcement of this title or any amendment thereto (Type I and II permits; see Table 2). Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~
 - a. Appeals may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision, or determination made by an administrative official in the administration or enforcement of this title or any amendment thereto (Type I and II permits; see Table 2).
 - b. Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC. During the pendency of an active appeal before the hearing examiner, the effect of the challenged action shall be stayed and suspended until a final decision is issued by the hearing examiner.

~~2. Appeals of Hearing Examiner Decisions. The final decision by the hearing examiner on Type III permits and on Type I and II appeals, as provided in Table 2, may be appealed to the board of county commissioners by any aggrieved person or agency directly affected by the hearing examiner's decision. Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~

~~32.~~ Judicial Appeals. The final decision by the hearing examiner ~~board of county commissioners~~ on Type IV actions and on Type I, II and III appeals, as provided in Table 2, may be appealed to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail. ~~Superior Court, as follows:~~

~~1. Any judicial action to challenge, set aside or void any amendment to this title or any decisions made pursuant to the provisions of this title must be commenced within twenty calendar days from the date of amendment or decision.~~

~~2. The plaintiff bringing any such action shall pay the full cost of transcription of the record prepared for judicial review of the matter being appealed.~~

3. Any judicial action to challenge, set aside or void any amendment to this title must be commenced within twenty-one (21) calendar days from the date of amendment or decision.

4. The plaintiff in any judicial appeal under this Title shall pay the full cost of transcription of the record prepared for judicial review of the matter being appealed.

...

VIII. Thurston County Code Chapter 20.64 TCC (MAJOR EDUCATIONAL INSTITUTION (MEI)) shall be amended to read as follows:

...

20.64.020 – Permitted uses.

Subject to the provisions of this title, the permitted uses within this district include:

...

3. Similar or related uses as are typical on residential and nonresidential higher education campuses. Criteria for determination of similarity or relatedness, are as follows:

a. Uses similar to, or related to, those listed in Section 20.64.020 are permitted upon a finding of the department that a particular unlisted use does not conflict with the intent of this chapter or the policies of the Comprehensive Plan;

b. The criteria for such finding of similarity shall include but not be limited to the following:

- i. The proposed use is appropriate in this area;
- ii. The development standards for permitted uses can be met by the proposed use;
- iii. The public need is served by the proposed use.

~~c. Appeals of this determination may be made to the hearing examiner pursuant to Section 20.60.060 (Appeal procedures), or a request submitted to the board of county commissioners for consideration of a text amendment.~~

...

ATTACHMENT E

Permit Review Process Annual Update

TITLE 21 AMENDMENTS

Deleted Text: ~~Strikethrough~~ / Changes: Underlined / Unaffected Omitted Text: (...)

I. Thurston County Code Chapter 21.50 TCC (VILLAGE CENTER ORDINANCE) shall be amended to read as follows:

...

21.50.030 – Review process.

...

D. Binding Master Plan.

...

4. The determination of the hearing examiner shall be binding and final, ~~unless~~
~~appealed to the board of county commissioners pursuant to TCC~~
~~Section 2.06.070.~~

...

II. Thurston County Code Chapter 21.81 TCC (ADMINISTRATION AND ENFORCEMENT) shall be amended to read as follows:

...

21.81.040 – Application review procedures.

...

Illustration 1.

**Permit Review Matrix
Lacey UGA Zoning Ordinance**

Permit/Review	Staff/ Director	Hearing Examiner	Planning Commission	Board of County Commissioners	Required Presubmission Conference	Review Process Timeline			
						Type I	Type II	Type III	Type IV
Administrative variance	D	A		A		✓			
Variance	R	D*		A				✓	
Unclassified uses	D	A		A		✓			
Sign permit	D	A		A		✓			
Design review	D	A		A		✓			
Planned industrial development (< twenty acres)	D	A		A		if SEPA exempt			
Planned industrial development (>= twenty acres)	D	A		A		if SEPA exempt			
Site plan review (administrative)	D	A		A	✓***	✓			
Mobile home park	R	D		A				✓	
Planned residential development (PRD)	R	D		A	✓			✓	
Minor adjustments	D	A		A		✓			
Major adjustments	R	D		A				✓	
Preliminary (long) plat	R	D*		A	✓			✓	
Planned community conceptual approval	R		R	D	✓				✓
Master plan	R	R		D	✓				✓
Time extension	R	D		A				✓	
Amendments	R	D		A				✓	
Minor administrative alterations	D	A		A		✓			
Administrative special use permits	D	A		A		✓			Special use permits
Hearing examiner special use permits	R	D		A	✓***			✓	
Site-specific rezones**	R	D	R	A	✓			✓	✓ (if Joint Plan amendment required)
Joint plan and zoning text amendments, and legislative rezones	R		R	D*	✓				✓
Village center – binding master plan	R	D		A				✓	
Townhouse development (≤ four lots)	D	A		A		✓			
Townhouse development (> four lots)	R	D		A				✓	
Classification of essential public facilities (for review purposes)	D	A				✓			
Transfer of development rights approval	D					✓			
Extension of time			(Same approval process and review process as for original permit)						
Other administrative decisions/code interpretations	D	A		A		✓			
Temporary use permit for homeless encampments (21.64 TCC) ¹	D					✓			
Amendments to administrative actions	D	A			A	✓			

Temporary use permit for homeless encampments (20.35 TCC) ¹	D		Appealable directly to superior court			✓			
--	---	--	---------------------------------------	--	--	---	--	--	--

¹ Permits for homeless encampments are considered a temporary use. Where application requirements and procedures for review differ from those laid out in this chapter, the requirements and procedures in Chapter 21.64 TCC apply. Administrative decisions made by the director are considered final and are directly appealable to superior court.

* Decision-making authority mandated by state law.

** Except for site-specific rezones for which a corresponding joint plan amendment is required, which are approved by the board of county commissioners, follows the process for comprehensive plan amendments, zoning text amendments, and legislative rezones.

*** Refer to TCC 21.66.030 and/or TCC 21.84.050 for additional requirements.

Approval Authority
R = Recommendations
D = Decision
A = Appeal

Review Process
I = Ministerial process
II = Administrative process
III = Quasi-judicial process
IV = Legislative process

...

21.81.70 – Appeal procedures.

...

A. Appeals of Administrative Decisions. ~~Appeals may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision or determination made by an administrative official in the administration or enforcement of this title or any amendment thereto (Type I and II permits; see Illustration 1). Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~

1. Appeals may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision, or determination made by an administrative official in the administration or enforcement of this title or any amendment thereto (Type I and II permits; see Illustration 1).
2. Appeals shall be filed in writing with the department within fourteen (14) calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC. During the pendency of an active appeal before the hearing examiner, the effect of the challenged action shall be stayed and suspended until a final decision is issued by the hearing examiner.

~~B. Appeals of Hearing Examiner Decisions. The final decision by the hearing examiner on Type III permits and on Type I and II appeals, as provided in Illustration 1, may be appealed to the board of county commissioners by any aggrieved person or agency directly affected by the hearing examiner's decision. Appeals shall be filed~~

~~in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~

~~C.B.~~ Judicial Appeals. The final decision by the hearing examiner ~~board of county commissioners~~ on Type IV actions and on Type I, II and III appeals, as provided in Illustration 1, may be appealed to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail. ~~Superior Court, as follows:~~

~~1. Any judicial action to challenge, set aside or void any amendment to this title or any decisions made pursuant to the provisions of this title must be commenced within twenty calendar days from the date of amendment or decision.~~

~~2. The plaintiff bringing any such action shall pay the full cost of transcription of the record prepared for judicial review of the matter being appealed.~~

~~D. The filing of an appeal shall suspend the issuance of either a construction or land use permit related to the appeal until final action is taken on the appeal.~~

C. Any judicial action to challenge, set aside or void any amendment to this title must be commenced within twenty-one (21) calendar days from the date of amendment or decision.

D. The plaintiff in any judicial appeal under this Title shall pay the full cost of transcription of the record prepared for judicial review of the matter being appealed.

...

III. Thurston County Code Chapter 21.84 TCC (SITE PLAN REVIEW) shall be amended to read as follows:

...

21.84.030 – Appeal of decision to hearing examiner.

The hearing examiner shall, in accordance with Section 21.81.070 and Chapter 2.06 of this code, review site plan applications appealed to the examiner.

~~21.84.040—Appeal of decision to board of county commissioners.~~

~~Appeals of all site plan review decisions of the hearing examiner may be taken to the board in accordance with Section 21.81.070 and Chapter 2.06 of this code.~~

21.84.0450 – Summary site plan – Presubmission conference.

...

21.84.0560 – Contents of application.

...

21.84.06~~80~~ – Amendment of site plan.

...

21.84.07~~90~~ – Performance bond.

...

21.84.08~~100~~ – Duration of approval.

...

IV. Thurston County Code Chapter 21.87 TCC (SPECIAL USE PERMITS) shall be amended to read as follows:

...

~~21.87.050—Appeal to board of county commissioners.~~

~~The decision of the hearing examiner may be appealed to the board of county commissioners pursuant to the provisions of TCC Section 2.06.070 of this code.~~

21.87.06~~50~~ – Time limitations

...

21.87.07~~60~~ – Specific special use permit

...

21.87.08~~70~~ – Noncompliance—Penalty

...

ATTACHMENT F

Permit Review Process Annual Update

TITLE 22 AMENDMENTS

Deleted Text: ~~Strikethrough~~ / Changes: Underlined / Unaffected Omitted Text: (...)

