



# Spokane Plan Commission Agenda

May 10, 2017

2:00 PM to 5:00 PM

City Council Chambers

**TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE**

## Public Comment Period:

3 minutes each    Citizens are invited to address the Plan Commission on any topic not on the agenda

## Commission Briefing Session:

2:00 - 2:25	1) Approve <a href="#">April 26, 2017</a> meeting minutes	
	2) City Council Report	Lori Kinnear
	3) Community Assembly Liaison Reports	Greg Francis
	4) President Report	Dennis Dellwo
	5) Transportation Subcommittee Report	John Dietzman
	6) Secretary Report	Lisa Key
	7) Plan Commission Applicant Interviews	
	Carole Shook	
	Sylvia St. Clair	

## Workshops:

2:25 – 2:55	1) <a href="#">Existing Neighborhood Commercial Structures in Residential Zones Workshop</a>	Nathan Gwinn
2:55 – 3:25	2) <a href="#">Parklet Ordinance Workshop</a>	Tami Palmquist
3:25 – 3:55	3) <a href="#">Amendments to 17G for Comp Plan Amendment Procedures</a>	Tirrell Black

## Hearings:

4:00 – 4:30	1) <a href="#">6 Year Transportation Program</a>	Brandon Blankenagel
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## Adjournment:

Next Plan Commission meeting will be a retreat on May 24, 2017 from 12:00 to 4 pm at McKinstry Station, 850 E. Spokane Falls Blvd, followed by an optional walking tour of the University District

The password for City of Spokane Guest Wireless access has been changed:

**Username: COS Guest**

**Password:**

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [jjackson@spokanecity.org](mailto:jjackson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# Spokane Plan Commission

**April 26, 2017**

Meeting Minutes: Meeting called to order at 2:01 pm

## **Workshop Attendance:**

- Board Members Present: Dennis Dellwo, John Dietzman, Christopher Batten, Christy Jeffers, FJ Dullanty, Patricia Kienholz, Jacob Brooks, Michael Baker, Greg Francis; Community Assembly Liaison, Lori Kinnear; Council Liaison
- Board Not Members Present: Todd Beyreuther
- Staff Members Present: Lisa Key, Amanda Winchell, James Richman, Jo Anne Wright, Tirrell Black, Shauna Harshman, Melissa Owen, Teri Stripes

## **Public Comment:**

- None

## **Briefing Session:**

1. March 22, 2017 and April 12, 2017 meeting minutes approved unanimously.
2. Christy Jeffers made a motion to approve the 2017 Comprehensive Plan Update Findings & Conclusions. Motion seconded by John Dietzman. Motion passes (8/0).
3. City Council Liaison Report-Lori Kinnear
  - City Council approved the city loan to the Ridpath Hotel.
  - Spokane Transit Authority approved a Small Starts grant application for the Central City Line.
  - The North Monroe project is moving forward as originally planned. City Council will not be voting on the project because it was already approved by City Council as part of the 6 Year Capital Improvement Program, and a vote to move the project from scoping to design is not within the purview of the Council.
4. Community Assembly Liaison Report- Greg Francis
  - Community Assembly is discussing the Sidewalk Levy.
5. Commission President Report-Dennis Dellwo
  - Legislation is moving forward regarding the early vesting process.
6. Transportation Subcommittee Report - John Dietzman
  - None
7. Secretary Report-Lisa Key
  - In addition to Christy Jeffers and Patricia Kienholz, Michael Baker, Greg Francis, & Dennis Dellwo expressed interested in attending the APA Conference at Priest Lake on June 1-2.
  - Two applications have been received for the vacant Plan Commission seat. Interviews will be held during the May 10<sup>th</sup> Plan Commission Meeting.
  - "Hot Topics in Planning" will be hosted by the local APA Chapter at Bellwether brewing at 5:30 pm on April 27, 2017.
  - A Living Sustainably in the Community" seminar will be held on April 28<sup>th</sup> at 6 pm at the Unitarian Universalist Church on Fort George Wright Drive.

## **Workshops:**

1. 17G Code (comprehensive plan amendment process revisions)-Tirrell Black
  - Presentation and overview given
  - Questions asked and answered
  - Discussion ensued
  - A follow-up workshop on the topic will be scheduled for the May 10<sup>th</sup> Plan Commission meeting.
2. The YARD Area Wide Plan-Melissa Owen
  - Presentation and overview given
  - Questions asked and answered
  - Discussion ensued

### **3. MFTE Re-Authorization Update-Teri Stripes**

- Presentation and overview given
- Questions asked and answered
- Discussion ensued

**Meeting Adjourned at 4:09 P.M.**

DRAFT

# BRIEFING PAPER

## City of Spokane

### Plan Commission Workshop, May 10, 2017

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#### Subject

This proposal is an ordinance relating to expansion of the area shown in Spokane Municipal Code [Map 17C.370-M1](#), into additional areas of Spokane in residential zones, where existing neighborhood commercial structures may be restored to a previously discontinued use, or other approved commercial use, during a two-year pilot period. The purpose of the Plan Commission workshop on May 10 is to report results of the analysis of inventory of potential sites, to relay input received from public open houses on May 4 and 9, and to prepare for and request a public hearing June 14, 2017.

#### Background

In 2012, the City of Spokane adopted regulations in [SMC chapter 17C.370](#) to allow commercial, office, and multi-family uses to be established in former commercial structures in residential zones within the West Central Neighborhood Council boundary. Although all eligible structures identified at that time still exist, none have since changed their use under the existing regulations. This amendment to expand the area of applicability is proposed as a pilot program, in order to assess the value and benefit of the incorporating the program as a permanent code change.

The City's [Comprehensive Plan](#) encourages regulations that are appropriate for historic neighborhoods and nurture economic activity (DP 4.8, ED7). Proposed changes to regulations could extend potential benefits from renewed maintenance and investment to older, neighborhood-scale buildings and their surroundings outside of the West Central neighborhood.

The Plan Commission was briefed on the proposal at workshops in December 2016 and March 2017. Based on these discussions, to assist in definition of a neighborhood scale for additional areas of the city, and to address transitions between the subject sites and neighboring residential uses, additional changes are proposed to limit locations to arterial streets, limit the building footprint to 5,000 square feet, require a public hearing and Hearing Examiner approval for structures between 3,000 sq. ft. and 5,000 sq. ft. (structures less than 3,000 sq. ft. would still require an administrative conditional use permit), and require a Hearing Examiner approval for additions to existing structures (or parking areas).

Staff identified potentially eligible structures in two ways. First, the Spokane County Assessor records were searched to identify commercial uses in residential zones. Second, a visual survey was conducted to identify historically commercial structures in residential zones that may no longer retain a commercial use classification. The combined list of properties was then reduced by applying the proposed ground-floor size and arterial location limits, and by excluding both actively non-residential parcels with Special Use Permits, and facilities of a public or semi-public nature, which may have other options for including non-residential uses ([SMC 17C.320.060](#)). This resulting list contains 33 potentially eligible structures; this may not, however, be an exhaustive list.

#### Impact

Potentially eligible sites are previously developed locations immediately adjacent arterial streets. At the time project permit applications propose a use and improvements, impacts to public facilities and infrastructure, and potential negative impacts on the residential character of the area, will be reviewed and mitigation of those impacts may be required via the conditions of project approval.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE relating to expansion of the area shown in Spokane Municipal Code [Map 17C.370-M1](#), into additional areas in residential zones, where existing neighborhood commercial structures may restore a discontinued or other approved commercial use during a two-year pilot period; and amending SMC sections 17C.370.010, 17C.370.020, and 17C.370.030.

The City of Spokane does ordain:

Section 1. That SMC section 17C.370.010 is amended to read as follows:

**17C.370.010 Purpose**

The purpose of this chapter is to allow existing neighborhood commercial structures that once housed a legal neighborhood commercial use to be reused for low impact neighborhood scale and neighborhood serving businesses. The neighborhood commercial structure must have been in existence at the time of the adoption of this chapter. Several examples exist of structures that once housed neighborhood serving businesses, which are now vacant, underutilized or are in disrepair. When ~~((located on arterial streets, or when listed on the Spokane Register of Historic Places, and when))~~ meeting the code standards of this chapter, these neighborhood commercial structures are allowed to be re-occupied with neighborhood scaled services. This chapter is not intended to provide an alternative review process for conversion of public and semi-public facilities under SMC 17C.320.060.

Section 2. That SMC section 17C.370.020 is amended to read as follows:

**17C.370.020 Applicability**

The provisions of this chapter apply only to those existing structures where it can be documented that they once contained a legal non-residential use and where these structures are now located in a residential zone and located on a parcel with frontage on an arterial street as classified on the official City [Arterial Street Map](#). The provisions of this chapter apply only to the area shown on [Map 17C.370-M1](#) and, during a two-year period beginning August 1, 2017, and ending July 31, 2019, the provisions of this chapter shall also apply to the RA, RSF, RTF, RMF, and RHD zones in other areas of the city.

Section 3. That SMC section 17C.370.030 is amended to read as follows:

**17C.370.030 Procedure**

A. Planning Director Administrative [or Hearing Examiner](#) Decision.

1. Establishing a ~~((non-residential))~~ use under this chapter in an eligible structure requires following the same application and posting process as a Type II or III Conditional Use Process as provided in chapter 17G.060 SMC. A Type III application is required for projects whose site, use, or structure's size or expansion exceeds one or more thresholds described under Subsection (F)(4) below. For projects that do not exceed any of the thresholds, a Type II conditional use permit application is required, except the planning director may require a Type II conditional use permit application be processed as a Type III application when the director issues written findings that the Type III process is in the public interest.
  2. The planning director administrative decision or hearing examiner decision is only for the use approved through the process. If a proposed change of use for the site proposes other uses that are not within the use category description approved for the site, a new planning director administrative decision or hearing examiner decision is required to determine the requirements that the new use shall follow.
- B. The fee for the planning director administrative decision is the same as a Type I application. The fee for a Type III hearing examiner decision shall be the same as a Type III application.
- C. A predevelopment meeting as provided in SMC 17G.060.040 is required before an application may be submitted.
- D. Decision criteria ~~((is))~~ are found in SMC 17G.060.170 and applications shall follow the same procedures for a Type II or III conditional use process, as may be applicable depending on the type of application reviewed.
- E. If the planning director or hearing examiner makes a determination with supporting findings that the benefits of the proposed use and improvements to the existing structure and the property on which the structure is located would mitigate potential negative impacts on the residential character of the area, then a planning director administrative decision or hearing examiner decision may be granted consistent with the following uses. The director or hearing examiner may make a determination with supporting findings that a proposed use is not permitted because the nature of the use would have negative impacts on the residential character of the area that cannot be mitigated with conditions of approval.
1. Uses Not Allowed.  
Sale or leasing of:
    - a. motorized consumer vehicles,
    - b. fire arms,

- c. weapons,
- d. medical marijuana.

2. Uses Allowed:

- a. Office uses found in [SMC 17C.190.250](#);
- b. Retail sales and service uses found in [SMC 17C.190.270](#); and
- c. Uses allowed within the RMF zone found in [SMC 17C.110.100](#).

F. Development and operation standards in addition to the base zone:

1. The structure on the site must have been originally legally built to accommodate a non-residential use and, at the time of application, its existing use must not be classified within the institutional use category as described in Article V of chapter 17C.190 SMC.
2. The site must have frontage on a designated arterial (principal, minor, or collector) street as shown on [SMC 12.08.040 Official Arterial Street Map](#)~~((, or the building must be listed on the Spokane Register of Historic Places at the time of application))~~.
3. The site must be located within the RA, RSF, RTF, RMF, or RHD zones during a two-year pilot period from August 1, 2017, through July 31, 2019. After the pilot period has expired on July 31, 2019, no additional applications will be accepted until further City Council action is taken, unless the site is located within an eligible area as shown on [Map 17C.370-M1](#).
4. ~~((The site size may not be expanded and the uses approved under this section may not expand onto surrounding sites beyond the site area at the time of this chapter's date of adoption.))~~ The site, structure, and expansion sizes for uses approved under this section are measured at the time of this chapter's date of adoption. Size shall be limited, and applications shall be reviewed according to the size and expansions of existing sites and structures, described as follows:
  - a. Applications reviewed under this section that propose any or all of the following shall automatically require a conditional use permit and be processed as a Type III application:
    - i. Any building with uses approved under this section with a ground-floor area of three thousand square feet or greater,



including the existing building and building additions, to a maximum of five thousand square feet;

ii. Any development of an additional amount of off-street motor vehicle parking that is devoted to or required for the use; and/or

iii. Any other expansion of the site or use onto surrounding sites beyond the site area.

b. Applications reviewed under this section that do not exceed one or more of the thresholds described in subsection (F)(4)(a) above, or are required to be reviewed by a Type III process under subsection (A)(1) above, shall require a conditional use permit and are processed as a Type II application.

c. No ground floor of a structure containing a land use approved under this section shall have a footprint larger than five thousand gross square feet, including any building additions.

5. Parking and loading requirements are specific to the use authorized by the hearing examiner or director and shall follow the standards in chapter 17C.230 SMC Parking and Loading for a Neighborhood Retail Zone (NR).

~~((Exceptions to the required parking and loading include:~~

~~a. On-street parking that is immediately adjacent to the frontage(s) of the site shall count toward the minimum parking required.~~

~~b. The minimum parking required for this section is the amount specified in chapter 17C.230 SMC Parking and Loading minus the first five parking spaces. (Example: If the minimum parking required as determined in chapter 17C.230 SMC Parking and Loading is calculated at five spaces then the required parking is five minus five equals zero.))~~

6. Business operation hours shall be determined by the hearing examiner or director. Operational hours for non-residential uses operating later than ten p.m. and earlier than five a.m. will need to demonstrate that all off-site impacts will be fully mitigated.

7. Drive through facilities are prohibited.

8. Outdoor storage is prohibited. Outdoor seating areas and daytime display of merchandise is allowed.

9. Lighting shall be provided within parking lots and along pedestrian walkways. Lighting fixtures shall be limited to sixteen feet in height. All lighting shall be shielded from producing off-site glare.



10. All exterior garbage cans, garbage collection areas, and recycling collection areas must be screened from the street and any adjacent properties. Trash receptacles for pedestrian use are exempt.
  11. The signage standards for the CC4 zones shall apply. Temporary outdoor signage is prohibited except that one sandwich board sign is permitted. If the sandwich board sign is erected in the public right-of-way it must be consistent with [SMC 17C.240.240](#).
- G. If the [hearing examiner or](#) planning director determines that proposed use is appropriate for the site, the [hearing examiner or](#) director may attach additional conditions to the decision that may include items such as:
1. Building and property improvements that must be completed prior to issuance of a certificate of occupancy.
  2. Conditions needed to mitigate off-site impacts consistent with [SMC 17C.220](#) Off-Site Impacts.
  3. Specific conditions under which the use may operate.
- H. Appeals ~~((of the Planning Director Administrative Determination))~~.  
The decisions of the planning director may be appealed to the hearing examiner as provided for in [SMC 17G.060.210](#) and follow an appeal process consistent with a Type II Conditional Use Permit application. [The decisions of the hearing examiner may be appealed to superior court as provided for in SMC 17G.060.210.](#)

ADOPTED BY THE CITY COUNCIL ON \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest:

Approved as to form:

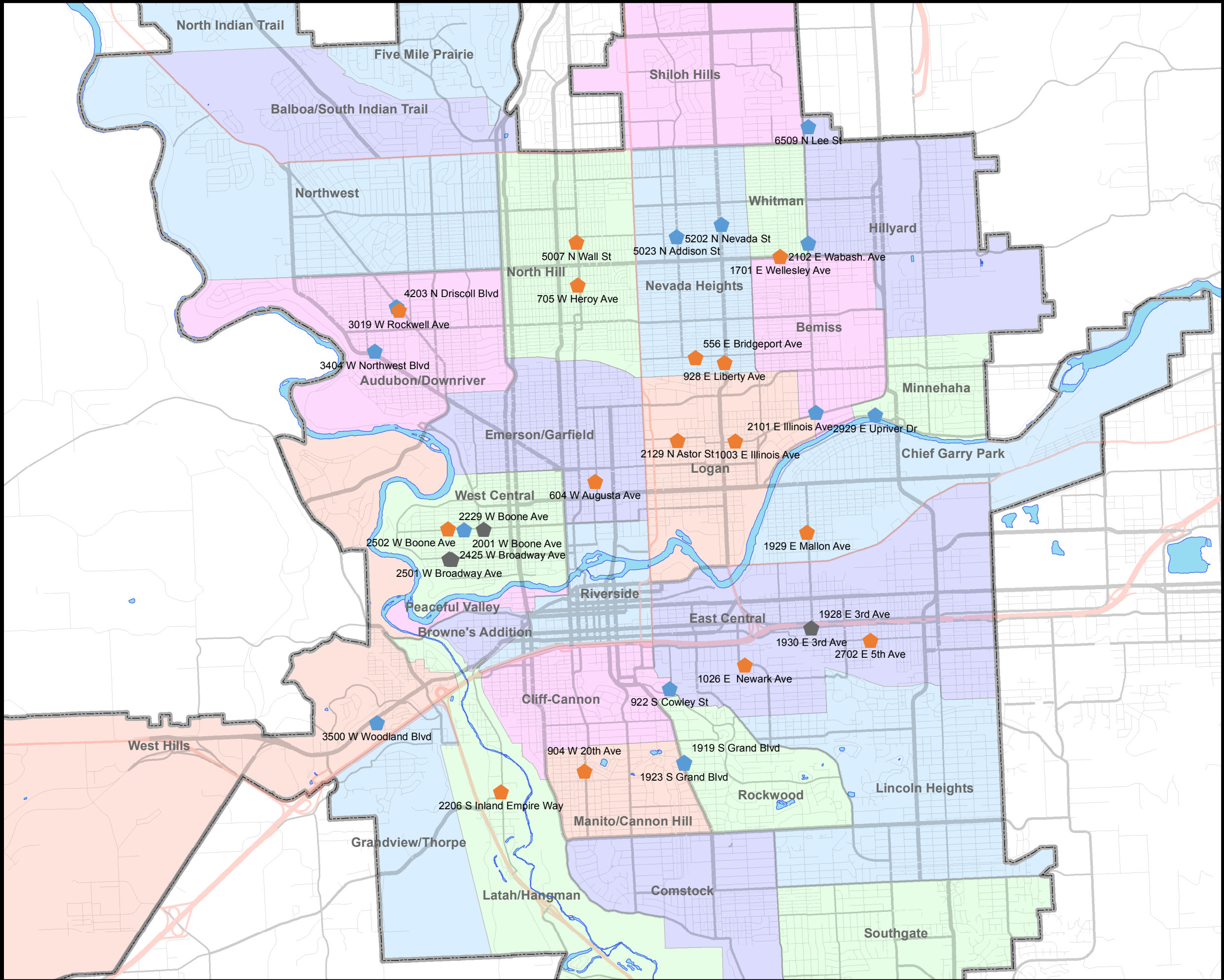
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date



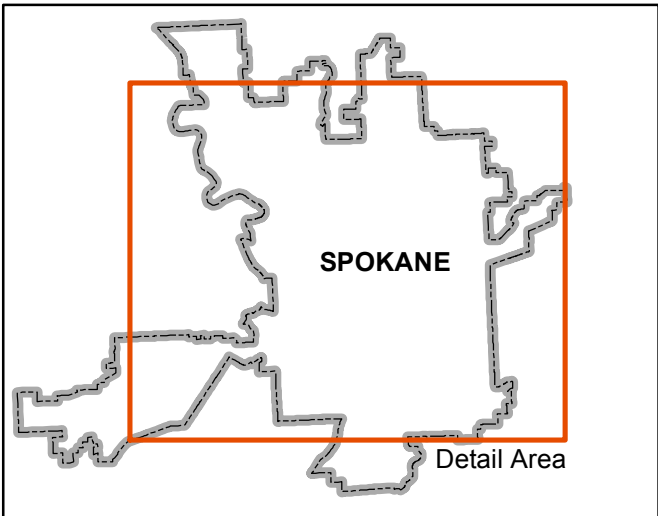
# Potentially Eligible Sites and Neighborhood Council Boundaries

Suspected Existing Neighborhood Commercial Structures  
Spokane, WA

DRAFT

Printed by: ngwinn

Print date: 5/4/2017

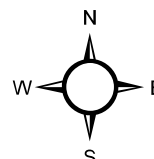
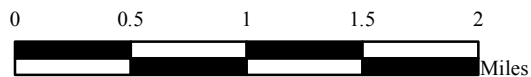


## Legend

### Known Potentially Eligible Sites

- Non-Residential (13)
- Residential (15)
- Vacant (5)

