

# Neighborhood Notice Ordinance

## Proposed modifications to the Spokane Municipal Code (6/17/15)

Note: Underlined text is new proposed text, crossed out text is to be removed, and notes in boxes add context and information, but are not included with the proposed code modifications.

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### **Section 1. Amend SMC 17G.060.090 as follows:**

#### Section 17G.060.090 Determination of a Complete Application

Within twenty-eight days of receiving a project permit application, the department shall determine if the application is complete (RCW 36.70B.070). Upon receipt of a project permit application the department shall:

- A. Counter Complete.  
Conduct a preliminary, immediate review to determine if the application contains the documents and information required by [SMC 17G.060.070](#). If the ~~((administrative official))~~ department determines the application does not contain the required documents and information, the application including fees shall be returned to the applicant.
- B. Component Screening.  
If the application appears to contain required documents, the department shall accept the application and within seven days, conduct a detailed review and determine if any additional information is necessary to process the application. If the ~~((administrative official))~~ department determines the application is missing required components, or is inadequate in other ways, the application including any fees shall be returned to the applicant.
- C. Review by Interested Agencies.  
If the application, after the detailed review, is found to contain the required components and supporting documents, the application and supporting documents shall be forwarded to ~~((and))~~ (i) interested City departments, (ii) agencies of local, state, or federal governments that may have jurisdiction over some aspect of the application, and (iii) the individual(s) designated pursuant to SMC 4.27.010(D) to receive written notice on behalf of the neighborhood council in which the project is located and to any neighborhood council whose geographic boundaries are located within a 600-foot radius of the project, at the address for such departments, agencies, and neighborhood council designee(s) on file with the department, for review to ensure compliance with state laws, ordinances and concurrency requirements. Interested departments, agencies, and the neighborhood council shall be given fourteen days to provide comments on a permit application. All written comments will be forwarded to the applicant at the end of the fourteen day comment period. Comments submitted after the fourteen day comment period will be forwarded to the applicant, subject to RCW 36.70B.070.

1. If review agencies require additional information to continue processing the application, the applicant shall be notified in writing.
2. Required information must be provided within sixty days from the notification by the department. The applicant may submit a written request for additional time to the director; any time extensions shall be in writing. If the information is not received within the sixty days (or as otherwise agreed to), the application and a portion of the fees shall be returned to the applicant, pursuant to [chapter 8.02 SMC](#).
3. Within fourteen days of the submission of the additional information identified by the review agency, the department shall notify the applicant whether the studies are adequate or what additional information is necessary.
4. If the neighborhood council submits written comments on an application, the department shall provide a written response to the chairperson, with copy to the applicant, no later than the date on which the application is certified complete pursuant to paragraph D herein below.

D. Application Certified Complete.

Within seven days of the expiration of the interested agency comment period, if no additional information was required, or the information required under subsection (C) of this section is acceptable, the ~~((administrative official))~~ department shall certify the application complete. Applications requiring review by the hearing examiner are forwarded to the hearing examiner upon being certified as complete.

E. Vesting.

Applications shall be considered vested at the time the application is certified complete, the vesting date shall be the date of application submission. If the application is not complete when filed or information is not timely provided as set forth in subsection (B) or (C) of this section, the application shall not be considered complete for purposes of vesting or other statutory compliance dates.

**Section 2. Amend SMC 17G.060.120 as follows:**

[Section 17G.060.120](#) Public Notice – Types of Notice

- A. Individual notice is given in writing by regular U.S. mail or by personal service.
  1. Notice is given to:
    - a. All owners and taxpayers of record, as shown by the most recent Spokane County assessor's record, and occupants of addresses of property located within a four-hundred-foot radius of any portion of the boundary of the subject property, including any property that is contiguous and under the same or common ownership and control (RCW 36.70B.040(2)). The department may expand the mailing to include areas adjacent to the access easements and areas on the opposite side of rights-of-way, rivers and other physical features;