I. Thurston County Code Chapter 22.36 TCC (PLANNED UNIT DEVELOPMENT OVERLAY (PUD)) shall be amended to read as follows:

...

~~22.36.060—Appeal.~~

~~The decision of the hearing examiner shall be final unless appealed to the board of county commissioners in accordance with the provisions of Section 2.06.070.~~

22.36.060~~5~~ – Master plan approval.

...

22.36.060~~5~~6 – Implementation of master plan.

...

II. Thurston County Code Chapter 22.56 TCC (SPECIAL USE PERMITS) shall be amended to read as follows:

...

~~22.56.060—Appeals.~~

~~The decision of the hearing examiner may be appealed to the board of county commissioners pursuant to the provisions of Section 2.06.070 of this code.~~

...

III. Thurston County Code Chapter 22.62 TCC (ADMINISTRATION AND APPEALS) shall be amended to read as follows:

...

22.62.020 – Application and review procedures.

...

Table 22.62
Permit Review Matrix
Tumwater UGA Zoning Ordinance

Permit/Review	Staff/ Director	Hearing Examiner	Planning Commission	Board of County Commissioners	Required Presubmission Conference	Review Process Timeline			
						Type I	Type II	Type III	Type IV
Administrative variance	D	A		A		✓			
Variance	R	D*		A				✓	
Unclassified uses	D	A		A		✓			
Sign permit	D	A		A		✓			
Site plan review (administrative)	D	A		A	✓***	✓			
Mobile home park (four or fewer sites)	D	A		A		✓			Mobile home park
Minor alteration	D	A		A		✓			
Mobile home park (five + sites)	R	D		A				✓	Mobile home park
Substantial alteration	R	D		A				✓	
Planned unit development (PUD)	R	D		A				✓	
Minor adjustments	D	A		A		✓			
Major adjustments	R	D		A				✓	
Preliminary (long) plat	R	D*		A	✓			✓	Preliminary (long) plat
Administrative special use permits	D	A		A		✓			
Temporary use permit for homeless encampments (22.51 TCC) ¹	D					✓			
Hearing examiner special use permits	R	D		A	✓***			✓	
Site-specific rezones**	R	D	R	A	✓			✓	✓ (if Joint Plan amendment required)
Joint plan and zoning text amendments, and legislative rezones	R		R	D*	✓				✓
Classification of essential public facilities (for review purposes)	D	A				✓			
Transfer of development rights approval	D					✓			
Boundary line adjustment	D	A		A		✓			
Final binding site plan	D*			A		✓			
Large lot	D	A		A		✓ (if SEPA exempt)	✓		
Extension of time			(Same approval process and review process as for original permit)						
Other administrative decisions/code interpretations	D	A		A		✓			
Temporary use permit for homeless encampments (22.51 TCC) ¹	D		Appealable directly to superior court			✓			
Amendments to administrative actions	D	A		A		✓			

¹ Permits for homeless encampments are considered a temporary use. Where application requirements and procedures for review differ from those laid out in this chapter, the requirements and procedures in [Chapter 22.51 TCC](#) apply. Administrative decisions made by the director are considered final and are directly appealable to superior court.

* Decision-making authority mandated by state law.

** Site-specific rezones for which a corresponding joint plan amendment is required, which are approved by the board of county commissioners, follows the process for comprehensive plan amendments, zoning text amendments, and legislative rezones.

*** Refer to TCC 22.56.020 and/or 22.59.080 for additional requirements

Approval Authority
R = Recommendations
D = Decision
A = Appeal

Review Process
I = Ministerial process
II = Administrative process
III = Quasi-judicial process
IV = Legislative process

...

22.62.50 – Appeal procedures.

...

A. Appeals of Administrative Decisions. ~~Appeals may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision or determination made by an administrative official in the administration or enforcement of this title or any amendment thereto (Type I and II permits; see Table 22.62). Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~

1. Appeals may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision, or determination made by an administrative official in the administration or enforcement of this title or any amendment thereto (Type I and II permits; see Table 22.62).
2. Appeals shall be filed in writing with the department within fourteen (14) calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC. During the pendency of an active appeal before the hearing examiner, the effect of the challenged action shall be stayed and suspended until a final decision is issued by the hearing examiner.

~~B. Appeals of Hearing Examiner Decisions. The final decision by the hearing examiner on Type III permits and on Type I and II appeals, as provided in Table 22.62, may be appealed to the board of county commissioners by any aggrieved person or agency directly affected by the hearing examiner's decision. Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~

~~B.~~ Judicial Appeals. The final decision by the hearing examiner board of county commissioners on Type IV actions and on Type I, II and III appeals, as provided in Table 22.62, may be appealed to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision

is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail. ~~Superior Court, as follows:~~

- ~~1. Any judicial action to challenge, set aside or void any amendment to this title or any decisions made pursuant to the provisions of this title must be commenced within twenty calendar days from the date of amendment or decision.~~
- ~~2. The plaintiff bringing any such action shall pay the full cost of transcription of the record prepared for judicial review of the matter being appealed.~~

C. Any judicial action to challenge, set aside or void any amendment to this title must be commenced within twenty-one (21) calendar days from the date of amendment or decision.

D. The plaintiff in any judicial appeal under this Title shall pay the full cost of transcription of the record prepared for judicial review of the matter being appealed.

...

ATTACHMENT G

Permit Review Process Annual Update

TITLE 23 AMENDMENTS

Deleted Text: ~~Strikethrough~~ / Changes: Underlined / Unaffected Omitted Text: (...)

I. Thurston County Code Chapter 23.57 TCC (MASTER PLANNED DEVELOPMENT – MPD) shall be amended to read as follows:

...

23.57.040 – Approval process overview.

...

C. Master Plan Approval Process. An approved MPD is a rezone which may include an amendment to the official zoning map. Applications for MPD shall be submitted to the department for review and recommendation to the hearing examiner as follows (see Section 23.57.080, Master plan approval process):

...

4. Appeal. The determination of the hearing examiner shall be binding and final. ~~unless appealed to the board of county commissioners pursuant to TCC Chapter 2.06.~~

...

23.57.080 – Master plan approval process.

...

D. MPD Approval

...

3. The action of the hearing examiner approving, conditionally approving, modifying, or rejecting the MPD shall be binding and final. ~~and conclusive unless appealed to the board of county commissioners pursuant to TCC Chapter 2.06.~~

...

23.57.100 – Development permit approval process.

...

Prior to the approval of an application, the hearing examiner shall conduct a public hearing thereon, and notice thereof shall be given as provided in ~~TCC~~ [Chapter 23.72 of this code](#), Public Notification. Decisions by the hearing examiner are [binding and final](#), ~~unless appealed to the board of county commissioners pursuant to TCC Chapter 2.06.~~

...

II. Thurston County Code Chapter 23.72 TCC (ADMINISTRATION) shall be amended to read as follows:

...

23.72.040 – Application review procedures.

...

**Table 72.01
Permit Review Matrix
Olympia UGA Zoning Ordinance**

Permit/Review	Staff/ Director	Hearing Examiner	Planning Commission	Board of County Commissioners	Required Presubmission Conference	Review Process Timeline			
						Type I	Type II	Type III	Type IV
Administrative variance	D	A		A		✓			
Variance	R	D*		A				✓	
Unclassified uses	D	A		A		✓			
Sign permit	D	A		A		✓			
Design review	D	A		A		✓			
Site plan review (administrative)	D	A		A	✓***	✓			
Historic/archaeological review	D	A		A		✓			
Planned residential development (PRD)	R	D		A	✓			✓	
Time extension	D	A		A		✓			
Minor adjustments	D	A		A		✓			
Major adjustments	R	D		A				✓	
Preliminary (long) plat	R	D*		A	✓			✓	
Amendments	R	D		A				✓	
Administrative special use permits	D	A		A		✓			
Hearing examiner special use permits	R	D		A	✓***			✓	
Special use permit expansion up to twenty- five percent	D	A		A	✓		✓		
Master plan development (MPD)	R	D		A	✓			✓	
Site-specific rezones**	R	D	R	A	✓			✓	✓ (if Joint Plan amendment required)
Joint plan and zoning text amendments, and legislative rezones	R		R	D*	✓				✓
Townhouses (≤ four lots)	D	A		A		✓			
Townhouses (> four lots)	R	D		A	✓			✓	
Classification of essential public facilities (for review purposes)	D	A				✓			
Transfer of development rights approval	D					✓			
Boundary line adjustment	D	A		A		✓			
Final binding site plan	D*			A		✓			
Large lot	D	A		A		✓ (if SEPA exempt)	✓		
Extension of time			(Same approval process and review process as for original permit)						
Other administrative decisions/code interpretations	D	A		A		✓			
Temporary use permit for homeless encampments (23.45 TCC) ¹	D					✓			
Amendments to administrative actions	D	A		A		✓			

¹ Permits for homeless encampments are considered a temporary use. Where application requirements and procedures for review differ from those laid out in this chapter, the requirements and procedures in Chapter 23.45 TCC apply. Administrative decisions made by the director are considered final and are directly appealable to superior court.

* Decision-making authority mandated by state law.

** Site-specific rezones for which a corresponding joint plan amendment is required, which are approved by the board of county commissioners, follows the process for comprehensive plan amendments, zoning text amendments, and legislative rezones.

