



What is a Community Meeting?

A community meeting is an informal way for the applicant or their representative to inform the general public about their specific proposal. The meeting is a required component of any Type III applications, which are those that require a decision by the Hearing Examiner. The meeting needs to be conducted no more than one hundred twenty days prior to submitting an application, however, it does need to be completed before the City accepts the application.

When a traffic study is required as a part of an application, the scoping meeting for a traffic study may be combined with the community meeting. Any notice of a combined meeting must clearly advertise the purpose of the meeting being both the traffic scoping study and the required community meeting.

The public notice for a community meeting shall be provided as required in SMC 17G.060.110 and 17G.060.120. A separate handout about Public Notice requirements is available from the Planning Services Department.

At the time of application, the applicant shall provide a summary of the community meeting consisting of the following:

- An audiotape of the meeting or proceedings
- List of attendees or sign in sheet
- A copy of the Notice of Community Meeting
- Affidavits of posting/ mailing the notice.

Anyone that attends a community meeting may submit their own summary of the meeting to the decision maker. A written summary from the applicant is helpful for City staff, but is not required. If you have any questions on the community meeting procedure or public notice requirements you should consult with your staff contact directly or call the Planning Services Department at (509) 625-6300.

What is a Notification Map?

An application for Notification Map is included in your application packet or available online at www.spokaneplanning.org. Fill out the application and turn it in to the Planning Services Department. Staff will prepare your map and return it to you along with the Notice that is required to be mailed to individuals and the wording that needs to be placed on the Posted Notice sign.

The applicant can select the method of generating the list of names for notification. Some applicants choose to have a title company prepare the list for them and others prepare the list themselves using County Assessor records or other methods. The individuals identified on the notification list are the ones that receive public notices regarding the proposal.

For more information contact:

Planning Services Department
3rd Floor, City Hall, 808 W. Spokane Falls Blvd.
Spokane, Washington 99201
(509) 625-6300

www.spokaneplanning.org