City of Spokane



**THIS IS NOT A LEGAL DOCUMENT:**  
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.



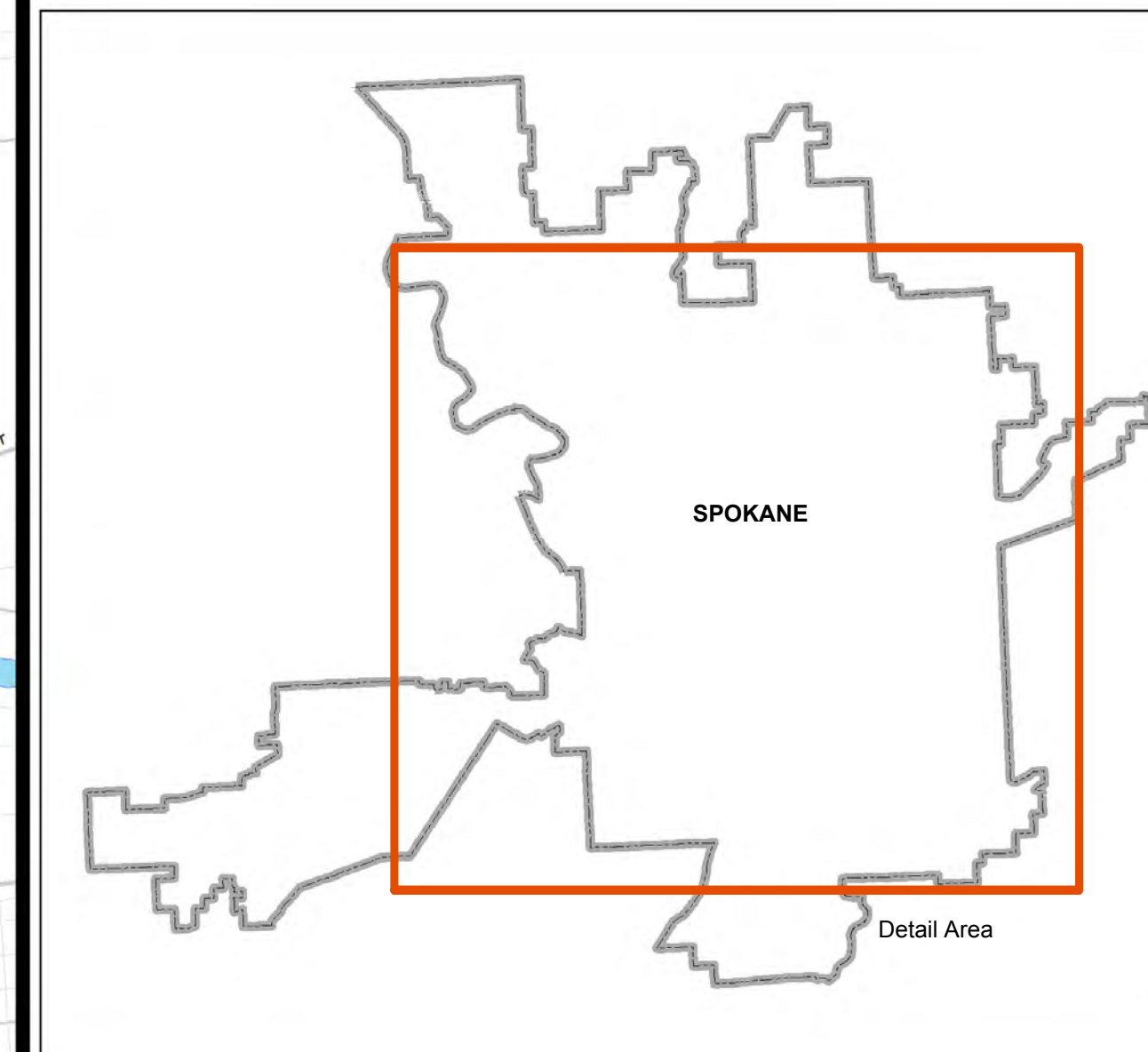
# Potentially Eligible Sites and Neighborhood Council Boundaries

Suspected Existing Neighborhood Commercial Structures  
Spokane, WA

DRAFT

Printed by: ngwin

Print date: 5/3/2017



**Legend**

**FocusedTargetProps**

**Curr\_Use\_Category**

- Non-Residential
- Residential
- Vacant
- City Park
- City of Spokane

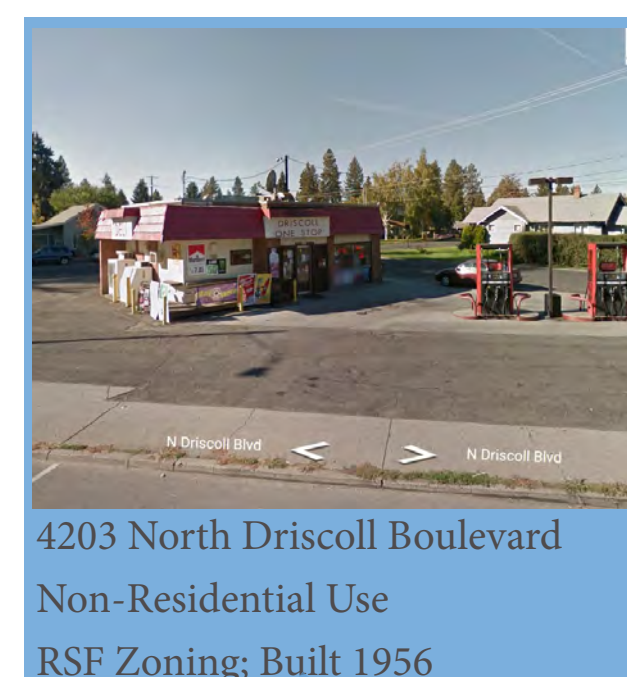
Photo sources: City of Spokane, Spokane County Assessor, Google Street View, Bing Streetside

0 2,000 4,000 6,000 8,000 Feet

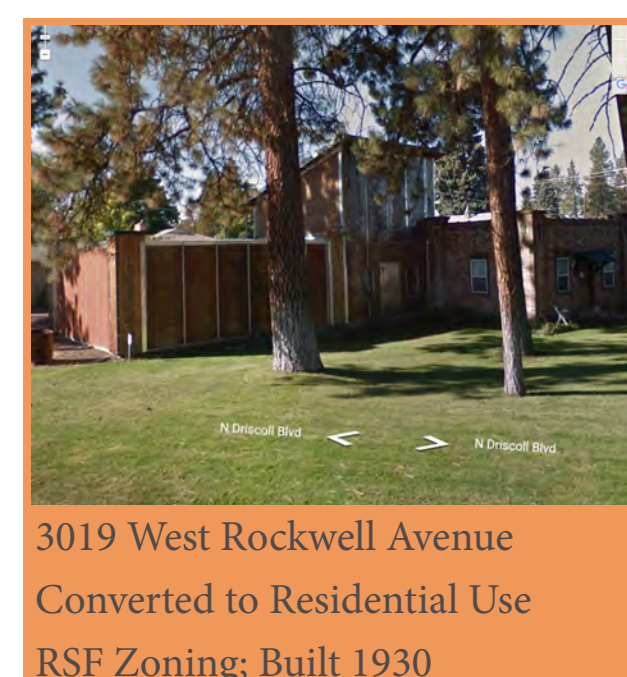
Geographic Information System

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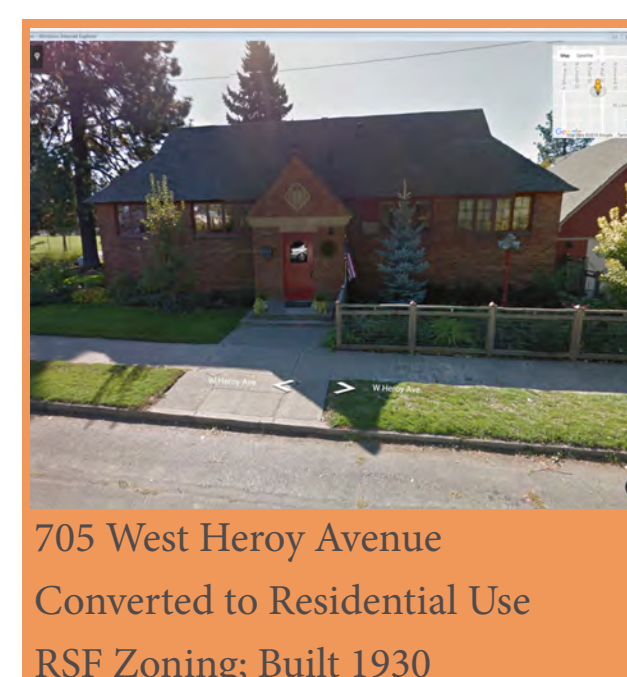
THIS IS NOT A LEGAL DOCUMENT:  
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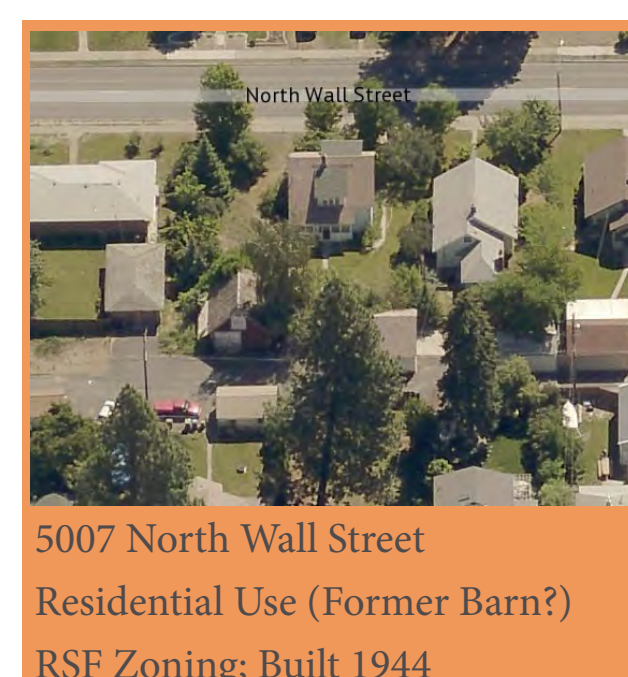
4203 North Driscoll Boulevard  
Non-Residential Use  
RSF Zoning: Built 1956



3019 West Rockwell Avenue  
Converted to Residential Use  
RSF Zoning: Built 1930



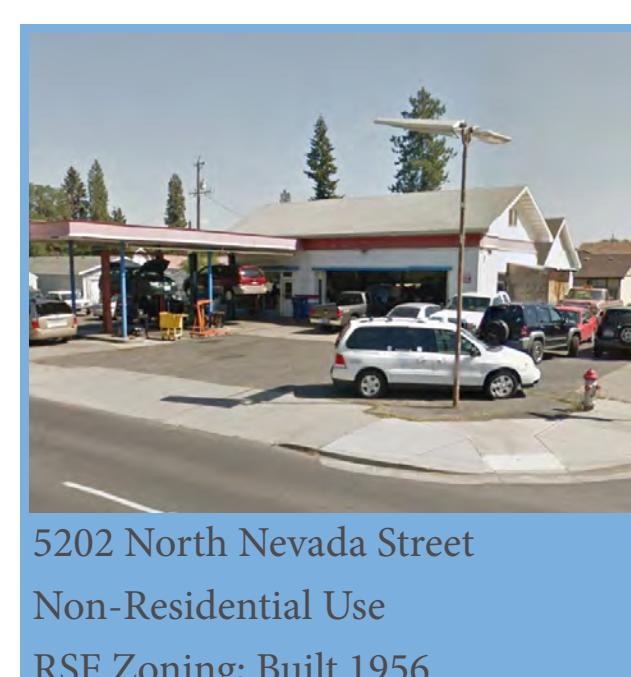
705 West Heroy Avenue  
Converted to Residential Use  
RSF Zoning: Built 1930



5007 North Wall Street  
Residential Use (Former Barn?)  
RSF Zoning: Built 1944



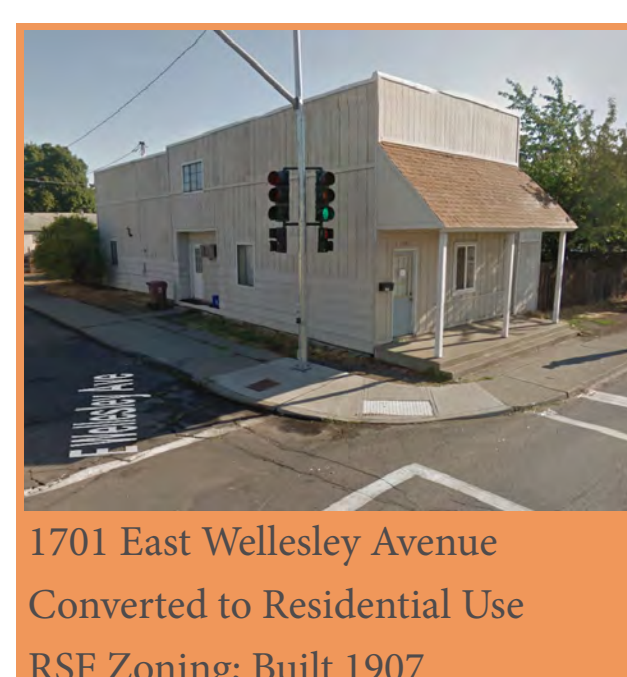
5023 North Addison Street  
Residential & Non-Residential Use  
RSF Zoning: Built 1914



5202 North Nevada Street  
Non-Residential Use  
RSF Zoning: Built 1956



6509 North Lee Street  
Non-Residential Use  
RSF Zoning: Built 1975



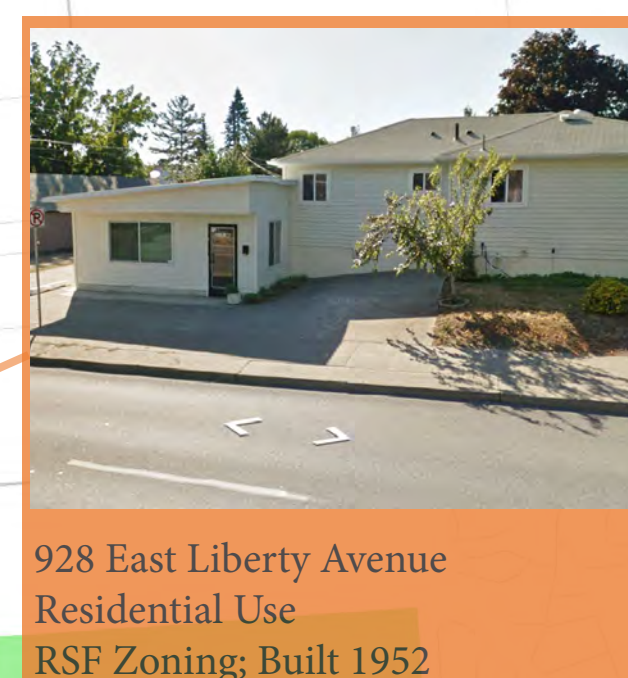
1701 East Wellesley Avenue  
Converted to Residential Use  
RSF Zoning: Built 1907



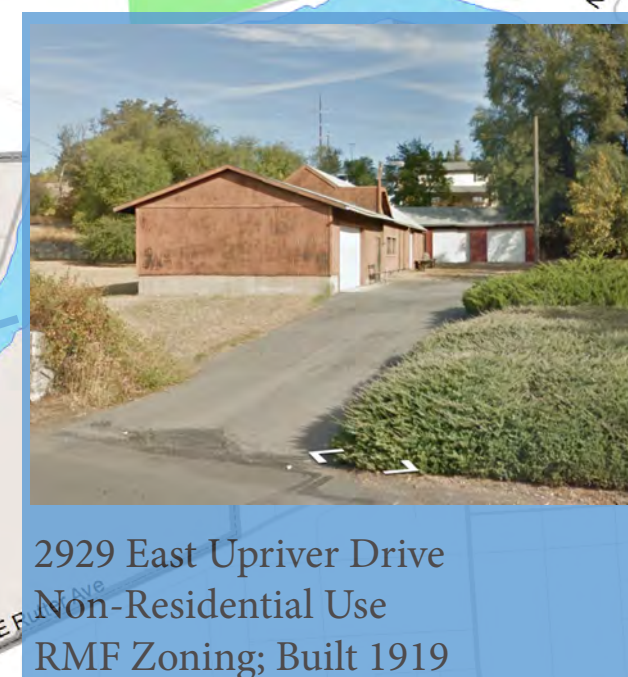
2102 East Wabash Avenue  
Residential & Non-Residential Use  
RSF Zoning: Built 1920



556 East Bridgeport Avenue  
Converted to Residential Use  
RSF Zoning: Built 1909



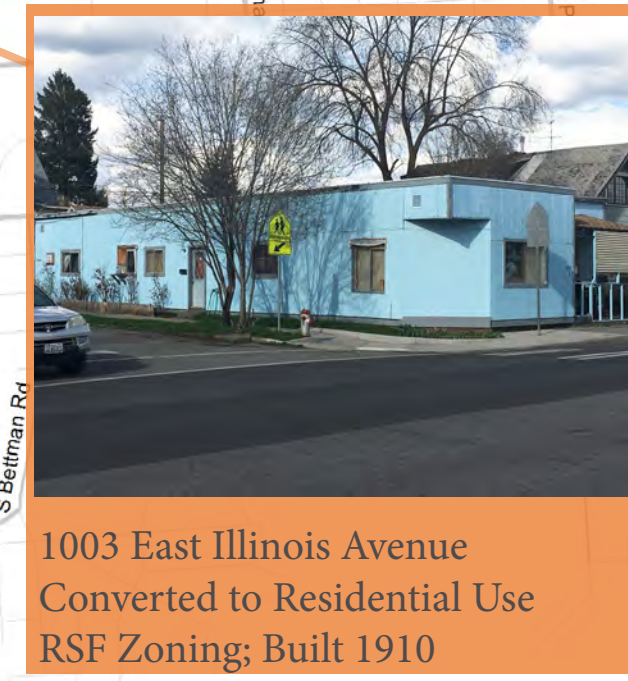
928 East Liberty Avenue  
Residential Use  
RSF Zoning: Built 1952



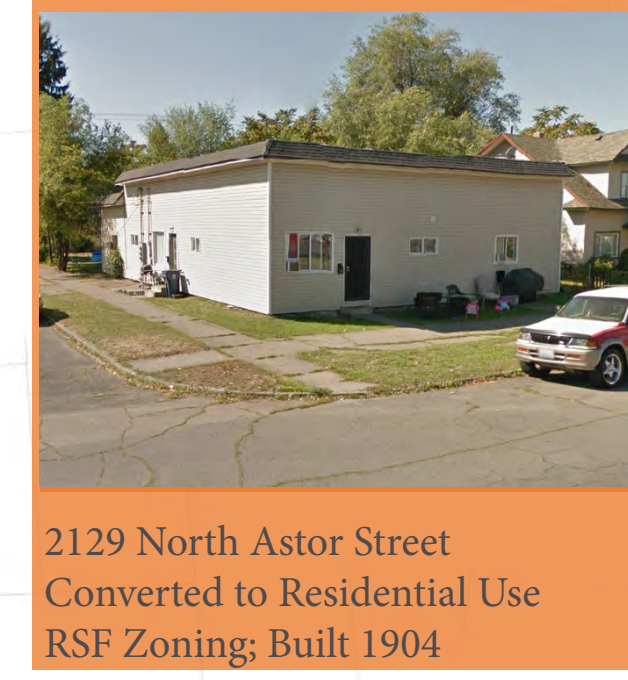
2929 East Upriver Drive  
Non-Residential Use  
RMF Zoning: Built 1919



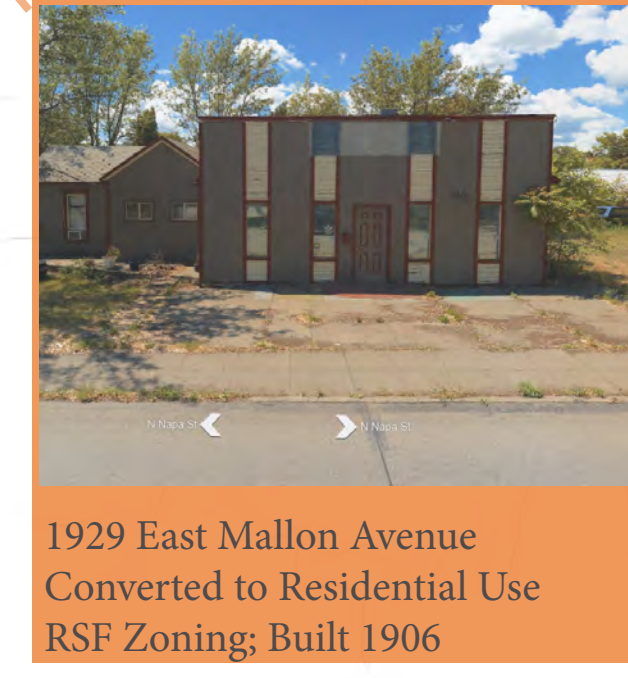
2101 East Illinois Avenue  
Non-Residential Use  
RSF Zoning: Built 1923



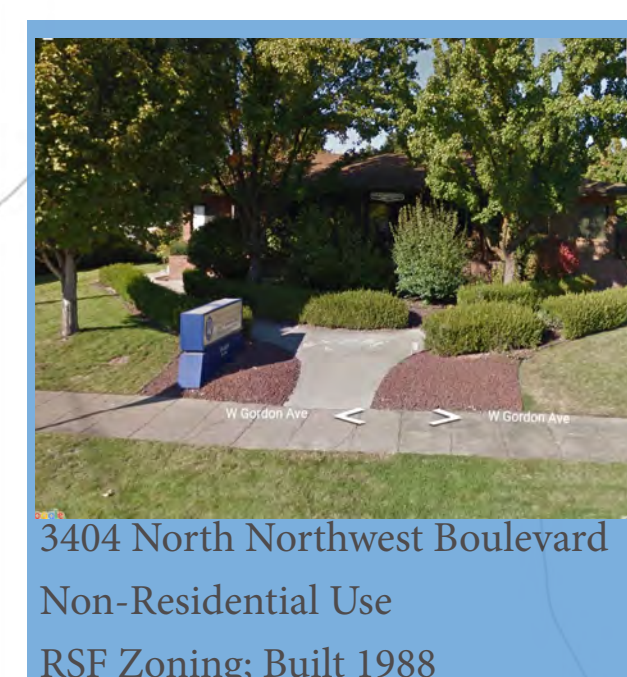
1003 East Illinois Avenue  
Converted to Residential Use  
RSF Zoning: Built 1910