*** Refer to TCC 23.48.020 and/or 23.60.080 for additional requirements.

Approval Authority
R = Recommendations
D = Decision
A = Appeal

Review Process
I = Ministerial process
II = Administrative process
III = Quasi-judicial process
IV = Legislative process

...

23.72.190– Appeal procedures.

...

A. Appeals of Administrative Decisions. ~~Appeals may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision or determination made by an administrative official in the administration or enforcement of this title or any amendment thereto (Type I and II permits; see Table 72.01). Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~

1. Appeals may be taken to the hearing examiner by any person aggrieved or by any officer, department, board or commission of the county affected by any order, requirement, permit, decision, or determination made by an administrative official in the administration or enforcement of this title or any amendment thereto (Type I and II permits; see Table 72.01).
2. Appeals shall be filed in writing with the department within fourteen (14) calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC. During the pendency of an active appeal before the hearing examiner, the effect of the challenged action shall be stayed and suspended until a final decision is issued by the hearing examiner.

~~B. Appeals of Hearing Examiner Decisions. The final decision by the hearing examiner on Type III permits and on Type I and II appeals, as provided in Table 72.01, may be appealed to the board of county commissioners by any aggrieved person or agency directly affected by the hearing examiner's decision. Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed, on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~

~~B.~~ Judicial Appeals. The final decision by the hearing examiner board of county commissioners on Type IV actions and on Type I, II and III appeals, as provided in Table 72.01, may be appealed to a court of competent jurisdiction. Judicial appeal must be commenced within twenty-one (21) calendar days of when a final decision

is issued. For purposes of judicial appeal, issuance of a final decision under this Title shall be three (3) days after the final written decision is placed in physical mail or sent by electronic mail. ~~Superior Court, as follows:~~

- ~~1. Any judicial action to challenge, set aside or void any amendment to this title or any decisions made pursuant to the provisions of this title must be commenced within twenty calendar days from the date of amendment or decision.~~
- ~~2. The plaintiff bringing any such action shall pay the full cost of transcription of the record prepared for judicial review of the matter being appealed.~~

C. Any judicial action to challenge, set aside or void any amendment to this title must be commenced within twenty-one (21) calendar days from the date of amendment or decision.

D. The plaintiff in any judicial appeal under this Title shall pay the full cost of transcription of the record prepared for judicial review of the matter being appealed.

...

ATTACHMENT H

Permit Review Process Annual Update

TITLE 24 AMENDMENTS

Deleted Text: ~~Strikethrough~~ / Changes: Underlined / Unaffected Omitted Text: (...)

I. Thurston County Code Chapter 24.05 TCC (ADMINISTRATIVE PROCEDURES) shall be amended to read as follows:

...

24.05.030 – Coordination with other application reviews.

...

Table 24.05-1. Critical Area Review Authority and Review Processes

PERMIT/REVIEW	APPROVAL AUTHORITY					REVIEW PROCESS TYPE (Section 24.05.010)			
	Staff/Director	Hearing Examiner (HE)	Planning Commission	Board of County Commissioners	Required Presubmission Conference	I	II	III	IV
Administrative action	D	A		A		✓			
Emergency authorization (Chapter 24.90)	D	A		A		✓			
Critical area determination	D	A		A		✓			
Certificate of the inclusion to the Thurston HCP	D	A		A		✓			
Type I critical area review permit (Chapter 24.40) (Type I application review process)*	D	A		A		✓*			
Type II critical area review permit (Chapter 24.40) (all other application review processes)*	D	A		A			✓*		
Critical area map amendment**	D*	A*		A*		✓			
Critical area ordinance amendment	R		R	D	✓				✓
Code interpretation	D	A		A		✓			
Reasonable use exception (Chapter 24.45)	R	D		A				✓	
Permit and administrative action amendments	Same approval authority and review process as the original action being amended.								
Time extensions	Same approval authority and review process as original decision/approval.								
LEGEND: A = Appeal D = Decision R = Recommendation									
	*See TCC 24.40.020 for selecting the appropriate process for a critical area review permit								
	**Subject to TCC 24.05.050 and 26.05.050								

...

24.05.50 – Appeals.

...

- A. Appeals of ~~h~~Hearing ~~e~~Examiner decisions. The final decision by the hearing examiner on Type III permits and on appeals of administrative decisions (Type I and II), as provided in Table 24.05-1 TCC, is conclusive and final. ~~may be brought to the board of county commissioners by any aggrieved party.~~
- B. ~~Appeals shall be filed in writing with the department within fourteen calendar days of the date of the notice of the decision being appealed on a form provided by the department. Appeals shall be considered in the manner prescribed by Chapter 2.06 TCC.~~
- C. ~~Any final decision by the board of county commissioners is appealable in the manner proscribed by state law.~~

...



Board of County Commissioners Briefing Presentation Form

Title

Budget Update

Date

04/29/2026

Board Meeting

Board Work Session

Office/Department

Commissioners Office

Staff Contact

Summer Miller, Budget & Finance Manager

Attachments

- Presentation

Type

- ☒ Informational
- ☒ Follow up/Continued work session

Board decisions will not be made during work sessions.

Primary Objective

To provide the Board with a FY2026 status update: including the FY2026 adopted budget, including the 2026 Amendment 1 requests as submitted compared to the adopted budget with Amendment 1 and budget assumptions at this point in time. This briefing will analyze the adopted FY2026 General Fund revenue and expenditure budgets, the potential budget after adoption of the amendment, the ongoing structural deficit, and the projected fund balance shortfall.

Staff Recommendation

Staff recommends the Board continuing oversight of General Fund performance throughout 2026. Given that the structural deficit is not projected to be resolved within the current fiscal year, staff advises the Board begin discussions on how to address the budget deficit.

Background

In the Fall of 2024, the Board was alerted to a projected General Fund deficit. Throughout 2025, the Board received 29 budget updates and worked towards solutions to maintain Thurston County's solvency and address a \$36 million budget gap. Forecasts indicated that without significant revenue increases and continued expenditure reductions/realignments to balance the budget, the County would face another \$20 million deficit in 2026.

Budget Impacts/Requests

The Board's fiscal policy decisions during this period will determine the General Fund's immediate stability and long-term sustainability. Years of stagnant revenue growth, coupled with rising operational costs, have brought the General Fund balance to a critical juncture. This structural imbalance affects all facets of County operations, including departmental services, community programs, and resident outreach. Current projections reinforce the 2025 consensus: achieving a balanced budget requires either significant revenue growth or a comprehensive realigning of expenditures.

Others Affected

N/A

Timeline/Next Steps

Monthly Updates: Financial briefings will be provided to the Board throughout the year to monitor progress.



