



Planning Department

# Administrative Appeal Procedure

**AHMC**  
(Airway Heights Municipal Code)  
**14.06.010**

1208 S. Lundstrom, 13120 W. 13<sup>th</sup>, Airway Heights, WA. 99001 Phone: 509.244.2552 Fax: 509.244.4746

## Appeal of administrative interpretations and approvals (AHMC 14.06.010)

*"Administrative interpretations and administrative approvals may be appealed, by applicants or parties of record, to the City Council."*

### WHAT TO SUBMIT (AHMC 14.06.040)

All applications shall, at a minimum, include the following and any additional information deemed necessary by the City Planner:

- Payment of appropriate fees
- Completed General Land Use Application form
- Completed Notice of Appeal Supplemental Information Form

### ADMINISTRATIVE APPEALS (14.06.030)

Administrative interpretations and administrative approvals may be appealed, by applicants or parties of record, to the City Council. Appeals of administrative decisions authorized by the AHMC must be filed with the City Planner within ten (10) days after the date of the recommendation or decision of the matter being appealed, except a judicial appeal.

### ADMINISTRATIVE APPEALS PROCESS

Upon receipt by the City Planner of the application information, a hearing date will be set with the Airway Heights City Council. Notice of the public hearing shall be provided as follows:

1. Publication of at least fifteen (15) days before the date of an appeal hearing in the official newspaper; and
2. Mailing at least fifteen (15) days before the date of an appeal hearing, to all property owners as shown on the records of the county assessor and to all street addresses of properties within three hundred (300) feet, not including street rights-of-way, of the boundaries of the property which is the subject of the hearing. Addressed, pre-stamped envelopes shall be provided by the applicant; and
3. Posting at least fifteen (15) days prior to the meeting, hearing, or pending action in three public places where ordinances are posted.. In addition, at least one notice must be posted on the subject property and must consist of a four (4) foot by eight (8) foot all weather sign, with four inch tall lettering. The posted sign must clearly indicate the purpose of the hearing.

The public notice shall include a general description of the proposed project, action to be taken, a non-legal description of the property or a vicinity map or sketch, the time, date and place of the public hearing, and the place where further information may be obtained.

If for any reason, the hearing cannot be completed on the date set in the public notice, the hearing may be continued to a date certain and no further notice is required.

The public hearing shall serve to create or supplement an evidentiary record upon which the City Council will base its decision. Testimony may be provided by the City Planner, appellants, and others deemed necessary by the Council. Rebuttal, response, or clarifying statements may be provided by the staff and applicant. At the close of the evidentiary portion of the public hearing, the Council will deliberate on the matter and issue its decision.

A written notice of a final decision shall be sent to the applicant and all parties of record. Appeals of a final decision of the City Council shall be filed with the Spokane County Superior Court within twenty-one (21) days of the issuance of their decision.

### CONTACTS

#### City of Airway Heights

Planning Department	509.244.2552
Building Department	509.244.5514
Fire Department	509.244.3322
Public Works	509.244.5429

### DISCLAIMER

This form is not intended to be a complete and comprehensive list of all information that will be required as projects vary in complexity and scope. It is the responsibility of the applicant to provide all necessary information. It is highly recommended that the applicant visit the Planning Department prior to submitting a formal application.