

**CITY OF SULTAN
PUBLIC PARTICIPATION AND NOTICE PROCEDURES FOR
AMENDMENTS TO THE COMPREHENSIVE PLAN,
COMPREHENSIVE PLAN ELEMENTS, AND DEVELOPEMENT
REGULATIONS**

STEP 1: Proposed Amendment is initiated by:

- a. City Staff
- b. City Council
- c. Planning Board
- d. Property Owner

STEP 2: Prepare Public Information Binders for Public Review at City Hall, Reception Area and Sultan Branch of the Sno-Isle Regional Library. Update Binders as additional information becomes available throughout the review process.

STEP 3: SEPA Checklist on proposed Amendment(s) is prepared by Staff/Applicant and mailed to the applicable reviewing agencies for 14-day comment period. Mailing includes:

1. Determination (by SEPA Official)
2. Checklist
3. Proposed Amendment(s)

Example of reviewing agency: Department of Ecology, Corps of Engineers, Department of Fisheries, Snohomish County, Washington State Department of Transportation, Tulalip Tribes, Department of Community Trade and Economic Development (CTED)

STEP 4: SEPA Determination including comment period is

- 1) Published in the Everett Herald (required by Code.)
- 2) Posted at City Hall (required by Code)
- 3) Posted at the Post Office (required by Code.)
- 4) Posted on City Web Site, and other available sites of known interest.
- 5) E-mailed to Parties of Interest who have requested a notice.
- 6) Posted in the Public Information Binder on Public Review and Public Document and Notice Table in City Hall Reception Area.

STEP 5: Proposed amendment is mailed or e-mailed to State Department Community Trade and Economic Development (CTED) for their 60-day review period. City advises CTED of the proposed Public Hearing schedule for Amendment.

STEP 6: First Public Hearing is scheduled before Planning Board (This can occur *during or after* CTED Review).

- STEP 7:** Publish the Planning Board Public Hearing Date:
·Everett Herald
·Post at City Hall & Post Office
·Post on City Web Site, and other available sites of known interest
·Post on Public Access Channel
·Agenda e-mailed to parties of interest who have requested notification.
·Post on City Utility Bills
(Note: Continued Hearing dates are published and posted)
- STEP 8:** Public Hearing conducted before the Planning Board
- STEP 9:** Planning Board Recommendation on Amendment forwarded to City Council.
- STEP 10:** Council Agenda Item: Public Hearing Request to set date of City Council Public Hearing (Second Public Hearing) from Staff –Council Approval required.
- STEP 11:** Publish the City Council Public Hearing dates:
·Everett Herald (Required by Code)
·Post at City Hall & Post Office (Required by Code)
·Post on City Web Site and other available sites of known interest
·Post on Public Access Channel
·Agenda e-mailed to parties of interest who requested notification
Post on City Utility Bills
- STEP 12:** City Council conducts Second Public Hearing and considers Planning Board Recommendation.
- STEP 13:** First Reading of Ordinance on City Council Agenda/Meeting. (Public Comments are taken on Agenda items by City Council).
- STEP 14:** Second Reading of Ordinance on City Council Agenda/Meeting (Public Comments are taken on Agenda items by City Council).
- STEP 15:** If adopted, the Ordinance Amending the Regulation(s) is published, and Effective, 5-days after Publication Date.
- STEP 16:** Copies of Revised Regulation(s) distributed to interested parties.

***NOTE:** The Regulation Amendment Process, depending on Public Hearing(s) and reviews involves approximately 120-days. The Comprehensive Plan Amendment Process may involve 12-months.