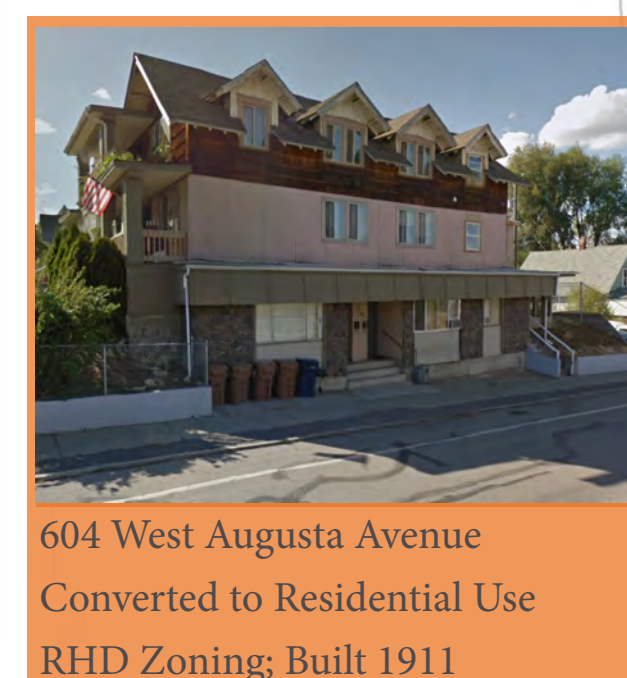
2129 North Astor Street  
Converted to Residential Use  
RSF Zoning: Built 1904



1929 East Mallon Avenue  
Converted to Residential Use  
RSF Zoning: Built 1906



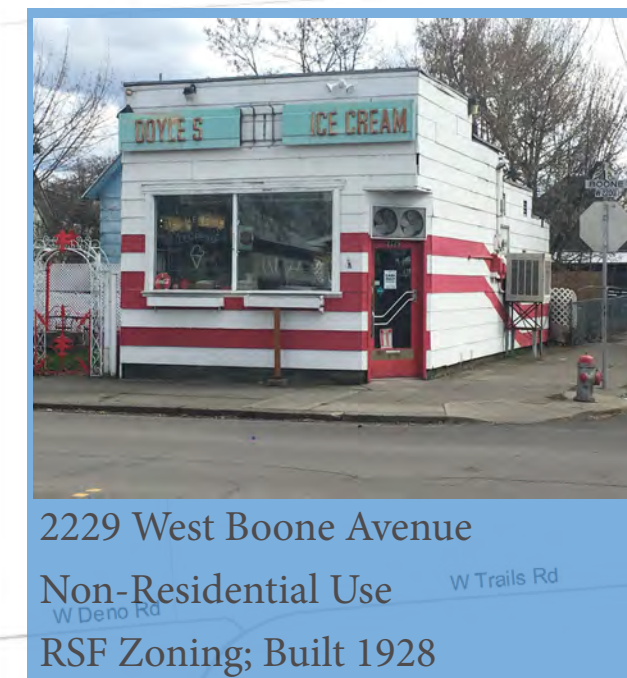
3404 North Northwest Boulevard  
Non-Residential Use  
RSF Zoning: Built 1988



604 West Augusta Avenue  
Converted to Residential Use  
RHD Zoning: Built 1911



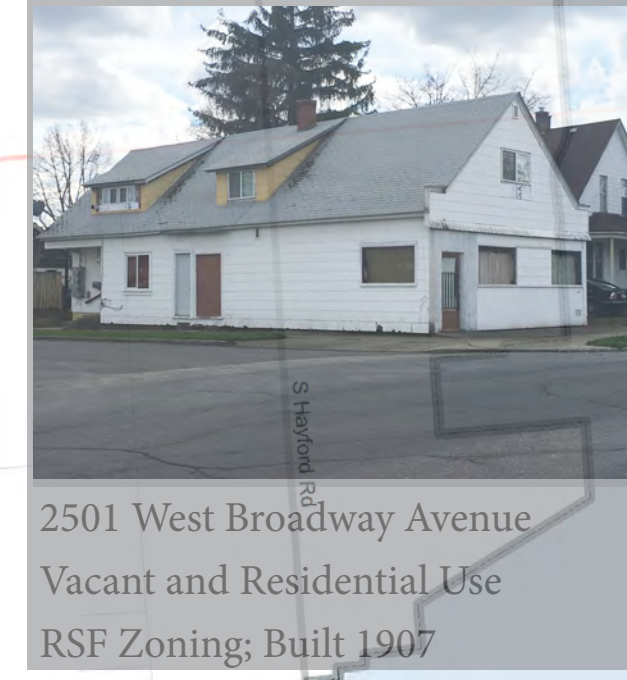
2001 West Boone Avenue  
Vacant  
RHD Zoning: Built 1957



2229 West Boone Avenue  
Non-Residential Use  
RSF Zoning: Built 1928



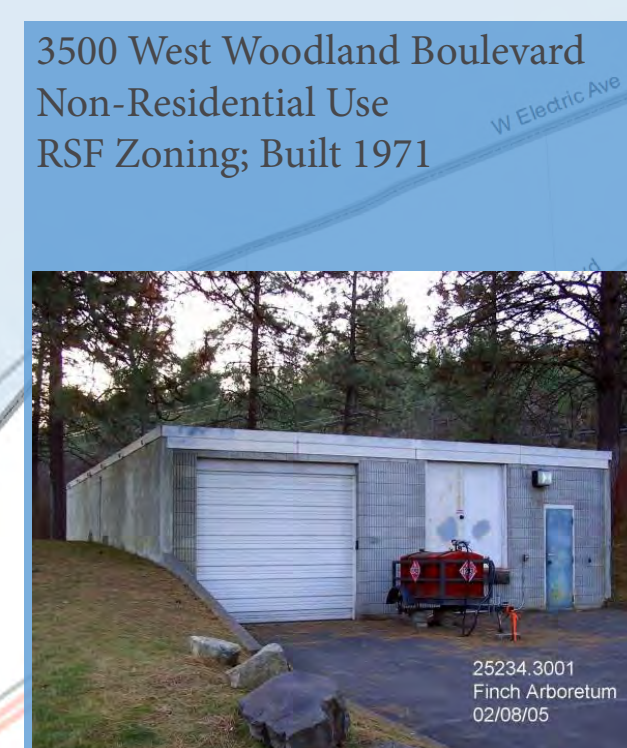
2502 West Boone Avenue  
Converted to Residential Use  
RHD Zoning: Built 1928



2501 West Broadway Avenue  
Vacant and Residential Use  
RSF Zoning: Built 1907



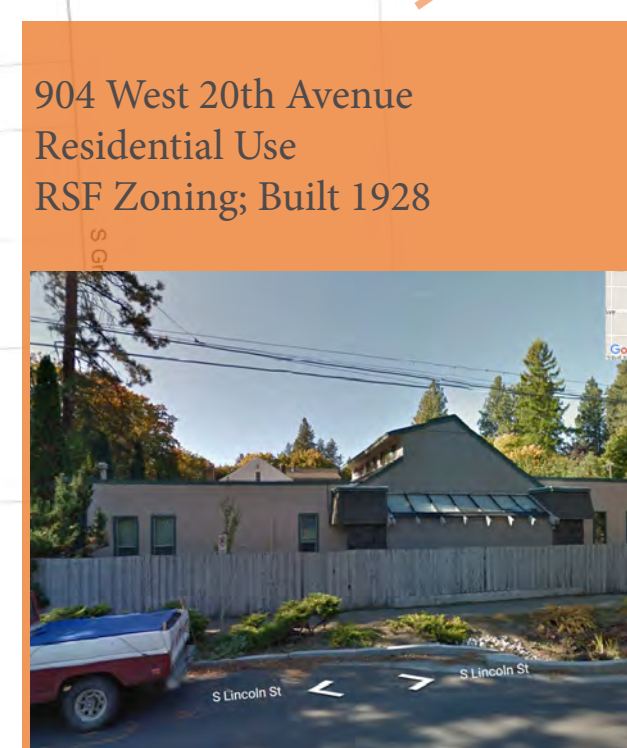
2425 West Broadway Avenue  
Vacant  
RSF Zoning: Built 1957



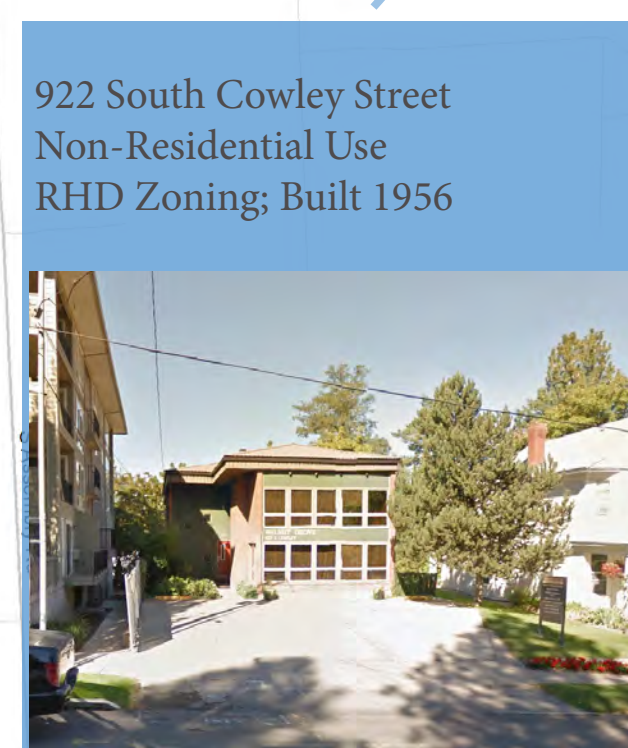
3500 West Woodland Boulevard  
Non-Residential Use  
RSF Zoning: Built 1971



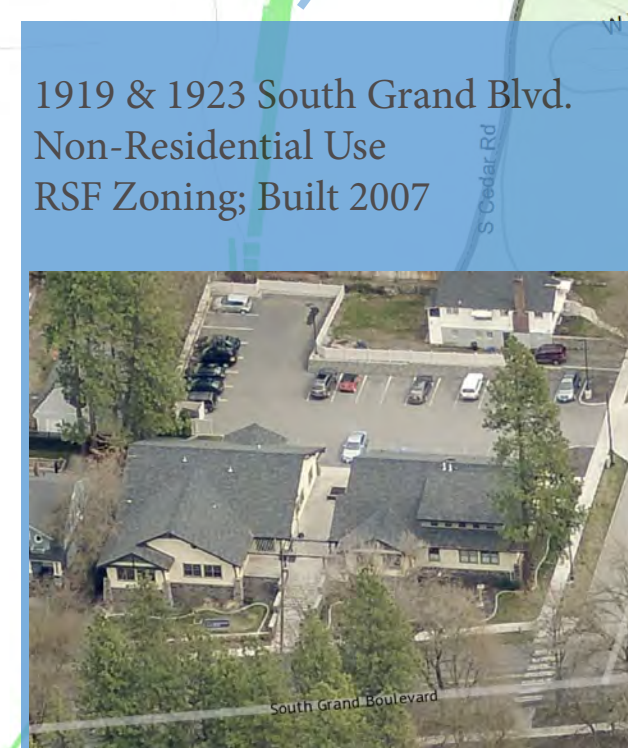
2206 South Inland Empire Way  
Residential & Non-Residential Use  
RSF Zoning: Built 1950



904 West 20th Avenue  
Residential Use  
RSF Zoning: Built 1928



922 South Cowley Street  
Non-Residential Use  
RHD Zoning: Built 1956



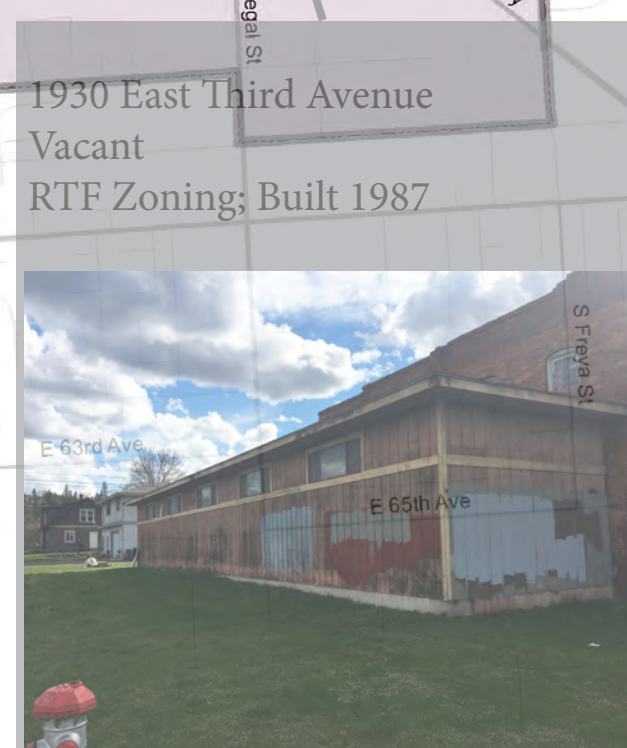
1919 & 1923 South Grand Blvd.  
Non-Residential Use  
RSF Zoning: Built 2007



1026 East Newark Avenue  
Converted to Residential Use  
RSF Zoning: Built 1926



1928 East Third Avenue  
Vacant  
RTF Zoning: Built 1910



1930 East Third Avenue  
Vacant  
RTF Zoning: Built 1987



2702 East Fifth Avenue  
Converted to Residential Use  
RTF Zoning: Built 1927



Potential Qualifying Properties under Proposed Expanded SMC 17C.370 Existing Neighborhood Commercial Structures within Residential Zones							
Parcel	Full Address	Observed Use/Structure	Feet_to_Arterial	Zoning	Construction Year	Footprint	Neighborhood Council
35084.1010	1003 E Illinois Ave	Former Retail	0	RSF	1910	2,412	Logan
35204.0906	1026 E Newark Ave	Abandoned Retail	0	RSF	1926	2,214	East Central
36333.4207	1701 E Wellesley Ave	Converted Commercial or Retail	0	RSF	1907	1,865	Whitman
35292.1219	1919 S Grand Blvd	Service - Professional	0	RSF	2007	3,878	Rockwood
35292.1220	1923 S Grand Blvd	Service - Professional	0	RSF	2007	3,351	Rockwood
35212.3507	1928 E 3rd Ave	Retail (Vacant)	0	RTF	1910	1,500	East Central
35162.4007	1929 E Mallon Ave	Former Commercial	0	RSF	1906	1,316	Chief Garry Park
35212.3506	1930 E 3rd Ave	Retail (Vacant) Attached to 35212.3507	0	RTF	1987	2,481	East Central
25131.5401	2001 W Boone Ave	Converted Retail (Possibly Vacant)	0	RHD	1957	1,308	West Central
35091.2412	2101 E Illinois Ave	Possible Retail	0	RSF	1923	1,308	Bemiss
36334.2523	2102 E Wabash. Ave	Store	0	RSF	1920	952	Hillyard
35083.0501	2129 N Astor St	Former Retail or Commercial	0	RSF	1904	2,454	Logan
25254.0210	2206 S Inland Empire Way	Commercial Use - Accessory to Dwelling	0	RSF	1950	2,082	Latah/Hangman
25132.0101	2229 W Boone Ave	Retail - Ice Cream	0	RSF	1928	478	West Central
25133.0201	2425 W Broadway Ave	Service Repair	0	RSF	1957	1,500	West Central
25132.2216	2502 W Boone Ave	Former Retail	0	RSF	1928	1,440	West Central
35211.4701	2702 E 5th Ave	Former Masonic Lodge	0	RTF	1927	1,600	East Central
35102.3702	2929 E Upriver Dr	Unknown Non-Residential - Possibly Vacant	0	RMF	1919	3,016	Minnehaha
25021.3605	3019 W Rockwell Ave	Former Commercial	0	RSF	1930	1,605	Audubon/Downriver
25024.5311	3404 W Northwest Blvd	Dental Office	0	RSF	1988	1,766	Audubon/Downriver
25234.3001	3500 W Woodland Blvd	Retail - Hardware - Finch Arboretum	0	RSF	1971	1,568	West Hills
25021.3311	4203 N Driscoll Blvd	Gas station/convenience store	0	RSF	1956	1,049	Audubon/Downriver
36313.1104	5007 N Wall St	Barn attached to Residence	0	RSF	1914	805	North Hill
36323.1121	5023 N Addison St	Store (Possibly Vacant)	0	RSF	1914	2,502	Nevada Heights
36324.0729	5202 N Nevada St	Auto Repair and Maintenance	0	RSF	1956	2,396	Nevada Heights
35053.3201	556 E Bridgeport Ave	Multi-Family - former store	0	RSF	1909	2,100	Nevada Heights
35074.6207	604 W Augusta Ave	Converted Commercial (Now Residential)	0	RHD	1911	2,404	Emerson/Garfield
36284.0606	6509 N Lee St	Retail - Auto (vehicle storage, contracting)	0	RSF	1975	2,000	Hillyard
35302.3612	904 W 20th Ave	Former Retail	0	RSF	1928	2,492	Manito/Cannon Hill
35203.1803	922 S Cowley St	Service - Finance	0	RHD	1956	4,038	Cliff-Cannon
35054.3501	928 E Liberty Ave	Office Secondary Use - Possibly Vacant	0	RSF	1952	1,548	Nevada Heights
25133.0314	2501 W Broadway Ave	Former Store and Attached Duplex	0	RSF	1907	1,996	West Central
35062.4101	705 W Heroy Ave	Former Branch Library	0	RSF	1930	1,680	North Hill

Note: This list is of known suspected eligible sites only. The sites listed are subject to site review and verification.

Sources: Spokane County Assessor, City of Spokane Visual Survey

# City of Spokane

Planning and  
Development



## General Application

SUBMIT

### DESCRIPTION OF PROPOSAL:

City of Spokane Unified Development Code text amendments to chapter 17C.370 of the Spokane Municipal Code, to expand the area where existing neighborhood commercial structures in residential zones may be re-established as a commercial use, following a conditional use permit review.

**ADDRESS OF SITE OF PROPOSAL:** (if not assigned yet, obtain address from Public Works before submitting application)

The revisions do not affect one site in particular.

### APPLICANT:

**Name:** City of Spokane Planning and Development Department

**Address:** 808 W Spokane Falls Blvd. Spokane, WA 99201-3329

**Phone (home):**

**Phone (work):** (509) 625-6893

**Email address:** ngwinn@spokanecity.org

### PROPERTY OWNER:

**Name:** No particular property owners are directly affected by this proposal.

**Address:** Subject and adjacent property owners would be notified in the event of a future application.

**Phone (home):**

**Phone (work):**

**Email address:**

### AGENT:

**Name:**

**Address:**

**Phone (home):**

**Phone (work):**

**Email address:**

### ASSESSOR'S PARCEL NUMBERS:

This is not a parcel specific proposal. Several potential properties have been identified, but these and other potentially eligible locations would be verified at the time of a future application.

### LEGAL DESCRIPTION OF SITE:

N/A

### SIZE OF PROPERTY:

N/A

### LIST SPECIFIC PERMITS REQUESTED IN THIS APPLICATION:

No other permits are required with this application.

**SUBMITTED BY:**

# PLANNING AND DEVELOPMENT DEPARTMENT BY NATHAN GWINN

☒ Applicant    ☐ Property Owner    ☐ Property Purchaser    ☐ Agent

In the case of discretionary permits (administrative, hearing examiner, landmarks commission or plan commission), if the applicant is not the property owner, the owner must provide the following acknowledgement:

I, \_\_\_\_\_, owner of the above-described property do hereby authorize \_\_\_\_\_ to represent me and my interests in all matters regarding this application.

### ACKNOWLEDGMENT:

STATE OF WASHINGTON                    )  
  ) ss.  
COUNTY OF SPOKANE                    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_, to me known to be the individual that executed the foregoing instrument and acknowledged the said instrument to be free and his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State of Washington,  
residing at \_\_\_\_\_





# Comprehensive Plan or Land Use Code Amendment

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## Application

**DESCRIPTION OF THE PROPOSED AMENDMENT** Please check the appropriate box(es):

*(Inconsistent Amendments will only be processed every other year beginning in 2005.)*

☐ Comprehensive Plan Text Change

☐ Land Use Designation Change



Regulatory Code Text Change

☐ Area-wide Rezone

**Please respond to these questions on a separate piece of paper. Incomplete answers may jeopardize your application's chances of being reviewed during this amendment cycle.**

**1. General Questions (for all proposals):**

*Please see detailed responses below. NG 4/21/2017*

- a. Describe the nature of the proposed amendment and explain why the change is necessary.
- b. How will the proposed change provide a substantial benefit to the public?
- c. Is this application consistent or inconsistent with the Comprehensive Plan goals, objectives and policies? Describe and attach a copy of any study, report or data, which has been developed that supports the proposed change and any relevant conclusions. If inconsistent please discuss how the analysis demonstrates that changed conditions have occurred which will necessitate a shift in goals and policies.
- d. Is this application consistent or inconsistent with the goals and policies of state and federal legislation, such as the Growth Management Act (GMA) or environmental regulations? If inconsistent, describe the changed community needs or priorities that justify such an amendment and provide supporting documents, reports or studies.
- e. Is this application consistent with the Countywide Planning Policies (CWPP), the comprehensive plans of neighboring jurisdictions, applicable capital facilities or special district plans, the Regional Transportation Improvement District, and official population growth forecasts? If inconsistent please describe the changed regional needs or priorities that justify such an amendment and provide supporting documents, reports or studies.
- f. Are there any infrastructure implications that will require financial commitments reflected in the Six-Year Capital Improvement Plan?
- g. Will this proposal require an amendment to any supporting documents, such as development regulations, Capital Facilities Program, Shoreline Master Program, Downtown Plan, critical areas regulations, any neighborhood planning documents adopted after 2001, or the Parks Plan? If yes, please describe and reference the specific portion of the affected plan, policy or regulation.
- h. If this proposal is to modify an Urban Growth Area (UGA) boundary, please provide a density and population growth trend analysis. Changes to the Urban Growth Area may occur only every five years and when the Board of County Commissioners (BoCC) reviews all UGA's countywide.

