

DEVELOPMENT SERVICES DEPARTMENT ADMINISTRATIVE DETERMINATIONS

The development services department is responsible for the administration and interpretation of the Mount Vernon development codes, platting and subdivision ordinances, and zoning codes. The department provides direction and support to citizens, developers, the city council, planning commission, hearing examiner, and other boards and commissions as appropriate (MVMC 2.35.030).

Administrative Determinations are classified as Type I permits under Chapter 14.05 MVMC and can be appealed to the Hearing Examiner.

ISSUE REQUIRING AN ADMINISTRATIVE DETERMINATION:

Waiver of Community Conference Requirement (MVMC 17.70.035) for Construction of a Commercial Electric Vehicle (EV) Charging Station

CODE CITATION(S):

MVMC 17.09.010 – Director’s Interpretation:

Authorizes the Community & Economic Development Director to interpret the provisions of Title 17 (Zoning) to resolve questions regarding code meaning, application, or procedural requirements.

MVMC 17.70.035 – Community Conference:

Establishes the requirement for a Community Conference for certain project types and provides exemptions in subsection (G) for specific categories of development, such as **awnings, roadways, and minor site improvements**.

EXISTING REGULATIONS:

Pursuant to MVMC 17.70.035, applications for development subject to design review and located in the historic downtown identified in Map 1.0 in MVMC [17.70.020](#) are required to comply with the requirements for a community conference, unless exempted under the provisions in subsection G.

Subsection G lists 12 exemptions, which include a number of minor site or building improvements that can be authorized without a community conference, including but not limited to:

- Installation, removal, or alteration of awnings or canopies.
- Installation, removal, or alteration of signage.
- Installation, removal, or alteration of the following landscape elements: shrubs; perennials; annuals; and similar low-lying plantings.
- Rights-of-way alterations, including but not limited to alterations to sidewalks, curbs, and the roadway.

ADMINISTRATIVE DETERMINATION:

Pursuant to the authority granted in MVMC 17.09.010, the Director interprets that the proposed commercial EV charging station, consisting of construction of a parking lot, installation of EV charging equipment, and placement of a covered awning, is substantially similar in nature and potential impact to the types of projects expressly exempted from the Community Conference requirement under MVMC 17.70.035(G), including awnings and roadways.

These improvements are limited in scope, primarily site-related, and do not involve building construction or land use intensification to a degree that would benefit from the public engagement purpose of a Community Conference.

Accordingly, the Director waives the requirement for a Community Conference under MVMC 17.70.035 for this project type.

Conclusion:

Based on the authority granted under MVMC 17.09.010 and review of the project’s characteristics, the Director determines that a Community Conference shall not be required for the construction of a commercial EV charging station including a parking lot, EV charging equipment, and a covered awning.

This interpretation is intended to clarify procedural requirements for similar project types in future applications and may be referenced for consistency in subsequent determinations.



Stacie Pratschner
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10/23/2025

Date

RIGHT TO APPEAL DETERMINATION: MVMC Chapter 14.05 classifies Administrative Determinations not consolidated with other permits or approvals as Type I permit processes. MVMC 14.05.050(B) explains that Type I permits are administrative applications where a final decision is made by the Development Services Director (or his/her designee) without public notice or a public hearing. The Director’s decision may be appealed to the Hearing Examiner. Appeals are required to be filed within 14 days of the date of permit issuance. Any appeal must contain the information outlined in MVMC 14.05.160 and be accompanied by the required appeal fee.