

Spokane County Mental Health Crisis Stabilization Facility

1 - Administrative Review

Design Review Staff Report

June 3, 2020



Staff:

Dean Gunderson, Senior Urban Designer

Taylor Berberich, Urban Designer

Neighborhood & Planning Services
808 W. Spokane Falls Blvd.
Spokane, WA 99201

Applicants:

Jill Kurtz, NAC Architecture

ATTN: Bruce Russell

Design Review Board Authority

Spokane Municipal Code [Chapter 04.13](#) Design Review Board

A. Purpose. The design review board is hereby established to:

1. improve communication and participation among developers, neighbors and the City early in the design and siting of new development subject to design review under the Spokane Municipal Code;
2. ensure that projects subject to design review under the Spokane Municipal Code are consistent with adopted design guidelines and help implement the City's Comprehensive Plan.
3. advocate for the aesthetic quality of Spokane's public realm;
4. encourage design and site planning that responds to context, enhances pedestrian characteristics, considers sustainable design practices, and helps make Spokane a desirable place to live, work and visit.
5. provide flexibility in the application of development standards as allowed through development standard departures; and
6. ensure that public facilities and projects within the City's right of way:
 - a. wisely allocate the City's resources,
 - b. serve as models of design quality

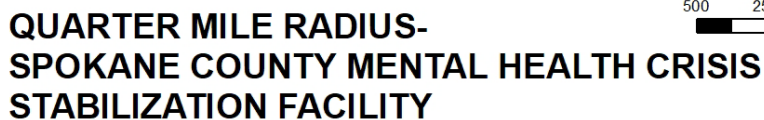
Under SMC [Section 17G.040.020](#) **Design Review Board Authority**, all public projects or structures are subject to design review. Recommendations of the Design Review Board must be consistent with regulatory requirements per [Section 17G.040.080](#) **Design Review Board**

Recommendations.




























Recommendations of the Design Review Board will be forwarded to the Planning Director and the chair of the West Central Neighborhood Council.

Project Description

Please see applicant's submittal information.



Legend

	Quarter Mile	Complete Streets	City Zoning		
	Site	 Bike/Pedestrian Path	 CB-150	 CC4-NC	 O-35
	Historic Property	 Pedestrian Street	 CB-55	 DTG	 OR-35
	STA Bus Stop	 Type I Complete Street	 CC1-NC	 DTG-70	 RHD-35
	STA Bus Route	 Type II Complete Street	 CC2-DC	 GC-70	 RHD-55
		 Type III Complete Street	 CC2-EC	 LI	 RMF
		 Type IV Complete Street	 CC4-EC	 O-150	 RTF

Character Assets



Figure 2. Existing Site Context

The project's exterior changes will consist of repairs and renovations to the existing structure- no changes to the site or additions to the building are proposed at this time.

Regulatory Analysis

Zoning Code Requirements

The property is zoned Commercial (GC-70). The applicant will be expected to meet zoning code requirements. Applicants should contact Current Planning Staff with any questions about these requirements.

Recommendations of the Design Review Board must be consistent with adopted regulations. The DRB may not waive any code requirements.

The Pre-dev report is attached at the end of this document.

Commercial Design Standards

Design standards in the code appear in the form of Requirements (R), Presumptions (P), and Considerations (C). Upon request of the applicant, the board may offer some flexibility from certain eligible code “design standards” if the board recommends that the proposed solution is equal or better than what is required, and still meets the purpose of the standard.

Section 17C.120.500 Design Standards Implementation:

The design standards and guidelines found in SMC 17C.120.510 through SMC 17C.120.590 follow [SMC 17C.124.015](#), Design Standards Administration. All projects must address the pertinent design standards and guidelines. Design standards are in the form of Requirements (R), Presumptions (P), and Considerations (C). Regardless of which term is used, an applicant must address each guideline. An applicant may seek relief through [chapter 17G.030 SMC](#), Design Departures, for those eligible standards and guidelines contained in the zoning code.

The applicant is encouraged to continue working with planning staff in the City of Spokane Development Services to ensure compliance with applicable design standards.

City of Spokane Comprehensive Plan
[Comprehensive Plan link](#)

Chapter 3: Land Use

LU 1 CITYWIDE LAND USE

LU 1.12 Public Facilities and Services: Ensure that public facilities and services systems are adequate to accommodate proposed development before permitting development to occur.

Chapter 4: Transportation

TR GOAL A: PROMOTE A SENSE OF PLACE

Promote a sense of community and identity through the provision of context-sensitive transportation choices and transportation design features, recognizing that both profoundly affect the way people interact and experience the city.