**2. For Text Amendments:**

- a. Please provide a detailed description and explanation of the proposed text amendment. Show proposed edits in "line in/line out" format, with text to be added indicated by underlining, and text to be deleted indicated with ~~strikeouts~~.
- b. Reference the name of the document as well as the title, chapter and number of the specific goal, policy or regulation proposed to be amended/added.

**3. For Map Change Proposals:**

- a. Attach a map of the proposed amendment site/area, showing all parcels and parcel numbers.
- b. What is the current land use designation?
- c. What is the requested land use designation?
- d. Describe the land uses surrounding the proposed amendment site (land use type, vacant/occupied, etc.)

**1. General Questions (for all proposals):**

- a. Describe the nature of the proposed amendment and explain why the change is necessary.

**The amendment is to expand the area where historically commercial structures, whose activity later discontinued as a commercial use, may be reused for low-impact neighborhood scale and neighborhood serving businesses. Examples might include a commercial use or small multi-family building or office. The location of such structures in residential zones, and the extended time since their commercial use ceased, normally prevent such buildings from being reinstated as a commercial use under development regulations.**

**An existing pilot code allowing such development is limited to the West Central neighborhood (Spokane Municipal Code chapter 17C.370). However, since its adoption in 2012, none of the existing structures in this pilot area has been reviewed under the chapter, but it is thought that other areas of the city may be better positioned to make use of the changes for nurturing neighborhood-scale commercial activity on such sites with former commercial structures.**

- b. How will the proposed change provide a substantial benefit to the public?

**Existing former commercial structures in residential zones may deteriorate over time due to lack of investment in maintenance. Residential areas would have the opportunity to be served with active, walkable retail and other commercial uses to provide economic development and increase the diversity of options for small businesses in a manner that has minimal impact to neighbors. The public would benefit from increased investment in areas impacted by an existing structure that, without encouraged investment, may otherwise deteriorate, or have a potentially blighting effect on the surrounding neighborhood.**

- c. Is this application consistent or inconsistent with the Comprehensive Plan goals, objectives and policies? Describe and attach a copy of any study, report or data, which has been developed that supports the proposed change and any relevant conclusions. If inconsistent please discuss how the analysis demonstrates that changed conditions have occurred which will necessitate a shift in goals and policies.

**This application is consistent with the Comprehensive Plan goals, objectives and policies. Spokane's Comprehensive Plan Goals DP 4 and ED 7. Particularly, policies DP 4.8 Zoning Provisions and Building Regulations, and ED 7.6 Development Standards and permitting Process, support the use of development regulations appropriate for historic sites and neighborhoods to encourage investment and meet community needs and goals.**

- d. Is this application consistent or inconsistent with the goals and policies of state and federal legislation, such as the Growth Management Act (GMA) or environmental regulations? If inconsistent, describe the changed community needs or priorities that justify such an amendment and provide supporting documents, reports or studies.

**This application is consistent with the goals and policies of state and federal legislation, such as the Growth Management Act and environmental regulations.**

- e. Is this application consistent with the Countywide Planning Policies (CWPP), the comprehensive plans of neighboring jurisdictions, applicable capital facilities or special district plans, the Regional Transportation Improvement District, and official population growth forecasts? If inconsistent please describe the changed regional needs or priorities that justify such an amendment and provide supporting documents, reports or studies.

**This application is consistent with and does not conflict with such documents. The proposal supports provision of urban services, transportation, and fiscal impacts policy topic areas of the CWPP through the potential reestablishment of businesses on arterials where services and utilities, as well as transit routes and services, exist or are provided nearby.**

- f. Are there any infrastructure implications that will require financial commitments reflected in the Six-Year Capital Improvement Plan?

**No. The cost of improvements to sites with small, pre-existing former commercial structures would be borne by the project applicants and should not require financial commitments to be reflected in the Six-Year Capital Improvement Plan.**

- g. Will this proposal require an amendment to any supporting documents, such as development regulations, Capital Facilities Program, Shoreline Master Program, Downtown Plan, critical areas regulations, any neighborhood planning documents adopted after 2001, or the Parks Plan? If yes, please describe and reference the specific portion of the affected plan, policy or regulation.

**No.**

- h. If this proposal is to modify an Urban Growth Area (UGA) boundary, please provide a density and population growth trend analysis. Changes to the Urban Growth Area may occur only every five years and when the Board of County Commissioners (BoCC) reviews all UGA's countywide.

**This proposal is not intended to modify the Urban Growth Area boundary.**

## **2. For Text Amendments:**

- a. Please provide a detailed description and explanation of the proposed text amendment. Show proposed edits in "line in/line out" format, with text to be added indicated by underlining, and text to be deleted indicated with ~~strikeouts~~.
- b. Reference the name of the document as well as the title, chapter and number of the specific goal, policy or regulation proposed to be amended/added.

**The proposed text amendments are contained within the attached draft ordinance, and occur in Spokane Municipal Code chapter 17C.370, Existing Neighborhood Commercial Structures in Residential Zones. The detailed description and explanation of each amended section are provided below.**

### **17C.370.010 Purpose**

- **Proposed changes include removal of sites located on the Spokane Register of Historic Places, which has a separate provision for conversion of uses under SMC 17C.355 Historic Structures – Change of Use. Although still available to any eligible structure on an arterial street, listed historic non-residential structures located apart from arterials are removed because there are very few of these, and there is another code provision available to them for conversion of use to a non-residential use.**
- **Changes also include addition of a clarifying statement that public and semi-public facilities are reviewed under another section, SMC 17C.320.060. This is to give some clarification to focus the eligible properties to small, previously commercial structures.**

#### **17C.370.020 Applicability**

- The proposed additional text defines the expanded area to other residential areas within a proposed pilot period.

#### **17C.370.030 Procedure**

- The proposal adds a hearing examiner process under Type III review for projects that exceed certain expansion thresholds or when the planning director determines it is in the public interest.
- The fee for a Type III application is specified.
- Structures in the institutional use category are excluded, such as schools, community services, and religious institutions, which are non-residential structures but are not intended to be covered by the provisions of the chapter.
- The text amendments specify the location and duration of the pilot program.
- The new expansion thresholds requiring Type III review are:
  - When a structure's ground floor, or building footprint, will be equal to or greater than 3,000 square feet.
  - When off-street parking is expanded.
  - When another aspect of expansion causes the site or use to expand onto surrounding sites.
- Parking exceptions are proposed for removal following the subsequent adoption since this chapter's adoption in 2012 of on-street parking provisions and exceptions to small structures in the Neighborhood Retail (NR) zone. Parking exceptions in (F)(5) are proposed to be removed because of code revisions following the original section under ORD C34882 on 6/18/2012:
  - On-street parking was added to General Standards under SMC 17C.230.100(G) (ORD C34927 Section 1, passed 10/22/2012).
  - This section's requirements follow 17C.230 SMC Parking and Loading for a Neighborhood Retail Zone (NR). An exception was later added for Neighborhood Retail Zone standards when SMC 17C.230.130(B) was changed to cancel any parking requirement for structures less than 3,000 square feet, and provided reductions for buildings 5,000 square feet or less (ORD C35264, passed on 6/15/2015). The additional exceptions in this section might have unintended consequences for uses converting under this section. Consider a proposed 4,000 square-foot-restaurant, which under the NR zone now requires a standard of 4 spaces (this calculation based on 1,000 square feet that is more than the 3,000 square feet subtracted—so 1 space per 250 sq. ft. of floor area  $\times$  1,000 square feet = 4 spaces). This section would further provide a deduction of 5 spaces, meaning the required spaces would be negative 1, or less than zero. No ground-floor structure will exceed 5,000 square feet under this section, and most converted uses will be below 4,000 square feet of all parts of the structure. The preexisting exception in this section, adopted in 2012, did

not anticipate the application of the late exception for smaller structures available using NR zone requirements, which was passed in 2015.

- The proposed text amendment provides the procedure for appeal of a hearing examiner's decision to superior court.

**3. For Map Change Proposals:**

- Attach a map of the proposed amendment site/area, showing all parcels and parcel numbers.
- What is the current land use designation?

**No land use designation change.**

- What is the requested land use designation?

**No requested land use designation change.**

- Describe the land uses surrounding the proposed amendment site (land use type, vacant/occupied, etc.)

**The land uses surrounding the proposed eligible structures vary.**



## Existing Neighborhood Commercial Structures in Residential Zones Expansion

### Communication Log

Date	Via	Name	Topic	Summary	Details
1/19/2017	Meeting	Community Assembly - Land Use Committee	Proposal	Initial feedback on proposal	The group suggested defining and targeting developers/consumers of former commercial structures. Concerns with potential for continued low investments in sites. Need to address quality and maintenance of properties rehabilitated under the proposal. (NG)
4/20/2017	Meeting	Community Assembly - Land Use Committee	Proposal	Continued feedback on proposal	Members of the committee expressed interest in including some sites that are located apart from arterial streets. A member also suggested a five-year time period for the pilot period, rather than two years, to allow additional time for obtaining financing. (NG)
4/21/2017	Email	Daniel Sanchez	Public Safety	Offenses by homeless population should be a priority	Enforce SMC 10.10 Offenses Against Peace and Order to address proliferation of homeless population before attending to the subject proposal. (NG)
4/25/2017	Phone	Mark Breithaupt	Scope	Question about scope	Asked whether this proposal would apply to this owner's triplex at 1117 W Shannon Ave. I explained the proposal only applied to non-residential structures. (NG)
4/25/2017	Phone	Debbie Rainey	Scope	Question about scope	Wanted to know which structures the proposal applies to and whether it would allow people to build behind homes. (NG)
4/27/2017	Phone	Douglas Horvath (owner of record)	Land Use	Wants rezone to build additional home	Caller said he owned a house at 616 N Cochran St and wanted to know how the proposal impacted him and whether he could build an additional home in the yard on the RSF property. I advised him to speak with a land-use attorney to inquire about rezone. (NG)
4/28/2017	Phone	Barbara Ingham	Scope	General questions	Curious whether there was interest in her neighborhood (Liberty & Nevada). Asked about what buildings the proposal would apply to; stated she was not concerned after learning about proposed limitations and scope. (NG)
5/3/2017	Phone	Jeanette Farrell	Scope	Against community services/group living in neighborhoods	Caller favored commercial uses in former commercial structures but did not think community services or group living facilities should be allowed. I explained that no such project was proposed and further notice to neighbors of any such project and opportunity for comment would occur. (NG)



## Gwinn, Nathan

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**From:** Daniel Sanchez <mootsys406@gmail.com>  
**Sent:** Monday, April 24, 2017 9:40 AM  
**To:** Gwinn, Nathan  
**Subject:** Re: Open Houses May 4 and May 9 to Discuss Activating Spokane's Existing Neighborhood Commercial Structures

Thanks

On Mon, Apr 24, 2017 at 9:31 AM, Gwinn, Nathan <[ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org)> wrote:

Good morning Mr. Sanchez,

Thanks for your comment. I will add it to the comment summary and public record for the file.

Sincerely,

**Nathan Gwinn** | Assistant Planner | City of Spokane

[509.625.6893](tel:509.625.6893) | [ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org) | [www.spokanecity.org](http://www.spokanecity.org)

**From:** Daniel Sanchez [mailto:[mootsys406@gmail.com](mailto:mootsys406@gmail.com)]  
**Sent:** Friday, April 21, 2017 4:19 PM  
**To:** Gwinn, Nathan  
**Subject:** Re: Open Houses May 4 and May 9 to Discuss Activating Spokane's Existing Neighborhood Commercial Structures


When we start enforcing existing law in the city, I'll take this role of government more seriously.. As of right now, Spokane Municipal Code 10.10- all facets, aren't worth the paper they're written on..

I get it, real estate development and social engineering is fun.. Dealing with the proliferating homeless population isn't.. But its an issue of public safety. You want to improve our city- enforce the existing laws..

On Fri, Apr 21, 2017 at 4:06 PM, Gwinn, Nathan <[ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org)> wrote:

The City of Spokane Planning and Development Department invites you to join us at public open houses on Thursday, May 4, and Tuesday, May 9. The proposal is a text amendment to the Unified Development Code

that would expand an area, on a limited basis, that might encourage investment opportunities for existing neighborhood commercial structures in residential areas. Direct notice of the proposal is being sent to residents and property owners near potentially eligible properties. Please share this message with others you believe may be interested!



## Activate Existing Neighborhood Commercial Structures Open Houses




Photo: Google Street View

Come share your thoughts about a proposed revision to the Spokane City Zoning Code that might permit more former neighborhood commercial structures to re-establish a commercial use, or change into a small multi-family building or office.

The purpose of this revision is to consider new activities at historically commercial sites, now zoned residential, that may increase maintenance and attract investment to older buildings and their surroundings. While currently allowed only on sites in a defined area in West Central Spokane, the proposal would extend the option to other residential areas of the city. The changes include new specifications for limited expansions in West Central and other areas.

### Existing Neighborhood Commercial Structures Open Houses

<b>Thursday, May 4, 4:30 – 6 p.m.</b> West Central Community Center 1603 North Belt Street, Spokane	<b>Tuesday, May 9, 5 p.m. – 7 p.m.</b> East Central Community Center 500 South Stone Street, Spokane
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If you are interested in receiving further notice about this project, please sign up for the project email list by sending your email to [ngwinn@SpokaneCity.org](mailto:ngwinn@SpokaneCity.org).

For additional information, go to [my.SpokaneCity.org/projects](http://my.SpokaneCity.org/projects) or contact Nathan Gwinn at [ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org) or 509-625-6893



**Nathan Gwinn** | Assistant Planner | Planning & Development

509.625.6893 | [ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org) | [www.spokanecity.org](http://www.spokanecity.org)



BRIEFING PAPER  
City of Spokane  
DSC/ Plan Commission  
May 10, 2017

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Subject

Staff will be introducing an ordinance to formalize the criteria and application process to allow Parklets and Streeteries in the City of Spokane.

Background

Parklets are an emerging way to provide additional public gathering spaces in urban areas. Additionally, Streeteries can be used as an extension of adjacent restaurants and businesses. They have been utilized with positive impact on pedestrian and business activity in cities such as Seattle, Portland, San Francisco, New York, Washington D.C., and others. The city of Spokane has run two pilot projects authorizing Parklets within the downtown core.

Parklets and Streeteries have been implemented with success in multiple municipalities; increasing the vibrancy of the public realm, generating pedestrian activity, and activating new uses for streets.

Impact

Parklets and Streeteries will have the most immediate impact on the city block on which they are placed. They will allow for pedestrians to use the space, smaller events, such as music, to attract public interest, and as an extension of businesses.

Implementation of Parklets or Streeteries will require the occupation of one or more spaces of on street parking or loading zones.

Action

Staff is continuing to work on the Ordinance and Policy documents and has started meeting with community stakeholders for their feedback and experience during the pilot program. Staff anticipates holding a public Hearing with PC in July.

Funding

Not applicable

## **ORDINANCE NO. C-\_\_\_\_\_**

An ordinance creating a permitting program for parklets and streateries in Spokane; enacting a new chapter 10.55 of the Spokane Municipal Code.

**WHEREAS**, for the past two summers, downtown Spokane has been the location of a successful pilot program for parklets; and

**WHEREAS**, parklets and streateries help to activate and improve the public realm, by allowing greater opportunities for people to socialize and interact with others and to activate the streetscape, leading to decreases in crime and an enhanced sense of public safety; and

**WHEREAS**, restauranters and bar owners have successfully implemented sidewalk cafes in downtown Spokane in recent years, and the desire exists to extend, in the appropriate situations and locations, sidewalk cafés into an adjacent parking space(s) (known as “streateries”) in Spokane; and

**WHEREAS**, parklets and streateries have been used in many cities of all sizes throughout North America and are proven methods to increase the vibrancy and activity of a streetscape; and

**WHEREAS**, the City Council intends to establish a permitting program for parklets and streateries in order to build on the successful pilot programs of the past two summers in downtown Spokane and improve the quality of life in Spokane.

**NOW THEREFORE**, the City of Spokane does ordain:

Section 1. That there is enacted a new chapter 10.55 of the Spokane Municipal Code to read as follows:

### **Chapter 10.55      Parklets and Streateries** **Section 10.55.005   Definitions**

- A. “Parklet” means a small public gathering space, occupying one or more parking spaces on a public street, and treated in all respects as a public sidewalk, but the facilities of which are privately owned and maintained.
- B. “Streatery” means one or more parking space(s) used either as an extension of, or a stand-alone sidewalk café, connected visually to, and for use by patrons of, a nearby restaurant or bar and service at which is subject to all the terms and conditions of the nearby restaurant or bar’s food service and alcohol permits.

### **Section 10.55.010   Permit Required**

It is unlawful to install or operate a parklet or streatery without a written permit to do so from the city engineer as provided in this chapter and SMC 8.02.0220.

### **Section 10.55.020 License Class**

Parklet and streatory licenses are Class IIIE licenses and are subject to SMC Chapter 04.04.

### **Section 10.55.030 Construction**

By enactment of this chapter, the City Council deems the allowance and permitting of parklets and streateries in Spokane to be in the best interest of the people of the City and the provisions of this chapter shall be liberally construed by the City in favor of applicants for a permit.

### **Section 10.5.5.040 Application**

- A. In addition to the information required by SMC 10.55.060, an application for a parklet or streatory shall state:
  - 1. The anticipated periods of use during the year, and the proposed hours of daily use, including Saturdays, Sundays and holidays; and
  - 2. Whether any liquor as defined in RCW 66.04.010 will be sold or consumed in the area to be covered by the permit.
- B. At the time of application the city engineer shall set a time for an administrative hearing before which the public may offer objections to the issuance of the license.

### **Section 10.55.050 Notice to Adjacent Property Owners**

- A. The applicant shall mail or serve a notice stating the:
  - 1. Nature of the application;
  - 2. The parklet or streatory area sought to be used; and
  - 3. Date, time and place at which the city engineer will consider such application

At least ten days prior thereto, upon the owners, building managers and street-level tenants of the properties on the block face on which would be located the proposed parklet or streatory, and shall file with the city engineer a copy of the notice mailed and a list of the persons to whom it was sent.

- B. The city engineer shall prepare notices containing the aforesaid information and shall deliver to the applicant a public notice, which shall be posted in a window or on the building exterior of the adjacent property.

### **Section 10.55.060 Parklet Terms and Conditions**

- A. The City Engineer shall issue a permit for the use of a parking space(s) as a parklet upon such terms and conditions as the City Engineer, in the exercise of

his/her professional discretion, may deem appropriate, if the City Engineer determines that:

1. The applicant is the owner or occupant of the property adjacent to the proposed parklet area;
2. The proposed parklet use would not unduly and unreasonably impair passage of the public on the sidewalk adjacent to the area for which the permit is sought; and
3. The design and construction of the proposed parklet meets all applicable guidelines.

B. Terms and conditions imposed by the City Engineer upon the approval of a parklet application may include, without limitation:

1. restrictions as to the number and placement of furnishings (such as tables and chairs) and as to the hours and dates of use;
2. a requirement that the area be cleared when not in use as a parklet, upon the order of the city engineer or other appropriate City officer, such as the chief of police or fire official or their authorized representatives;
3. a requirement that the parking space(s) be vacated and restored to their original condition and free from all obstructions from November 30 through April 1 of each year;
4. that the permittee shall maintain the sidewalk adjacent to the parklet as well as the parklet itself in a clean and safe condition for pedestrian travel and use;
5. a requirement that the applicant maintain the sidewalk adjacent to the parklet as necessary to accommodate deliveries to adjacent or other nearby properties;
6. regulations upon lighting and illumination of the parklet;
7. an indemnity agreement in accordance with the provisions of this chapter; and
8. where reasonably feasible and possible, a requirement that the parklet be located in a space(s) which is designated as a loading zone or "flex" parking space.

C. Unless expressly authorized by the City, no permittee authorized to construct, maintain, and operate a parklet under this chapter shall:

1. Break or damage any pavement or street surface;
2. Disturb, remove, damage, or obstruct any parking meters, signs, or parking area striping;
3. Permanently install any fixture of any kind; or
4. Cover or obstruct any utility manholes or handholes

in or on the parking space(s) occupied by a parklet or in or on the sidewalk area adjacent to the parklet area.

## **Section 10.55.065 Streatery Terms and Conditions**

- A. The City Engineer shall issue a permit for the use of a parking space(s) as a streatery upon such terms and conditions as the City Engineer, in the exercise of his/her professional discretion, may deem appropriate, if the City Engineer determines that
1. The applicant is the owner or occupant of the adjacent property and operates a cafe or restaurant thereon;
  2. The proposed streatery is included adjacent to, near, or within a food service establishment permit issued by the Spokane City-County health district, or its representative, which has otherwise authorized such use of the area; and
  3. The proposed streatery use would not unduly and unreasonably impair passage of the public on the sidewalk adjacent to the area for which the permit is sought.
- B. Terms and conditions imposed by the City Engineer upon the approval of a streatery application may include, without limitation:
1. restrictions as to the number and placement of furnishings (such as tables and chairs) and as to the hours and dates of use;
  2. a requirement that the area be cleared when not in use as a streatery, upon the order of the city engineer or other appropriate City officer, such as the chief of police or fire official or their authorized representatives, and from November 30 through April 1 of each year;
  3. that the streatery be removed immediately if the permittee's food establishment or liquor permit is revoked;
  4. that the permittee shall maintain the sidewalk adjacent to the streatery as well as the streatery itself in a clean and safe condition for pedestrian travel and use;
  5. a requirement that the applicant maintain the sidewalk adjacent to the streatery as necessary to accommodate deliveries to adjacent or other nearby properties;
  6. regulations upon lighting and illumination of the streatery;
  7. an indemnity agreement in accordance with the provisions of this chapter; and
  8. where reasonably feasible and possible, a requirement that the parklet be located in a space(s) which is designated as a loading zone or "flex" parking space.
- C. Unless expressly authorized by the City, no permittee authorized to construct, maintain, and operate a streatery under this chapter shall:
1. Break or damage any pavement or street surface;



2. Disturb, remove, damage, or obstruct any parking meters, signs, or parking area striping;
  3. Permanently install any fixture of any kind; or
  4. Cover or obstruct any utility manholes or handholes
- in or on the parking space(s) occupied by a parklet or in or on the sidewalk area adjacent to the parklet area.