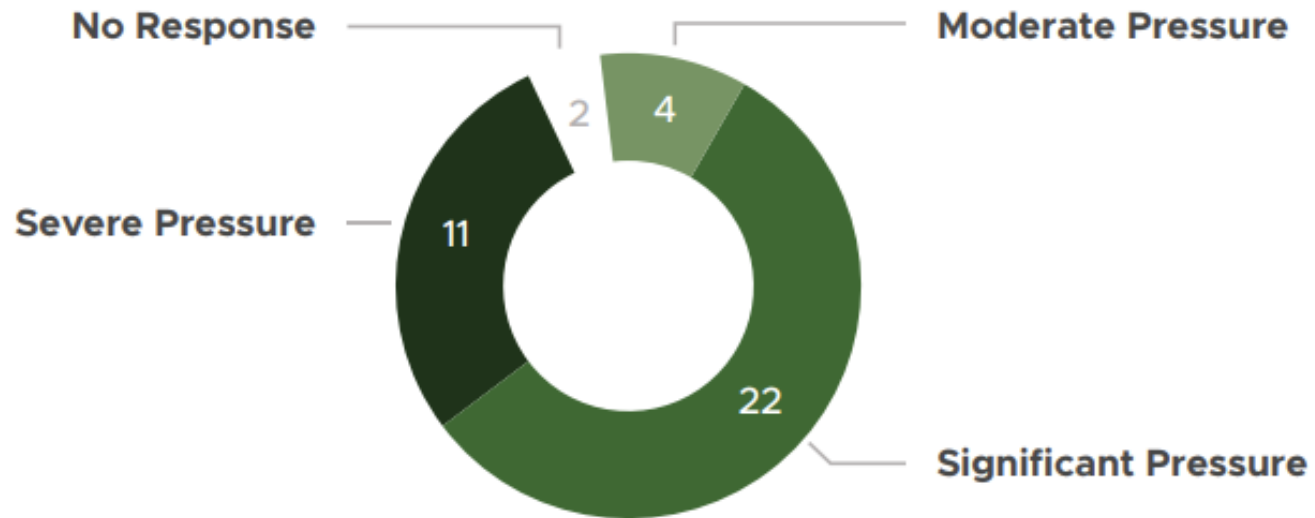
April Budget Update

Commissioners Budget Office

April 29, 2026

General Fund Budget Pressure Reported by Washington State Counties

37/39 RESPONSES



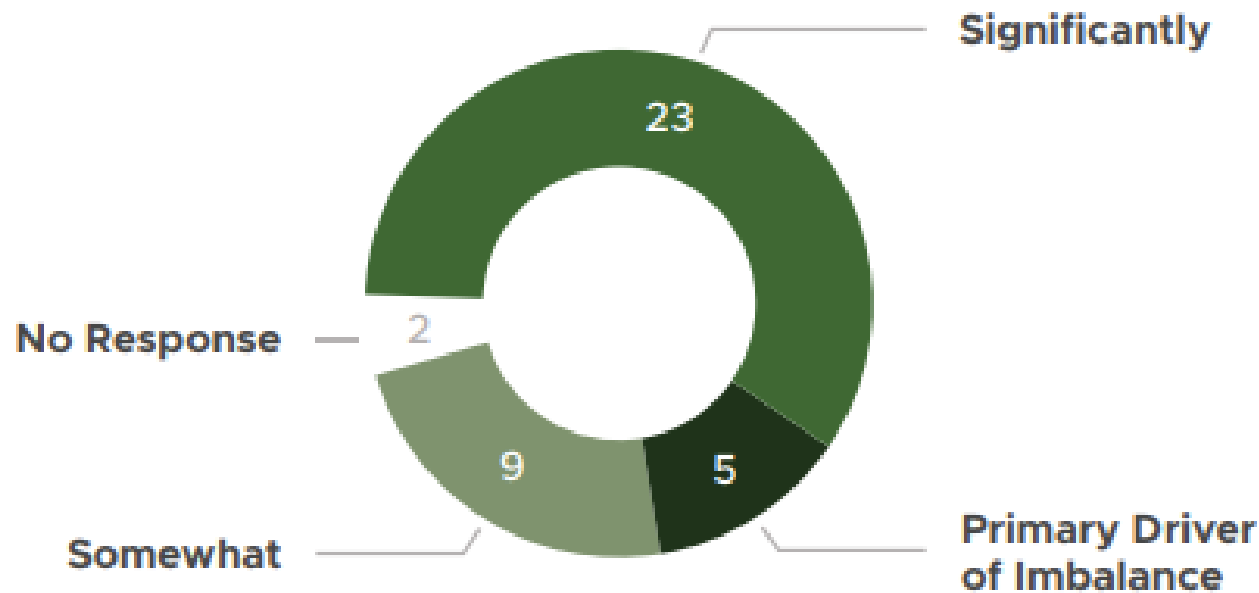
2026 County Fiscal Health Survey from [Washington State Association of Counties](#)



Impact of State Mandate on County Budgets

Reported by Washington State Counties

37/39 RESPONSES



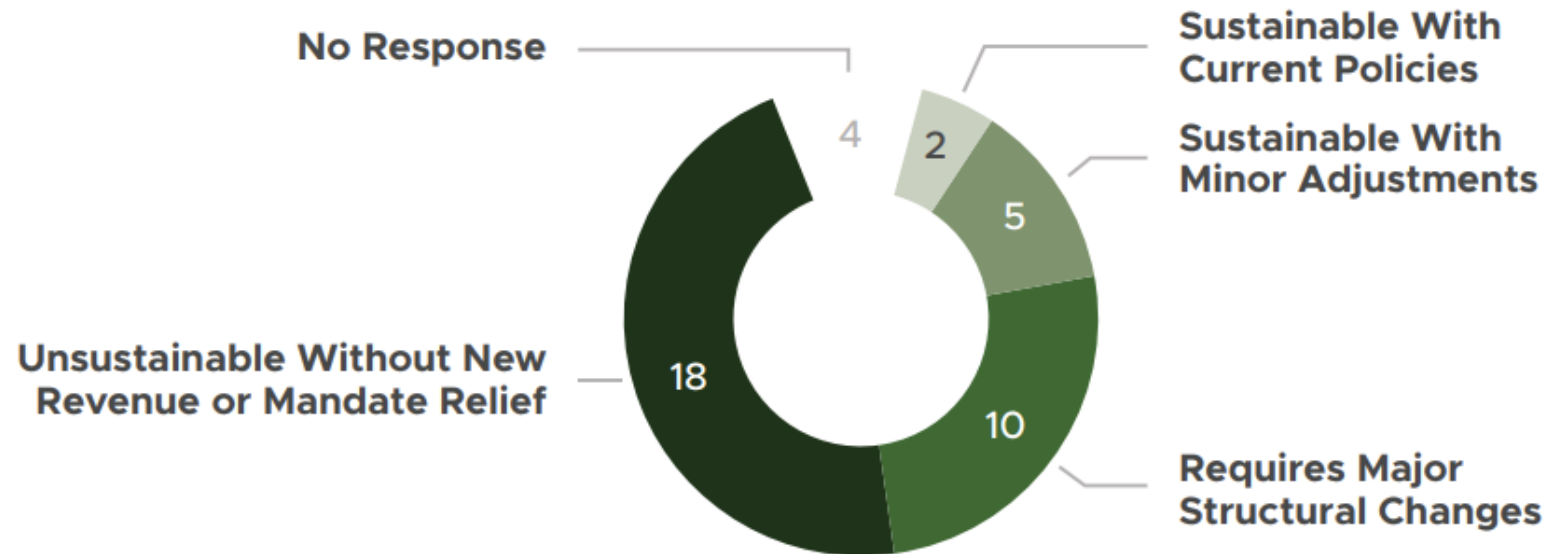
2026 County Fiscal Health Survey from Washington State Association of Counties



Washington Counties: Long-Term Financial Outlook

The sustainability of General Funds beyond 2026 in counties.

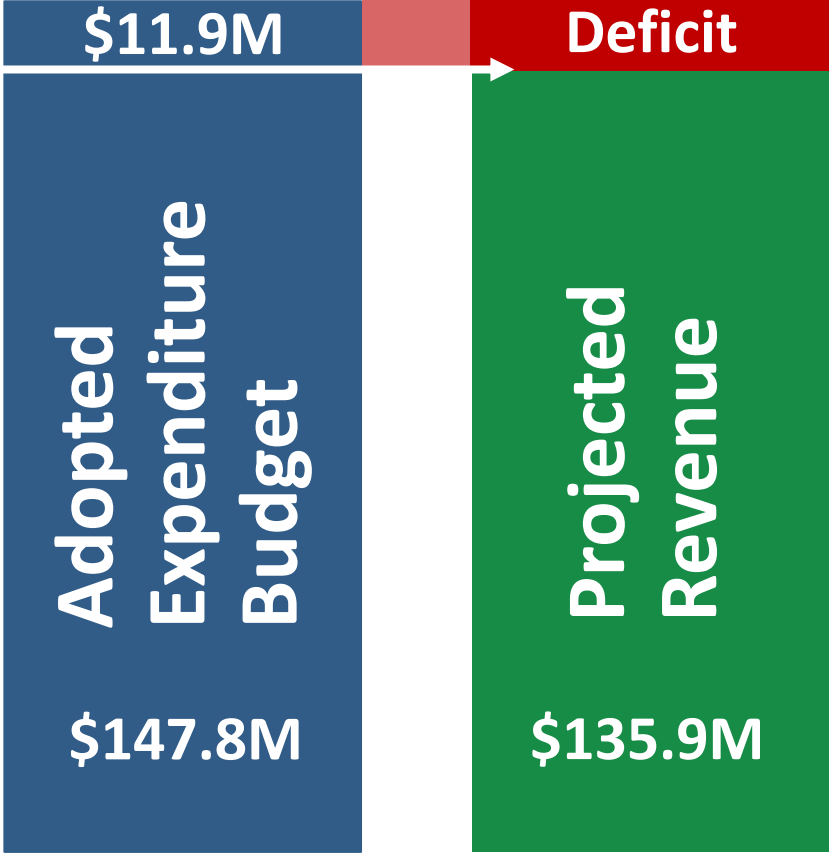
35/39 RESPONSES



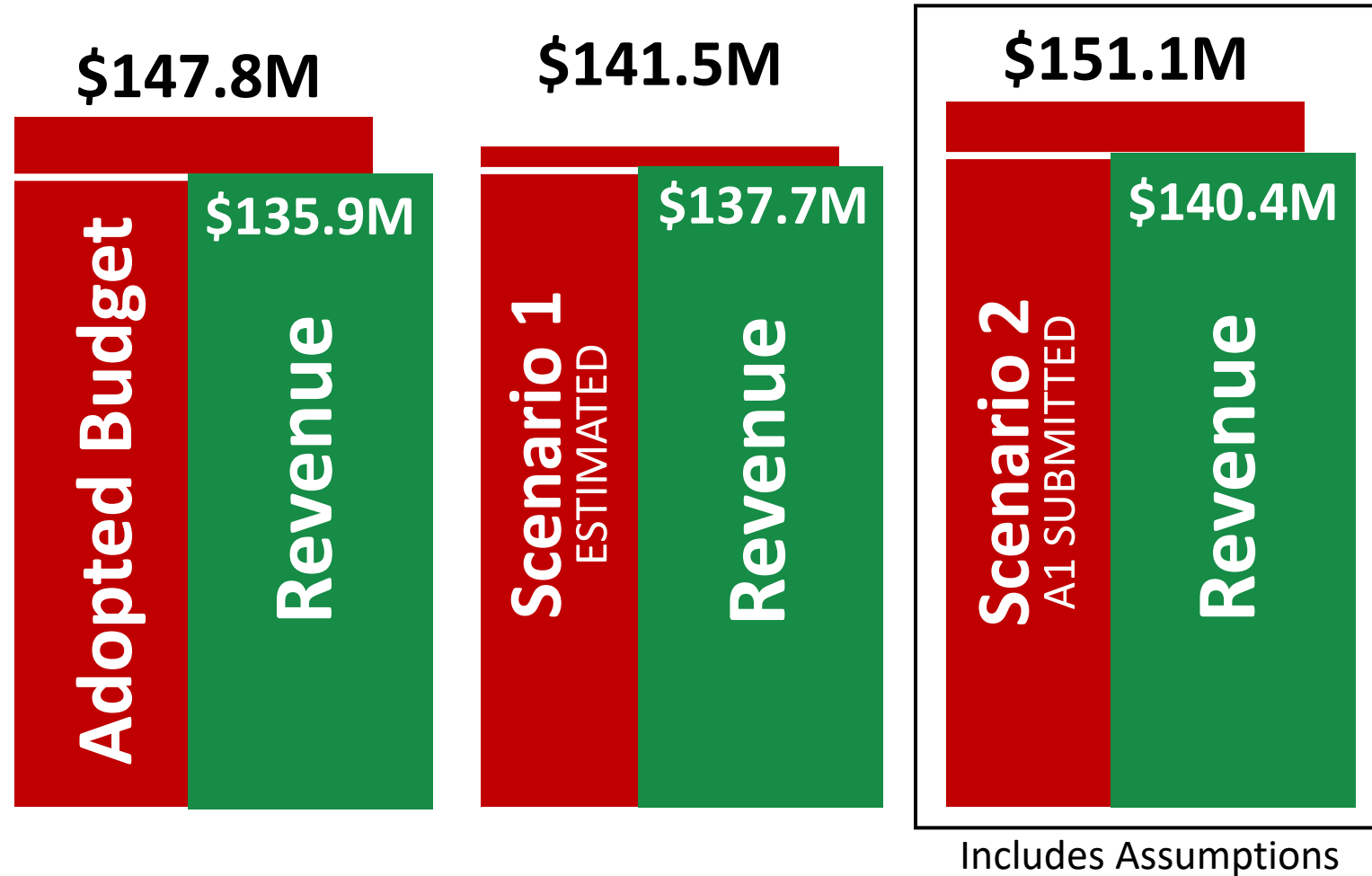
2026 County Fiscal Health Survey from [Washington State Association of Counties](#)



