Legislative Decisions

Applies to: • Zoning Code Amendments • Annexations • Comprehensive Plan Implementation (Zoning, Platting, and Subdivision Regulations) • Comprehensive Plan Amendments (can only be filed in the annual review cycle outlined in Chapter 17.17)

1 Completeness Review

QMC 17.05

Application Received by SCJ & City

Date stamp marks the start of the clock

Review for Completeness within 28 Days

SCJ goal: review within 10 days

Complete?

N → Issue Notice of Incomplete to applicant → Applicant must submit missing materials/info

Y → Issue Notice of Complete to applicant

2 Agency/Staff Review

QMC 17.05

Issue Agency Referral at same time as Notice of Complete (if necessary)

Prepare initial review and staff analysis/ staff report

3 Public Notice

QMC 17.07

Issue Notice of Application (NOA) within 14 days of Notice of Complete

(14 day comment period)

Issue Notice of Public Hearings (jointly with NOA if possible)

Issue SEPA Deter-mination (if ODNS, issue jointly with NOA)

(14 day comment period)

4 Public Hearing

QMC 17.09.030

Deliver staff reports 7 days prior to public hearing

Planning Commission Public Hearing → Commission will make recom-mendation

City Council Public Hearing → Council will make motion to approve, deny, or approve with conditions

5 Appeals

QMC 17.09.035

Appeal Period lasts for 10 days following the City Council's decision

Appeal Submitted?

Y → City shall schedule a hearing consis-tent with QMC 17.09.035 → Ruling in favor of appellant and application denied or remanded for further proceedings; Ruling in favor of applicant (may have conditions)

N → Decision becomes final

Notice Requirements

QMC 17.07.030

Notice of Public Hearing Requirements

10 days minimum notice for all of the below:

- Publish in the newspaper
- Mail to property owners within 300 feet of the site
- Notice posted on property
- Notice posted on city website and noticing boards

QMC 17.07.010

Notice of Application (NOA) Requirements

- Application info and contact info
- 14 day minimum comment period and dates
- Published in newspaper
- Notice posted on property
- Notice posted on city website and noticing boards

Notes

QMC 17.09.100

Final decisions on land use applications may be appealed to the Grant County Superior Court within 21 days of the decision per RCW 36.70C

CITY OF QUINCY