- b. Any person who has made a written request to receive such notice, including any registered neighborhood organization as defined in [chapter 17A.020 SMC](#) representing the surrounding area;
  - c. Any agency with jurisdiction identified by the director.
  - d. The individual(s) designated pursuant to SMC 4.27.010(D) to receive written notice on behalf of the neighborhood council in which the project is located, at the address for such neighborhood council designee(s) that is on file with the City's department of neighborhood services and code enforcement.
2. Individual and newspaper notices must contain the following information:
- a. Type I, II, and III project permit applications:
    - i. Location of the property sufficient to clearly locate the site.
    - ii. Description of the proposed action and required permits.
    - iii. Name, address, and office telephone number of the City official from whom additional information may be obtained.
    - iv. Applicant name and telephone number.
    - v. Statement that any person may submit written comments and appear at the public hearing, if applicable.
    - vi. A statement that comments will be received on environmental issues, any environmental documents related to the proposed action, the SEPA status, and the appeal deadline for SEPA.
    - vii. A statement that written comments and oral testimony at a hearing will be made a part of the record, if applicable.
    - viii. A statement, in bold type, that only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision.
    - ix. Date and time by which any written comments must be received on the notice of application; and
    - x. Date of the application and date of the notice of complete application.
  - b. In addition, for Type III project permit application:
    - i. Notice of community meeting: Date, time, and place of the meeting.
    - ii. Notice of public hearing: Date, time, and place of a public hearing.

**B. Sign.**

Posted notice is given by installation of a sign on the site of the proposal adjacent to the most heavily traveled public street and located so as to be readable by the public. The director may require more than one sign if the site fronts on more than one arterial or contains more than three hundred feet of frontage on any street.

- 1. The posted notice sign must meet the following specifications:
  - a. It measures a minimum of four feet by four feet, but sign size may be increased in order to contain all of the required information.
  - b. It is constructed of material of sufficient weight and strength to withstand normal weather conditions.
  - c. It is white with red lettering.
- 2. Posted notices must contain the following information:
  - a. The first line of text on the sign in four-inch letters reads: "NOTICE OF COMMUNITY MEETING" or the applicable notice type.
  - b. The second line of text on the sign in three-inch letters reads: "PROPOSED CONDITIONAL USE PERMIT, File #Z----- -CUP" or some other appropriate description of the proposed action.

- c. The third line of text on the sign in three-inch letters reads: "COMMUNITY MEETING ON/PUBLIC HEARING ON/COMMENTS DUE BY (date, time, and location)."
- d. The subsequent line(s) of text, in three-inch letters, read as follows depending on the proposal:

| <b>TABLE 17G.060-2<br/>CONTENT OF PUBLIC NOTICE</b><br>(Click here to view PDF)  |                    |                     |                      |
|--|--------------------|---------------------|----------------------|
| Content of Public Notice   | Type I Application | Type II Application | Type III Application |
| Proposed Use   | X                  | X                   | X                    |
| Proposed Zone  |                    |                     | X [2]                |
| Proposed Standard  |                    |                     | X [3]                |
| Project Name   |                    | X                   | X                    |
| Acreage  |                    | X [1]               | X [1]                |
| # of Lots  |                    | X [1]               | X [1]                |
| Notes:<br>[1] Preliminary Plat, BSP, PUD, Short Plat<br>[2] Rezone<br>[3] For applications which modify a development standard |                    |                     |                      |

- e. The applicant (or agent) name and phone number, the SEPA status, and the deadline for appeal of the SEPA determination.
- f. The last line of text on the sign in three-inch letters reads: "FOR INFORMATION: (City contact telephone number and web page address where additional project information may be found)."
- g. The following figures illustrate posted notice signs:

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| <b>Example "A"</b>   |
| <p style="color: red; margin: 0;">NOTICE OF PUBLIC HEARING<br/>         PROPOSED ZONE CHANGE, FILE #Z2003-01-ZC<br/>         PUBLIC HEARING ON : 1/1/2004 AT 9:00 A.M.<br/>         LOCATED: COUNCIL BRIEFING RM., CITY HALL<br/>         Proposed Zone: C1<br/>         Proposed Use: Warehouse<br/>         Applicant/Agent: John Doe, Phone (509) 999-0001<br/>         SEPA: DNS, appeal deadline 12/24/03<br/>         FOR INFORMATION: (509) 625-6300<br/> <a href="https://my.spokanecity.org/projects/example/" style="color: red;">https://my.spokanecity.org/projects/example/</a></p> |
| <b>Example "B"</b>   |

