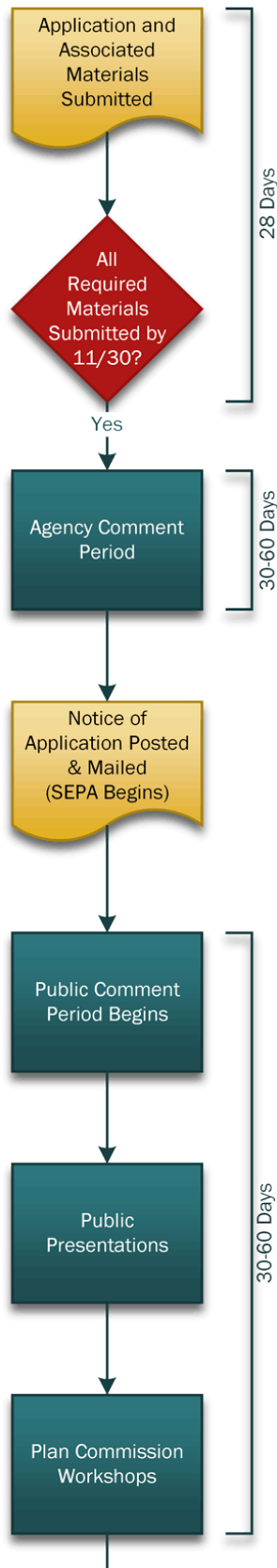


PROCESS OVERVIEW - COMPREHENSIVE PLAN AMENDMENTS



Comprehensive Plan Amendments follow a series of steps described in detail in the Spokane Municipal Code (SMC) Section [17G.020.060](#). The following document lays out these steps in a general manner but it does not include all the details provided by the SMC. You are encouraged to refer to [SMC 17G.020.060](#) for additional information.

The Process

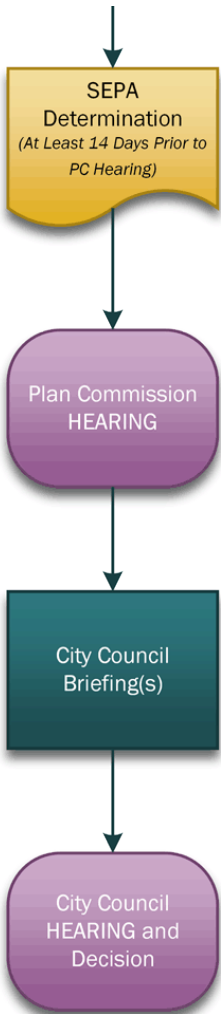
All proposals received by the City by October 31 are checked for completeness. If anything is missing or additional information is required, staff will request it from the applicant at this time. If the applicant cannot provide all the required materials by November 30, their application may be deferred until the next application cycle (the following year)

Once the applications are complete, the City forwards those applications and their associated materials to Interested Agencies and City Departments for review and comment. Agencies and Departments have 30-60 days (depending on the scope of the proposals) to respond and request additional information or study.

Following this, a 30 to 60 day public comment period is initiated. At this time property owners, taxpayers, and occupants within 400 feet of the proposal are notified by mail with a “Notice of Application and SEPA Review”. Also during this time public presentations will be made at the appropriate Neighborhood Councils, and the Community Assembly. Also within the Public Comment Period the proposals will be presented to the Plan Commission at substantive public workshops.

Following the Comment Period, a Staff Report and a SEPA Determination will be issued by Planning Staff. The Plan Commission will hold a hearing and will forward a recommend to Council to either approve or deny the proposals. The hearing is open to the public and public comment will be taken during the meeting as well.

After the Plan Commission Hearing the proposals will be discussed in Council Briefing(s) and then at a Public Hearing, where the Council will either approve or deny the proposals. As with the Plan



Commission hearing, the City Council Public Hearing is open to the public and public comment will be taken.

Key Actions

The following key actions will occur for each of the proposals in a given year:

- Public Comment Period – Early Spring
- Plan Commission Public Hearing – Early Fall
- City Council Public Hearing – Late Fall

Each of these are important opportunities for the Public to comment on the various proposals. The exact dates of the Public Comment Period as well as any Hearings will be posted online and in the newspaper. Anyone who comments on the project will also be notified directly via email of upcoming opportunities.

How Can You Comment?

The City will receive public comments any time during the Public Comment Period. **The best way to comment is to email the Planner assigned to that particular proposal.** See the project listing to find out who is assigned to each individual assignment. If you prefer not to use email, you can also provide your comments in writing and USPS mail or by sending a fax to (509) 625-6822:

Planning & Development Services
 Attn: Tirrell Black or Kevin Freibott
City of Spokane
 808 W. Spokane Falls Boulevard
 Spokane, WA 99201-3329

Every comment received on a given project or proposal will be included in the public record and provided to the Plan Commission, as well as the City Council.

In addition to commenting by mail, you are welcome to provide public comment in person at a Public Hearing announced for the project. In general, you will be given three minutes to give your comments in person.

If you want to comment directly to the City Council you can do so via their email address, listed on the [City website](#), or by emailing citycouncil@spokanecity.org.

Questions?

If you want to see these steps in more detail, please see [SMC 17G.020.060](#). You can also ask the Planner assigned to the project. See the [proposal page](#) for the particular application you're interested in to find out which Planner to ask. You can also reach assistance by calling the main number for Planning & Development, which is (509) 625-6300.