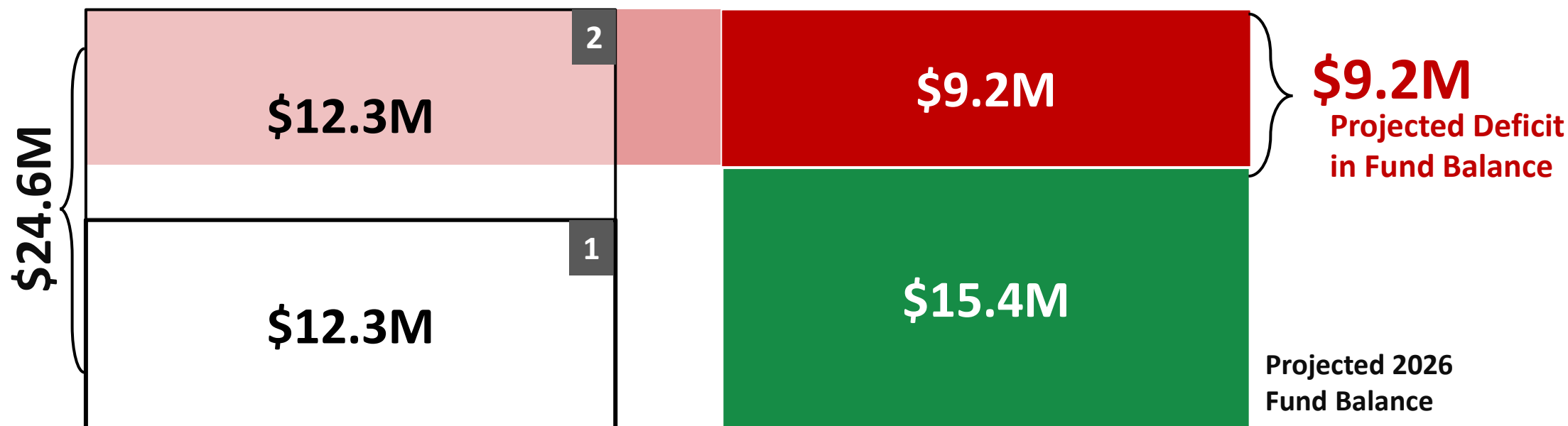
2026 Adopted Deficit



Potential Impact of Amendments



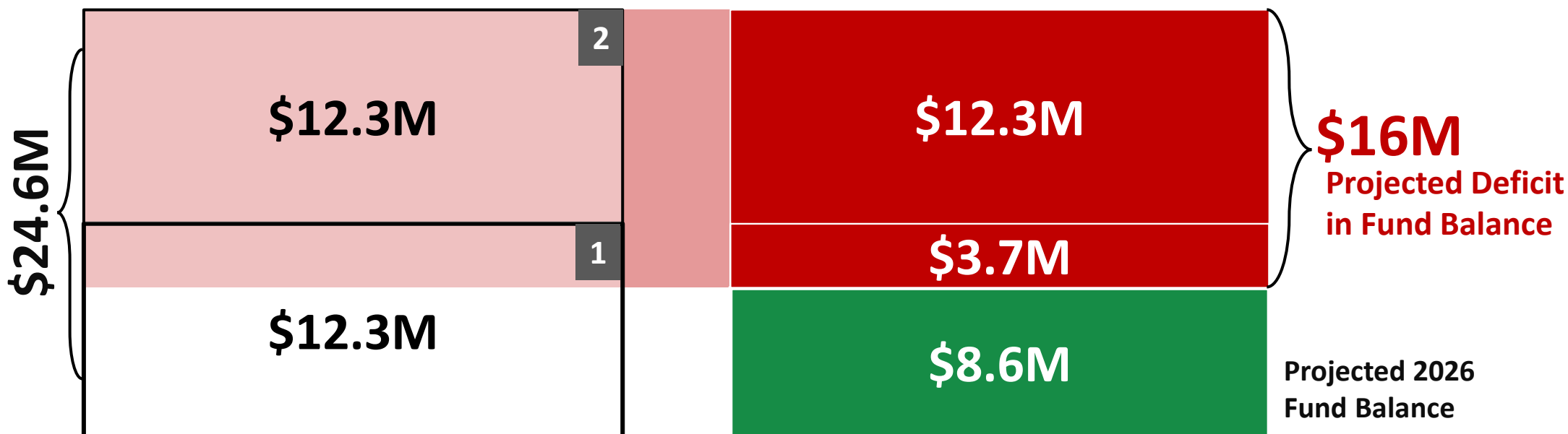
2026 Fund Balance in Detail (Scenario 1)



1-month fund balance **minimum**
2-month **required** (Resolution
16010) for sustainability



2026 Fund Balance in Detail (Scenario 2)



1-month fund balance **minimum**
2-month **required** (Resolution
16010) for sustainability

