

## Miscellaneous Code Amendments

### **~~Chapter 15.16 Demolition Of Historically Significant Properties~~—REPLACED IN ITS ENTIRETY BY NEW CTC 16.13**

#### **16.04.060 Definitions**

Arborist, Qualified. "Qualified Arborist" means any person with appropriate education and experience who practices or offers to practice arboreal services in either a public or private capacity, and who has been certified by the International Society of Arborists, the American Landscape Contractors of America or equivalent organization and certification program.

"Historic sites and structures" means those properties identified and referred to in Section 16.08.070 of the Coupeville Town Code all properties designated as "contributing" in the Building and Landscape Inventory (1995) prepared for the Ebey's Landing National Historical Reserve or as subsequently amended.

"Public meeting" means an informal opportunity provided prior to a final decision by the planning commission, ~~design review board~~, Ebey's Reserve Historic Preservation Commission (HPC), or town council to obtain public or agency comments on proposed land use actions or in the case of the HPC on the issuance of a Certificate of Appropriateness. A public meeting does not include an open record hearing, although the proceedings may be recorded and a report or recommendation may be included in the project application file.

Significant Trees: A healthy evergreen or deciduous tree, twenty-four inches (24") in diameter or greater, measured four feet (4') above existing grade.

#### **16.06.020 Assignment of review authority.**

It is the purpose of this section to designate the specific responsibilities for land use administration within the Town of Coupeville.

A. Town Planner. The town planner may act administratively for certain prescribed actions.

1. Authority. With the exception of Chapter 16.24, the development standards, the Coupeville town planner is responsible for the administration of Title 16 of the Coupeville Town Code.

2. Administrative Interpretations. In response to a clearly identified written request, or as needed, the town planner shall interpret the meaning or application of the Coupeville development regulations. This interpretation shall be in writing and a complete record of administrative interpretations shall be maintained by the town clerk-treasurer.

3. Administrative Approvals. The town planner shall act on requests or applications listed under Section 16.06.050(A), (B) and (C).

B. Public Works Director. The public works director may act administratively for certain prescribed actions.

1. Authority. The public works director is responsible for the administration of Chapter 16.24, the development standards, of the Coupeville Town Code.

2. Administrative Interpretations. In response to a clearly identified written request, or as needed, the public works director shall interpret the meaning or application of the Coupeville development regulations. This interpretation shall be in writing and a complete record of administrative interpretations shall be maintained by the town clerk-treasurer.

3. Administrative Approvals. The public works director shall act on requests or applications listed under Section 16.06.050(A) and (C).

C. Town Council. In addition to its legislative responsibilities, the Coupeville town council

shall review and act on the following:

1. Recommendations of the planning commission;
2. Appeal of planning commission decisions;
3. Appeal of administrative determinations;
4. Appeal of administrative approvals as set forth in Section 16.06.050(A), (B) and (C);
- ~~5. Appeal of design review board decisions;~~
- ~~6. 5 Appeal of a SEPA Threshold determinations of significance.~~

D. Coupeville Planning Commission. The planning commission shall review and make recommendations on the following applications and requests:

1. Amendments to the comprehensive plan;
2. Amendments to Title 16, the Coupeville development regulations;
3. Applications listed under Section 16.06.050(D)(2) and (4);
- ~~4. Appeal of SEPA determinations of nonsignificance of the underlying land use action;~~
- ~~5.4~~ Amendments to the shoreline master program;
6. 5 Other actions as requested or remanded by the town council.

~~E. Design Review Board.~~

~~1. The design review board shall review and act on the following applications and requests:~~

- ~~a. Applicable actions listed under Section 16.12.080(A)(2) and (A)(3), Applicability and exemptions;~~
- ~~b. Applications for sign permits;~~
- ~~c. Cottage Housing Development. The design review board shall review all cottage housing developments for conformity to the requirements of CTC 16.12.085 and shall pass a recommendation, including supporting findings and conclusions, to the town council for consideration.~~

E. Ebey's Reserve Historic Preservation Commission – The Ebey's Reserve Historic Preservation Commission shall review and act on requests or applications listed under Section 16.13.120.

#### **Section 16.06.040 Public notification.**

It is the purpose of this section to provide minimum standards for ensuring that neighbors to project proposals and the public in general are notified of impending actions within the Town. Public notification requirements for actions of the Ebey's Reserve Historic Preservation Commission are specified 16.13.120.

