



CITY OF SNOHOMISH

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DOCKET PROCESS

For more information, refer to Snohomish Municipal Code 14.15.020

WHAT IS THE DOCKET?

The docket is a process where the public may propose amendments to the Comprehensive Plan and the Land Use Development Code. The rules regarding the docketing process are found in Snohomish Municipal Code (SMC) 14.15.020.

There are two types of Comprehensive Plan amendments. Map amendments, sometimes referred to as rezoning, change the land use designation of specific parcels. Only the owners of the parcels may propose a site-specific rezone. Text amendments are proposals to change a policy.

Land Use Development Code amendments are proposals to change development regulations found in Title 14 SMC.

WHY IS THERE A DOCKET PROCESS?

The docket process provides the public with a way to propose changes to the Comprehensive Plan or development regulations directly to the City Council. It is designed to comply with the Washington State Growth Management Act's requirement to provide for meaningful public participation.

WHAT DOES MY APPLICATION NEED TO INCLUDE?

Docket applications are simple and straight forward. All you need to do is complete the application form and attach a letter describing why you are proposing the amendment. In other words, tell us why you think it is a good idea. There is no fee to submit a docket application.

WHAT HAPPENS AFTER I SUBMIT MY DOCKET APPLICATION?

First, staff will place all applications on a list which is called the "Preliminary Docket". Staff will conduct a brief analysis of the application and provide a description and recommendation to the City Council.

At a public hearing the City Council will consider all of the applications on the "Preliminary Docket" to determine which, if any, are to be placed on the "Final Docket". If you would like, you can provide

testimony at the hearing in support of your proposal. Placement on the "Final Docket" does not mean the proposal has been approved. Rather, it means the City Council has determined the proposal is worthwhile to at least investigate.

Items placed on the "Final Docket" will be thoroughly analyzed by staff then brought to the Planning Commission for consideration. After holding a public hearing, the Planning Commission will make a recommendation to the City Council which will then make a final decision.

For most proposals the process will take one year.

For site-specific rezone proposals to move forward after being placed on the Final Docket, applicants must submit a rezone application and pay the associated fees. No fee is required for the other types of proposals placed on the Final Docket.

WHERE ARE THE HEARINGS HELD?

Hearings are typically held in the George Gilbertson Board Room at 1601 Avenue D, Snohomish School Administration Building, and are open to the public.