### **Section 10.55.070 Liquor Use and Sale**

Liquor, as defined in RCW 66.04.010, as now existing or hereafter amended, may be used and sold at a streatory when authorized in both the use permit provided for herein and by permit of the Washington State liquor and cannabis board, and not otherwise. Nothing in the chapter shall be construed or deemed to modify, conflict with, or allow separate conditions for alcohol use, sale, or consumption than those provided in Title 66, RCW, specifically chapter 66.20, RCW, and nothing herein shall be deemed or construed to allow liquor use or consumption on a parklet as the same is defined in this chapter.

### **Section 10.55.080 Insurance Required**

An applicant for a permit for a parklet or streatory shall, prior to issuance of such a permit, provide and maintain in full force and effect while the permit is in effect, public liability insurance in the amount specified by SMC 12.02.0718 to cover potential claims for bodily injury, death or disability and for property damage, which may arise from or be related to the use of the parking space(s) and sidewalk area adjacent thereto for parklet or streatory purposes, naming the City as an additional insured.

### **Section 10.55.090 Indemnity – Permit Revocation**

- A. The applicant for a parklet or streatory permit shall execute and deliver to the City upon a form supplied by the city engineer an agreement in writing and acknowledged by the applicant, forever to hold and save the City free and harmless from any and all claims, actions or damages of every kind and description which may accrue to, or be suffered by, any persons by reason of or related to the operation of such parklet or streatory.
- B. In addition, such agreement shall contain a provision that the permit is wholly of a temporary nature, that it vests no permanent right whatsoever, that upon thirty days' notice, posted on the premises, or by publication in the official newspaper of the City, or without such notice, in case the permitted use shall become dangerous or unsafe, or shall not be operated in accordance with the provisions of this title, the same may be revoked and the parklet or streatory ordered removed.

- C. Every such agreement, after it has been received in his office and numbered, and after the same has been recorded, shall be retained by the city clerk.

#### **Section 10.55.100 Compliance – Street and Sidewalk Condition**

The applicant shall comply with the terms and conditions of the parklet or streaterly permit issued, and shall maintain the parking space(s) and the sidewalk area adjacent thereto in a clean and safe condition for pedestrian travel, and shall immediately clear the parklet or streaterly area when ordered to do so by the city engineer or other appropriate City officer such as the chief of police or fire official or their authorized representatives.

#### **Section 10.55.110 Requirements not Cumulative**

The requirements of SMC 7.02.070, obstruction of streets, and obstruction of sidewalks, shall not apply to a parklet or streaterly validly licensed under this chapter, except as herein provided.

#### **Section 10.55.120 Regulations and Design Guidelines**

No later than 120 days after the effective date of this section, the city engineer shall publish regulations (including a reasonable permit application fee) and design guidelines for parklets and streateries permitted under this chapter; provided, that, for the first year following the effective date of this section, City regulations for parklets and streateries created pursuant to this section shall not include or impose, as a condition of the permit.

PASSED by the City Council on \_\_\_\_\_.

\_\_\_\_\_  
Council President

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_

\_\_\_\_\_

Mayor

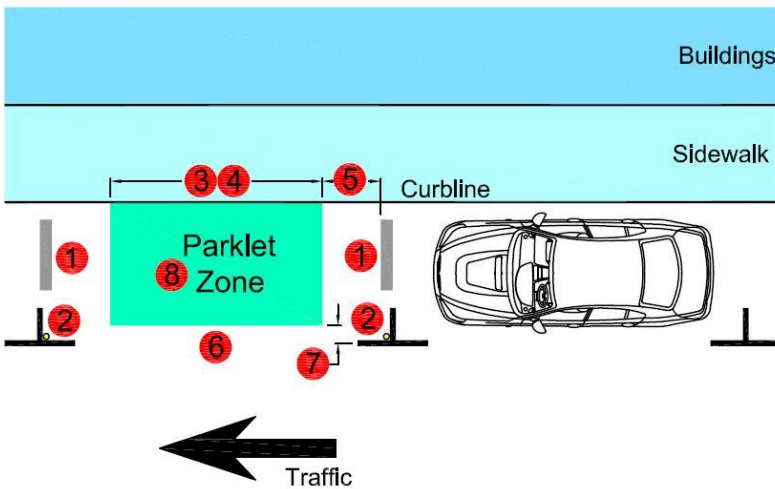
Date

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Effective Date

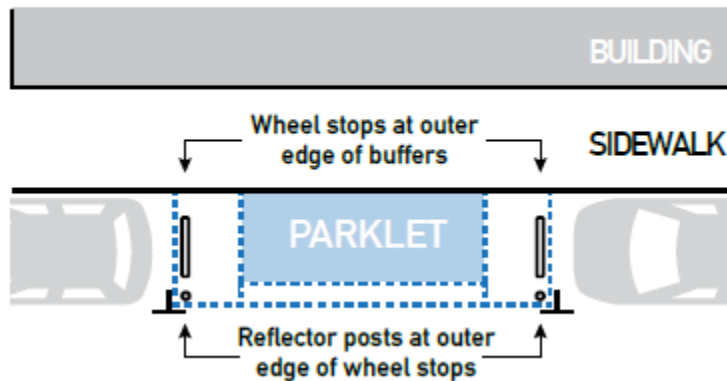
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# Parklet Overview

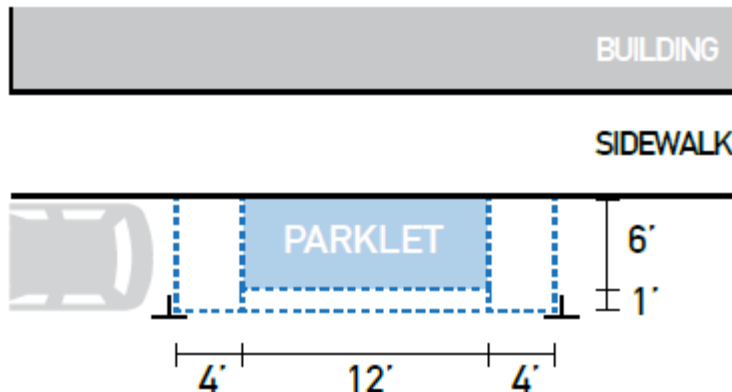


1. Wheel stops shall be installed one foot from the curbline at the edge of the parking spaces in front of and behind the parklet.
2. Reflective elements (soft-hit posts) are required at the outside corners of the parklet.
3. Maintain curbline drainage.
4. The parklet shall be flush with the curb (no more than 1/2" gap), level with the adjacent sidewalk, and must be accessible at several locations by pedestrians.
5. Buffer zone - The parklet shall be located at least four feet from the wheel stops.
6. The outside edge and railings shall not create a visual barrier.
7. There must be one foot setback from the edge of an adjacent bike lane or vehicle travel lane and shall have an edge to buffer the street. This edge can take the form of planters, railing, cabling, or some other appropriate buffer. The height and scale of the buffer required will vary depending on context of the site.
8. The parklet frame should be a freestanding structural foundation that rests on the street surface or curb. This frame can't be permanently attached to the street, curb, or adjacent planting strip.

## WHEEL STOP & REFLECTOR POSTS

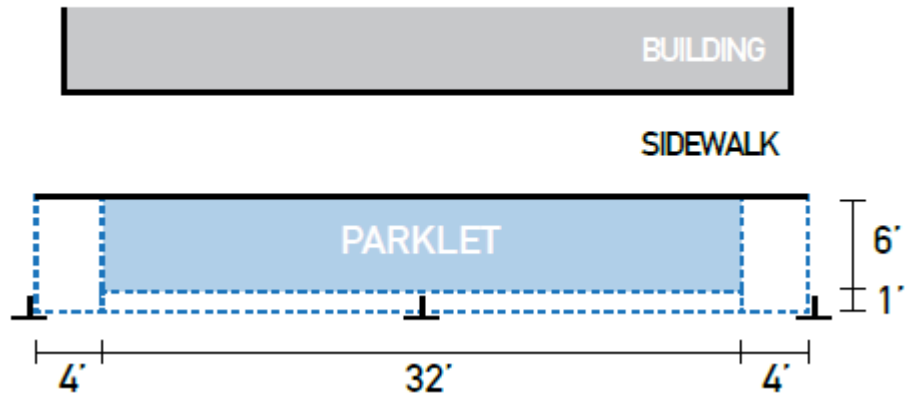


## MINIMUM DIMENSIONS



# Parklet Overview

## DOUBLE SPACE DIMENSIONS



If you are considering putting a parklet in a load zone or another specially designated space, we recommend you first look for a nearby place to move that zone and then notify other businesses on the block. Consideration will be given to removing the special zone with written acknowledgment from your block's other property managers, owners, street-level businesses, and/or residential property associations.

### • PARKLET PLAN REQUIRED ELEMENTS

A parklet plan that includes the existing sidewalk and street environment is required for all applications. The plan must indicate where the proposed parklet will be located on the street and should include the following elements:

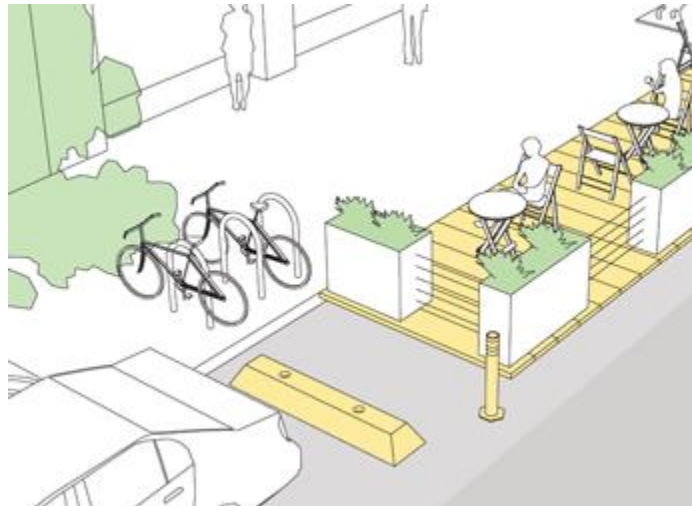
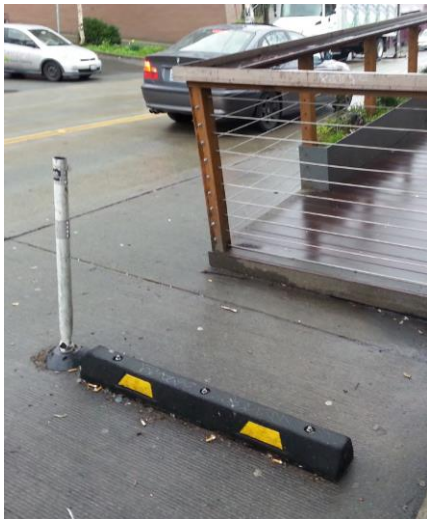
- Street and sidewalk utilities (e.g. manholes, water valves, etc)
- Street poles and signs
- Parking meters including those that you would like to have removed
- Fire hydrants and fire department connections on buildings
- Street furniture (litter cans, benches, etc)
- Street trees, including tree surrounds
- Sidewalk and street grade elevations
- Bike lanes (if applicable)
- Parklet dimensions
- Parklet materials and details as necessary
- Flexible bollards and wheel stops
- Sufficient notations regarding materials, design elements, or other proposed features to allow for adequate review
- Parklet design should allow for stormwater flow and drainage along curb.
- Parklets shall include a physical barrier along the street, while also maintaining clear visual sightlines.

# **Parklet Safety Elements**

- Safety is our most important consideration, so all parklet locations must be chosen to keep sightlines clear for people on streets and sidewalks.
- The parklet must have installed wheel stops and reflective delineator posts at the outside edges of your parklet buffer. Wheel stops must be placed on each end of the parklet that borders a parking space. The wheel stops must be mounted four feet back from the edge of the parklet and one foot out from the curb.

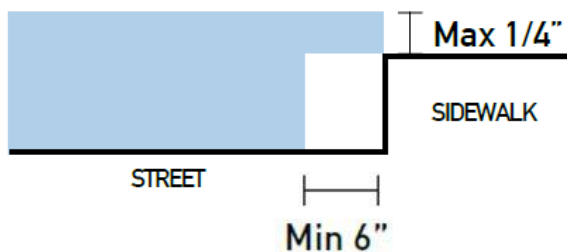
The delineator posts must be placed six inches out from the corners of the wheel stops.

The wheel stops are to be four feet long, bolt-mounted, and preferably made of recycled rubber. Delineator posts must be 36-inch tall, cylindrical, white safe-hit posts and must include reflective striping. These posts should follow the City of Spokane standard and be attached to the street with either a butyl adhesive pad or epoxy kit.

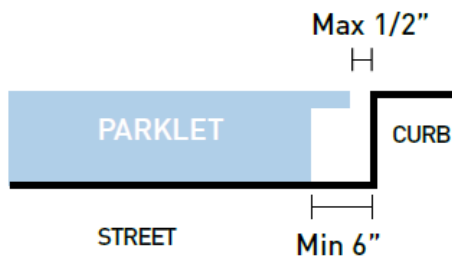


# Parklet Curb Elements

## MAXIMUM VERTICAL GAP



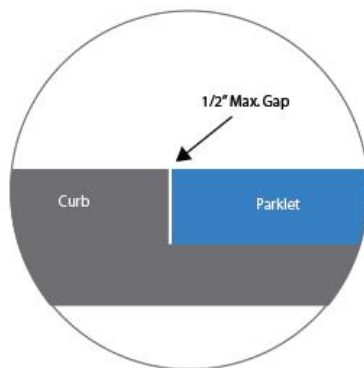
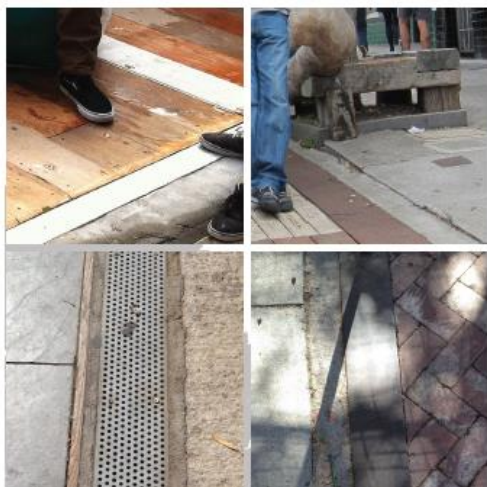
## GUTTER & DECK GAP



- Parklet design shall allow for stormwater flow and drainage along curb.

The Parklet must have a seamless connection to the existing curb to meet ADA requirements. Below are examples of connections found at other parklets.

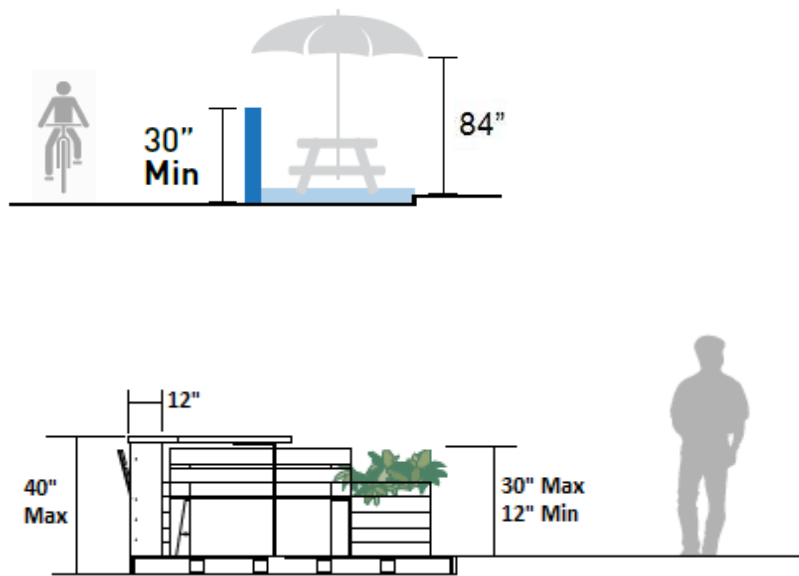
### "SPANNING THE GAP"





# Parklet Sight Line Elements

## MINIMUM HEIGHT



- The parklet design must ensure visibility to passing traffic and pedestrians and not create a visual barrier.
- The parklet shall maintain a visual connection to the street. Continuous opaque walls above 40" that block views into the parklet from the surrounding streetscape are prohibited. You are allowed to include columns and other vertical elements. 84" is the minimum overhead clearance that must be provided for any parklet enclosure that has a canopy to not create a visual barrier.
- The parklet should have a notable, defined edge along the side of the parklet facing the roadway and adjacent parking stalls to protect parklet users from moving traffic. This could be a continuous railing, planter, fence, or similar structure.
- The height of the outside wall is dependent on the context, but should be between 30 inches minimum on the street side to a maximum of 40 inches.

It is recommended to have a minimum buffer width of 12 inches from a busy travel lane to improve the parklet experience.



# Parklet and Streatery Application

Rev.20170503

## CONTACT INFORMATION

Applicant Name: \_\_\_\_\_

Business or Organization name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## HOSTING BUSINESS INFORMATION

Property/Business Owner: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## LOCATION INFORMATION

Closest address to proposed parklet/streatery: \_\_\_\_\_

Number of parking spaces to be occupied: \_\_\_\_\_

Select the types of parking spaces the parklet/streatery would occupy:

☐ Parking Meters (enter meter numbers for each meter proposed to be occupied)

\_\_\_\_\_

☐ Loading Zone

☐ Limited Parking (e.g. 1hr, 2hr parking)

☐ No parking regulations

**APPLICATION PACKAGE:**☐ **Parklet**☐ **Streatery**

Please provide one or two paragraphs that describe your Parklet or Streatery to help reviewers understand what you are planning for the space. Consider some of the following questions:

- Why do you want to host a parklet or a streatery?
- What do you hope your parklet or a streatery will do for your neighborhood?
- What types of activities will your parklet support? Or your streatery during non-service hours?
- What will the hours of operation be for your streatery? Will alcohol be served?
- Are there any features that you specifically want to include?

Please sign and complete below if you have read and understand the Parklet and Streatery Handbook, which covers fees, responsibilities, design guidelines and technical requirements and certify that the information provided in this application is true and correct.

---

***Full Name (please print)***

***Signature***

***Date***

Applications can be submitted to the Developer Services Center on the 3<sup>rd</sup> Floor of City Hall located at 808 West Spokane Falls Boulevard between 8 am and 5 pm Monday through Friday (except Holidays). To complete your application package, please submit this form with the following materials, as detailed in the Parklet and Streatery Handbook:

- ☐ Site Plans
- ☐ Photos of Existing Site
- ☐ Proof of Owner Notification
- ☐ Proof of contact with Local Business/Neighborhood Association
- ☐ Three Letters of Community Support
- ☐ Letter of Authorization signed by the food service business or property owner (for Streatery only)

**BRIEFING PAPER**  
**City of Spokane**  
**Plan Commission Workshop, May 10, 2017**

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**Subject**

The proposal is to update the way that annual amendment proposals to the Comprehensive Plan and the Unified Development Code are reviewed. This proposal would add a threshold determination or a “docketing” step; SMC Chapters 17G.020 and 17G.025 govern these procedure.

**Background**

Currently, requests to amend the City’s Comprehensive Plan and Unified Development Code, after initial staff and agency review, proceed to the Plan Commission and then to City Council for legislative consideration.

In order to better handle the work load for staff, Plan Commission and the City Council, this proposed amendment will add a process of threshold review prior to full review. It is anticipated that this early review step will also benefit applicants who may spend considerable time and resources on proposed amendments. This early review would establish a Comprehensive Plan Annual Amendment Work Program to be referred to as “the docket” for ease of use. Once this is established, full review would begin. This proposal does not make substantial changes to the full review process now followed.

Amendments to the Comprehensive Plan can be Land Use Plan Map amendments or text amendments. Annual Amendment proposals may be initiated by anyone.

**Key Concepts in this code update:**

- For early threshold review procedure, the draft in your packet, has language that requires the Plan Commission to hold a public hearing on the applications submitted for early threshold review. The Plan Commission will make a recommendation to the City Council on the threshold review applications. City Council will then set the Annual Comprehensive Plan Amendment Work Program by resolution. Alternatives to this approach were discussed at the previous workshops.
- A \$500 fee currently designated as “pre-application fee” would be re-purposed as the “docket consideration fee”. If an application moves on to full review, the amendment base fee of \$5,000 would be required with a credit for the previous \$500 paid. (SMC 8.02.692).
- This proposal would incorporate any non-city amendments proposed to the Unified Development Code (Title 17) into the docket procedure that will be used primarily for proposed amendments to the comprehensive plan.

**Project Timeline**

January 25, 2017 – Concept workshop with Plan Commission

March 22, 2017 – Workshop with Plan Commission

April 26, 2017 – PC Workshop with draft language  
May 4, 2017 - Outreach to Community Assembly  
May 10, 2107 – Plan Commission Workshop, continued draft review  
June 14, 2017 – Potential Plan Commission Public Hearing  
Summer 2017 – City Council Public Hearing

**Additional information:** Completed [2015/2016 Annual Amendments](#) and the current process. [Annual amendments for 2017 are suspended](#) while the city adopts the periodic update to the Comprehensive Plan.