A. Notice of Administrative Approval. Actions taken by the town planner or public works director listed under Section 16.06.050(C), Administrative Approval Subject to Public Notice, are subject to the following notification requirements:

1. Notification of Preliminary Approval. The Town shall notify adjacent property owners by mail of the Town's intent to grant approval. The notice shall include the following:
  - a. A description of the proposal, including any conditions attached to the approval;
  - b. A place and contact name where further information may be obtained;
  - c. A statement that final approval will be granted on a certain date unless an appeal requesting a public hearing is received by the town clerk-treasurer within fifteen (15) days of the notification of preliminary approval.

B. Notice of Public Hearing. Applications or appeals which require an open record public hearing shall be subject to the following notification requirements:

1. Content. Public notification shall include a general description of the proposed action, a non-legal description of the property, the time, date and place of the public hearing, and a place and phone number where further information may be obtained.
2. Publication. At least ten (10) days and not more than twenty (20) days before the date of a public hearing, a legal notice shall be published in the official newspaper of the Town, or a newspaper of general circulation in the Town.

3. Mailing. At least ten (10) days and not more than twenty (20) days before the date of a public hearing, a mailing shall be sent to all property owners, as shown on the records of the Island County Assessor, within three hundred (300) feet of the boundaries of the property subject to the public hearing.

4. Posting of Site. Within ten (10) days of the notice of completeness, the Town shall, if physically possible, post the site in a prominent location. When known, the time, date and place of the public hearing shall be added to the posting notice.

5. Additional Posting. At least ten (10) days and not more than twenty (20) days before the public hearing, a notice shall be posted in at least three public places in the Town.

6. Continuations. If, for any reason, a public hearing on a pending action under this title cannot be completed on the date set in the public notice, the public hearing may be continued and no further notice is required, in accordance with RCW 42.30.090.

C. Notice of Appeal Hearings. Appeal hearings shall be subject to the notification requirements listed in subsection B of this section, Notice of Public Hearing, with the following exceptions:

1. For appeals of administrative approval, mailing notices shall be sent to adjacent property owners only;

2. For appeals of planning commission or ~~design review board~~ Ebey's Reserve Historic Preservation Commission decisions on Certificates of Appropriateness, all parties of record shall be notified.

#### **Section 16.06.050 Review and Approval.**

The purpose of this section is to establish procedures through which a timely decision can be reached on land use applications and requests.

A. Administrative Approval Without Notice of Application. The town planner or public works director may approve, approve with conditions or deny the following applications without issuing a notice of application, except in cases where the request is associated with an application which does require notice:

1. Boundary line adjustments;
2. Extensions of time for approved actions;
3. Minor amendments to approved permits. "Minor" shall be defined as changes which do not affect overall project character, increase the number of lots, dwelling units or density, or decrease the amount or quality of public improvements or open space;
4. Building and utility actions exempt from SEPA review;
5. Shoreline exemptions;
6. Right-of-way use permits;
7. Clearing and grading permits exempt from SEPA review;
8. Interpretations of Title 16 requirements;
- ~~9. Design review board actions.~~
9. Sign Permits
10. Administrative design review approvals authorized under CTC 16. 12.080

#### **NO CHANGE TO B, C, and D**

E. Ebey's Reserve Historic Preservation Commission. The review procedures, standards of review, and authorities of the Ebey's Reserve Historic Preservation Commission are specified in 16.13.120.

E.F. Town Council Review and Action. Upon receiving a recommendation from the planning commission or notice of any matter requiring the Council's attention, the council shall perform the following actions as appropriate:

1. Make a decision on a planning commission recommendation;
2. Hold an open record public hearing and make a decision on the following matters:
  - a. Proposed actions listed under subsection (D)(4) of this section, planning commission public meeting actions,
  - b. Appeal of administrative interpretations,
  - c. Appeal of administrative approvals,
  - d. Appeal of determinations of significance,
  - e. All legislative actions listed under subsection (D)(2) of this section,
  - f. Other matters not prohibited by state law;
3. Hold a closed record hearing and make a ruling on the following matters:
  - a. Appeal of a planning commission decision,
  - ~~b. Appeal of a design review board decision.~~

F.G. Town Council Decisions. The town council shall make its decision by motion, resolution or ordinance as appropriate.