**NOTICE OF SEPA/APPLICATION**  
**BUILDING PERMIT, FILE #B0300001**  
**PUBLIC COMMENT DUE : 1/1/2004 AT 9:00 A.M.**  
**LOCATED: COUNCIL BRIEFING RM., CITY HALL**  
 Proposed Use: Commercial  
 Applicant/Agent: John Doe, Phone (509) 999-0001  
 SEPA: DNS, appeal deadline 12/24/03  
**FOR INFORMATION: (509) 625-6300**  
<https://my.spokanecity.org/projects/example/>

C. Posting.

Posting of the notice as a letter, identical in form and content to individual written notice, shall be posted at “official public notice posting locations,” including:

1. The main City public library and the branch library within or nearest to the area subject to the pending action;
2. The space in City Hall officially designated for posting notices; and
3. Any other public building or space that the city council formally designates as an official public notice posting location, including electronic locations.

D. Newspaper notice is published in a legal newspaper of general circulation. The contents of the newspaper notice are as prescribed in subsection (A)(2) of this section.

Newspaper notices are published on the same day of two consecutive weeks, the first no later than the number of days specified for the particular application type specified in this chapter.

E. Other Notification.

The hearing examiner, with respect to permit applications for non-site specific issues, such as essential public facilities, may require or provide for such alternative or additional notice as deemed necessary and appropriate to serve the public interest. A notification plan may be required of the applicant by the hearing examiner indicating the form and time of notice appropriate to the scope and complexity of the proposed project.

**Section 3. Amend Table 17G.060-3 as follows:**

| <b>TABLE 17G.060-3</b><br><b>TYPE OF PUBLIC NOTICE REQUIRED / PROJECT PERMIT REVIEW PROCESS</b><br><a href="#">(Click here to view PDF)</a> |                                    |                              |                                 |                        |                            |                                 |
|---|------------------------------------|------------------------------|---------------------------------|------------------------|----------------------------|---------------------------------|
| <b>Project Permit Type</b>  | <b>Notice of Community Meeting</b> | <b>Notice of Application</b> | <b>Notice of Public Hearing</b> | <b>Review Official</b> | <b>City Council Review</b> | <b>Expiration of Permit [1]</b> |

| <b>Building and Code Enforcement – Type I Application</b> |                     |  |           |                          |           |                 |
|---|---------------------|--|-----------|--------------------------|-----------|-----------------|
| Building Permit   | No                  | <del>((Legal/ Individual))</del><br>No     | No        | Building Official        | No        | 180 days        |
| Grading Permit  | No                  | <del>((Legal/ Individual))</del><br>No     | No        | Building Official        | No        | 180 days        |
| Demolition Permit   | No                  | <del>((Legal/ Individual))</del><br>No [5] | No [2]    | Building Official        | No        | 180 days        |
| <u>Building Permit with SEPA</u>                          | <u>No</u>           | <u>Posted / Legal</u>                      | <u>No</u> | <u>Building Official</u> | <u>No</u> | <u>180 days</u> |
| <u>Grading Permit with SEPA</u>                           | <u>No</u>           | <u>Posted / Legal</u>                      | <u>No</u> | <u>Building Official</u> | <u>No</u> | <u>180 days</u> |
| <u>Demolition Permit with SEPA</u>                        | <u>No</u>           | <u>Posted / Legal [5]</u>                  | <u>No</u> | <u>Building Official</u> | <u>No</u> | <u>180 days</u> |
| <b>Planning Services – Type I Application</b>             |                     |  |           |                          |           |                 |
| Floodplain with SEPA                                      | Posted / Individual | Posted / Individual                        | No        | Planning Director        | No        | 180 days        |
| <b>Planning Services – Type II Application</b>            |                     |  |           |                          |           |                 |
| Binding Site Plan   | No                  | Posted / Individual                        | No        | Planning Director        | No        | 5 years         |
| Certificate of Compliance                                 | No                  | Posted / Individual                        | No        | Planning Director        | No        | None            |
| Conditional Use Permit                                    | No [3]              | Posted / Individual                        | No        | Planning Director        | No        | 3 years         |

