



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.

Resolving Development or Land Use Permit Disagreements

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 one business day. 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

Cont.

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

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
- Bradley Wilburn: (206) 615-0508, bradley.wilburn@seattle.gov
- Branin Burdette: (206) 733-9694, branin.burdette@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 Pellingner: (206) 615-0591, richard.pellingner@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

Discretionary Decisions on MUP applications, except unit lot short plats, and lot boundary adjustments:

- Shelley Bolser: (206) 733-9067, shelley.bolser@seattle.gov
- Bruce Rips: (206) 615-1392, bruce.rips@seattle.gov
- John Shaw: (206) 684-5837, john.shaw@seattle.gov
- Cheryl Waldman: (206) 233-3861, cheryl.waldman@seattle.gov

Design Review issues:

- Lisa Rutzick: (206) 386-9049, lisa.rutzick@seattle.gov

Zoning Code Disagreements & Zoning Technical Decisions, including unit lot short plats, and lot boundary adjustments:

- Naomi Mason: (206) 684-0711, naomi.mason@seattle.gov
- Scott Ringgold: (206) 233-5132, scott.ringgold@seattle.gov
- Bradley Wilburn: (206) 615-0508, bradley.wilburn@seattle.gov
- Branin Burdette: (206) 733-9694, branin.burdette@seattle.gov

Addressing/Development Site Review:

- Shimika Dowlen: (206) 684-0961, shimika.dowlen@seattle.gov
- Myra Stallworth: (206) 684-4192, myra.stallworth@seattle.gov

STEP

2

Contact a Manager

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:

- Megan Neuman, Interim Manager
(206) 684-3101, megan.neuman@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:

- Jerry Suder, Interim Manager
(206) 386-4069, jerry.suder@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

3

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