1. A council decision under subsections (~~E.F.~~) (1) and (2) of this section shall include one of the following actions:
  - a. Approve as recommended;
  - b. Approve with additional conditions;
  - c. Modify, with or without concurrence by the applicant, provided that the modifications do not enlarge the area or scope, increase the density or building size, or significantly increase potential environmental impacts;
  - d. Deny (reapplication allowed after one year);
  - e. Deny without prejudice (reapplication allowed);
  - f. Remand for further proceedings.
2. A council decision under subsection (~~E.F.~~) (3) of this section shall include one of the following actions:
  - a. Grant the appeal in whole or in part;
  - b. Deny the appeal in whole or in part;
  - c. Remand for further proceedings.

G.H. Final Decision. The Town shall make a final decision within one hundred twenty (120) days of the notice of completeness, not including days spent on the following:

1. The time lapse between a request for additional information by the Town and the date the applicant supplies the additional information;
2. The time spent to prepare an environmental impact statement;
3. The time spent handling appeals of administrative decisions;
4. Extensions of time mutually agreed upon by the applicant and the Town.
5. Exceptions. The Town shall not be required to adhere to the one hundred twenty (120) day application review requirement if any of the following apply:
  - a. The application requires an amendment to the comprehensive plan or the Coupeville development regulations;
  - b. The application requires approval of a new fully contained community, a master-planned resort or the siting of an essential public facility;
  - c. The applicant requests a substantial revision to the application;
  - d. For applications requiring only design review, as defined by Section 16.12.080, the Town shall follow the procedures identified in Section 16.12.080.~~(A)(5), Design Review Procedures.~~

**H.I.** Review and Reconsideration of Final Decisions. This section provides procedures by which approved permits or actions may be reviewed by the Town if the conditions of approval or the requirements of this title are not being met, if the use is creating a nuisance or hazard, if the permitted use has been abandoned or if the approval was obtained by fraud or deception.

1. Initiation of Review. Review of an approved permit or action may be initiated from any of the following sources:

a. The mayor of the Town of Coupeville;  
b. By motion of the town council;  
c. Petition of three property owners or three residents of separate dwelling units in the Town, stating clearly why the permitted use should be reconsidered.

2. Review by the Mayor. Following initiation of review, the mayor (or designee) shall investigate the allegation and notify the property owner and/or permittee of alleged deficiencies. The mayor may then initiate any or all of the following actions:

a. Provide written notice to the property owner and/or permittee to correct deficiencies within a specified time;

b. Refer the matter to the town attorney;

c. Refer the matter to the town council, who shall review the permit according to closed record appeal procedures.

3. Review and/or Revocation by the Town Council. Upon a finding that the permitted use violates any of the conditions of review stated above in this subsection, the council may delete, modify or impose additional conditions to remedy the deficiencies. If the council finds that there are no reasonable conditions whereby the deficiencies can be remedied, the permit or approval shall be revoked and activity allowed by the permit shall cease.

4. Reconsideration of Denied Applications. If an application or request for approval is denied or revoked, no similar application request shall be accepted for one year from the date of final action, or appeal if any. After one year, a similar application can be processed as if a new application. Applications denied without prejudice may be resubmitted at any time subject to the payment of fees and expenses for a new application. Whichever review authority took the last action on the earlier application shall be responsible for reviewing the new application.

5. Remanded Actions. When actions are remanded for further consideration, the reviewing authority shall limit discussion and action to issues germane to the town council findings in the motion to remand.

6. Procedural Irregularities. No procedural irregularity or informality in the notice, process review or hearing of any matter shall affect the final decision unless substantial rights are affected of a person with demonstrable monetary or ownership interests in the subject matter of the decision.

#### **Section 16.06.060 Appeals.**

The intent of this section is to designate the appropriate body to hear appeals of final decisions on Title 16 actions.

A. Appeal of Administrative Interpretations and Approvals. Administrative interpretations and approvals may be appealed to the town council.

B. Appeal of ~~Planning Commission and Design Review Board~~ Ebey's Reserve Historic Preservation Commission Decisions. Decisions by the Ebey's Reserve Historic Preservation Commission on Certificates of Appropriateness ~~planning commission and design review board~~ shall be appealed to the Town Council pursuant to CTC 16.13.080.D.

