Resolving Development or Land Use Permit Disagreements

Background
Seattle’s development regulations, including the Land Use and Building Codes, are complex—in part because they regulate the full range of development that is possible throughout the city. Code language can be ambiguous for some situations, and very specific for others. The more specific the language is, the less flexible SDCI’s response to a particular project can be. Conversely, the more ambiguous the language, the less predictable our interpretation may be.

Achieving the right balance between flexibility and predictability is a constant dilemma in developing regulatory policies. It is not unexpected, therefore, that in some cases applicants or other interested parties may disagree with a SDCI plan reviewer or inspector about how the code applies in a specific circumstance, or, how the process is being administered for their unique project.

At SDCI we are committed to continuously improving our customer service and responsiveness. Our customers have told us that quickly clearing up disagreements about the permit process and policy or technical code issues will reduce delays in permitting. We agree, and have taken steps to promptly address any disagreements you may have about how your application is proceeding or how the code applies to your project. In the long term, we believe our prompt attention to resolving disagreements will reduce correction requests, enhance follow-through on agreements, and improve both plan quality and plan review consistency.

How We Responded
To help resolve disagreements, we emphasize that our land use and construction supervisors and managers should find a quick resolution. We have also clarified the process to resolve disagreements.

How to Resolve a Permit Disagreement

STEP 1 Work With City Staff & Supervisors
If you disagree with assigned staff about how a process problem will be resolved or about how a policy or technical issue affects your project, you may ask for a supervisor to review the situation. A list of the appropriate supervisor is on the second page. You can also get the supervisor’s name and contact number from the assigned staff person. If the supervisor is not immediately available, the supervisor will return your call within 24 hours. The supervisor will talk with you about your disagreement, and will review the circumstances with you and the assigned staff. After appropriate consideration—usually within a day—the supervisor will give you a verbal answer.
How to Resolve a Permit Disagreement, Cont.

**STEP 1 Contact a Supervisor**
Email is preferred and responses are quicker.

**CONSTRUCTION PERMIT SUPERVISORS**

| Construction Appointments & Permit Processing | Peter Fuerbringer: (206) 233-7013, peter.fuerbringer@seattle.gov  
| Sajada McCoy: (206) 615-0866, sajada.mccoy@seattle.gov  
| Becky Scheffer: (206) 727-8526, rebecca.scheffer@seattle.gov  
| Pre-Submittal Conference Appointments | Cindy Hoover: (206) 233-2554, cindy.hoover@seattle.gov  
| Zoning Code Disagreements & Zoning Technical Decisions | Naomi Mason: (206) 684-0711, naomi.mason@seattle.gov  
| Scott Ringgold: (206) 233-5132, scott.ringgold@seattle.gov  
| Travis Saunders: (206) 386-1357, travis.saunders@seattle.gov  
| Lori Swallow: (206) 684-5627, lori.swallow@seattle.gov  
| Addressing/Development Site Review | Shimika Dowlen: (206) 684-0961, shimika.dowlen@seattle.gov  
| Myra Stallworth: (206) 684-4192, myra.stallworth@seattle.gov  
| Site Development | Ede Courtenay: (206) 733-9679, ede.courtenay@seattle.gov  
| Geotechnical Review | Susan Chang: (206) 386-9785, susan.chang@seattle.gov  
| Energy/Mechanical Review | Shailesh Desai: (206) 233-7860, shailesh.desai@seattle.gov  
| Ordinance/Structural Review | Mahvash Nassiri: (206) 615-0728, mahvash.nassiri@seattle.gov  
| Jamie Anderson: (206) 615-0715, jamie.anderson@seattle.gov  
| Ming Alwin: (206) 233-5016, ming.alwin@seattle.gov  
| Rick Pellinger: (206) 615-0591, richard.pellinger@seattle.gov  
| Cindy Hoover: (206) 233-2554, cindy.hoover@seattle.gov  

**MASTER USE PERMIT (MUP) SUPERVISORS**

| MUP application appointments and MUP permit processing: | Myra Stallworth: (206) 684-4192, myra.stallworth@seattle.gov  
| Scheduling pre-submittal conference appointments: | Jerry Suder (Land Use Pre-subs): (206) 386-4069, jerry.suder@seattle.gov  
| SEPA, variances, conditional uses, full subdivisions, rezones, short plats, and lot boundary adjustments: | Jerry Suder: (206) 386-4069, jerry.suder@seattle.gov  
| Design Review issues: | Lisa Rutzick: (206) 386-9049, lisa.rutzick@seattle.gov  
| Zoning Code Disagreements & Zoning Technical Decisions | Naomi Mason: (206) 684-0711, naomi.mason@seattle.gov  
| Scott Ringgold: (206) 233-5132, scott.ringgold@seattle.gov  
| Travis Saunders: (206) 386-1357, travis.saunders@seattle.gov  
| Lori Swallow: (206) 684-5627, lori.swallow@seattle.gov  
| Addressing/Development Site Review | Shimika Dowlen: (206) 684-0961, shimika.dowlen@seattle.gov  
| Myra Stallworth: (206) 684-4192, myra.stallworth@seattle.gov  

If you still disagree and think the decision does not apply to your project, you may request a manager review. You must seek resolution of the disputed issue in writing. Please contact the appropriate manager by email, below, or by mail c/o SDCI, 700 Fifth Ave., Suite 2000, PO Box 34019, Seattle, WA 98124-4019:

- **Land Use Review**: Stephanie Haines, Manager  
  (206) 684-5014, stephanie.haines@seattle.gov  
- **Zoning Review**: Bradley Wilburn, Interim Zoning Manager  
  (206) 615-0508, bradley.wilburn@seattle.gov  
- **Building Code Technical Decision-Making**: Ardel Jala  
  (206) 684-0573, ardel.jala@seattle.gov  
- **Structural Engineering Technical Decision-Making**: Cheryl Burwell  
  (206) 684-8416, cheryl.burwell@seattle.gov  
- **Ordinance & Structural Review**: Andy Lunde, Engineering Services Manager  
  (206) 733-9267 or andrew.lunde@seattle.gov  
- **Energy/Mechanical, Drainage & Geotechnical Review**: Steve Burns, Engineering Services Manager  
  (206) 684-7736 or steve.burns@seattle.gov  
- **Construction inspection issues**: Dave Cordaro, Manager:  
  (206) 684-7933 or dave.cordaro@seattle.gov  

The final decision-makers on technical and policy code issues, who act on the SDCI Director’s behalf, are:
- **Construction**: Jon Siu, Principal Engineer:  
  (206) 233-5163 or jonathan.siu@seattle.gov  
- **Land use**: Cheryl Waldman, Interim Policy & Technical Manager  
  (206) 233-3861, cheryl.waldman@seattle.gov  

The manager will send you a written response, usually within two weeks of your request. If additional, time-consuming research, analysis, or discussion is required, the manager will let you know within a week of your request. The manager will work with the assigned staff and supervisor to gain a full understanding of the situation and to inform them of the final resolution.

**STEP 2 Contact a Manager**

**Contact the Director**
If, after following the above process, you are still not satisfied, feel free to contact:

Darlene Edwards, Land Use Director  
(206) 684-5606, darlene.edwards@seattle.gov  
Andy Higgins, Engineering Services Director  
(206) 615-0568, andy.higgins@seattle.gov