TR GOAL B: PROVIDE TRANSPORTATION CHOICES

Meet mobility needs by providing facilities for transportation options - including walking, bicycling, public transportation, private vehicles, and other choices.

TR GOAL C: ACCOMMODATE ACCESS TO DAILY NEEDS AND PRIORITY DESTINATIONS

Promote land use patterns and construct transportation facilities and other urban features that advance Spokane’s quality of life.

TR 1 Transportation Network For All Users

Design the transportation system to provide a complete transportation network for all users, maximizing innovation, access, choice, and options throughout the four seasons. Users include pedestrians, bicyclists, transit riders, and persons of all abilities, as well as freight, emergency vehicles, and motor vehicle drivers.

Guidelines identified in the Complete Streets Ordinance and other adopted plans and ordinances direct that roads and pathways will be designed, operated, and maintained to accommodate and promote safe and convenient travel for all users while acknowledging that not all streets must provide the same type of travel experience. All streets must meet mandated accessibility standards. The network for each mode is outlined in the Master Bike Plan, Pedestrian Master Plan, Spokane Transit’s Comprehensive Plan, and the Arterial Street map.

TR 14 Traffic Calming

Use context-sensitive traffic calming measures in neighborhoods to maintain acceptable speeds, manage cut-through traffic, and improve neighborhood safety to reduce traffic impacts and improve quality of life.

TR 18 Parking

Develop and administer vehicle parking policies that appropriately manage the demand for parking based upon the urban context desired.

Chapter 8: Urban Design and Historic Preservation

DP 1 PRIDE AND IDENTITY

DP 1.1 Landmark Structures, Buildings, and Sites

Recognize and preserve unique or outstanding landmark structures, buildings, and sites.

DP 2 URBAN DESIGN

DP 2.3 Design Standards for Public Projects and Structures

Design all public projects and structures to uphold the highest design standards and neighborhood compatibility.

DP 2.5 Character of the Public Realm

Enhance the livability of Spokane by preserving the city's historic character and building a legacy of quality new public and private development that further enriches the public realm.

DP 2.6 Building and Site Design

Ensure that a particular development is thoughtful in design, improves the quality and characteristics of the immediate neighborhood, responds to the site's unique features - including topography, hydrology, and microclimate - and considers intensity of use.

DP 3 PRESERVATION

DP 3.6 Publicly-Owned Historic Structures and Infrastructure

Require a critical review of a project prior to the removal or destruction of any publicly-owned building, structure, or site that is listed on, or is eligible for listing on the local, state, or national historic registers.

DP 3.11 Rehabilitation of Historic Properties

Assist and cooperate with owners of historic properties to identify, recognize, and plan for the use of their property to ensure compatibility with preservation objectives.

DP 3.12 Reuse of Historic Materials and Features

Encourage the deconstruction and reuse of historic materials and features when historic buildings are demolished.

Staff Recommendations

Staff recommends Administrative Design Review approval with the following conditions:

1. As the applicant has stated that there is a strong desire from the county to not provide any signage on the facility, out of an abundance of care for patients and the surrounding neighborhood, the applicant shall preserve the original "Spokane County Garage" painted sign on the western façade of the building by covering it with a primed & painted panel to match the adjacent brick. The attachments for the panel will be drilled into the mortar joints to preserve the face of the brick. (this will conserve the history of the structure while eliminating confusion, see Figure 3).



Figure 3. Existing "Spokane County Garage" painted sign to be restored

2. The applicant is encouraged to modify the proposed window fenestration pattern to mimic the glazing pattern of the original steel casement windows of the facility. It appears that the proposed security window system can accommodate an aluminum muntin grill that will match the original steel sashes for the industrial windows. (see Figure 4).



Figure 4. Existing casement window pattern

3. The applicant shall repair/replace the portions of the public sidewalk adjacent to the facility to ensure that such locations comply with ADA slope and cross slope requirements. There are three locations needing such repair/replacement (see Figures 5.1, 5.2, and 5.3)



Figure 5.1 Sidewalk needing to be repaired/replaced along N Cedar St.



Figure 4.2 Sidewalk needing to be repaired/replaced along W Gardner Ave.



Figure 4.3 Sidewalk needing to be repaired/replaced along W Gardner Ave.

Note

The recommendation of the Design Review Board does not alleviate any requirements that may be imposed on this project by other City Departments including the Current Planning Section of Planning and Development Services.