## Title 17G Administration and Procedures

### Chapter 17G.020 Comprehensive Plan Amendment Procedure

Section 17G.020.010 is amended as follows:

#### Section 17G.020.010 ((Comprehensive Plan Amendment Purpose)) Purpose and Guiding Principles

- A. This chapter ~~((provides the process))~~ establishes the procedure and decision criteria that the City will use to review and ((for amending)) amend the comprehensive plan, including the annual public participation process for proposals to amend the comprehensive plan. All actions taken during the ~~((annual))~~ amendment process are legislative actions. These actions include amendments to the land use plan map ~~or~~ and/or text of the comprehensive plan.
- B. The guiding principles of the annual amendment process ~~((for comprehensive plan amendments))~~ are as follows:
1. Keep the comprehensive plan alive and responsive to the community.
  2. Provide for simultaneous review of proposals to allow for cumulative impact analysis of all applications on a City-wide basis and in conjunction with budget decisions.
  3. Make map adjustments based on a foundation in policy language, consistently applying those concepts citywide.
  4. Honor the community's long-term investment in the comprehensive plan, through public participation and neighborhood planning processes, by not making changes lightly.
  5. Encourage development that will enable our whole community to prosper and reinforce our sense of place and feeling of community, in an ecologically, economically and socially sustainable manner.
  6. ~~((The proposed changes))~~ Amendments to the comprehensive plan must result in a net benefit to the general public.
- C. Scope of Amendments.  
A proposed plan amendment may include additions, deletions, corrections, updates, modifications or revisions to:
1. Comprehensive plan maps, goals and policies in the various elements, including the capital facilities program and other supporting documents;
  2. Regulations that implement the comprehensive plan, including the land use code or zoning map, the shoreline master program and critical areas regulations;
  3. Administrative and regulatory procedures that implement the comprehensive plan; or
  4. The comprehensive plan or its implementation measures, as necessitated by annexation action.
  5. Proposed amendments may not include amendments to the urban growth area boundary.

**Commented [BT1]:** This section has been moved from SMC 17G.020.050(A) with the exception of #5 which is new text.

Section 17G.020.020 is amended as follows:

#### Section 17G.020.020 ((Timing)) Amendment Process

~~((No more frequently than once every year, the plan commission may recommend and the city council may adopt amendments to the land use plan map, or the text of the comprehensive plan, upon finding that each proposal meets all of the following conditions and requirements. However, proposals that are not consistent with the comprehensive plan are addressed only within the context of the required comprehensive plan update cycle every seven years pursuant to RCW 36.70A.130(4)(c) and every other year starting in 2005.))~~

- ~~A. This chapter applies to and establishes the procedures for consideration of proposed amendments to the comprehensive plan. A proposal for an area-wide or a site-specific rezone that would implement the comprehensive plan and land use plan map (and therefore does not require plan modification) is quasi-judicial and may be considered at any time, subject to the ((application requirements of SMC 17G.060.070)) procedures set forth in chapter 17G.060 SMC.~~

A new section 17G.020.025 is added as follows:

#### Section 17G.020.025 Initiation of Amendment Proposals

- A. Amendment proposals initiated by the public or persons or entities other than the City.
1. General. Members of the public or persons or entities other than the City Council and Spokane Plan Commission (hereinafter referred to collectively as “the public”) may initiate comprehensive plan amendment proposals subject to the provisions of this section. Amendment proposals initiated by the public are reviewed as part of an annual cycle and pursuant to a two-tiered process: a threshold review and a final review, as described below:
    - a. Threshold Review. The threshold review process will determine those proposals that will be included in the Annual Comprehensive Plan Work Program and will determine their geographic scope.
      - i. Plan Commission Review. Pursuant to the applicable procedural provisions of this chapter, complete applications to propose an amendment to the comprehensive plan submitted during the time period set forth in section 17G.020.060 will be reviewed by the Plan Commission. The Plan Commission will hold a public hearing and make a recommendation to the City Council, using the criteria set forth in SMC 17G.020.026, as to which amendment proposals initiated by the public should be included in the Annual Comprehensive Plan Amendment Work Program.
      - ii. Consideration of Geographic Scope. Prior to the hearing, the Plan Commission shall review the geographic scope of any proposed amendments. Expansion of the geographic scope may be recommended if nearby, similarly situated property shares the characteristics of the proposed amendment’s site. Expansion shall be the minimum necessary to include properties with shared characteristics.
      - iii. City Council Review. The City Council will review the Plan Commission recommendation and the criteria set forth in SMC 17G.020.026, and determine which amendment proposals will be included in the Annual Comprehensive Plan Amendment Work Program, and their geographic

scope. Those proposals included in the Annual Comprehensive Plan Amendment Work Program will then be referred back staff and to the Plan Commission for the Final Review process.

- iv. Alternative Disposition. Proposals not included in the Annual Comprehensive Plan Amendment Work Program may, at the City's discretion, be considered as provided in subsection A.2 of this section.
- b. Final Review. The final review process will evaluate the proposed amendments included in the Annual Comprehensive Plan Amendment Work Program and culminate in Council action on the proposed amendments.
  - i. Plan Commission Review. The Plan Commission will review the proposed amendments included in the Annual Comprehensive Plan Amendment Work Program, hold a public hearing, and make a recommendation to the City Council as to each proposed amendment, using the criteria set forth in SMC 17G.020.030.
  - ii. City Council Action. The City Council will review the Plan Commission recommendations and the criteria set forth in SMC 17G.020.030 and decide on each proposed amendment in the Annual Comprehensive Plan Amendment Work Program.
- 2. Alternatives for Proposals Not Included in the Annual Comprehensive Plan Amendment Work Program.
  - a. Ongoing Work Program. A proposal that is not included in the Annual Comprehensive Plan Amendment Work Program may, at the City's discretion, be included in a previously established ongoing work program if it raises policy or land use issues more appropriately addressed by such ongoing work program.
  - b. Comprehensive Plan Periodic Update. A proposal that is not included in the Annual Comprehensive Plan Amendment Work Program may, at the City's discretion, be considered in the course of the City's next Comprehensive Plan periodic update required by RCW 36.70A.130(5) if it addresses a matter appropriate to include in the Comprehensive Plan and is consistent with current policy implementation in the Countywide Planning Policies, GMA, and other state or federal laws and implementing regulations.

B. Amendment Proposals Initiated by the City Council or Plan Commission.

- 1. City Council.
  - a. Initiation. Proposals to amend the Comprehensive Plan may be made by the City Council at any time. An affirmative vote of not less than a majority of the total members of the City Council is required to initiate consideration of an amendment.
  - b. Review. Amendment proposals initiated by the City Council will be reviewed by the Plan Commission and acted upon by Council as set forth in subsection A.1.b of this section, Final Review.
- 2. Plan Commission.

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- a. Initiation. Proposals to amend the comprehensive plan may be made by the Plan Commission at any time and submitted to the City Council for consideration for inclusion in the Annual Comprehensive Plan Amendment Work Program.
  - b. Review. The Council will review the Plan Commission proposals and determine which will be included in the Annual Comprehensive Plan Amendment Work Program. Those proposals included will be referred back to the Plan Commission and Council for review as set forth in subsection A.1.b of this section.
3. Subarea Plan Review. The City Council may initiate a review of a subarea plan in accordance with the procedure specified in subsection B.1 of this section when it concludes that the issues arising in a subarea are of sufficient magnitude and complexity to merit review through a subarea review process. Prior to review of a subarea plan, the Council shall approve a public involvement program that has the goal of effectively and efficiently soliciting a broad spectrum of public viewpoints.

A new Section 17G.020.026 is added as follows:

#### Section 17G.020.026 Threshold Review Decision Criteria

The City Council may add a proposed amendment to the Annual Comprehensive Plan Amendment Work Program if the following criteria have been met

- A. The proposed amendment presents a matter appropriately addressed through the comprehensive plan; and
- B. The proposed amendment does not raise policy or land use issues that are more appropriately addressed by an ongoing work program approved by the City Council or by a neighborhood or subarea planning process; and
- C. The proposed amendment can be reasonably reviewed within the resources and time frame of the Annual Comprehensive Plan Amendment Work Program; and
- D. The proposed amendment addresses significantly changed conditions since the last time the pertinent comprehensive plan land use map or text was amended. For purposes of this section, "significantly changed conditions" requires demonstrating evidence of change such as unanticipated consequences of an adopted policy, or changed conditions on the subject property or its surrounding area, or changes related to the pertinent plan map or text; where such change has implications of a magnitude that need to be addressed for the comprehensive plan to function as an integrated whole; and
- E. When expansion of the geographic scope of an amendment proposal is being considered, shared characteristics with nearby, similarly situated property have been identified and the expansion is the minimum necessary to include properties with those shared characteristics; and
- F. The proposed amendment is consistent with current general policies in the comprehensive plan for site-specific amendment proposals. The proposed amendment must also be consistent with policy implementation in the Countywide Planning Policies, the GMA, or other state or federal law, and the Washington Administrative Code; and

- G. The proposed amendment is not the same as or substantially similar to a proposal that was considered in the previous year's threshold review process, but was not included in the Annual Comprehensive Plan Amendment Work Program, unless additional supporting information has been generated;
- H. State law required, or a decision of a court or administrative agency has directed such a change.

Section 17G.020.030 is amended as follows:

**Section 17G.020.030 Final Review Criteria**

The following is a list of considerations that shall be used, as appropriate, by the applicant in developing an amendment proposal, by planning staff in analyzing a proposal, ~~((and)) by the plan commission in making its recommendation on the proposal, and by the city council in ((determining whether a criterion for approval has been met))~~ making a decision on the proposal.

- A. Regulatory Changes.  
Amendments to the comprehensive plan must be consistent with any recent state or federal legislative actions, or changes to state or federal regulations, such as changes to the Growth Management Act, or new environmental regulations.
- B. GMA.  
The change must be consistent with the goals and purposes of the ~~((state))~~ Growth Management Act.
- C. Financing.  
In keeping with the GMA's requirement for plans to be supported by financing commitments, infrastructure implications of approved comprehensive plan amendments must be reflected in the relevant six-year capital improvement plan(s) approved in the same budget cycle.
- D. Funding Shortfall.  
If funding shortfalls suggest the need to scale back on land use objectives and/or service level standards, those decisions must be made with public input as part of this process for amending the comprehensive plan and capital facilities program.

**E. Internal Consistency.**

1.

The requirement for internal consistency pertains to the comprehensive plan as it relates to all of its supporting documents, such as the development regulations, capital facilities program, shoreline master program, downtown plan, critical area regulations, and any neighborhood planning documents adopted after 2001. In addition, amendments should strive to be consistent with the parks plan, and vice versa. For example, changes to the development regulations must be reflected in consistent adjustments to the goals or policies in the comprehensive plan. As appropriate, changes to the map or text of the comprehensive plan must also result in corresponding adjustments to the zoning map and implementation regulations in the Spokane Municipal Code.

1-2. If a proposed amendment is significantly inconsistent with current policy within the comprehensive plan, an amendment proposal must also include wording that would

realign the relevant parts of the comprehensive plan and its other supporting documents with the full range of changes implied by the proposal.

E.F. Regional Consistency.

All changes to the comprehensive plan must be consistent with the countywide planning policies (CWPP), the comprehensive plans of neighboring jurisdictions, applicable capital facilities or special district plans, the regional transportation improvement plan, and official population growth forecasts.

F.G. Cumulative Effect.

All amendments must be considered concurrently in order to evaluate their cumulative effect on the comprehensive plan text and map, development regulations, capital facilities program, neighborhood planning documents, adopted environmental policies and other relevant implementation measures.

1. Land Use Impacts.

In addition, applications should be reviewed for their cumulative land use impacts. Where adverse environmental impacts are identified, mitigation requirements may be imposed as a part of the approval action.

2. Grouping.

Proposals for area-wide rezones and/or site-specific land use plan map amendments may be evaluated by geographic sector and/or land use type in order to facilitate the assessment of their cumulative impacts.

G.H. SEPA.

SEPA review must be completed on all amendment proposals and is described in chapter 17E.050.

0. Grouping.

When possible, the SEPA review process should be combined for related land use types or affected geographic sectors in order to better evaluate the proposals' cumulative impacts. This combined review process may result in a single threshold determination for those related proposals.

1. DS.

If a determination of significance (DS) is made regarding any proposal, that application will be deferred for further consideration until the next applicable review cycle in order to allow adequate time for generating and processing the required environmental impact statement (EIS).

H.I. Adequate Public Facilities

The amendment must not adversely affect the City's ability to provide the full range of urban public facilities and services (as described in CFU 2.1 and CFU 2.2) citywide at the planned level of service, or consume public resources otherwise needed to support comprehensive plan implementation strategies.

I.J. UGA.

Amendments to the urban growth area boundary may only be proposed by the city council or the mayor of Spokane and shall follow the procedures of the countywide planning policies for Spokane County.

J.K. ~~((Consistent Amendments))~~ Demonstration of Need.

- Policy Adjustments.

Proposed policy adjustments that are intended to be consistent with the comprehensive plan should be designed to provide correction or additional guidance so the community's original visions and values can better be achieved. The need for this type of adjustment might be supported by findings from feedback instruments related to monitoring and evaluating the implementation of the comprehensive plan. Examples of such findings could include:

- a. growth and development as envisioned in the plan is occurring faster, slower or is failing to materialize;
- b. the capacity to provide adequate services is diminished or increased;
- c. land availability to meet demand is reduced;
- d. population or employment growth is significantly different than the plan's assumptions;
- e. plan objectives are not being met as specified;
- f. the effect of the plan on land values and affordable housing is contrary to plan goals;
- g. transportation and/or other capital improvements are not being made as expected;
- h. a question of consistency exists between the comprehensive plan and its elements and chapter 36.70A RCW, the countywide planning policies, or development regulations.

- Map Changes.

Changes to the land use plan map (and by extension, the zoning map) may only be approved if the proponent has demonstrated that all of the following are true:

- i. The designation is in conformance with the appropriate location criteria identified in the comprehensive plan (e.g., compatibility with neighboring land uses, proximity to arterials, etc.);
- j. The map amendment or site is suitable for the proposed designation;
- k. The map amendment implements applicable comprehensive plan policies and subarea plans better than the current map designation.

- Rezones, Land Use Plan Map Amendment.

Corresponding rezones will be adopted concurrently with land use plan map amendments as a legislative action of the city council. If policy language changes have map implications, changes to the land use plan map and zoning map will be made accordingly for all affected sites upon adoption of the new policy language. This is done to ensure that the comprehensive plan remains internally consistent and to preserve consistency between the comprehensive plan and supporting development regulations.

#### K.L. ~~((Inconsistent Amendments.~~

#### 0. — Review Cycle.

~~Because of the length of time required for staff review, public comment, and plan commission's in-depth analysis of the applicant's extensive supporting data and long-term trend analysis, proposals that are not consistent with the comprehensive plan are addressed only within the context of the~~

required comprehensive plan update cycle every seven years pursuant to RCW 36.70A.130(4)(C) and every other year starting in 2005.

1. ~~Adequate Documentation of Need for Change.~~

- a. ~~The burden of proof rests entirely with the applicant to provide convincing evidence that community values, priorities, needs and trends have changed sufficiently to justify a fundamental shift in the comprehensive plan. Results from various measurement systems should be used to demonstrate or document the need to depart from the current version of the comprehensive plan. Relevant information may include:~~
- b. ~~growth and development as envisioned in the plan is occurring faster, slower or is failing to materialize;~~
- c. ~~the capacity to provide adequate services is diminished or increased;~~
- d. ~~land availability to meet demand is reduced;~~
- e. ~~population or employment growth is significantly different than the plan's assumptions;~~
- f. ~~transportation and/or other capital improvements are not being made as expected;~~
- g. ~~conditions have changed substantially in the area within which the subject property lies and/or Citywide;~~
- h. ~~assumptions upon which the plan is based are found to be invalid; or~~
- i. ~~sufficient change or lack of change in circumstances dictates the need for such consideration.~~

2. ~~Overall Consistency.~~

~~If significantly inconsistent with the current version of the comprehensive plan, an amendment proposal must also include wording that would realign the relevant parts of the comprehensive plan and its other supporting documents with the full range of changes implied by the proposal.))~~

Section 17G.020.040 is amended as follows:

Section 17G.020.040 Amendment ((Exceptions)) Frequency

The comprehensive plan shall be subject to continuing review and evaluation by the City. Amendments to the comprehensive plan should not be considered more frequently than once a year, except as described in RCW 36.70A.130 or in the following cases: ((The following types of amendments may be considered more frequently than once a year, provided that all of the amendment criteria have been met, and appropriate steps have been taken to ensure public participation.))

- A. Initial adoption of a specific/subarea plan that does not modify the comprehensive plan policies and designations applicable to the subarea (RCW 36.70A.130(2)(a)(i)).-However, as anticipated by the comprehensive plan, redesignations are exempt that comply with and implement the comprehensive plan policies regarding designations created as a part of initial neighborhood and centers planning efforts through the neighborhood planning program. Also, future annexations will require an amendment to the land use plan map.
- B. Amendment to the Land Use Plan Map to accommodate an annexation into the city.

- C. Adoption or amendment of ((a)) the shoreline master program.
- D. Amendment of the capital facilities program portion of the comprehensive plan that occurs concurrently with the adoption or amendment of a City budget.
- E. Whenever an emergency exists. The plan commission will review a potential emergency situation, with advice from the city attorney's office, to determine if the situation does, in fact, necessitate an emergency comprehensive plan amendment. Findings must demonstrate a need of neighborhood or community-wide significance, and not a personal emergency on the part of a particular applicant or property owner. Potential emergency situations may involve official, legal or administrative actions, such as those to immediately avoid an imminent danger to public health and safety, prevent imminent danger to public or private property, prevent an imminent threat of serious environmental degradation or address the absence of adequate and available public facilities or services.
- F. Changes necessary to resolve an appeal of a comprehensive plan filed with a growth management hearings board or with the court.
- G. Changes necessary to address any recent state or federal legislative actions, or changes to state or federal regulations, such as changes to the Growth Management Act, or new environmental regulations.
- H. Changes to development regulations that are consistent with the comprehensive plan or are necessary to implement the comprehensive plan.
- I. Technical corrections that would remove typographical errors or resolve a mapping error.

Section 17G.020.050 is amended as follows:

#### Section 17G.020.050 Amendment Applications

- A. ~~Scope of Amendments.~~  
~~A proposed plan amendment may include additions, deletions, corrections, updates, modifications or revisions to:~~
  - 1. ~~comprehensive plan maps, goals and policies in the various elements, including the capital facilities program and other supporting documents;~~
  - 2. ~~regulations that implement the comprehensive plan, including the land use code or zoning map, the shoreline master program and critical areas regulations;~~
  - 3. ~~administrative and regulatory procedures that implement the comprehensive plan;~~  
or
  - 4. ~~the comprehensive plan or its implementation measures, as necessitated by annexation action.~~
- B. ~~((Applicant.~~  
~~Any person or entity may apply for a comprehensive plan amendment with the exception of amendments to the UGA which are initiated by the city council or mayor of Spokane.))~~

**Commented [BT2]:** This language has been moved to section 17G.020.010

#### A. ~~((Pre-application))~~ Threshold Review Application.

Prior to submitting an amendment proposal for threshold review per SMC 17G.020.025A.1.a, a

private applicant is required to schedule a pre-application conference. The following shall be submitted prior to scheduling the predevelopment conference by submitting the following:

1. ~~((Pre-))~~Threshold review application form, including a general summary of the nature of the ~~((desired change))~~ proposed amendment.
2. The ~~((pre-application))~~ threshold review fee as specified in chapter 8.02 SMC.

#### B. Final Review Application. ~~((Components.))~~

If an amendment proposal is included in the Annual Comprehensive Plan Amendment Work Program, ~~((A private applicant for a comprehensive plan amendment))~~ the person or entity that initiated the amendment proposal must submit the following documents and fees:

1. A general application.
2. A supplemental application for a comprehensive plan text or map amendment proposal, containing the following information:
  - a. Nature of and reason for the amendment request, including whether the applicant believes the proposal is consistent ~~((or inconsistent))~~ with the current comprehensive plan, and whether the applicant believes any ~~((specific suggested changes))~~ additional amendments to the plan, policies, and/or other related document, may be necessary to maintain the comprehensive plan's internal consistency. "The applicant's decision to characterize an amendment proposal as either consistent or inconsistent does not imply that the plan commission or city council will later agree with that characterization.
  - b. Statement of how the amendment request is consistent with all of the ~~((decision))~~ criteria guiding principles and final review criteria.
3. A completed SEPA checklist. A supplement ~~is~~ will be required at the time of permit or development application (if the Comprehensive Plan amendment is approved) since all comprehensive plan amendments are considered non-project proposals.
4. A notification district map.
5. Except for amendment proposals initiated by the Plan Commission or City Council, the ~~((Full))~~ full application fee (as specified in chapter 8.02 SMC) with credit given for the ~~((pre-application))~~ threshold review fee that has already been paid.
  - a. Fees shall not be required for amendment applications submitted by a neighborhood council or resulting from a neighborhood planning process.
  - b. SMC 8.02.011(C) provides that the mayor or his/her designee may waive this fee if the applicant meets certain low-income criteria.

Section 17G.020.060 is amended as follows:

#### Section 17G.020.060 Process for Application, Review and Decision

##### A. ~~((Pre-application Form))~~

~~((Applicants must submit a ~~((pre-application))~~ threshold review application form and fee in order to schedule a pre-application conference.))~~

A. Pre-application Conference.

A pre-application conference is required in order to give the applicant and staff an opportunity to explore options for addressing the applicant's ~~((desired change))~~ proposed amendment. During the pre-application conference, staff will work with the applicant to consider which aspect of the planning department's work program would be the most appropriate arena for addressing their ~~((concern))~~ proposal. Staff and the applicant will also explore approaches to the amendment proposal that would help to make it consistent with the comprehensive plan. In addition, staff will do its best to advise the applicant on the extent of justification and documentation needed to support the application (depending on the degree the proposal varies from the comprehensive plan).