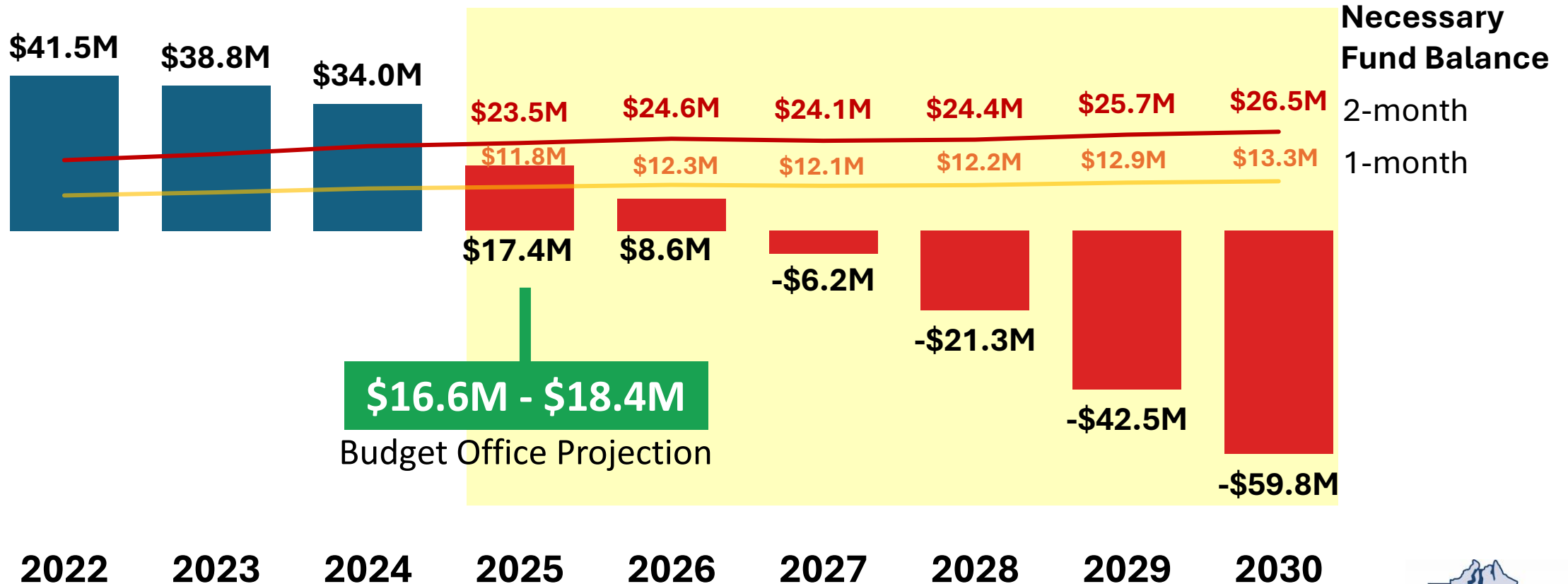


FY2026 General Fund Adopted vs Projected

	Adopted 2026	Scenario 1 - Estimated 2026	Scenario 2 - A1 Submitted 2026
Beginning Fund Balance	19,319,751	19,319,751	19,319,751
Revenue			
Property Tax	53,603,000	50,693,835	53,603,000
Sales Tax	27,500,000	27,201,174	27,500,000
All Other	53,323,657	51,258,901	53,323,657
Diverted County Road Prop Tax	1,500,000	1,500,000	1,500,000
<u>Assumptions</u>			
Amendment Requests		4,434,769	4,434,769
Interest Earned, Sweep 2026		2,579,400	
Total Revenue	135,926,657	137,668,079	140,361,426
Expenditures	147,769,163	138,203,116	147,769,163
Salaries	67,974,447	65,006,729	67,974,447
Benefits	25,054,374	23,129,731	25,054,374
Supplies	1,972,069	1,533,474	1,972,069
Services	13,232,124	8,911,754	13,232,124
Capital	2,598,165	2,447,895	2,598,165
Debt	137,792	137,792	137,792
Interest Long Term Debt	27,911	13,308	27,911
Interfund	36,772,281	37,022,433	36,772,281
<u>Assumptions</u>			
Amendment Requests		3,345,506	3,345,506
Total Expenditures	147,769,163	141,548,622	151,114,669
Ending Fund Balance	7,477,246	15,439,209	8,566,509
Two-month fund balance	24,628,194	23,591,437	25,185,778

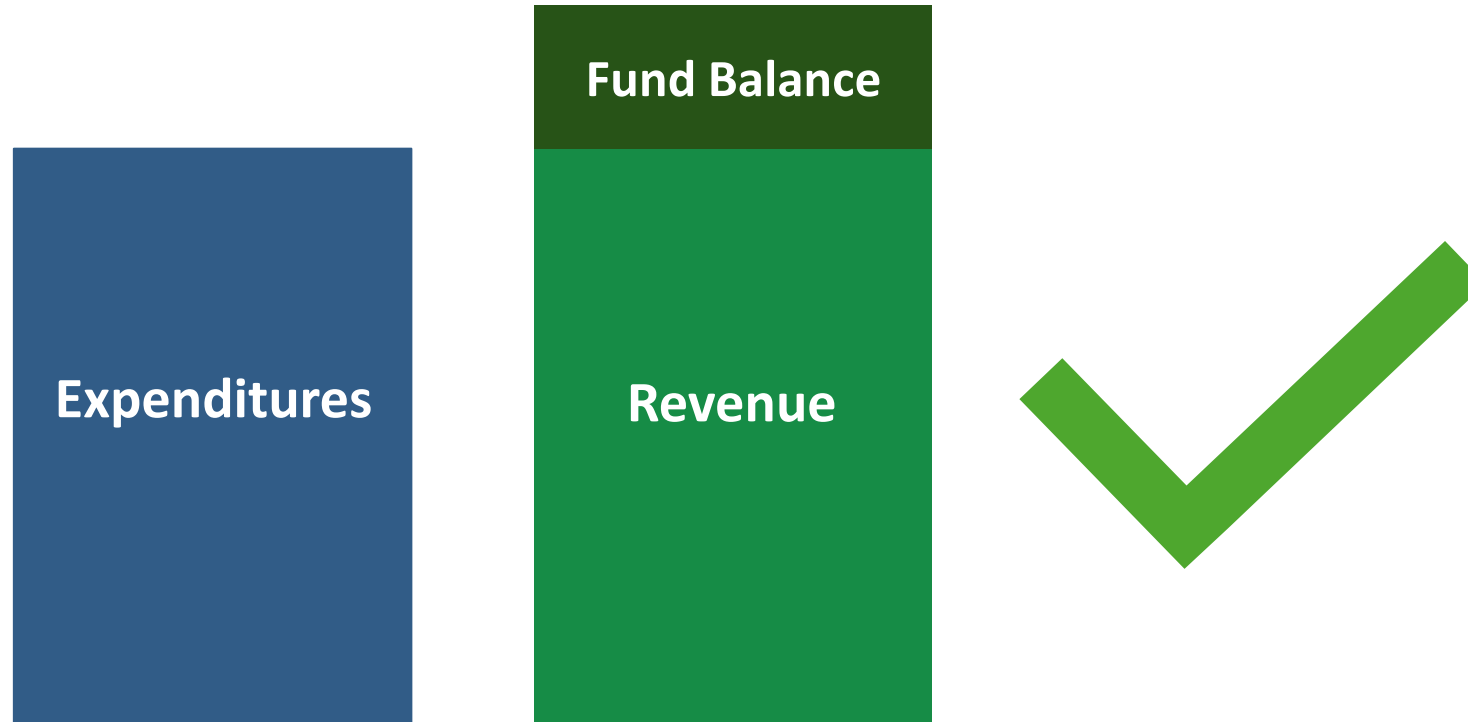


Fund Balance Projections



Fund Balance

Fund balance + revenue **must exceed** adopted or estimated expenditures.



Understanding Reversions

Reversions are the **estimated amount of a budget appropriation that are not spent** in a given fiscal year.

Why would funds not be spent?

- Employees retired or vacated positions
- Vendor contracts were not extended
- Program needs are less than anticipated
- Changes in state or federal policy



Reversions **contribute** to fund balance.



Reversions **should not be used to fund items that need sustained funding**, such as positions or ongoing contracts.

Budget Stabilization Fund

The Board of County Commissioners may appropriate a transfer from the Budget Stabilization Fund to the General Fund for the following purposes on a unanimous vote:

- a) Non-debatable emergencies as defined in RCW 36.40. 180
- b) Adverse actions by the Legislature exceeding an impact on the General Fund of at least \$500,000
- c) If the General Fund fund balance falls below \$10 million due to revenue shortfalls.

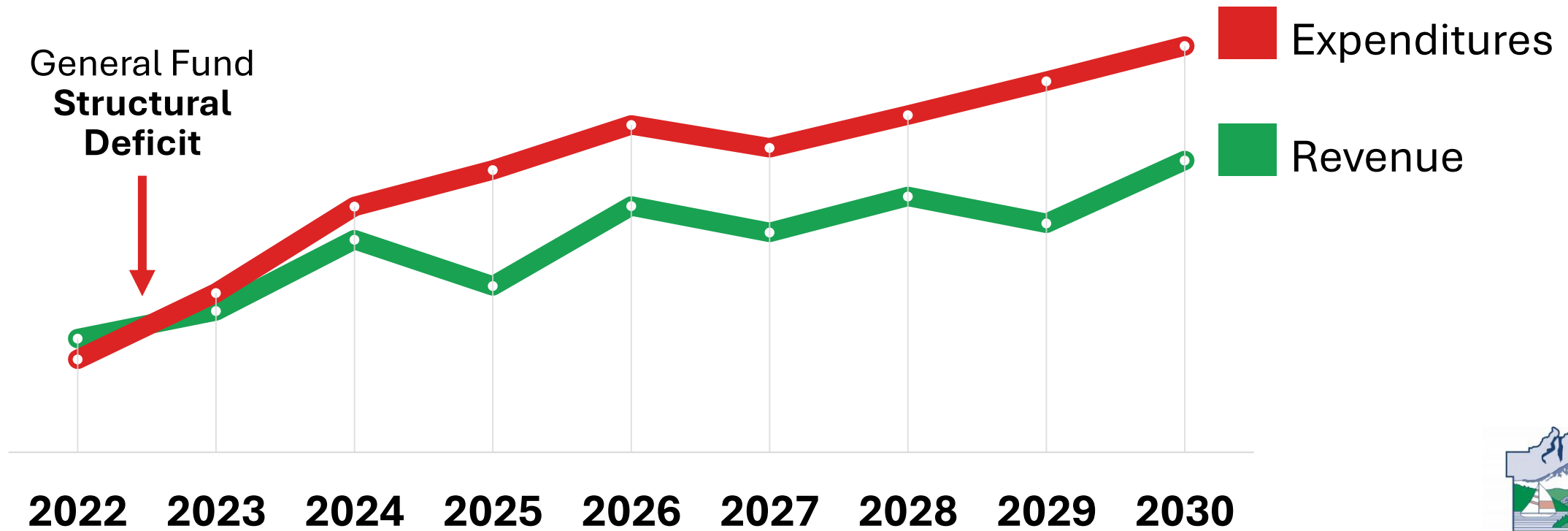


Board Action – March 2026

In March, the board approved the motion to prohibit FY2026 requests for General Fund additions, positions, or reclasses that have an additional general fund expenditure impact.

Structural Deficit Persists

The structural deficit is expected to persist without new revenue sources or further reduction.