#### **Section 16.10.040 Duplex dwellings.**

This section establishes supplemental standards for the construction of duplex dwellings in the RM-9600 zoning district. These standards do not apply generally to other zoning districts where duplex dwellings are permitted.

A. Intent and Purpose. The intent of this section is to establish standards by which duplex dwellings can be located in the RM-9600 district, while ensuring compatibility with the predominantly single-family dwelling character of this district.

B. Applicability. The supplemental standards contained in this section apply to all building permit applications to construct a duplex dwelling with the RM-9600 zoning district.

C. Supplemental Standards. In addition to all other applicable standards for construction of duplex dwellings in the RM-9600 zoning district, the following supplemental standards shall also apply:

1. Lot Size. The minimum lot size shall be fifteen thousand (15,000) square feet of usable area.

2. Distribution. No duplex dwelling shall be constructed within five hundred (500) feet of an existing duplex dwelling.

3. ~~Design Review.~~ The ~~design review board~~ Town Planner shall review all applications to construct a duplex dwelling in the RM-9600 zoning district. In addition to the applicable standards contained in ~~Section CTC 16.13~~, the following supplemental standards to connote the appearance of a single-family residence shall apply:

a. Duplex units constructed with a common wall shall not be mirror images or exact duplicates. Integrated variations in roof design, window placement, siding pattern or lot orientation may be employed to disguise the two-dwelling unit appearance.

b. No more than one entry door may be visible from any street right-of-way.

#### **Section 16.10.050 Accessory dwelling units**

This section establishes supplemental standards for acquiring a certificate for installing an accessory dwelling unit in those districts where this use is permitted as an accessory use. The addition of an accessory dwelling unit on lots containing a single-family dwelling (not a duplex) as a principal use (hereinafter "the principal unit") shall be permitted in the RM-9600, LDR and RR zoning districts, subject to the specific development, design and occupancy standards listed in this section.

A. Intent and Purpose. The intent of this section is to implement appropriate development standards for accessory dwelling units as advocated by the Coupeville comprehensive plan. The purposes behind allowing accessory dwelling units are as follows:

1. Provide homeowners with a means of obtaining, through tenants in either the accessory dwelling unit or the principal unit, rental income, companionship, security and services.

2. Increase the potential for affordable dwelling units to be constructed in Coupeville, thus making these units available to low- to moderate-income people who might otherwise have difficulty finding affordable housing.

3. Provide for the development of dwelling units in single-family residential neighborhoods that are appropriate for people at a variety of stages of life.

4. Protect neighborhood stability, property values and the single-family residential character of the neighborhood by ensuring that each permitted accessory dwelling unit is installed in accordance with these supplemental standards.

B. Supplemental Standards. Except where noted, the following standards shall govern installation and use of accessory dwelling units.

1. Only one accessory dwelling unit is permitted per single-family residential use, either as a new accessory use to an existing principal unit or in conjunction with new construction of a principal unit.

2. Code Compliance. The accessory dwelling unit shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health and other applicable codes, including the Coupeville development regulations.

3. Sewer Service. Connection to the Town sanitary sewer main shall be a combined connection. Connection of an accessory dwelling unit to an existing or new on-site drainfield must be reviewed and approved by the Island County health department. Fees and restrictions shall be as established in Chapter 13.12.

4. Water Service. The combined principal unit and accessory dwelling unit shall be as established in Chapter 13.08.

5. Site Geography. In the RR and LDR zoning district, and on lots greater than fifteen thousand (15,000) square feet in the RM-9600 zoning district, the accessory dwelling unit may be attached to or detached from the principal unit. On lots of less than fifteen thousand (15,000) square feet in the RM-9600 zoning district, the accessory dwelling unit must be attached to the principal unit or to an accessory detached garage. In all zoning districts, detached accessory dwelling units shall be at least ten (10) feet further away from the street lot line(s) than the principal dwelling unit.

6. Size. In no case shall the accessory dwelling unit exceed forty (40) percent of the gross floor area (including attached garages and carports) of the principal unit, nor have more than eight hundred (800) square feet in gross floor area, nor have less than three hundred (300) square feet of gross floor area, nor have more than two bedrooms.