Policy Basis

Spokane Municipal Codes
City of Spokane Comprehensive Plan

Spokane County Mental Health Crisis Stabilization Facility

Administrative Review DRB Chair Recommendation

On behalf of the Design Review Board, under the authority granted to the Chair by Rule 24.1E of the Rules and Procedures of the Committee:

- ☒ I accept and concur with the staff recommendations, adopt these recommendations as my own findings, including the conditions recommended by staff, for the reasons stated.
- ☐ I accept and concur with the staff recommendations, adopt these recommendations as my own findings, including the conditions recommended by staff, for the reasons stated, with the following modifications:

- ☐ Upon the information provided by staff, the following are the Chair's recommendation, conditions and reasons: (attach other sheets as necessary)

The decision of the Chair of the Design Review Board may be appealed to the full Board by contacting the Board Secretary.



Kathy Lang, Chair, DRB

June 8, 2020

Date

cc: Louis Meuler, Interim Director of Planning Services
Tami Palmquist, Associate Planner, Current Planning Manager

Note: Supplementary information on file with City of Spokane Design Review Board.



Planning and Development
www.spokanecity.org

Pre-Development Conference Notes

Project Name: Spokane County Mental Health Diversion Center

To: Jill Kurtz
NAC Architecture
1203 W Riverside Ave
Spokane, WA 99201
jkurtz@NACARCHITECTURE.com

Phone: 509-838-8240

From: Tami Palmquist, Facilitator

Phone: 509-625-6157

Project Name: Spokane County Mental Health Diversion Center

Permit No.: B20M0037PDEV

Site Address: 1302 W Gardner Ave

Parcel No.: 35182.3701

Meeting Date: Thursday, March 26, 2020

Thank you for attending a Pre-Development meeting with the City of Spokane. Below are notes summarizing the information that was presented to you at your meeting on Thursday, March 26, 2020. These notes are broken down into three sections:

- Section 1: This section describes those proposed items specific to the building improvements with directives for code compliance addressed by the Building and Fire Departments as well as Spokane Regional Health District when warranted.
- Section 2: This section describes all issues outside of the building within the property boundaries including landscaping, parking requirements and accessibility, utilities, traffic, and refuse addressed by Planning, Engineering, Traffic, and Solid Waste Departments.
- Section 3: This section contains information for permit submittal, our intake process, and general information.

Please be advised that these notes are non-binding and do not constitute permit review or approval. The comments were generated based on current development standards and information provided by the applicant; therefore, they are subject to change. Comments on critical items will be highlighted in **bold** text.

Project Information:

- A. Project Description: Residential Treatment Facility. Renovate an existing building to provide a 46 bed residential treatment facility operated by Pioneer Health Services. This will be a locked facility.
- A. Scope and Size: The scope of work is a one story building 18,880 sf area on ground floor. The total area of the project is approximately 18,880 square feet. The occupancy is I-3. The facility is of Type VB construction.
- B. Special Considerations: Secure the site with an additional gate.

- C. Estimated Schedule: Submit plans in May.
- D. Estimated Construction Cost: \$6,700,000

Section 1 – Comments Specific to the Building

Dean Giles - Professional Plan Examiner - (509) 625-6121

1. The Plan Review will reflect the extent and completeness of the submitted documents.
Attached is a listing (by discipline) of the plans, specifications, and engineering details which should be submitted.

Tami Palmquist – Principal Planner (509-625-6157):

1. Please check in with Dean Gunderson to verify if Design Review will be required because this is a public project.
2. As you develop your plans, please review our design standards for commercial buildings, 17C.120.500-80 specifically:
 - a. Ground Floor Windows
 - b. Base/Middle/Top
 - c. Articulation
 - d. Prominent Entrance
 - e. Ground Level Details
 - f. Roof Expression
 - g. Treatment of Blank Walls

Dean Giles – Professional Plan Examiner – Fire Department Comments (509-625-6121):

1. Construction and demolition shall be conducted in accordance with IFC Chapter 33 and NFPA 241. Separation between occupied and construction areas is required to be reviewed and approved by the Fire Department.
2. The building is required to have fire sprinklers.
3. The building is required to have a fire alarm system.
4. The Fire Department requires annual operating permits for specific operations for buildings and sites in accordance with Section 105 of the Fire Code.
5. Fire extinguishers are required for A, B, E, F, H, I, M, R-1, R-2, R-3 and S occupancies in accordance with IFC 906 – Table 906.3(1).
6. Address numbers or other approved signs are required to be provided on the buildings in a visible location (IFC 505).
7. A Fire Dept key box is required.

