



**COMMUNITY DEVELOPMENT
DEPARTMENT**

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Citizen's Guide to the Comprehensive Plan Annual Amendment Process

The annual amendment process for Snoqualmie 2044, the City Comprehensive Plan, is an opportunity for individuals, groups, or City staff to propose changes to the City Comprehensive Plan. Proposed amendments may include changes to policies, the future land use map, or other plan components. Amendments are considered once every year, except in the event of an emergency, allowing the City to review proposals concurrently to consider their cumulative effect. At the end of the cycle, staff assemble a docket (or list) of requested changes for City consideration. To ensure that all required information is received to consider proposed changes, proposals must be made by completely filling out the **Docket Form** available online or at City Hall. All docket proposals must be submitted **by October 31st**.

Copies of Snoqualmie 2032, the City Comprehensive Plan, and other City Plans are available for review at City Hall, at 38624 SE River St, Snoqualmie, or may be accessed through the [Community Development Department](#) page on the City website. Please call the Community Development office if you have questions or would like additional information about City plans, or the docketing and amendment process.

Note: This form may also be used to request amendments to the Shoreline Master Program, zoning code and City Development Regulations in the Snoqualmie Municipal Code, however these amendment may be made more often than once a year and are not required to conform to the below deadlines.

KEY DATES FOR AMENDMENT CYCLE

- November 1st Next year's Docketing Cycle begins.
- January, mid-month Docket list with staff recommendations sent to Planning Commission. Planning Commission sets Public Hearing for the first Monday in February to receive comments.
- February, 1st week Public Hearing before Planning Commission.
Planning Commission establishes formal work program for the docketing cycle, including hearings, deliberation, and recommendation to Council for proposed amendments.
- March 31st, *on/before* Staff recommended draft Plan amendments forwarded to the Planning Commission.
- April, 1st week Planning Commission Public Hearing on proposed amendments prior to final recommendation to City Council.
- April 30th, *on/before* Planning Commission recommended amendments forwarded to City Council.
- May and June City Council deliberates and acts upon Planning Commission recommendations.
- June Potential adoption by City Council of the proposed amendments.