	% of collection																			Diff
		Revised Budget	Estimates To Date	Actuals	Actuals	Actuals	Estimates	Estimates	Estimates	Estimates	Estimates	Estimates	Estimates	Estimates	Estimates	Estimates	Actuals To Date	Remaining Budget		
				January	February	March	April	May	June	July	August	September	October	November	December	13th		To Date		
308800 - BEG FUND BALANCE-UNRESERVED		\$ 19,144,268.00	\$ 19,144,268.00	\$ 19,144,268.00	\$ 20,183,110.55	\$ 19,209,242.16	\$ 10,964,487.03	\$ 23,518,452.49	\$ 20,805,885.34	\$ 17,099,461.96	\$ 13,652,173.05	\$ 9,081,808.76	\$ 4,539,327.04	\$ 18,431,749.01	\$ 16,147,676.97	\$ 9,817,600.86	\$ 19,144,268.00	\$ -		
Revenue																				
3111000 - REAL & PERSONAL PROPERTY TAXES	94.57%	\$ 53,603,000.00	\$ 50,693,835.14	\$ 101,422.66	\$ 1,261,412.20	\$ 2,083,302.28	\$ 21,200,000.00	\$ 3,165,768.00	\$ 240,756.00	\$ 1,290,268.00	\$ 297,725.00	\$ 648,022.00	\$ 17,996,732.00	\$ 2,203,211.00	\$ 205,216.00		\$ 3,446,137.14	\$ 50,156,862.86	93.57%	
3131100 - LOCAL RETAIL SALES/USE TAX	98.91%	\$ 27,500,000.00	\$ 27,201,174.33	\$ 2,223,593.96	\$ 2,639,538.32	\$ (2,718,479.23)	\$ 1,834,693.00	\$ 1,297,625.00	\$ 2,170,205.00	\$ 2,450,329.00	\$ 2,589,157.00	\$ 2,610,668.00	\$ 2,325,250.00	\$ 2,700,262.00	\$ 2,215,200.00	\$4,863,132.28	\$ 2,144,653.05	\$ 25,355,346.95	92.20%	
3131500 - CITY OF OLY CRIM JUSTICE 1/3	108.09%	\$ 115,000.00	\$ 124,304.74	\$ 11,299.85	\$ 14,687.61	\$ (15,130.72)	\$ 11,183.06	\$ 10,844.32	\$ 11,206.55	\$ 11,055.72	\$ 11,278.14	\$ 12,861.08	\$ 11,759.39	\$ 11,899.72	\$ 11,527.71	\$ 9,832.31	\$ 10,856.74	\$ 104,143.26	90.56%	
3131510 - CITY OF OLY PUBLIC SAFETY 2/3	111.71%	\$ 225,000.00	\$ 251,349.57	\$ 22,599.69	\$ 29,375.22	\$ (30,261.44)	\$ 18,366.12	\$ 23,688.64	\$ 22,413.10	\$ 22,911.45	\$ 26,556.28	\$ 26,322.15	\$ 23,518.78	\$ 24,079.44	\$ 23,055.42	\$ 18,724.72	\$ 21,713.47	\$ 203,286.53	90.35%	
3137100 - CRIMINAL JUSTICE SALES/USE TAX	96.26%	\$ 4,000,000.00	\$ 3,850,553.88	\$ 358,296.62	\$ 440,319.98	\$ (452,412.57)	\$ 307,490.33	\$ 351,332.90	\$ 302,717.47	\$ 336,664.33	\$ 375,247.88	\$ 401,234.95	\$ 379,906.71	\$ 387,718.20	\$ 372,528.63	\$ 289,508.45	\$ 346,204.03	\$ 3,653,795.97	91.34%	
3168100 - GAMBL TAX PUNCHBOARDS/PULLTABS	112.38%	\$ 125,000.00	\$ 140,470.52	\$ 16,468.65	\$ 16,196.02	\$ 510.42	\$ 3,975.94	\$ 31,720.62	\$ -	\$ 5,976.24	\$ 17,281.84	\$ 7,718.22	\$ 20,756.95	\$ 14,276.41	\$ 5,589.21	\$ -	\$ 33,175.09	\$ 91,824.91	73.46%	
3172000 - LEASEHOLD EXCISE TAX	100.46%	\$ 55,000.00	\$ 55,255.71	\$ 700.73	\$ 27,650.18	\$ (21,792.42)	\$ 521.85	\$ 17,603.38	\$ 254.05	\$ 501.69	\$ 22,804.02	\$ 526.19	\$ 211.13	\$ 5,854.09	\$ 420.82	\$ -	\$ 6,558.49	\$ 48,441.51	88.08%	
3174000 - TIMBER EXCISE TAX	69.47%	\$ 200,000.00	\$ 138,942.36	\$ -	\$ 63,989.80	\$ (63,989.80)	\$ -	\$ 42,831.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,279.14	\$ -	\$ 42,831.61	\$ -	\$ 200,000.00	100.00%	
32 - LICENSES & PERMITS	100.51%	\$ 1,704,000.00	\$ 1,712,751.95	\$ 13,197.00	\$ 10,410.00	\$ 12,530.00	\$ 9,170.00	\$ 409,103.00	\$ 9,359.00	\$ 7,715.50	\$ 408,176.75	\$ 10,398.13	\$ 7,480.44	\$ 409,231.28	\$ 5,980.86	\$ 400,000.00	\$ 36,137.00	\$ 1,667,863.00	97.88%	
33 - INTERGOV'T REVENUES	74.58%	\$ 15,721,390.00	\$ 11,724,264.76	\$ 1,205,641.33	\$ 796,200.27	\$ (131,313.38)	\$ 1,011,170.92	\$ 522,851.23	\$ 2,389,892.31	\$ 1,001,273.93	\$ 271,557.35	\$ 326,189.87	\$ 933,513.54	\$ 497,031.74	\$ 2,482,277.68	\$ 417,977.98	\$ 1,870,528.22	\$ 13,850,861.78	88.10%	
34 - CHGS FOR GOODS & SVS	103.47%	\$ 21,058,980.00	\$ 21,788,705.17	\$ 648,971.88	\$ 979,372.72	\$ 664,910.61	\$ 3,639,246.69	\$ 1,578,226.58	\$ 1,553,742.94	\$ 1,547,291.53	\$ 1,553,087.02	\$ 1,555,707.16	\$ 1,570,361.90	\$ 1,547,052.03	\$ 1,557,040.36	\$ 3,393,693.75	\$ 2,293,255.21	\$ 18,765,724.79	89.11%	
35 - FINES & PENALTIES	140.33%	\$ 1,419,850.00	\$ 1,992,426.42	\$ 151,306.26	\$ 159,794.49	\$ 177,987.16	\$ 163,029.30	\$ 166,936.98	\$ 169,317.82	\$ 166,428.03	\$ 167,560.94	\$ 167,768.93	\$ 167,252.64	\$ 167,527.50	\$ 167,516.36	\$ -	\$ 489,087.91	\$ 930,762.09	65.55%	
36 - MISC REVENUES_Total	109.63%	\$ 8,595,203.00	\$ 9,422,709.42	\$ 782,885.50	\$ 770,352.83	\$ 790,824.32	\$ 781,354.22	\$ 780,843.79	\$ 802,340.78	\$ 782,179.59	\$ 782,454.72	\$ 782,991.70	\$ 782,542.00	\$ 782,662.81	\$ 801,277.17	\$ -	\$ 2,344,062.65	\$ 6,251,140.35	72.73%	
3720000 - INSURANCE RECOVERIES	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
39 - OTHER FINANCING SRCS	54.84%	\$ 104,234.00	\$ 57,166.32	\$ -	\$ 6,089.41	\$ 6,087.82	\$ 4,059.08	\$ 5,412.10	\$ 5,186.33	\$ 4,885.84	\$ 5,161.42	\$ 5,077.86	\$ 5,041.71	\$ 5,093.67	\$ 5,071.08	\$ -	\$ 12,177.23	\$ 92,056.77	88.32%	
3112000 - DIVERTED COUNTY ROAD PROP TAX	0.00%	\$ 1,500,000.00	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 750,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000.00	\$ -	\$ -	\$ -	\$ 1,500,000.00	100.00%	
Revenue Total	96.12%	\$ 135,926,657.00	\$ 130,653,910.29	\$ 5,536,384.13	\$ 7,215,389.05	\$ 302,773.05	\$ 29,734,260.51	\$ 8,404,788.15	\$ 7,677,391.35	\$ 7,627,480.86	\$ 6,528,048.36	\$ 6,555,486.24	\$ 24,974,327.18	\$ 8,809,179.03	\$ 7,852,701.29	\$ 9,435,701.10	\$ 13,054,546.23	\$ 122,872,110.77	90.40%	
Expenditures		\$ 147,769,162.90	\$ 138,204,261.57	\$ 4,497,541.58	\$ 8,189,257.44	\$ 8,547,528.18	\$ 17,180,295.05	\$ 11,117,355.29	\$ 11,383,814.73	\$ 11,074,769.76	\$ 11,098,412.65	\$ 11,097,967.97	\$ 11,081,905.21	\$ 11,093,251.07	\$ 14,182,777.40	\$ 7,659,385.24	\$ 130,544,876.33	\$ 17,224,286.57	11.66%	
Projected Reversion		\$ 9,565,479.15	\$ (9,565,479.15)																	
Estimated ending Fund Balance		\$ 7,301,762.10	\$ 11,593,916.72	\$ 20,183,110.55	\$ 19,209,242.16	\$ 10,964,487.03	\$ 23,518,452.49	\$ 20,805,885.34	\$ 17,099,461.96	\$ 13,652,173.05	\$ 9,081,808.76	\$ 4,539,327.04	\$ 18,431,749.01	\$ 16,147,676.97	\$ 9,817,600.86	\$ 11,593,916.72	\$ (98,346,062.10)			