Eric Meyer – Spokane Regional Health District (509-324-1582):

1. The Spokane Regional Health District has no comments at this time.

Section 2 – Comments Specific to the Site

Tami Palmquist – Principal Planner (509-625-6157):

1. This use has been determined to fall under the category of Medical Facility which is a permitted use in the GC zone.
2. Parking: *17C.230.130*
 - a. ** Please show parking calculations on your building plans when you submit for permit.
 - b. Medical Centers require a minimum of 1 parking stall per 500 square feet of floor area to a maximum of 1 parking stall per 200 square feet of floor area.
 - c. On street parking may count toward your required parking.
3. Pedestrian Standards: *17C.120.260*
 - a. Pedestrian connections shall not be less than five feet wide.
4. Landscaping: *17C.200.040*
 - a. If landscaping is proposed a Landscape Plan, signed by a registered Landscape Architect, is required for lots over 7,000 square feet in size.
 - b. A six-foot wide L2 landscape strip, including street trees, is typically required to screen parking lots from adjacent sidewalks.
 - c. In commercial zones all parking stalls shall be within sixty feet of a planted area with L3 open area landscaping. All individual planting areas within parking lots shall be at least one hundred fifty square feet in size.
5. Refuse: *17C.200.070*
 - a. All exterior refuse (including: garbage, recycling and yard debris) receptacles and refuse collection areas must be kept indoors or screened from the street and any adjacent properties by using one of the following methods:
 - i. An L1 visual screen.
 - ii. A six-foot high solid masonry wall or sight-obscuring fence five feet inside the property line with an L2 see-through buffer between the fence and the property line.
 - iii. A five-foot tall earth berm planted with L3 open area landscaping.
 - iv. Storage areas are not allowed within fifteen feet of a street lot line; and
 - v. Screening shall comply with the clear view triangle requirements defined in SMC *17C.122.135 (E)*. The director of engineering services may further limit the height of plantings, structures and other site development features within the clear view triangle or may expand the size.

Patty Kells – Traffic Engineering Assistant (509-625-6447):

1. Please show a complete site with all existing uses that will be in place for this change of use.
2. Adequate access and maneuvering for refuse/emergency vehicles is required per the City Standards and must be maintained during construction.
3. Any new or modified driveway access locations must be reviewed and approved by Traffic Engineering prior to permit issuance. All unused driveways must be removed and replaced with City standard curb and sidewalk.
4. All required parking, landscaping and onsite stormwater designs must be within the property lines.
5. Please dimension the parking stalls, accessible stalls and access aisles, travel lanes and driveway approaches on the site plan.

6. The parking stalls must be striped to current standards and for accessible barrier free parking spaces and aisles, they must be shown and comply with the City of Spokane Standard Plan G-54 & B-80A. An accessible route of travel connecting to the nearest accessible entrances and to the public sidewalk is required, with a marked accessible route of travel. All barrier free spaces and aisles need to be designed, drawn, and noted on the plans per these standards. Note on the site plan the van-accessible stalls and the sign locations. The access aisle for van accessibility must be eight feet wide.
7. Maintain clear view at all intersections, pedestrian ways, and driveways. Add the clear view triangle to the site and landscape plans for verification of any conflicts.
8. Regional pavement cut policy will be applicable.
9. Confine illumination lighting to the site.
10. A transportation impact fee for this project located in the Downtown Service Area will not be assessed with credit given for the previous uses.

Mike Nilsson – Engineer (509-625-6323):

1. Based on our records, there are multiple service connections to the parcel beginning in 1912. The most recent to this address is provided below. The condition of the existing service should be verified prior to construction.

Form No. 252-II		West 1302 Gardner Avenue	
Address		No 975 II	
PROFILE NO.		CITY OF SPOKANE	
2445		Commercial Side Sewer Permit	
Spokane County		ISSUED BY jee	
Owner M. M. Adams		Contractor	
Lot 10 Blk. 2		Addition Jenkin's 2nd Addition	
No. West 1302 Gardner Avenue		Width of Street 50 feet	
Location of TAP 90.4 feet south of manhole in block		Full conn. line	
Adams Street Sewer		Location at Property Line 38.8' N. of SE cor. of property	
Sampling Facility		Location	
Depth at Property Line 5' ft. At Building 5.0' ft.		Size of Pipe in Street 4" in. On Property 4" in. Material CI	
Class of Building Spokane County Garage Maintenance Bldg.		Date of Permit September 30, 1966 Date of Insp. 10-5-66	
Remarks K. Bldg. - 81.3' S. of NE cor. of bldg.		Work by M. M. Adams	
I hereby certify that I have inspected this connection and that it conforms to all the requirements governing such work. I further certify that the backfilling has been properly done and that the street is left in good condition.			
JAMES W. DAY		Supt. of Sewers	
Inspector		3218	

