

October 2011

OVERVIEW OF PLANNING SERVICES



Planning Services Department

Overview of the Planning Department

□ **The Service We Provide:**

The Planning Service staff facilitates public processes and provides technical assistance to the public and various boards and commissions. The department focuses on issues related to city growth and development applications. This often results in recommendations to the City Plan Commission, Hearing Examiner, Design Review Board, or the City Council.

Overview Cont...

- **We measure our progress by:**
 - ▣ the vitality of Spokane's economy,
 - ▣ the health of Spokane's physical environment, and
 - ▣ opportunities all citizens have to improve their quality of life.
- **Our Mission Statement:**

"We work with the community to achieve its desired future."



PLANNING SERVICES
DEPARTMENT



Long Range and Current Planning

Long-Range Planning

- The primary purpose of Long-Range Planning is to prepare and maintain the City's Comprehensive Plan, which guides the future development of the City and its Urban Growth Area (UGA). Long Range Planning is responsible for researching, analyzing, and working with the public on land use policies. Spokane has an extensive history and tradition of working with citizens to ensure that the public's values are expressed through land use planning documents that provide a vision of a vibrant and balanced community. Staff also provide resources for other City departments, City Council, Plan Commission, Design Review Board, and state agencies.

General Long Range Projects

- GMA & SMA State Compliance
- Comprehensive Plan Implementation
- Unified Development Code Projects, such as:
 - ▣ Shoreline Management
 - ▣ Critical Area Ordinances
 - ▣ Sign Code
- Center & Corridor Planning
- Neighborhood Planning

Recent Long Range Projects:

- Shoreline Master Program Update
- Downtown Development Code and Design Guideline Update
- Downtown Parking Study Update
- West Plains Annexation Land Use Designations and Zoning
- Airfield Overlay Zoning and Comprehensive Plan Policy
- Infill Housing - Residential Code Update
- Master Bike Plan
- Urban Growth Area Update - Land Quantity Analysis
- Pedestrian Plan Update
- Public Participation Resource Guide for Capital Programs

Long Range Planning Resources

- [The Comprehensive Plan](#)
- [Neighborhood Planning](#)
- [Zoning and Land Use Maps](#)
- [Shoreline Master Program](#)
- [Master Bike Plan](#)
- [Long Range Planning Staff](#)

Current Planning

- Assists applicants in the development process while safeguarding the public's interest in maintaining Spokane's quality of life. The specific work for this Section includes the following areas:
 - ▣ Processing of applications for requests such as Rezones, Conditional Use Permits, Variances, and Street Name Changes.
 - ▣ Responds to inquiries about how property within the city is zoned, what uses are allowed in those zones, and how property can be developed within the zones.
 - ▣ Reviews permits for new fences, garages, and adjustments to property lines.
 - ▣ Review of Sign Permit applications.

Current Planning Cont...

- ▣ Processing of applications for specific uses such as Day Care Facilities, Home Occupations, and Drive-Through Espresso Stands.
- ▣ Reviews all new commercial development within the city.
- ▣ Subdivisions, including Short and Long Plats (Preliminary and Final), Binding Site Plans, and Planned Unit Developments (PUDs).
- ▣ Review of Building Permits for compliance with the City's zoning standards. This includes review of permit applications for commercial and office development, garages and other accessory buildings, fences, other new construction activity.
- ▣ Also supports the Hearing Examiner, Plan Commission, and City Council in the public hearing process.

Planning Application Summary Sheets (PASS)

- One-page summary sheets for all of the active applications being processed by the Current Planning Section. The types of applications included in the summary sheets are: plats, planned unit developments, conditional use permits, variances and shoreline conditional use permits. The Application Summary Sheets are updated weekly.

Current Planning Resources

- [Planning Documents and Code References](#)
- [Land Use and Development Documents](#)
- [Design Review](#)
- [Planning Application Summary Sheets \(PASS\)](#)
- [Spokane Municipal Code](#)
- [Hearing Examiner Decisions](#)
- [Spokane City Map](#)
- [Current Planning Staff Contacts](#)

Plan Commission

- Established in 1910 and consists of ten members who serve without pay.
- The members include residents from diverse neighborhoods and council districts within the City with diverse professional backgrounds and citizens active in neighborhood or community affairs.
- Plan Commission provides advice and makes recommendations on broad planning goals and policies and other matters as requested by the City Council.

Plan Commission Cont...

- Plan Commission holds public hearings and makes recommendations to the City Council regarding the following matters:
 - Amendments to the City's Comprehensive Plan and the development regulations implementing the Comprehensive Plan;
 - Changes in the corporate limits of the City, including the land use designations and zoning to become effective upon the annexation of any area proposed for annexation or which might reasonably be expected to be annexed by the City at any future time.

Plan Commission Resources

- [Plan Commission Members](#)
- [Meeting Information](#)
- [Agenda and Minutes](#)
- [Items Currently Under Review by the Plan Commission](#)



Design Review Board

- The City's [Design Review Board](#) is comprised of citizens and practicing professionals who represent community interests including a diversity of design and technical professions. Board members are nominated by the Mayor, appointed by City Council, and serve without compensation.
- The Design Review Board meets on the second and fourth Wednesdays of each month at 5:30 pm in the Council Briefing Center, Lower Level, City Hall.

Design Review Board Cont...

- [Design Review Board Members](#)
- [Design Review Board Administration and Procedures](#)
- [Design Review FAQ](#)
- [Spokane Mayor's Urban Design Awards](#)

Ask Spokane

You may also contact us with your service requests, questions, or comments, via [Ask Spokane](#).

FOR MORE INFORMATION

Visit the Planning Services Department
on the 3rd floor of City Hall
808 W Spokane Falls Blvd.

Or

Call 625-6300

www.spokaneplanning.org