|  |                     |                     |                                    |                   |     |                                |
|--|---------------------|---------------------|------------------------------------|-------------------|-----|--------------------------------|
| Plans-in-lieu  | No                  | Posted / Individual | No                                 | Planning Director | No  | 3 years                        |
| Shoreline SDP  | No                  | Posted / Individual | No                                 | Planning Director | No  | Must Comply with WAC 173-27-90 |
| Short Plat   | No                  | Posted / Individual | No                                 | Planning Director | No  | 5 years                        |
| <b>Planning Services – Type III Application (Hearing Required)</b> |                     |                     |                                    |                   |     |                                |
| Certificate of Compliance  | Posted / Individual | Posted / Individual | Posted / Individual                | Hearing Examiner  | No  | None                           |
| Conditional Use Permit   | Posted / Individual | Posted / Individual | Posted / Individual                | Hearing Examiner  | No  | 3 years                        |
| Floodplain Variance  | Posted / Individual | Posted / Individual | Posted / Individual                | Hearing Examiner  | No  | 3 years                        |
| Long Plat  | Posted / Individual | Posted / Individual | Newspaper /<br>Posted / Individual | Hearing Examiner  | No  | 5 years                        |
| Plans-in-lieu  | Posted / Individual | Posted / Individual | Posted / Individual                | Hearing Examiner  | No  | 3 years                        |
| PUD  | Posted / Individual | Posted / Individual | Posted / Individual                | Hearing Examiner  | Yes | 5 years [4]                    |
| Rezone   | Posted / Individual | Posted / Individual | Posted / Individual                | Hearing Examiner  | Yes | 3 years                        |
| Shoreline CUP  | Posted / Individual | Posted / Individual | Posted / Individual                | Hearing Examiner  | No  | Must Comply with WAC 173-27-90 |
| Shoreline Variance   | Posted / Individual | Posted / Individual | Posted / Individual                | Hearing Examiner  | No  | Must Comply with WAC 173-27-90 |
| Skywalk  | Posted / Individual | Posted / Individual | Posted / Individual                | Hearing Examiner  | Yes | 2 years                        |

|          |                     |                     |                     |                  |    |         |
|----------|---------------------|---------------------|---------------------|------------------|----|---------|
| Variance | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | No | 3 years |
|----------|---------------------|---------------------|---------------------|------------------|----|---------|

Notes:

[1] Approval expires after the specified time if no permit to develop the project is issued by the City of Spokane or building permit expires without completion of the improvements.

[2] Public Hearing is required if the structure is on the National Historic Register.

[3] Conditional Use Permits required under [SMC 17C.110.110](#), Limited Use Standards for Religious Institutions and Schools, will complete posted/individual notification requirements for a Community Meeting.

[4] If a PUD is approved together with a preliminary plat, the expiration date for the PUD shall be the same as the expiration date of the preliminary plat.

[5] Applications for demolition permits for the demolition of an entire building or structure shall, in addition to any applicable requirements under chapter 43.21C RCW, be subject to a ten day review and comment period. This review and comment period shall run concurrently with any other applicable notice and comment period. Following receipt of such applications, copies shall be forwarded to the individual(s) designated pursuant to SMC 4.27.010(D) to receive written notice on behalf of the neighborhood council in which the building or structure is located, at the address for such neighborhood council designee(s) that is on file with the department. Any comments submitted to the department by the neighborhood council during this review and comment period shall be provided to the applicant prior to issuing the demolition permit.

**Section 4. Amend SMC 17G.060.190 as follows:**

[Section 17G.060.190](#) Notice of Decision

- A. Decisions on Type I, II, and III project permit applications are made by the hearing examiner or director within ten days of the date the record is closed. The time for decision may be extended if the applicant agrees in writing. Subject to chapter 36.70B RCW, the time for decision may also be extended to allow time for additional public comment if the hearing examiner or director determines that notice was not properly mailed or posted; provided, a person is deemed to have received notice if that person appears at the hearing or submits timely written comments, even if notice was not properly mailed or posted. In making the decision, the hearing examiner or director may approve, approve with conditions, or deny the permit application. The decision is made in writing.
- B. Within seven days of making the decision, the hearing examiner or director causes notice of decision to be provided as follows:
  - 1. Written notice of decision is provided by the decision-maker concurrent to the decision.
  - 2. Notice of a decision denying a permit application is given to the applicant. A full copy of the decision and any conditions of approval accompanies the notice of the decision to the applicant.