2. If a new commercial side sewer is needed, it shall be a minimum of six inches in diameter, have a minimum slope of two percent and 3.5 feet of cover where vehicular traffic passes over, two feet minimum in other areas. Sewer and Water separation requirements are 18 inches minimum vertical, five feet minimum horizontal. Sewer cleanouts shall be installed at every 100 feet and every angle 45 degrees or greater. Cleanouts are recommended outside of the building foundation. See City of Spokane Design Standards Section 4 for additional information on Sewers.

3. The project property is located within the General Facilities Charge (GFC) Waiver Zone, so GFCs will not be assessed for this project for new sewer or water service connections.
4. All storm water and surface drainage generated on-site must be disposed of on-site in accordance with *SMC 17D.060.140* "Stormwater Facilities". No site improvements are proposed and thus, stormwater improvements are not triggered.
5. Any drywells and subsurface drainage galleries (existing and proposed) for the site must be shown on the plans and registered with the Washington State Department of Ecology (DOE). Please send a copy of the completed registration form to the City of Spokane Development Services Center. See the following link at the Department of Ecology (DOE) website for information about the Underground Injection Control (UIC): <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Underground-injection-control-program>
6. Include a note stating that the Contractor is responsible for designating a location where concrete truck and equipment can be washed out. This area shall not be located near or draining into a storm drainage area, treatment area, or facility.
7. All cracked or broken curb and sidewalk will be repaired or replaced whether caused by construction or not and the following words must appear on the plan, "ALL BROKEN HEAVED OR SUNKEN SIDEWALK AND CURBS ADJACENT TO THE PROJECT WILL BE REPLACED OR REPAIRED" (*SMC 12.01.010*).

Dean Gile – Professional Plan Examiner – Fire Department Comments (509-625-6121):

1. An approximate site fire flow (obtained from IFC Table B105.1 and Table C105.1) is 1,500 GPM with automatic sprinklers throughout and requires one fire hydrant.
2. There are four existing fire hydrants in the area that are within 750' of the property, and two that are within 600' of all points of the building. Proposal appears to meet the requirements for fire flow.
3. Site fire flow will be required to be maintained or provided during construction.
4. Fire hydrant spacing shall not be more than 500 feet (along an acceptable path of travel), within 500 feet of the property line for non-sprinklered buildings and 750 feet of the property line for fire sprinklered buildings (*SMC 17F.080.030*).
5. For commercial buildings, fire hydrants are required to be along an acceptable path of travel within 400 feet to all points around the building without fire sprinklers (IFC 507.5.1), and 600 feet for commercial buildings with fire sprinklers (IFC 507.5.1, exception 2).
6. The proposal appears to meet the requirements of the Fire Code for fire access.
7. Fire Department approved all-weather access must be provided to within 150 feet of any point around the outside of a building (IFC 503.1.1). For fully sprinklered buildings, this is extended to 165 feet (IFC 503.1.1, exception 1). Dead-end roads longer than 150 feet need approved fire apparatus turn-arounds (IFC 503.2.5). Fire apparatus turning radius is 50 feet external, 28 feet internal (*SMC 17F.080.030.D.3*). Minimum height clearance is 13 feet-6 inches (IFC 503.2.1). Fire lanes will have a maximum slope of 10 percent (based on IFC 503.2.7).
8. Minimum width for fire access is 20 feet, unobstructed (IFC 503.2.1). Buildings exceeding 30 feet in height will be required to have a Fire Aerial Access lane of 26 feet wide along at least one side of each building (IFC D105.2).
9. Fire access will be maintained during construction. The fire lanes will be maintained with an all-weather surface (IFC 3310.1).

10. The installation of security gates or barriers on fire access roads shall be approved by the Fire Department (IFC 503.6). If access to the site is required to comply with the distances around the building, at least one access gate will be setback a minimum of 48' from the edge of pavement. Gate openings will be a minimum of 14' wide, and open gates will not obstruct access to structures.

