



Spokane Plan Commission Agenda

Wednesday, January 12, 2022

2:00 PM

Virtual Teleconference

808 W Spokane Falls Blvd, Spokane, WA 99201

Virtual Meeting - See Below For Information

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.
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Commission Briefing Session:

2:00 – 2:30	<ol style="list-style-type: none">1. Approve 12/8/2021 meeting minutes2. City Council Report3. Community Assembly Liaison Report4. President Report5. Transportation Sub-Committee Report6. Secretary Report	All CM Lori Kinnear Mary Winkes Todd Beyreuther Clifford Winger Louis Meuler
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Workshops:

2:30 – 3:00	1. DivisionConnects Study Update	Jason Lien, SRTC
3:00 – 4:00	2. Phase 1 – Residential Development Code Changes Continued	Nate Gwinn and Amanda Beck

Adjournment: The next PC meeting will be held on Wednesday, January 26, 2022

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 Council Chambers and the Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., are both wheelchair accessible. The Council Briefing Center is equipped with an audio loop system for persons with hearing loss. The Council Chambers currently has an infrared system and headsets may be checked out by contacting 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 msteinolfson@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.

Plan Commission Meeting Information

Wednesday, January 12, 2022

In order to comply with public health measures and Governor Inslee's *Stay Home, Stay Safe* order, the Plan Commission meeting will be held on-line.

Members of the general public are encouraged to join the on-line meeting using the following information:

Meeting Password: PlanCommission	Join Webex Meeting Online: JOIN MEETING
	Tap to join from a mobile device (attendees only):
	+1-408-418-9388,,1462059622## United States Toll
	Join by phone: +1-408-418-9388 United States Toll
	Global call-in numbers:
Meeting Number (access code): 146 205 9622	https://spokanecity.webex.com/spokanecity/globalcallin.php?MTID=m514c2d4fc1d4af7864559443420dee7b
	Join from a video system or application: Dial sip:1462059622@spokanecity.webex.com
	You can also dial 173.243.2.68 and enter your meeting number.
	Join using Microsoft Lync or Microsoft Skype for Business Dial:
	sip:1462059622.spokanecity@lync.webex.com

Please note that public comments will be taken during the meeting, but the public is encouraged to continue to submit their comments or questions in writing to:

Louis Meuler at plancommission@spokanecity.org

The audio proceedings of the Plan Commission meetings will be recorded, with digital copies made available upon request.

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Spokane Plan Commission - Draft Minutes

December 8, 2021

Webex Teleconference

Meeting Minutes: Meeting called to order at 2:00 PM by Todd Beyreuther

Attendance:

- Board Members Present: Todd Beyreuther (President), Greg Francis (Vice President), Michael Baker, Jesse Bank, Carole Shook, Tim Williams, Clifford Winger
- Board Members Not Present: Jo Anne Wright
- Non-Voting Members Present: Council Member Lori Kinnear, Mary Winkes (Community Assembly Liaison)
- *Quorum Present: yes*
- Staff Members Present: Louis Meuler, Jackie Churchill, Tirrell Black, Giacobbe Byrd, Kirstin Davis, James Richman, Amanda Beck, Nate Gwinn, Kevin Freibott, Shauna Harshman, Maren Murphy, Kara Odegard, Steve MacDonald,

Public Comment: Citizens are invited to address the Plan Commission on any topic not on the agenda. 3 Minutes each. NONE

Minutes: Minutes from November 10, 2021 meeting approved unanimously.

Briefing Session:

1. City Council Liaison Report - Lori Kinnear

- Council Member Kinnear gave a preview of the City Council 2022 budget. The budget fully funds the police department. It is also prioritizes funding the Community Health and Human Services (CHHS) department so that they can apply for Federal and State funding opportunities. The Office of Civil Rights is being established and there needs to be 3 positions, so the City Council budget included funding for all those positions.
- CM Kinnear clarified the difference between Council's proposed budget and the legislative agenda. The legislative agenda is submitted to state legislation and presents Spokane's priorities and funding needs.
- Finally, CM Kinnear reported that there are over 250 vacant positions in city, so City Council did not fund most of the Mayor's requested 52 new positions. but did try to fund vacant positions. She also mentioned that the Planning department is fully funded.

2. Community Assembly Liaison Report - Mary Winkes

- Ms. Winkes reported that she was invited to take part in the upcoming interviews for the two candidates for Planning Director.

3. Commission President Report - Todd Beyreuther

- President Beyreuther reported that he was also invited to interview the two candidates for Planning Director but will be unable to attend and suggests that VP Greg Francis should attend.
- Mr. Beyreuther also noted that Council President Beggs represented Spokane well by sharing the Sustainability Action Plan and Spokane's climate change plan.
- Plan Commission member, Jesse Bank, reported that he and the Plan Commission Subcommittee interviewed Plan Commission applicants. There are 3 applicants including a previous PC member. Mr. Bank stated that all candidates were qualified and would make excellent Plan Commissioners.