Expenditures by Department

Budget Office
Summer Miller, Budget Finance Manager

April 29, 2026

Budget Update
General Fund Financial Status Report - Expenditure by Department

Expenditures	Budget	Actuals	Actuals	Actuals	Actuals	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Variance %
		2026-01	2026-02	2026-03	2026-04	2026-05	2026-06	2026-07	2026-08	2026-09	2026-10	2026-11	2026-12	13_2026-12	Total	Variance	of Budget
51 - Salaries	\$ 67,974,447.32	\$ 2,678,676.87	\$ 5,305,694.02	\$ 5,407,086.98	\$ 5,548,055.76	\$ 5,420,278.92	\$ 5,458,473.89	\$ 5,475,602.86	\$ 5,451,451.89	\$ 5,461,842.88	\$ 5,462,965.87	\$ 5,458,753.55	\$ 5,461,187.43	\$ 2,416,658.31	\$ 65,006,729.21	\$ 2,967,718.11	4.37%
52 - Benefits	\$ 25,054,373.54	\$ 958,993.10	\$ 1,913,409.56	\$ 1,933,166.51	\$ 1,931,045.00	\$ 1,925,873.69	\$ 1,930,028.40	\$ 1,928,982.36	\$ 1,928,294.82	\$ 1,929,101.86	\$ 1,928,793.01	\$ 1,928,729.90	\$ 1,928,874.92	\$ 964,437.46	\$ 23,129,730.60	\$ 1,924,642.94	7.68%
53 - Supplies	\$ 1,972,069.00	\$ 93,082.61	\$ 165,578.40	\$ 162,675.05	\$ 88,978.14	\$ 139,077.20	\$ 130,243.46	\$ 119,432.93	\$ 129,584.53	\$ 126,420.31	\$ 125,145.92	\$ 127,050.25	\$ 126,205.50	\$ -	\$ 1,533,474.31	\$ 438,594.69	22.24%
54 - Services	\$ 13,232,123.64	\$ 748,540.69	\$ 644,478.40	\$ 958,375.23	\$ 655,179.28	\$ 735,201.35	\$ 768,006.70	\$ 715,330.82	\$ 739,512.96	\$ 740,950.16	\$ 731,931.31	\$ 737,464.81	\$ 736,782.09	\$ -	\$ 8,911,753.80	\$ 4,320,369.84	32.65%
56 - Capital	\$ 2,598,165.00	\$ 3,952.50	\$ 21,332.59	\$ -	\$ -	\$ 7,110.86	\$ -	\$ 2,370.29	\$ 3,160.38	\$ -	\$ 1,843.56	\$ 1,667.98	\$ -	\$ -	\$ 2,447,895.16	\$ 150,269.84	5.78%
57 - Debt	\$ 137,792.00	\$ 7,279.49	\$ 3,886.94	\$ 13,326.13	\$ 15,052.66	\$ 10,755.24	\$ 13,044.68	\$ 12,950.86	\$ 12,250.26	\$ 12,748.60	\$ 12,649.91	\$ 12,549.59	\$ 11,297.64	\$ -	\$ 137,792.00	\$ 0.00	0.00%
58 - Long Term Debt Ir	\$ 27,911.00	\$ 842.78	\$ 862.76	\$ 1,550.77	\$ 948.10	\$ 1,120.54	\$ 1,206.47	\$ 1,091.70	\$ 1,139.57	\$ 1,145.92	\$ 1,125.73	\$ 1,137.07	\$ 1,136.24	\$ -	\$ 13,307.66	\$ 14,603.34	52.32%
59 - ISR/IFs	\$ 36,772,281.40	\$ 7,190.60	\$ 138,651.54	\$ 75,115.34	\$ 12,136,624.70	\$ 3,068,897.64	\$ 3,087,101.35	\$ 3,088,123.44	\$ 3,081,374.14	\$ 3,085,532.98	\$ 3,085,010.19	\$ 3,083,972.44	\$ 3,084,838.52	\$ -	\$ 37,022,432.88	\$ (250,151.48)	-0.68%
Grand Total	\$ 147,769,162.90	\$ 4,498,558.64	\$ 8,193,894.21	\$ 8,551,296.01	\$ 20,375,883.64	\$ 11,308,315.45	\$ 11,388,104.95	\$ 11,343,885.26	\$ 11,346,768.56	\$ 11,357,742.70	\$ 11,349,465.50	\$ 11,351,325.59	\$ 11,350,322.35	\$ 3,381,095.77	\$ 138,203,115.63	\$ 9,566,047.27	15.55%

General Fund Forecast Update

updated -	4/9/2026					4/24/2026							
	Estimated actuals 2024	Adopted 2025	A2 Adopted 2025	A3 Adopted 2025	4/24/2026 To-Date & Estimates 2025	Adopted 2026	Scenario 1 - Estimated 2026	Scenario 2 - A1 Submitted 2026	Adopted 2027	Estimated 2027	Estimated 2028	Estimated 2029	Estimated 2030
Beginning Fund Balance	38,855,755	34,007,634	34,007,634	34,007,634	34,007,634	19,319,751	19,319,751	19,319,751	8,566,509	8,566,509	(8,916,054)	(21,286,449)	(42,546,091)
Revenue													
Property Tax	48,393,497	53,000,000	53,000,000	53,000,000	49,943,248	53,603,000	50,693,835	53,603,000	55,211,090	52,214,650	53,781,090	55,394,523	57,056,359
Sales Tax	26,673,615	27,965,000	27,965,000	27,965,000	27,808,264	27,500,000	27,201,174	27,500,000	27,912,500	28,225,388	28,648,769	29,078,501	29,514,679
All Other	54,462,208	41,392,795	42,208,215	41,894,043	47,184,082	53,323,657	51,258,901	53,323,657	47,464,055	47,464,055	54,390,130	48,413,336	55,477,933
Diverted County Road Prop Tax	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000			
Assumptions													
ISR Requests													
Maintenance Request		351,839	(224,000)	127,839			4,434,769	4,434,769	(802,642)	(802,642)			
Policy Requests		463,581	(90,000)	373,581									
Interest Earned, Sweep 2026							2,579,400						
	FY24 not closed	*FY25 not closed*											
Total Revenue	131,029,320	123,857,795	124,673,215	124,359,043	126,435,593	135,926,657	137,668,079	140,361,426	131,285,003	128,601,451	136,819,989	132,886,360	142,048,971
Expenditures	141,642,457	140,341,965	146,442,336	148,704,622	141,123,476	147,769,163	138,203,116	147,769,163	144,408,484	144,408,484	149,190,384	154,146,002	159,282,228
Salaries	63,779,552	68,842,046	70,489,134	71,972,295	67,558,479	67,974,447	65,006,729	67,974,447	68,134,677	68,134,677	70,178,717	72,284,079	74,452,601
Benefits	23,813,660	25,387,660	25,588,641	25,815,329	24,058,561	25,054,374	23,129,731	25,054,374	25,165,489	25,165,489	25,794,626	26,439,492	27,100,479
Supplies	2,869,779	1,886,159	1,924,924	2,018,976	2,529,498	1,972,069	1,533,474	1,972,069	1,793,442	1,793,442	1,829,311	1,865,897	1,903,215
Services	12,094,416	12,633,402	13,241,470	13,634,061	12,479,923	13,232,124	8,911,754	13,232,124	12,668,457	12,668,457	12,921,826	13,180,263	13,443,868
Capital	191,907	181,708	197,190	207,667	112,207	2,598,165	2,447,895	2,598,165	151,708	151,708	154,742	157,837	160,994
Debt	114,426	144,287	140,987	140,987	122,720	137,792	137,792	137,792	137,792	137,792	138,292	138,792	139,292
Interest Long Term Debt	19,606	28,483	28,083	28,083	16,187	27,911	13,308	27,911	27,911	27,911	27,411	26,911	26,411
Interfund	32,994,094	31,238,220	34,831,908	34,887,224	34,245,902	36,772,281	37,022,433	36,772,281	36,329,008	36,329,008	38,145,458	40,052,731	42,055,368
Assumptions	135,877,441												
ISR Requests													
Maintenance Requests			2,010,000	1,479,000			3,345,506	3,345,506	(283,471)	(283,471)			
Policy Requests			4,090,000	783,000					1,959,000	1,959,000			
Estimated Reversion	(5,765,016)		(4,355,651)	(9,144,357)	(7,581,146)		(9,566,047)						
	-4.07%		-2.97%	-6.15%	-5.37%		-6.92%						
Total Expenditures	135,877,441	140,341,965	142,086,685	139,560,265	141,123,476	147,769,163	141,548,622	151,114,669	146,084,013	146,084,013	149,190,384	154,146,002	159,282,228
Ending Fund Balance	34,007,634	17,523,464	16,594,164	18,806,412	19,319,751	7,477,246	15,439,209	8,566,509	(6,232,501)	(8,916,054)	(21,286,449)	(42,546,091)	(59,779,348)
Percent of Growth	10.2%	3.3%	4.6%	2.7%	3.9%	4.0%	1.4%	7.1%	3.5%	-1.1%	5.4%	5.5%	9.0%
Two-month fund balance	22,646,240	23,390,328	23,681,114	23,260,044	23,520,579	24,628,194	23,591,437	25,185,778	24,347,336	24,347,336	24,865,064	25,691,000	26,547,038

- Assumptions:**
1. Adopted 2026: as adopted
2. Estimated 2026: with current trending and known assumptions

a. Property Tax is based on ear marked funds removed

b. Sales Tax & All Other adjusted down

c. Includes Amendment 1 requests, including 2025 interest earned Operating Transfer

d. Includes future interest sweep (Dec 2026)

e. Reversion is NOT calculated at this time
3. A1 Submitted 2026: adopted with All amendment requests