7. Ownership and Occupancy. The property owner, which shall include title holders and contract purchasers, shall occupy either the principal unit or the accessory dwelling unit as their permanent residence for at least seven months out of any calendar year, and at no time receive rent for the owner-occupied unit. Before approval is granted for the accessory dwelling unit, the property owner shall sign and record a covenant to this effect. This covenant shall run with the land.

8. Appearance. The accessory dwelling unit shall be designed such that, to the highest degree feasible, the appearances of the building and site remain those of a single--family residence. The primary entrance to an attached accessory dwelling unit shall be located on a different side than that of the entrance to the principal unit. Applications for accessory dwelling units ~~outside the historic restoration overlay~~ are subject to administrative design review under Section 16.12.080, ~~the Community Design Standards~~ and the adopted The Ebey's Landing National Historical Reserve Design Guidelines.

9. Parking. One additional off-street parking space is required for each bedroom in an accessory dwelling unit, over and above the two required for the principal unit.

10. Address. The street address of the accessory dwelling unit shall be the same as the principal unit, followed by the letter "A" (e.g., 605A NE Gould Street).

C. Grandfathering.

1. Owners of accessory dwelling units created illegally prior to adoption of this section who want to continue this use, must apply within one year of the effective date for review and possible approval as a legal accessory dwelling use. The property owner shall apply for approval providing such information as necessary for the Town to determine whether the unit meets the supplemental standards contained herein. The town planner is authorized to require modifications to these units in order to comply with these standards. Failure to apply for retroactive approval of an existing accessory dwelling unit within the allowed one-year grace period shall be unlawful, and subject to enforcement under Section 16.06.080.

D. Application Procedure. Application for a building permit for an accessory dwelling unit shall be made in accordance with established procedures, subject to an accessory dwelling unit application fee as set by the town council. In addition, the property owner shall also submit, on a form provided by the Town, a signed and notarized affidavit signifying a deed restriction that the property contains an accessory dwelling unit and that the property owner will

reside in the principal unit or the accessory dwelling unit for the required minimum number of months per year. This affidavit shall be recorded with the Island County auditor prior to issuance of the building permit.

E. Vacating the Use. A property owner with an approved accessory dwelling unit may apply to vacate this use by filing a request with the Town.

1. The request to vacate the use will be reviewed and a course of action prescribed that will eliminate the accessory dwelling unit. Possible actions could include removal of the kitchen and/or bathroom facilities or disconnection of the water and sewer connections.

2. No refund will be given for any fees paid in association with creating the accessory dwelling unit.

3. Upon completion of these actions, the Town will authorize the filing and recording of a certificate vacating the accessory dwelling unit use.

### **Section 16.10.100 Special needs lodging and care facilities.**

This section provides supplemental standards for special needs lodging and/or care and to reflect the intent of the Coupeville comprehensive plan. The plan encourages a variety of housing densities and types, promotes nondiscriminatory regulations for group homes and supports private sector efforts to provide housing for elderly and disabled citizens. In addition to meeting the specific requirements of the applicable zoning district, these uses shall meet the following supplemental standards.

A. All Special Needs Lodging and Care Facilities. The following standard shall apply to all special needs lodging and care facilities discussed in this section:

1. All special needs facilities shall be in conformance with applicable federal, state and local licensing requirements, including the Uniform Building Code and Uniform Fire Code.

2. Each facility shall have an approved Town of Coupeville certificate of occupancy.

3. The design of each facility is subject to the standards and procedures specified in CTC 16.13 and the adopted The Ebey's Landing National Historical Reserve Design Guidelines.

B. Adult Family Homes. This section provides supplemental standards for locating adult family homes in residential zoning districts.

1. No more than six adults who are not related by blood or marriage to the person or persons providing care may be resident at any time.

~~2. Construction of a new adult family home is subject to review and approval by the design review board.~~

C. Group Care Facilities. This section provides supplemental standards for foster family homes, group homes and halfway houses licensed by the State Department of Social and Health Services and operated on a twenty-four (24) hour basis.

1. Classes of Group Care Facilities. This section establishes two classes of group care facilities.

a. Class I. Class I group care facilities are accessory uses within all residential zoning districts and are limited to two residents for each group care facility.

b. Class II. Class II group care facilities are conditional accessory uses in the RR, LDR and RM-9600 zoning districts, and are accessory uses in the HDR zoning district. No Class II group care facility may be located within one thousand (1,000) feet of another Class II group care facility located in a residential zoning district and shall not house more than five residents in care.