Mathias Bauman – Water Department (509-625-7953):

1. Our records show an existing two-inch domestic water service running to this parcel. Your engineer may determine that the existing services may need to be replaced or upsized to meet the needs of the project. If any existing services are not utilized, they must be disconnected at the main.
2. If additional water is needed, there is a 12-inch ductile iron water distribution main in Gardner Ave available for the project.
3. The City of Spokane Water Department Cross Connection Control and Backflow program rules and regulations shall be followed in accordance with Washington Administrative Code (WAC 246-290-490) and the City of Spokane Municipal Code 13.04.0814.
4. Calculated static water pressure is approximately 86 psi at the surrounding hydrants. Pressures exceeding 80 psi require a pressure reducing valve to be installed.
5. A utility site plan illustrating new water lines and/or services to be installed shall detail the location of new tap(s) and meter(s) prepared by a Professional Engineer licensed in the State of Washington. Water Department plan reviewers and inspectors will ensure that any new water line(s) and Service line(s) needing backflow assemblies are installed in accordance with applicable rules and regulations. Water Department Water Service Inspectors, (north side) Harry Ward (509) 625-7845, (south side) Ryan Penaluna (509) 625-7844 will review submitted plans and inspect on-site construction. Water Department Cross Connection Control Specialists, Donovan Aurand (509) 625-7968 and Lance Hudkins (509) 625-7967, will review any backflow assemblies where required.
6. Taps and meters can be purchased at Developer Services Center, located on third floor of City Hall -Spokane. Size of service(s) shall comply with International Plumbing Code. Tap, meter, and connection fees will comply with section 13.04 of SMC. Tapping of the water main and installation of new meters shall be done by City forces. All excavation and restoration is the owner's responsibility. All trenches and/or excavations must comply with current W.A.C. #296-155 part N. No City of Spokane employee will be permitted into any trench and/or excavation without proper shoring or sloping, no exceptions. Please see Water Department Rules and Regulations for information about tap and meter sizes and sewer/water separation requirements.

Rick Hughes – Solid Waste (509-625-7871):

1. The minimum space requirement for a refuse only container is 12 feet wide by 10 feet deep with a clear width opening of 12 feet. The minimum space requirement for refuse and recycling is 17 feet wide by 10 feet deep with a clear width opening of 17 feet. The minimum requirement will only allow for a maximum recycling container size of 2 yards. If a recycling container larger than 2 yards in size is needed, a clear width opening of 20 feet is required. The collection vehicles must be able to drive directly into the enclosure opening.

Becky Phillips – Urban Forestry (509-363-5495):

1. Urban Forestry has no comments at this time.

Section 3 – General Information and Submittal Requirements

1. Site plan requirements are as shown on the attached “Commercial Building Permit Plan Checklist”. For the permit intake submittal, please provide three (3) **Full Building Plan Sets** and an electronic copy of the **Site Sets**. **Full Building Plan Sets** shall include all plans created for this project: cover sheet, architectural, structural, plumbing, mechanical, electrical, civil engineered plans, landscaping and irrigation drawings. **Site Sets** shall include: cover sheet, overall site plan (either architectural or civil engineered), all civil engineering plans, landscaping and irrigation plans, and building elevations. Plans are required to be stamped and sealed by an architect, landscape architect, or engineer licensed to do business within the State of Washington. All reports and supporting documentation noted in departmental comments will also be required for the permit intake submittal (i.e. NREC, drainage report, geotechnical site characterization, etc.)
2. Please provide an electronic copy of site plans showing dimensions, **property lines, and City Limits**, relative topography, all on-street signs and street markings, any new and existing frontage improvements, all structures, on-street storm drainage facilities, sidewalks, curbs, parking calculations and dimensions, dimension existing roadway, new and existing driveways and their locations, and other relative information. Show all existing topography in the public right-of-way such as street signs, water valves, hydrants, etc. All required landscaping must be within the property lines and not in the public right-of-way.
3. An Intake Meeting handout was provided to you in your packet at the Pre-Development meeting. Please call (509) 625-6300 to schedule an Intake Meeting to submit plans for a new commercial/industrial building, an addition to an existing building, a change-of-use, or a parking lot. Appointments must be made at least 24 hours in advance and can be scheduled for Monday through Thursday.
4. Please provide a complete set of plans to Spokane Regional Health District if food and/or beverage handling business is planned.
5. If you would like a full Certificate of Occupancy on any portion of the permit prior to completion of the other phases, it is required to file separate permits for each phase. An additional \$250 fee will be assessed for a Temporary Certificate of Occupancy and/or a Temporary Certificate of Occupancy extension per SMC 8.02.031M.
6. For additional forms and information, see my.spokanecity.org.