

The Quasi-Judicial Process – Housing Authority Cottages on Mullen

NTPS Board of Directors & City of Lacey Council Special Meeting | November 12, 2025

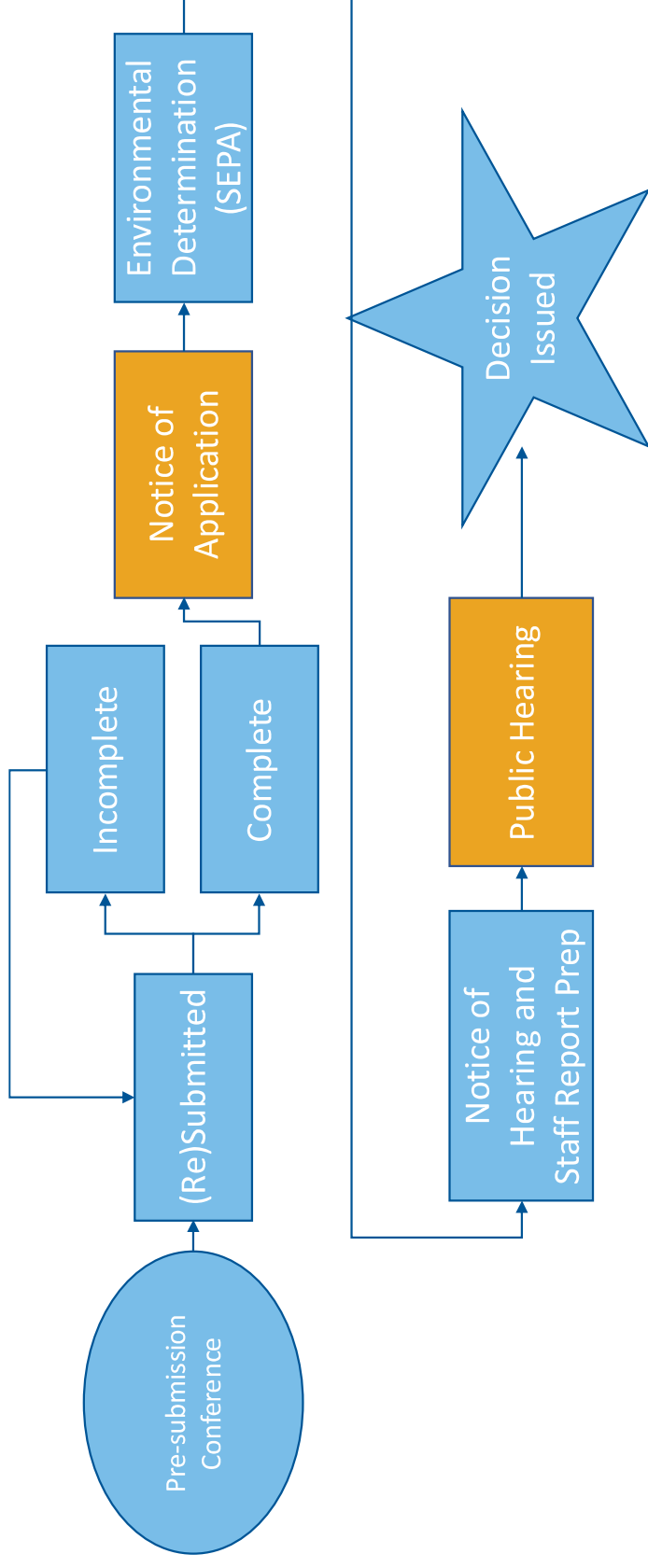


What is a Quasi-Judicial Review?

- Highest level of local land use review.
- Reviewed by multiple agencies and departments.
- Opportunities for public involvement:
 - 14 Day-Comment Period
 - Public Hearing
- Decision issued by land use Hearing Examiner.



What's the Process Look Like?



Pre-submission Conference

- Housing Authority will meet with City staff (Public Works, Planning, Building and Fire) to review initial site plan.
- Determine the permit process necessary for the proposed project.
- Applicant receives detailed notes on requirements related to environmental limitations/studies, stormwater design requirements, traffic analysis and site access standards, etc.



Application Submittal

- Elements of a Complete Application include (but are not limited to):
 - Application(s)
 - Fees
 - Environmental checklist (SEPA)
 - Required Reports and Studies which generally include (traffic study, stormwater study, environmental studies, etc.)
- Application is determined complete and materials are routed to external agencies and internal departments for review and comment.
- Project materials are posted on the City Website [Current Projects - City of Lacey](#)
- External agencies may include but are not limited to:
 - Department of Ecology
 - Department of Fish and Wildlife
 - Olympic Regional Clean Air Authority
 - Local Tribes
 - Thurston County



Notice of Application (NOA)

- NOA is posted in the Olympian Newspaper, City of Lacey website and on the physical project site.
- Notice can be sent to parties of record via email.
- NOA and project routing start a 14-day no action period upon which comments are collected from all involved parties.

Who is a party of record? An applicant, individual, agency or department who commented in writing on the project during the public comment period for the Notice of Application, Environmental Review or provided testimony at the Public Hearing.



Staff Report & Notice of Hearing

- After the comment period closes, staff prepares the staff report incorporating review comments, where appropriate, and analyzes the project against applicable codes and regulations.
- A hearing date is scheduled. Notice of hearing is sent at least 10-days prior to the hearing to all parties of record.
- Staff report and all related hearing materials are made available to the public, applicant and hearings examiner.
- Notice of hearing is posted on the project site, on the City website, in the Olympian newspaper and mailed to all properties within 300 feet of the project site, and mailed or emailed to any parties of record, **including members of the public who have requested to receive notice.**



Hearing

- A Land Use Hearing Examiner will preside over the public hearing and will take testimony from the applicant, City staff and members of the public.
- The Hearing is conducted via Zoom with City Staff, the Applicant and the Hearing Examiner all joining remotely.
- Council Chambers are open for community members who wish to attend in person or do not have access to a computer or Zoom. A City staff person will be onsite in the Council Chambers to operate the meeting equipment.



Decision and Notice

- After the conclusion of the hearing the Examiner has 14 days to issue the decision.
- Staff will distribute the decision within 3 business days of issuance.
- Notice of decision will be emailed to applicant, and all parties of record, and posted to the City website.*



**the decision of the Hearing Examiner is final unless appealed*



Thank You!

- If you would like to become a party of record for this project please email Reace Fant, Associate Planner at reace.fant@cityoflacey.org
- To sign up for all City of Lacey project updates please visit <https://cityoflacey.org/email-notifications/>