D. Continuing Care Retirement Facilities. This section provides supplemental standards regulating the development of residential living areas for senior citizens. These facilities provide a range of continuing care services, including independent living (single-family and multifamily), congregate care, assisted care and extended care.

1. Permitted Principal Facilities. Continuing care retirement facilities may include any of the following, or a combination thereof:

- a. Independent single-family dwellings;
  - b. Independent duplex dwellings;
  - c. Independent multifamily dwellings;
  - d. Congregate care facilities;
  - e. Assisted care facilities;
  - f. Extended care facilities.
2. Permitted Accessory Facilities. The following uses are permitted accessory uses to the principal uses listed under subsection (D)(1) of this section:
- a. Maintenance buildings and structures;
  - b. Garages, carports and off-street parking areas;
  - c. Private noncommercial greenhouses;
  - d. Common meeting and activity buildings;
  - e. Small-scale support businesses contained within the grounds (such as personal care, gift shop, florist, etc.);
  - f. Other uses customarily accessory to such facilities.
3. Maximum Densities. The following maximum densities are established for each type of principal use:
- a. Independent single-family dwellings -- one dwelling unit per nine thousand six hundred (9,600) square feet of useable area.
  - b. Independent duplex dwellings -- two dwelling units per fifteen thousand (15,000) square feet of usable space.
  - c. Independent multifamily dwellings -- one dwelling unit for each four thousand (4,000) square feet of gross lot area.
  - d. Congregate care facilities -- one dwelling unit for each two thousand five hundred (2,500) feet of gross lot area.
  - e. Assisted care and extended care facilities -- one room for each two thousand (2,000) square feet of gross lot area.

**16.12.080 ~~Community design standards.~~ REPLACED IN ITS ENTIRETY by the new UNIFIED CODE 16.13**

**16.18.040 Procedure and requirements--Preliminary binding site plan.**

- A. A preliminary binding site plan shall be filed with the planning department and contain:
- 1. All information required for a preliminary long plat application;
  - 2. Payment of fees;
  - 3. The location of all existing/proposed structures;
  - 4. If all structures/improvements will not be built at one time a phasing plan, which includes a completion schedule;
  - 5. A detailed landscape plan indicating the location of existing vegetation to be retained, location of vegetation and landscaping structures to be installed, the type of vegetation by common horticultural name, the installed and mature height of all vegetation;
  - 6. Schematic plans and elevations of all proposed buildings with samples of all exterior finish material and colors, the type and location of all exterior lighting, signs and accessory structures. The schematic plans shall relate to specific unit numbers and locations and shall represent the exterior design intent of the unit; and
  - 7. All areas not within the building envelope are subject to joint use and are burdened by a joint obligation to maintain any and all access ways. The Town shall have no obligation to maintain such access ways.
- B. The preliminary binding site plan for a condominium or cottage housing development shall be initially considered by the Planning Commission ~~design review board~~ in a public hearing. The review of the preliminary application is subject to the notice requirements of

CTC 16.06.040(B). Following the hearing by the Planning Commission ~~design review board~~ the application shall be presented to the town council consistent with the requirements of CTC 16.06.050(E)(2).

C. Criteria for Review. The preliminary binding site plan shall be reviewed for consistency with the town comprehensive plan and with the applicable development regulations in this code. The Town shall have an easement for access along and over access ways and parking areas to allow police, building, fire and utility department personnel to inspect and observe such property, buildings and activities on the property as well as for providing emergency and law enforcement services and easements for utilities over and under such access ways. The preliminary binding site plan is subject to the Town's concurrency and park impact fee requirements.

**16.44.010 Authority.**

A. The town council shall establish a schedule of fees and charges to partially cover expenses involved with processing and review of permit applications, appeals and other matters pertaining to this title. The current "Fee Schedule for Title 16 Actions" shall be posted in Town Hall and may be altered or amended only by the town council.

B. Decisions and actions to approve any permit or certificate pertaining to this title are contingent on payment of necessary fees and charges. No permit, certificate, or decision pertaining to this title shall be effective until applicable charges and fees listed in the current "Fee Schedule for Title 16 Actions" have been paid in full.

C. No application shall be considered complete until all necessary application fees are paid. No application shall be scheduled for design review ~~board~~, planning commission or town council consideration until all applicable application fees are paid.