~~B. ((Deadline for Consideration.))~~ Application Deadline.

~~((Applications for amendment will be accepted any time after the applicant has completed a pre-application conference.))~~ Applications for threshold review initiated by the public must be submitted between September 1 and October 31 in order to be considered for inclusion in that cycle's Annual Comprehensive Plan Amendment Work Program. Planning staff shall have 30 days following application submittal to request additional information in order to make sure the application is counter complete. An application ((will)) shall not move ahead for final review unless it is added to the Annual Comprehensive Plan Amendment Work Program by the City Council pursuant to SMC 17G.020.025, and a final review application has been submitted as provided in SMC 17G.020.050D. Final review applications and fees must be submitted no later than fifteen (15) days following the City Council's decision to place an amendment proposal on the Annual Comprehensive Plan Amendment Work Program. ((An application will not move ahead for further consideration until it has been certified as a "complete application" by the planning department. All applications that are certified complete by November 30th will be considered concurrently during the upcoming amendment cycle. Applications must be submitted no later than October 31st if the applicant is seeking application certification by November 30th. Applications that are certified complete after November 30th will be docketed for consideration during future amendment cycles. In addition, consideration of proposals may be delayed if a large volume of requests is received or a large-scale study is required in order to adequately assess a proposal.))

~~((C. Application Certification, Docketing~~

Within twenty-eight days of receiving an amendment application, planning staff will review it for completeness and adequacy, either certifying it as a "complete application" or notifying the applicant in writing as to which specific elements are missing or incomplete, according to the provisions of SMC 17G.060.090. Once staff certifies the application as complete, it is then docketed for future consideration by the plan commission and city council. (However, amendment applications are not subject to the one-hundred-twenty-day review requirements of chapter 36.70B RCW.)

D. ~~((Full Review — SEPA.))~~ Review by City Staff and Agencies.

~~((Full))~~ Once the Comprehensive Plan Amendment Work Program is set by City Council and staff have received the full application and fees, full review of proposals may begin. City staff shall notify interested city departments and agencies of all proposals on the docket and request review and comments. SEPA review and in-depth staff analysis of the proposals



may require additional information and studies (such as a traffic study) which the applicant may be required to provide. ~~((begins December 1st for those proposals certified complete by November 30th. Priority of proposal))~~ Timely review is ~~((based))~~ dependent on the applicant's timely response to requests for information and studies and compliance with notice requirements. ~~((and provision of requested studies.))~~ Related proposals are reviewed in groups according to 17G.020.030(H)(2) and (I)(1). Based on findings from the SEPA review and staff and agency analysis, the applicant may be required to conduct additional studies. If required studies are not completed sufficiently in advance of the end of the comment period to allow for adequate staff and public review, the Planning Director may defer consideration of those applications ~~((will be postponed))~~ until the next applicable amendment cycle.

E. Notice of Application/SEPA.

~~((Within fourteen days of the completion of the review required in))~~ When the review described in subsection (ED) above is complete, staff sends ~~((the))~~ a form of notice of application to the applicant. Applicants must complete all notice requirements 17G.020.070(D) or 17G.020.070(E) within ~~((sixty))~~ thirty days of ~~((the date))~~ receiving the notice of application ~~((is sent by staff to the applicant))~~ provided by staff. This is a combined notice, also announcing that the proposal will be reviewed under the State Environmental Policy Act (SEPA) and comments will be accepted on environmental issues and any documents related to the proposal. If the planning director or his/her designee decides an amendment proposal could potentially affect multiple sites, staff may require that the notice of application reference all potentially affected sites.

F. Public Comment Period.

The public comment period initiated by the notice of application may last up to sixty days ~~(or longer)~~ and may not be less than thirty days, depending on the complexity and number of applications. During this time period each applicant must present their proposal to representatives of all neighborhood councils related to each potentially affected site. As public comment letters are received, the planning department will input contact information into a database for later use in notifying interested parties regarding specific stages of the process.

G. Plan Commission Consideration.

Plan commission consideration of each amendment proposal will be conducted at public workshops held during the public comment period. Applicants will be afforded the opportunity to address the plan commission during the workshop regarding their application. In order to stay abreast of public sentiment regarding each amendment proposal, the plan commission and staff will also review public comment correspondence ~~((and hold public open houses))~~ during this time.

H. SEPA Determination.

~~((Within ten days of))~~ Following the end of the public comment period, staff will complete the SEPA threshold determination pursuant to SMC 17E.050 and set a hearing date with the Plan Commission. Applicants must complete all notice requirements in SMC 17G.020.070 within thirty days of the date of the applicant's receipt of the notice of SEPA determination and Notice of Plan Commission hearing provided by staff. ~~((and mail a combined notice of SEPA determination and notice of plan commission hearing to those applicants with a notice duty.))~~ If a determination of significance (DS) is made, those applications will be deferred for further consideration until the next applicable review cycle in order to allow adequate time for generating and processing the required environmental impact statement (EIS).

- I. Notice of SEPA and Hearing.  
The combined notice of SEPA determination and notice of plan commission hearing must be published ~~((within seventeen days of the end of the public comment period, and))~~ fourteen days prior to the plan commission's hearing on the amendment proposals. If the SEPA determination on an application is appealed, the plan commission and hearing examiner hearings on the file both proceed ahead on parallel tracks. If the hearing examiner's reversal of a planning director's decision regarding SEPA imposes requirements that would delay further consideration of the proposal, that application is then deferred for further plan commission consideration until the next applicable amendment cycle.
  
- J. Staff Report.  
~~((Once the SEPA appeal period ends,))~~ Prior to the Plan Commission hearing, ~~((the))~~ staff prepares its final report, which should address((es both)) SEPA and provide an analysis regarding the merits of the amendment proposal. Copies of the report are ~~((mailed))~~provided to the applicant as well as ((the)) plan commission members, and made available to any interested person for the cost of reproduction. In addition, a copy of the proposed amendment application and the staff report is sent to the ~~((Washington state office of community, trade and economic development))~~ Washington State Department of Commerce and other state agencies for their sixty-day review, per RCW 36.70A.106, WAC 365-195-620, ~~and subsection ((1))(9) of this section.~~
  
- K. Plan Commission Hearing.  
The plan commission's ~~((public))~~ hearing takes place after the SEPA ~~((appeal period, has expired))~~ decision has been issued. The hearing will usually occur within thirty days of the end of the public comment period.
  
- L. Plan Commission Recommendation.  
The plan commission bases its recommendation on the ~~((review guidelines and required decision))~~ guiding principles, final review criteria, public input, conclusions from any required studies, the staff report, and the SEPA determination. The plan commission's ~~((findings and conclusions regarding its recommendation))~~ findings, conclusions, and recommendations are forwarded to the city council within thirty days of their decision. ((on their recommendation.)) The plan commission's recommendation may take the form of one of the following:
  1. Approval based on support for the proposal and recognition that it is ~~((either))~~ consistent with the comprehensive plan ((and/or that enough evidence was presented to justify the need for the change.)) and applicable guiding principles and amendment review criteria.
    - The plan commission may also decide to condition their approval recommendation upon modification of the proposal. If the proposal is modified substantially, an additional hearing is required. One possible modification might be to expand the geographic scope of a privately initiated amendment in order to allow for consideration of nearby property, similarly situated property or area-wide impacts.
  2. Denial for the following reason(s):
    - a. The proposal ~~((does not comply with the review guidelines or decision criteria.))~~ is not consistent with applicable guiding principles and/or amendment review criteria.
    - b. A majority of the plan commission believes the proposal would be more appropriately and effectively addressed through another aspect of the planning department's work program (neighborhood planning, writing new regulations, etc.).

- c. The plan commission did not receive enough information from the applicant to be able to reach a decision based on the merits of the proposal. ~~((This could be for a variety of reasons, including the possibility that the application mislabeled the proposal as consistent with the comprehensive plan when it was actually inconsistent.))~~

#### L.M. City Council.

The city council considers the amendment proposals, public comments and testimony, staff report, and the plan commission's ~~((amendment))~~ recommendations within the context of its budget discussions, and acts on the amendment proposals prior to or at the same time as it adopts the City budget. The council may decide to approve, modify, continue consideration of or deny an amendment proposal. The council may also remand the proposal back to the plan commission for further consideration, in which case the council shall specify the time within which the plan commission shall report back with its findings and recommendations on the matter referred to it. If the council wishes to substantially modify the proposal before adopting it, the council ~~((may))~~ shall hold an additional hearing on the modified version following an opportunity for public input. The council's decision shall reflect the same decision criteria applied by the plan commission. ~~((, as indicated by comments in the council's findings on each item that factors into its decision.))~~ Proposals adopted by ordinance after public hearings are official amendments to the comprehensive plan.

Denied amendments shall have to wait one year before being resubmitted unless the proposed amendment is substantially modified. ~~((However, mislabeled applications that are denied for lack of documentation sufficient to support an inconsistent proposal may reapply during the next cycle for inconsistent amendments.))~~

#### M.N. Changes Made.

As soon as the adopted amendments become effective, the resulting text and map changes are made and reflected in information subsequently distributed to relevant parties, including the public, both in paper form and on the planning department's website. In addition, planning staff will maintain a running list of all comprehensive plan amendments over the years, and such list will be included as part of the comprehensive plan.

### Section 17G.020.070 Notification

#### A. Application Deadline.

As a courtesy, the city will publish a reminder notice once in ~~((early January and again in))~~ early ~~((September))~~ August regarding each year's amendment application deadlines.

#### B. Private Applicant.

A private applicant assumes all responsibility for the costs and timely accomplishment of notice requirements related to their amendment proposal.

#### C. Text Changes.

Notice of application and notice of plan commission public hearings related to comprehensive plan or development regulation text changes require legal notice in the newspaper, and notice in the *Official Gazette*, written notice to neighborhood councils impacted by the text change, and prominent display on the planning services department Web site. After the notice is performed, affidavits of publishing/posting/mailling are

provided to the planning department by the applicant.

D. Map Changes.

Notice of application and notice of plan commission public hearings related to comprehensive land use plan map amendments or area-wide rezones require legal notice in the newspaper, and notice in the *Official Gazette*, written notice to neighborhood councils impacted by the map change and prominent display on the planning services department Web site. If initiated by private application, additional requirements include individual notice, and posted notice, as specified in [SMC 17G.060.120](#). In the case of an amendment proposal that could potentially affect multiple sites, requirements for individual notice shall apply to all potentially affected sites. The applicant submits affidavits of publication/posting/ mailing of the notice of public hearing to the planning services department at least ten days prior to the hearing.

E. City Council Hearing.

Notice of city council hearings must be published in the *Official Gazette*, and shall also be published as a legal notice in the newspaper. Written notice shall be given to neighborhood councils impacted by the change and amendments shall be prominently displayed on the planning services department Web site.

F. City Council Decisions.

City council decisions regarding comprehensive plan text or map amendments, development regulation text adoption or amendments, area-wide rezones or other land use decisions, regardless of whether initiated by private application, are legislative actions, and as such, only require notice in the *Official Gazette*. They do not require individual notice, even if numerous map changes could result from such an amendment. However, the city council may decide to provide notice of their decisions on site-specific or area-wide land use amendment proposals according to [SMC 17G.060.190](#).

G. Duration, Content of Notice.

Notice of plan commission public hearings shall be published at least fourteen days in advance of the hearing. Notice of city council public hearings must be published at least fourteen days before the hearing is scheduled to take place. When appropriate, notices should announce the availability of relevant draft documents upon request on the planning services department Web site.

H. Transmittal to State, Notice of Intent to Adopt.

At least sixty days prior to final adoption, copies of proposed amendments to the comprehensive plan or development regulations (e.g., application, staff report, draft ordinance) must be provided to the Washington state department of Commerce (Commerce) office of community, trade and economic development (CTED) as well as to other state agencies identified on a list distributed by CTED to planning jurisdictions, for their review and comment. In addition, copies of adopted amendments must be transmitted to ((CTED)) Commerce within ten days after final adoption (RCW 36.70A.106, WAC 365-195-620).

No amendments proposed....for your reference  
[Section 17G.020.075](#) Supplemental Notice

A. Purpose.

In order to make all efforts to notify related parties, supplemental notification methods should be utilized, as appropriate, such as:

1. notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered;
2. placing notices in appropriate regional, neighborhood, foreign language or trade journals; and
3. publishing notice in agency newsletters or sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas.

B. ~~((Who to Notify))~~ Notification.

Depending on the nature of particular applications, the ~~plan commission~~ Planning Director may decide to require additional notice procedures that are reasonably calculated to provide notice of proposed amendments to comprehensive plans and development regulations to any of the following groups:

1. Property owners, residents and building occupants.
2. Other affected and interested individuals.
3. Tribes.
4. Government agencies.
5. Businesses.
6. School districts; and
7. Organizations.

No amendments proposed....for your reference  
[Section 17G.020.080](#) Public Participation Program

A. Roles

All complete final review applications for amendment to the comprehensive plan are considered and reviewed by the plan commission and city council. Depending on the content, scope or potential impact of a proposed modification, additional review by other citizen committees and opportunities for public comment may occur.

B. Goals.

Various public meetings, forums, presentations and outreach may be conducted in order to ensure:

1. broad dissemination of proposals and alternatives;
2. opportunity for written comments;
3. public meetings after effective notice;
4. provision for open discussion;
5. communication programs;
6. information services; and

7. consideration of and response to public comments.
- C. Strategies and Methods.
- In addition to plan commission and city council public hearings on amendment proposals, specific public participation strategies and methods should include, as appropriate:
1. efforts to involve the broadest cross-section of the community;
  2. a series of public meetings or workshops should be held at various locations;
  3. opportunity to make written comment;
  4. a variety of communication programs and information services, such as information packets, brochures and a speakers bureau;
  5. drafts of proposals and alternatives should be reproduced and made available to the public at the planning department offices, public libraries, and the planning department's website;
  6. notice of all events at which public input is sought should be broadly disseminated in advance through all available means, including flyers and press releases to print and broadcast media;
  7. all public meetings and hearings should be free and open. Anyone who wants to should be able to speak at a hearing.
- D. Neighborhood Meetings.
- Since all proposals are required to be consistent with any adopted neighborhood plan or center plan; persons proposing site-specific amendments are encouraged to address these through the neighborhood planning process. If the affected area currently has no existing neighborhood or center planning group, the applicant should meet with whatever representative body already exists (e.g., neighborhood council, or CDBG steering committee).
- E. Consideration of and Response to Public Comments.
- All comments and recommendations of the public should be reviewed. Adequate time should be provided between the time of any public hearing and the date of adoption of all or any part of the comprehensive plan to evaluate and respond to public comments. The proceedings and all public hearings should be recorded. A summary of public comments and an explanation of what action was taken in response to them should be made in writing and included in the record of adoption of the plan.
- F. SEPA.
- Every effort should be made to incorporate public involvement efforts into the SEPA process.
- G. Emergencies.
- Amendments outside the regular annual amendment cycle, such as emergency amendments, still carry a requirement for appropriate public participation.

Chapter 17G.025 is amended as follows:

**Chapter 17G.025**  
**Unified Development Code Amendment Procedure**

**17G.025.010 ~~((Text Amendments to the))~~ Unified Development Code  
Amendment Procedure**

- A. Initiation.  
~~((Text amendments))~~Proposals to amend ~~((to this code))~~ Title 17 SMC may be initiated by any of the following, pursuant to the procedures set forth in this chapter:
1. Property owner(s) or their representatives;
  2. Any citizen, agency, neighborhood council, or other party; or
  3. A ~~((City))~~ city department, the plan commission, or the city council.
- B. Applications. ~~((Applications shall be made))~~ Amendment proposals shall be submitted on application forms provided by the City. Application fees are specified in Chapter 8.02 SMC.
- C. Application Submittal for Amendment Proposals Initiated by Persons or Entities Other than the City.
1. ~~((After submittal of an applicant-initiated application, the application))~~Privately-initiated amendment applications must be submitted no later than October 31 each year and shall be subject to ~~((a pre-application conference, counter-complete determination, and fully complete determination pursuant to chapter 17G.060 SMC))~~ the threshold review and docketing procedures set forth in Chapter 17G.020.025 SMC, using the following criteria:
    - a. The proposed amendment presents a matter appropriately addressed through an amendment to Title 17 SMC; and
    - b. The proposed amendment does not raise policy or land use issues that are more appropriately addressed by an ongoing work program approved by the City Council or by a neighborhood/subarea planning process; and
    - c. The proposed amendment can be reasonably reviewed within the resources and time frame of the Annual Comprehensive Plan Amendment Work Program; and
    - d. The proposed amendment is consistent with the comprehensive plan. The proposed amendment must also be consistent with policy implementation in the Countywide Planning Policies, the GMA, and other state or federal law; and

- e. The proposed amendment is not the same as or substantially similar to a proposal that was considered in the previous year's threshold review process, but was not included in the Annual Comprehensive Plan Amendment Work Program, unless additional supporting information has been generated; or
- f. State law required, or a decision of a court or administrative agency has directed such a change.

- 2. ~~((After submittal))~~ If the proposed text amendment is included on the Annual Comprehensive Plan Amendment Work Program, the application ~~((shall))~~ should be placed on the next available plan commission agenda for a workshop.

#### D. Notice of Intent to Adopt and SEPA Review

Proposals to amend Title 17 SMC may be subject to SEPA review, unless categorically exempt. When a draft of the amendment proposal and SEPA checklist are available for review by the public, a notice describing the amendment proposal should be published in the City Gazette at time of Plan Commission workshop review, or earlier if possible. Public participation, appropriate to the scope or potential impact of the proposal, should be undertaken as outlined in SMC 17G.020.080.

#### E. ~~D.~~ Notice of Public Hearing.

Amendments to ~~((this code))~~ Title 17 SMC require a public hearing before the plan commission.

##### 1. Contents of Notice.

A notice of public hearing shall include the following:

- a. The citation, if any, of the provision that would be changed by the proposal along with a brief description of that provision;
- b. A statement of how the proposal would change the affected provision;
- c. The date, time, and place of the public hearing;
- d. A statement of the availability of the official file; ~~((and))~~
- e. Description of SEPA Status; including if the project is SEPA exempt, and if so, a statement of the statutory basis for the exemption; and
- f. A statement of the right of any person to submit written comments to the planning commission and to appear at the public hearing of the planning commission to give oral comments on the proposal.



2. Distribution of Notice.

The department shall distribute the notice to the applicant, newspaper, City Hall and the main branch of the library. The applicant is then responsible for following the public notice requirements outlined in SMC 17G.060.120, Public Notice – Types of Notice.

E. Plan Commission Recommendation – Procedure.

Following the public hearing, the plan commission shall consider the proposal and shall prepare and forward a recommendation to the city council. The plan commission shall take one of the following actions:

1. If the plan commission determines that the proposal should be adopted, it may, by a majority vote, recommend that the city council adopt the proposal. The plan commission may make modifications to any proposal prior to recommending the proposal to city council for adoption. If the modifications proposed by the plan commission are significant, the plan commission shall accept testimony on the modifications before voting on the modified proposal, unless the proposed modifications are within the scope of alternatives available for public comment ahead of the hearing;
2. If the plan commission determines that the proposal should not be adopted, it may, by a majority vote, recommend that the city council not adopt the proposal; or
3. If the plan commission is unable to take either of the actions specified in subsection (E)(1) or (2) of this section, the proposal will be sent to city council with the notation that the plan commission makes no recommendation.

F. Approval Criteria.

The City may approve amendments to this code if it finds that:

1. The proposed amendment is consistent with the applicable provisions of the comprehensive plan; and
2. The proposed amendment bears a substantial relation to public health, safety, welfare, and protection of the environment.

G. City Council Action.

Within sixty days of receipt of the plan commission's findings and recommendations, the city council shall consider the findings and recommendations of the commission concerning the application and shall hold a public hearing pursuant to council rules. Notice of city council hearings must be published in the *Official Gazette*. The applicant shall also publish a legal notice in the newspaper at least two weeks prior to the hearing by the city council. ~~((By a majority vote, the city council shall:))~~ The council may:

1. Approve the application;
2. Disapprove the application;
3. Modify the application. If modification is substantial, the council must either conduct a new public hearing on the modified proposal (unless the modification is within the scope of alternatives available for public comment ahead of the hearing); or
4. Refer the proposal back to the plan commission for further consideration.

H. Transmittal to the State of Washington.  
At least sixty days prior to final action being taken by the city council, the Washington department of ~~((community, trade and economic development))~~ commerce ("commerce") shall be provided with a copy of the amendments in order to initiate the sixty-day comment period. No later than ten days after adoption of the proposal, a copy of the final decision shall be forwarded to commerce.

I. Inapplicability to certain chapters.

This Chapter does not apply to the following chapters of the Spokane Municipal Code: 17F.040 (International Building Code, International Residential Code, International Energy Conservation Code), 17F.050 (National Electrical Code), 17F.080 (International Fire Code), 17F.090 (International Mechanical Code), and 17F.100 (Uniform Plumbing Code) (collectively referred to as the "construction standards"). The construction standards specified in this subsection may be amended, after notice to the Plan Commission, pursuant to the City Council's regular legislative process, subject to the requirements of Chapter 43.21C RCW, if any, and further subject to RCW 19.27.040 and 19.27.060, and shall, to the extent they apply to single-family or multifamily residential buildings, be submitted for the approval of the State Building Code Council pursuant to RCW 19.27.074(1)(b).

