



Committee of the Whole

Ryan Hembree

Council Initiated:

☐ Yes

☒ No

ECAF: 2025-2448

Motion: 25-386

Type:

☒ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☐ Other

Requested Handling:

☐ Normal

☒ Expedite

☐ Urgent

Fund Source:

☐ General Fund

☒ Other

☐ N/A

Executive Rec:

☒ Approve

☐ Do Not Approve

☐ N/A

Approved as to

Form:

☒ Yes

☐ No

☐ N/A

Subject: Snohomish County Office of Hearings Administration and Hearing Examiner

Scope: Appointment of Hearing Examiner Pro Tem and approving related professional services contract

Duration: August 25, 2025, through August 31, 2027

Fiscal Impact: ☐ Current Year ☒ Multi-Year ☐ N/A

Expenditures	2025	2026	Years 1-6 Total
002 5078604101	\$19,000	\$19,000	\$57,000
Total	\$19,000	\$19,000	\$57,000

Authority

Appoints and contracts Phil Olbrechts, Esq. as Hearing Examiner Pro Tem with Snohomish County.

Background:

The Office of Hearings Administration does not have a Deputy Hearing Examiner position. Pro tem hearing examiners are needed in the event of a conflict or if the Hearing Examiner is unavailable. Phil Olbrechts, Esq. responded to the request for proposals. Mr. Olbrechts is an experienced hearing examiner with substantial land use expertise. He previously satisfactorily served as a Snohomish County Hearing Examiner Pro Tem in 2012-2013 and 2021-2024. The proposed contract is of a similar duration as previous hearing examiner pro tem contracts (2 years with a possible 1-year extension if mutually agreed)

Request: Consider Motion 25-386