3. Notice of all other decisions is given to the applicant, all parties of record, and all persons who have requested to be given notice.
4. Notice of decision for Type I permit applications shall be the permit. For Type II and III permit applications the decision includes the following information:
  - a. Location of the property.
  - b. Description of the proposed action.
  - c. Name, address, and office telephone number of the City official from whom additional information may be obtained.
  - d. Applicant name and number.
  - e. The decision made, including the environmental threshold determination.
  - f. A list of persons who testified in person or in writing, or a summary of such a list.
  - g. A list of exhibits or a summary of such a list.
  - h. A statement of the decision criteria governing the application.
  - i. A statement of the comprehensive plan policies governing the application.
  - j. Findings of fact and conclusions relating the proposal to the decision criteria governing the application and which form the basis for the decision.
  - k. A statement that a full copy of the decision may be obtained from the designated official for the cost of reproduction.
  - l. The last date the decision may be appealed.
  - m. The place the appeal must be filed.
  - n. A statement of the fee to be charged for an appeal and the approximate cost to prepare any required transcripts.
  - o. A statement that the decision will be final unless appealed; and
  - p. The signature of the person making the decision.
- C. If the decision on a Type II or III project permit includes conditions of approval, a covenant must be recorded in the Spokane County auditor's office identifying the restrictions to use and development of the property exist. The covenant must be filed within the approval time limits of the permit or the approval becomes void. For rezones, the hearing examiner does not forward the rezone to the city council until the covenant has been filed.
- D. The decision for a shoreline substantial development permit, shoreline conditional use permit, or shoreline variance must contain a statement that construction pursuant to the permit shall not begin and is not authorized until twenty-one days from the "date of filing" by department of ecology as defined in RCW 90.58.140(6) and WAC 173-27-130, or until all review proceedings initiated within twenty-one days from the date of such filing have been terminated; except as provided in RCW 90.58.149(5)(a) and (b).
- E. Notice of decision for a shoreline substantial development permit, shoreline conditional use permit, or shoreline variance shall be submitted to the department of ecology along with a permit data sheet (Appendix A, WAC Chapter 173-27). For a shoreline conditional use permit or a shoreline variance, there is a thirty-day review by department of ecology. After this period, the department of ecology shall render and transmit to the City of Spokane and the applicant a final decision approving, approving with conditions, or disapproving the permit. The planning director shall provide notification within seven days of the department of ecology's final decision to those interested persons having requested notification.

**Section 5. Amend SMC 17G.050.310 as follows:**

[Section 17G.050.310](#) Right of Appeal

- A. The applicant ~~((ef))~~ or a person with standing as defined in [chapter 17A.020 SMC](#) may appeal to the hearing examiner a decision of the director of planning services, engineering services, the building official, the responsible official under SEPA as provided in [SMC 17G.060.210](#) and the landmarks commission related to applications for certificate of appropriateness and determination of eligibility under [SMC 17D.040.230](#) by filing with the permit application department a written appeal within fourteen days of the date of the written decision. For purposes of this section, the neighborhood council in which the property to which the decision being appealed is located shall have standing, subject to the neighborhood council demonstrating that it adhered to established bylaws in making the decision to bring the appeal.
  - B. The applicant, a person with standing, or a City department may appeal to the city council any decision of the hearing examiner, except as provided in [SMC 17G.060.210](#), by filing with the permit application department a written appeal within fourteen days of the date of the written decision of the hearing examiner.
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## **Section 7. Amend SMC 17G.050.140 as follows:**

Administration and Procedures

[Chapter 17G.050](#) Hearing Examiner

Article II. Procedures

[Section 17G.050.140](#) Effect of Notice

- A. Failure of a person entitled to notice to receive notice does not affect the jurisdiction of the hearing examiner to hear the application at the time and place scheduled and to render a decision, if the notice was properly mailed and posted.
- B. A person is deemed to have received notice if that person appears at the hearing or submits a written statement regarding the hearing even if notice was not properly mailed or posted. Subject to chapter 36.70B RCW, the hearing examiner may continue the hearing date and extend the comment period to allow such persons additional time to respond.
- C. Subject to paragraph B of this section, ~~((If required notice is not given and actual notice not received))~~ if the hearing examiner determines that any notice required under chapter 17G.060 SMC has not been provided, the hearing examiner may reschedule the hearing or keep the record open on the matter to receive additional evidence.