



Planning Department

Zoning Code Amendment Rezone Procedure

AHMC
(Airway Heights Municipal Code)
17.03.070

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

ZONING CODE AMENDMENT (AHMC 17.03.070)

The City may amend the zoning title or map when it finds that any of the following applies:

1. Such amendment is consistent with the comprehensive plan and is not detrimental to the public health, safety, and welfare;
2. Change in economic, technological, or land use conditions has occurred to warrant modification of the zoning title or map;
3. An amendment is necessary to correct an error in the zoning title or map;
4. An amendment is necessary to clarify the meaning or intent of the zoning title or map;
5. An amendment is necessary to provide for a use or uses that were not previously addressed;
6. Those amendments deemed necessary by the planning commission and/or the city council.

Amendments to the zoning map may be initiated by the Planning Commission upon its own motion, or by the City Council, provided due notice is posted and public hearing is held as prescribed by law; or amendments may be initiated by individual property owners or by a petition of property owners, which petition shall contain the signatures of sixty-one percent (61%) of the property owners within a radius of three hundred (300) feet of the subject property, exclusive of public rights-of-way.

Amendments to the zoning **map or text** may be initiated by the Planning Commission upon its own motion, by the City Council, provided due notice is posted and public hearing is held as prescribed by law; or by individual property owners and/or citizens of Airway Heights.

Following any informal meeting, a formal meeting shall be scheduled with City staff and interested parties to discuss, in specific terms, the proposed development, city design standards, needed permits and/or approvals, environmental review (if needed), fees, process, and processing schedule.

WHAT TO SUBMIT (AHMC 17.03.110,C)

All applications shall include the following, including any additional information deemed necessary by the City Planner:

- Payment of appropriate fees
- Completed General Land Use Application Form
- Proof of ownership (deed or other related document)
- Site plan consistent with the requirements of AHMC 17.03.110,C,1.
- State Environmental Policy Act (SEPA) Checklist (if applicable)
- A signed and completed "Agreement to Pay Fees" (if applicable)

PRE-APPLICATION (AHMC 14.03.020)

All applicants for a zoning code amendment are encouraged to participate in an optional informal meeting with city staff prior to the formal application meeting. The purpose of this meeting is to discuss, in general terms, the proposed development, city design standards, alternatives, and required permits and approvals.

DETERMINATION OF COMPLETENESS (AHMC 14.03.040)

Within twenty-eight (28) days of receiving a date-stamped application, the City Planner shall review the application together with all required information and provide the applicant(s) with a written determination that the application is complete or incomplete.

TECHNICAL REVIEW COMMITTEE (AHMC 14.03.050)

Following the issuance of a letter of completeness, the City Planner will schedule a Technical Review Committee meeting (TRC) composed of all affected city departments, utility districts, and other agencies or entities with jurisdiction. The purpose of this meeting is to gather input from other entities regarding compliance with all appropriate laws.

PUBLIC NOTICE (AHMC 14.04)

Upon receipt of a completed application, a public hearing will be scheduled with the Airway Heights Planning Commission. Hearings are open to the public and any person may support or object to the granting of any land use approval.

Notice of Development Application (AHMC 14.04.010,B)

Within 14-days of issuing a determination of completeness, the City Planner will prepare a notice of development application. The notice shall include such information as, the name of the applicant, date of application, the date of the letter of completeness, the location of the project, project description, the requested approvals, actions, studies, and/or other requirements, identification other permits not included in the application to the extent known by the City, identification of existing environmental documents and location for review, city staff contact and phone number, any preliminary decision including an indication of preliminary threshold decision by the responsible official.

Public Hearing Notice (AHMC 14.04.030,A)

Notice of public hearings will be provided by the following means:

1. Publication of at least fifteen (15) days before the date of a public meeting, hearing, or pending action in the Spokesman Review; and
2. Mailing at least fifteen (15) days before the date of a public meeting, hearing, or pending action 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 of the boundaries of the property which is the subject of the meeting or pending action. 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 (1) notice shall be posted on the subject property and shall consist of a four (4) foot by eight (8) foot all weather sign, with four (4) inch tall lettering. The posted sign must clearly indicate the name and/or type of development proposed, the developer or applicant's name, the time, date, and place of public hearing, and the place where further information may be obtained.

HEARING (AHMC 14.05.040)

The Planning Commission shall conduct a public hearing on zoning code amendment proposals for the purpose of taking testimony, hearing evidence, considering the facts germane to the proposal, and evaluating the proposal for consistency with the City's development code, adopted plans and regulations.

FINAL DECISION (AHMC 17.03.140,A)

Upon conclusion of the public hearing, the Planning Commission will, within ten (10) days, prepare a written report, findings of fact, conclusions, and recommendation to the City Council. The Council will then make a final decision regarding the amendment proposal.

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

Spokane County

Assessor	509.477.3696
Auditor	509.477.2270
Treasurer	509.477.2270
Regional Health District	509.324.1500
Air Pollution Control Auth.	509.477.4727

NOTES

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.