Amending SMC Section 8.02.699 Comprehensive Plan and Land Use Code Amendments

Title 08 Taxation and Revenue

Chapter 08.02 Fees and Charges

Article VI. Land Use and Occupancy

Section 08.02.069 Comprehensive Plan and Land Use Code Amendments

- A. A ~~((pre-application))~~ threshold review fee of five hundred dollars shall be charged for applications submitted pursuant to [SMC 17G.020.010\(G\)\(3\)](#) and shall be credited to the full application fee pursuant to [SMC 17G.020.010\(G\)\(4\)\(e\)](#).
- B. The fee for a proposal to change the comprehensive plan, map or text, or other land use codes, is five thousand dollars plus one thousand seventy five dollars per each additional increment of ten acres of site for comprehensive plan map changes plus the cost of publishing the notice of hearing in the newspaper.
- C. A fee of eighty-five dollars per hour may be charged to cover a particular planning staff service for the applicant that greatly exceeds the above fees or is not covered by the fees listed above.
- D. For a formal written interpretation of the comprehensive plan: One thousand seventy-five dollars.

BRIEFING PAPER  
Plan Commission  
Integrated Capital Management  
May 10, 2017

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Subject

2018 - 2023 Six-year Comprehensive Street Program

Background

In support of the State Growth Management Act and the City of Spokane's Comprehensive Plan, the City must maintain 6-year capital financing plans for certain providers of public facilities and services. Accordingly, the City must maintain a 6-year capital financing plan for its capital street program. Pursuant to RCW 35.77.010 the capital street program must be adopted before July 1 of each year, and filed with the Secretary of Transportation not later than 30 days after adoption. To determine the plan's consistency with the Comprehensive Plan, it is scrutinized by the City Plan Commission. The Commission then makes a recommendation to the City Council as to the plan's consistency with the Comprehensive Plan, and the City Council then accepts or modifies the plan accordingly.

Impact

In order to comply with the provisions of the Growth Management Act and RCW 35.77.010, and for the City of Spokane to qualify for grant and low interest loan funds, it is required that the City maintain a 6-Year Capital Improvement plan for its capital street program.

Action

A Consistency Review Workshop was conducted to assure compliance with the Comprehensive Plan for all new projects brought into the 6-Year Street Program this year. Through this Hearing the workshop effort will be validated and the Plan Commission will make a formal recommendation to the City Council.

STREET PROGRAM RECONCILIATION SHEET				
( Comparing 2018-23 against 2017-22 6yr. Program)				
New Projects Added to Six-Year Program (2018-2023)				
Section/ Funds/ CN Year	Project Name	Project Description	Purpose Statement	Cost Estimate
Capital Improvements (Levy, Utility) 2023	Freya Street, Garland Ave to Francis Ave	Construct full depth roadway with sheet-flow drainage to bio-infiltration facilities on either side of the roadway. Updates to the roadway are to include lighting and widening.	In preparation for industrial development in The Yard, this roadway will be constructed for the purpose of carrying truck traffic. Further development of the concept street will allow for development to implement sidewalk and curbing as the large-scale economic development planning comes to fruition.	\$3,850,000
Capital Improvements (Levy, Utility, Parking Funds) 2024	Wall St, 1st Ave to Main Ave	Pavement re-surfacing, sidewalk repair/updating, curb bump-outs, securing vaulted sidewalks, and upgrading lighting. Storm facilities will be updated as needed. This project will also build upon and complement the Spokane Transit Central City Line improvements. This project will be a candidate for Alternative Delivery methods.	Pavement and utility infrastructure are aging and will need rehabilitation. Vaulted sidewalks need attention to reduce risk of failure.	\$1,300,000
Capital Improvements (Levy, Utility, Parking Funds) 2020	Howard St, Sprague Ave to Riverside Ave	Pavement re-surfacing, sidewalk repair/updating, curb bump-outs, securing vaulted sidewalks, and upgrading lighting. Water lines will need some updates. This project will also build upon and complement the Spokane Transit Central City Line improvements. Candidate for Alternative Delivery.	Pavement and utility infrastructure are aging and will need rehabilitation. Vaulted sidewalks need attention to reduce risk of failure.	\$325,000
Capital Improvements (Levy, Utility, Parking Funds) 2025	Pine St, MLK Jr Way to SFB	Pavement maintenance, sidewalk repair/updates, upgrading lighting, and bicycle markings. Storm facilities will be updated as needed. This project will also build upon and complement the Spokane Transit Central City Line improvements. Candidate for Alternative Delivery.	Pavement and utility infrastructure are aging and will need rehabilitation.	\$1,000,000
Capital Improvements (Levy, Utility, Parking Funds) 2023	Main Ave, Wall St to Browne St	Pavement re-surfacing, sidewalk repair/updating, curb bump-outs, securing vaulted sidewalks, and upgrading lighting. Water lines need updates. This project will also build upon and complement the Spokane Transit Central City Line improvements. Candidate for Alternative Delivery.	Pavement and utility infrastructure are aging and will need rehabilitation. Vaulted sidewalks need attention to reduce risk of failure.	\$2,000,000
Capital Improvements (Levy, Utility, Parking Funds) 2019	Riverside Ave, Bernard St to Pine St	Full depth pavement reconstruction, repair sidewalk, bump-outs, secure vaulted sidewalks, bicycle markings, and upgrade lighting. Water main/service laterals, and stormwater integrated into project. Also coordinate to compliment Spokane Transit's CCL. Candidate for Alternative Delivery	Pavement and utility infrastructure are aging and will need rehabilitation. Vaulted sidewalks need attention to reduce risk of failure.	\$1,550,000
Pedestrian and Bikeways (STBG, Ped-Bike Funds 2022	Centennial Trail, Summit Blvd Gap, Boone to Pettet	Multi-use trail built along the ridge adjacent to Summit Blvd and West Point Drive between Boone Ave and Pettet Drive. This is a continuation of the Centennial Trail, and should be built to that standard.	The Centennial Trail through Spokane is the backbone of the active transportation system. There are several gaps in the trail, of which this is one. This new trail would serve to separate vehicles from active transportation modes.	\$1,400,000
Capital Improvements (Arterial Street) 2017 - 2023	Spokane Central City Line, Infrastructure Update	Scoping of capital street projects that are along Spokane Transit's Central City Line alignment.	Each project listed along that alignment will have a scoping phase that precedes the design phase. Sidewalk vault investigation and utility network updates will be determined.	\$500,000
Re-Programmed Projects				
Section/ Funds/ CN Year	Project Name	Project Description	Purpose Statement	Cost Estimate
Capital Improvements (Levy, Utility, Parking Funds) 2026	1st Ave, Maple St to Monroe St.	Construct full depth roadway, repair sidewalk, stripe bike lanes, communication conduit and cable, signal updates, upgrade lighting, and replace water distribution main from Madison to Howard Streets. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Transportation Subcommittee of the Plan Commission.	\$2,800,000
Capital Improvements (Levy, Utility, Parking Funds) 2024	1st Ave, Monroe St to Wall St	Construct full depth roadway, repair sidewalk, stripe bike lanes, communication conduit and cable, signal updates, upgrade lighting, and replace water distribution main from Madison to Howard Streets. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Transportation Subcommittee of the Plan Commission.	\$1,400,000
Capital Improvements (Levy, Utility, Parking Funds) 2024	Riverside Ave, Maple St to Cedar St.	Construct full depth roadway, repair sidewalk, communication conduit and cable, signal updates, upgrade lighting, replace water line, and there is CSO work from Jefferson St to Monroe St. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Transportation Subcommittee of the Plan Commission.	\$600,000.00
Capital Improvements (Levy, Utility, Parking Funds) 2024	Maple St, Riverside Ave to Pacific Ave.	Construct full depth roadway, repair sidewalk, communication conduit and cable, signal updates, and replace distribution main. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Transportation Subcommittee of the Plan Commission.	\$200,000
Capital Improvements (Levy, Utility, Parking Funds) 2020	Riverside Ave, Howard St to Bernard St.	Construct full depth roadway, repair sidewalk, communication conduit and cable, signal updates, upgrade lighting, replace water line, stormwater upgrades. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Transportation Subcommittee of the Plan Commission.	\$1,800,000
Capital Improvements (Levy, Utility, Parking Funds) 2022	Sprague Ave, Cedar St to Madison St.	Construct full depth roadway, repair sidewalk, communication conduit and cable, signal updates, upgrade lighting, incorporate CCL facilities. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Tnsportation Subcommittee of the Plan Commission.	\$1,500,000
Capital Improvements (Levy, Utility, Parking Funds) 2025	Sprague Ave, Madison St to Howard St.	Construct full depth roadway, repair sidewalk, communication conduit and cable, signal updates, upgrade lighting, incorporate CCL facilities. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Tnsportation Subcommittee of the Plan Commission.	\$2,300,000
Capital Improvements (Levy, Utility, Parking Funds) 2025	Main Ave, Browne St to Pine St	Construct full depth roadway, repair sidewalk, communication conduit and cable, signal updates, upgrade lighting, incorporate CCL facilities. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Transportation Subcommittee of the Plan Commission.	\$1,200,000

<i>Capital Improvements (Levy, Utility, Parking Funds) 2028</i>	<b>Riverside Ave, Cedar St to Monroe St.</b>	(NOT PART OF CCL) Construct full depth roadway, repair sidewalk, communication conduit and cable, signal updates, upgrade lighting, replace water line, stormwater upgrades. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Transportation Subcommittee of the Plan Commission.	<b>\$2,000,000</b>
<i>Capital Improvements (Levy, Utility, Parking Funds) 2027</i>	<b>Sprague Ave, Howard St to Browne St.</b>	(NOT PART OF CCL) Construct full depth roadway, repair sidewalk, communication conduit and cable, signal updates, upgrade lighting, incorporate CCL facilities. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Trnasportation Subcommittee of the Plan Commission.	<b>\$2,600,000.00</b>
<i>Capital Improvements (Levy, Utility, Parking Funds) 2029</i>	<b>1st Ave, Wall St to Bernard St</b>	(NOT PART OF CCL) Construct full depth roadway, repair sidewalk, stripe bike lanes, communication conduit and cable, signal updates, upgrade lighting, and replace water distribution main from Madison to Howard Streets. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Transportation Subcommittee of the Plan Commission.	<b>\$1,900,000</b>
<i>Capital Improvements (Levy, Utility, Parking Funds) 2021</i>	<b>Riverside Ave, Monroe St to Howard St.</b>	(NOT PART OF CCL) Construct full depth roadway, repair sidewalk, communication conduit and cable, signal updates, upgrade lighting, replace water line, stormwater upgrades. This project will be a candidate for Alternative Delivery methods.	This section of roadway and infrastructure is deteriorating and is in need of repair. This selection was prioritized via the evaluation matrix tool, as recommended by the Transportation Subcommittee of the Plan Commission.	<b>\$1,350,000</b>
<b>Projects Completed and Removed from Six-Year Program</b>				
<b>Section</b>	<b>Project Name</b>	<b>Project Description</b>	<b>Status</b>	<b>Cost Estimate</b>
<i>Capital Improvements</i>	<b>1st Ave, Erie to Altamont</b>			<b>\$759,390</b>
<i>Pedestrian and Bikeways</i>	<b>Addison and Standard Bicycle &amp; Pedestrian Corridor</b>			<b>\$783,000</b>
<i>Pedestrian and Bikeways</i>	<b>Ben Burr Trail Connection to Centennial Trail</b>			<b>\$1,726,232</b>
<i>Safety</i>	<b>Brown St/Division Couplet, 3rd Ave to Spokane Falls Blvd</b>			<b>\$730,000</b>
<i>Capital Improvements</i>	<b>Indiana Ave, Division St to Perry St</b>			<b>\$4,436,921</b>
<i>Capital Improvements</i>	<b>Main Ave, Bernard St to Pine St</b>			<b>\$160,000</b>
<i>Capital Improvements</i>	<b>Havana St. from 57th Ave to 37th Ave; Street and Water</b>			<b>\$700,000</b>
<i>Capital Improvements</i>	<b>Rowan Ave, Driscoll Blvd to Monroe St.</b>			<b>\$6,966,214</b>

STREET PROGRAM CONSISTENCY SHEET New Projects Added to Six-Year Program (2017-2022)																																														
		Existing Program TR:																																												
		1.1	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	2.10	2.11	2.12	2.13	2.14	2.15	2.16	2.17	2.18	2.19	2.20	2.21	2.22	3.1	3.2	3.3	3.4	3.5	3.6	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	4.10	4.11	4.12	4.13	4.14		
		Transportation Priorities	Physical Features	TDM Strategies	Pedestrian/Bicycle Coordination	Parking Requirements	Parking Facility Design	Viable Walking Alternative	Safe Sidewalks	Sidewalk Repair and Replacement	Crosswalks	Pedestrian Linkages Across Barriers	Pedestrian Access on Bridges	Pedestrian Access to Schools	Viable Bicycling	Bikeways	Bicycles on Streets	Bicycle Lanes and Paths	Facilities to Support Bicycling	Viable Transit	Service and Facility Support	Transit Shelters and Other Features	Transit Level of Service (LOS)	High Capacity Mass Transit	Transportation and Development Patterns	Reduced Distances to Neighborhood Services	Walking and Bicycling-Oriented Neighborhood Centers	Increased Residential Densities	Healthy Commercial Centers	Use of Design	Street Design and Traffic Flow	Self-Enforcing Street Design	Narrow Streets	Arterial Location and design	External Connections	Internal Connections	Holistic Plans	Freight and Commercial Goods	Downtown Accessibility	Downtown Street Network	Consistency of Rules	Law Enforcement	Traffic Signals	Signs		
Freya Street, Garland Avenue to Francis Avenue																					X				X						X	X		X					X							
Wall Street, 1st Avenue to Main Avenue		X	X	X		X		X	X	X	X				X		X	X		X	X	X		X	X			X				X	X	X						X	X			X	X	
Howard Street, Sprague Avenue to Riverside Avenue		X	X	X		X		X	X	X	X				X		X			X	X	X		X	X			X				X	X	X						X	X			X	X	
Pine Street, MLK Jr Way to SFB		X	X	X		X		X	X	X	X				X		X			X	X	X		X	X			X				X	X	X						X	X			X	X	
Main Avenue, Wall Street to Browne Street		X	X	X		X		X	X	X	X				X		X	X		X	X	X		X	X			X				X	X	X						X	X			X	X	
Riverside Avenue, Browne Street to Pine Street		X	X	X		X		X	X	X	X				X		X	X		X	X	X		X	X			X				X	X	X						X	X			X	X	
Centennial Trial Gap - Summit Blvd Boone to Pettet		X	X	X	X			X	X	X	X				X	X		X		X	X						X	X		X		X	X	X				X								X
Spokane Central City Line, Infrastructure Update		X	X	X		X		X	X	X	X				X		X	X		X	X	X		X	X			X				X	X	X						X	X			X	X	



STREET PROGRAM CONSISTENCY SHEET New Projects Added to Six-Year Program (2017-2022)																																															
		Existing Program TR:																																													
		4.15 Lighting	4.16 Safety Campaigns	4.17 Street Maintenance	4.18 Sidewalk Maintenance	4.19 Awareness of ROW Streetscape Elements	4.20 Design and Maintenance of ROW Streetscape Elements	4.21 Maintenance Responsibility for ROW Streetscape Elements	4.22 Awareness of Maintenance Responsibility for ROW Streetscape Elements	4.23 Transportation LOS	4.24 Transportation LOS Coordination and Consistency	4.25 Pedestrian Access to Parks	5.1 Neighborhoods for Pedestrians	5.2 Neighborhood Transportation Options	5.3 Neighborhood Traffic Issues	5.4 Traffic Calming Measures	5.5 Arterials and Neighborhoods	5.6 Neighborhood Traffic Speed	5.7 Neighborhood Parking	6.1 Pollution	6.2 Land Respect	6.3 Transportation Alternatives and the Environment	6.4 Street Cleaning	6.5 Traffic Congestion	6.6 Vehicle-Related Air Pollution	6.7 Street Paving	6.8 City Hall Goes Green	7.1 Character and Pride	7.2 Street Life	7.3 Street Trees	7.4 Pedestrian Buffer Strips	7.5 Building Setbacks	7.6 Sidewalk Use	8.1 Plan Collaboratively	8.2 Efficient Regional Transportation	8.3 Countywide Planning Policies	8.4 Airfields	8.5 Sharing Information	9.1 Cost Information for Citizens	9.2 Environmental Impact Information	9.3 Dedicated Funds for Retrofitting	10.1 Planning Integration	10.2 Innovation to Meet Spirit	10.3 Education			
Freya Street, Garland Avenue to Francis Avenue										X							X			X														X	X	X		X					X				
Wall Street, 1st Avenue to Main Avenue		X		X	X	X	X	X	X	X	X	X	X	X		X				X		X		X	X				X	X	X		X	X	X	X		X					X				
Howard Street, Sprague Avenue to Riverside Avenue		X		X	X	X	X	X	X	X	X	X	X	X		X				X		X		X	X				X	X	X		X	X	X	X		X					X				
Pine Street, MLK Jr Way to SFB		X		X	X	X	X	X	X	X	X	X	X	X		X				X		X		X	X				X	X	X		X	X	X	X		X					X				
Main Avenue, Wall Street to Browne Street		X		X	X	X	X	X	X	X	X	X	X	X		X				X		X		X	X				X	X	X		X	X	X	X		X					X				
Riverside Avenue, Browne Street to Pine Street		X		X	X	X	X	X	X	X	X	X	X	X		X				X		X		X	X				X	X	X		X	X	X	X		X					X				
Centennial Trial Gap - Summit Blvd Boone to Pettet												X	X		X	X		X		X		X						X			X						X							X			
Spokane Central City Line, Infrastructure Update		X		X	X	X	X	X	X	X	X	X	X	X		X				X		X		X	X				X	X	X		X	X	X	X		X					X				



STREET PROGRAM RECONCILIATION SHEET New Projects Added to Six-Year Program (2018-2023)	Draft Chapter 4 TR:																						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Transportation Network for All Users	Transportation Supporting Land Use	Transportation Level of Service	Transportation Demand Management Strategies	Active Transportation	Commercial Center Access	Neighborhood Access	Moving Freight	Promote Economic Opportunity	Transportation System Efficiency & Innovation	Transit Operational Efficiency	Prioritize and Integrate Investments	Infrastructure Design	Traffic Calming	Activation	Right-Of-Way Maintenance	Paving Existing Unpaved Streets	Parking	Plan Collaboratively	Bicycle/Pedestrian Coordination	Safe & Healthy Community Education & Promoti	Law Enforcement & Emergency Management	Effective and Enhanced Public Outreach
Freya Street, Garland Avenue to Francis Avenue		X	X					X	X			X							X				X
Wall Street, 1st Avenue to Main Avenue	X	X		X	X	X			X	X	X	X	X	X	X	X		X	X				X
Howard Street, Sprague Avenue to Riverside Avenue	X	X		X	X	X			X	X	X	X	X	X	X	X		X	X	X			X
Pine Street, MLK Jr Way to SFB	X	X		X		X			X	X	X	X	X	X	X	X		X	X				X
Main Avenue, Wall Street to Browne Street	X	X		X	X	X			X	X	X	X	X	X	X	X		X	X	X			X
Riverside Avenue, Browne Street to Pine Street	X	X		X	X	X			X	X	X	X	X	X	X	X		X	X	X			X
Spokane CCL, Infrastructure Update	X	X		X	X	X			X	X	X	X	X	X	X	X		X	X	X			X
Centennial Trail - Summit Blvd Gap	X			X	X		X			X		X			X			X	X	X	X		X

# **CITY PLAN COMMISSION FINDINGS OF FACT, CONCLUSIONS, AND RECOMMENDATIONS ON THE 2018-2023 SIX YEAR STREET PROGRAM**

**A Recommendation of the City Plan Commission certifying that the 2018-2023 Six Year Street Program is in conformance with the City of Spokane's Comprehensive Plan.**

## **FINDINGS OF FACT:**

A. In May 2001, the City of Spokane adopted its Comprehensive Plan under the Growth Management Act (Chapter 36.70A RCW or "GMA").

B. The City's Comprehensive Plan is required to be consistent with the GMA.

C. The GMA requires that the City's annual Six Year Street Program shall be in conformance with the City's Comprehensive Plan.

D. The 2018-2023 Six Year Street Program identifies capital project activity which has implications on the growth of the community.

E. The City Plan Commission Transportation Subcommittee held workshops on March 14, 2017 and April 10, 2017 to review new projects for consistency with the goals and policies of the City's Comprehensive Plan, and made a recommendation to the Plan Commission to accept the new projects into the 2018-2023 Six Year Street Program.

F. The City Plan Commission held a workshop on April 1, 2017, and also held a public hearing on May 10, 2017, to obtain public comments on the 2018-2023 Six Year Street Program.

G. The City Council must receive a recommendation from the City Plan Commission to certify that the 2018-2023 Six Year Street Program is in conformance with the City's Comprehensive Plan in effect on the day of certification.

***ACTION:*** Motion to accept the staff's Findings of Fact A through F.

## **CONCLUSIONS:**

A. The 2018-2023 Six Year Street Program **HAS / HAS NOT** been prepared in full consideration of the City's Comprehensive Plan.

B. The 2018-2023 Six Year Street Program has been reviewed by the City Plan Commission and **HAS / HAS NOT** been found to be in conformance with the goals and policies of the City's 2001 Comprehensive Plan, as well as the Arterial Street Plan.

C. The 2018-2023 Six Year Street Program has been reviewed by the City Plan Commission and **HAS / HAS NOT** been found to be in conformance with the draft goals

and policies of the City's 2017 update to the transportation chapter (chapter 4) of the 2001 Comprehensive Plan, as amended.

***ACTION:*** *Motion to accept conclusions A through C proposed by staff as the conclusions of the Plan Commission.*

**RECOMMENDATIONS:**

A. The Spokane City Plan Commission agrees that the 2018-2023 Six Year Street Program is in full compliance with the existing Spokane Comprehensive Plan as required by RCW 36.70A and RCW 35.77.010 and recommends adoption by the Spokane City Council.

B. By a vote of \_\_\_\_ to \_\_\_\_, the Plan Commission recommends the approval of these amended documents by the City Council.

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**Dennis Dellwo, President  
Spokane Plan Commission**