



**City of Kirkland**  
**Planning and Building**  
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## MEMORANDUM

**To:** Planning Commission

**From:** Adam H Weinstein, AICP, Planning & Building Director  
Allison D Zike, AICP, Deputy Planning & Building Director

**Date:** February 5, 2025

**Subject:** **Briefing on implementation of Senate Bill 5290, relating to consolidating permit review processes**

### Recommendation

Receive a briefing on implementation of Senate Bill 5290, relating to consolidating permit review processes.

### Background

On May 8, 2023, Governor Inslee signed SB 5290, which is intended to speed the review of certain types of local development permits and establish reporting requirements for permits. The bill establishes timelines that must be met for different stages of the permit review process (including determining whether an application is complete, issuing required notices, issuing a permit, and allowing for appeals to be filed). In general, the timelines for issuance of permits focus on the number of days the permit is being reviewed by the local government, after an application is deemed “complete” (i.e., the local government has all the information it requires to initiate review of the permit). In addition, local governments with State-mandated planning requirements similar to Kirkland’s are required to produce an annual performance report that identifies, among other things, the numbers of different types of permits submitted to the local government (and associated permit approvals) and the local government’s compliance with the permit review timelines established in the bill. The bill also establishes that the Department of Commerce compile this data into a report.

The Planning & Building Department has been working on implementation of SB 5290 for several months, focusing on collecting permit data and preparing the annual report. Planning & Building and Information Technology staff have also been working on creating a permit dashboard, which is not required pursuant to SB 5290, but will assist in addressing pinch points in the permitting process and providing applicants with an accurate, real-time estimate of permit review timelines for different permit types.

Implementation of SB 5290 is identified as a 2024 and 2025 task in the Planning Work Program titled “Local Permit Review Implementation.” Because the task is administrative in nature, and does not involve matters related to land use, comprehensive planning, and zoning, it is not under the jurisdiction of the Planning Commission. However, being aware of SB 5290 and how it is being implemented will assist the Planning Commission

as it works on code amendments and other tasks that have permit review timeline implications.

**Attachments**

1. SSB 5290 (session law)