4. Transportation Subcommittee Report - Clifford Winger

- Mr. Winger reported that the PCTS met on December 7 and Spokane Regional Transportation Council (SRTC) gave a presentation about DivisionConnects. Then Integrated Capital

Management (ICM) presented Roadways of Significance, which are roads that don't make it onto the 6 Year plan but may be added based on certain criteria. ICM explained how the City's matrix determines which road projects are chosen.

5. Secretary Report - Louis Meuler

- Mr. Meuler reported that Planning Director interviews will occur in a couple weeks and that the Planning department is in the process of filling 2 vacant Assistant Planner positions.
- Mr. Meuler reported that Commissioner Shook was reappointed to the Plan Commission and that Commissioner Francis is expected to be reappointed soon as well.

Workshop(s):

1. Proposed Comprehensive Plan Amendment on LU 1.3 and LU 1.4 - Increasing Housing Options

- Presentation provided by Todd Beyreuther
- Questions asked and answered
- Discussion ensued

Greg Francis motioned that Plan Commission propose to City Council to initiate a review of Comprehensive Plan policies LU 1.3 to and LU 1.4 to facilitate an increase in housing options in the city's residential zones. Seconded by Michael Baker

Motion Carried (6,1)

2. Appoint PC Members to Comp. Plan Amendment Threshold Review Subcommittee

- Presentation provided by Kara Mowery Frashfski
- Questions asked and answered
- Discussion ensued

The 3 subcommittee members are: Michael Baker, Jesse Banks, and VP Greg Francis.

3. Phase 1 - Residential Development Code Changes

- Presentation provided by Nate Gwinn & Amanda Beck
- Questions asked and answered
- Discussion ensued

Meeting Adjourned at 5:00 PM

Next Plan Commission Meeting scheduled for Wednesday, January 12, 2022

BRIEFING PAPER
Plan Commission Workshop
Shaping Spokane Housing, Development Code Amendments
January 12, 2022

Subject

The City is initiating a series of code amendments to the Unified Development Code (UDC) to encourage the development of more housing. For this Plan Commission workshop, staff are focusing on three sections, corresponding to permit processes within the UDC:

- Section 17G.060.110 Public Notice – General and Section 17G.080.040 Short Subdivisions: Reduce or streamline the notification and commenting requirements for short subdivisions. The intent of the proposal is to reduce the cost and time associated with short subdivisions to allow developments creating up to nine new lots to occur with less expensive notification requirements, or creating only two lots more quickly with no public notice of application and comment period.
- Chapter 17C.316 Short Term Rentals: Permit short term rentals in all zones where residential uses are permitted. Currently, outside residential zones, short-term rentals are permitted only as a hotel/motel, a type of commercial use. The intent of the code amendment is to allow short-term rentals outside residential zones without requiring classification as a hotel/motel and some of the different improvements associated with a commercial use.
- Section 17E.050.070 Flexible Thresholds for Categorical Exemptions: For environmental reviews, adopt the categorical exemption flexible thresholds for minor new construction permitted by [WAC 197-11-800\(1\)\(d\)](#) or one of the proposed alternatives. The intent of the proposed edits in **Option 1** is to change the exempt level from the current level to the maximum permitted level under State law, while **Option 2** shows only the residential exemption levels changing.

Background

The City's Comprehensive Plan provides a vision of affordable housing that is safe, clean, healthy, and attainable for all residents. Approved in July 2021, the City adopted its [Housing Action Plan](#) (HAP) to guide implementation of Comprehensive Plan policies by identifying strategies to achieve our community's housing needs and objectives. The HAP identifies actions that the city can enact to encourage more housing options that create more homes for more people. To implement the work of the HAP, the city is pursuing several residential development code amendments. These proposed changes are also guided by Mayor Woodward's [July 26, 2021 Housing Emergency Proclamation](#) and the City Council's HAP [Implementation Plan](#).

Impact

Given the housing shortage locally, the proposed code amendments correspond with action items from the Housing Action Plan that are flagged for short- or mid-term timelines and focus on increasing housing units and the diversity of housing types. These code amendments focus on the following HAP strategies:

- A1, "Explore and expand allowed housing types to encourage missing middle housing throughout Spokane's neighborhoods."
- A3, "Continue to streamline and simplify changes to the City's permit process, as necessary."
- A5, "Revise Accessory Dwelling Unit standards to allow for additional flexibility."

The proposed code revisions directly correspond to the Housing Action Plan strategies, as well as recommended actions within the Mayor's Proclamation and City Council's Implementation Plan. Phase 1 amendments will explore attached houses (townhouses), accessory dwellings, duplexes, and streamlining permit processes that could further encourage construction of housing. Future Phase 2 code amendments may require Comprehensive Plan changes, exploring opportunities for increasing the number of homes allowed per acre of land, and permitting for a wider variety of housing types generally.

Attachments

Redlined Draft Text

17G.060.100 Notice of Application

Within fourteen days of the issuance of a determination of a complete application, a notice of application shall be provided for Type I, II and III project permit applications in accordance with this section (RCW 36.70B.110.2), except short subdivision applications that create only two lots and are categorically exempt from chapter 43.21C RCW (SEPA). The notice of application shall follow the public notice requirements contained in SMC 17G.060.110 through 17G.060.120. The notice of application may be combined with the notice of public hearing, if a hearing has been scheduled by notice of application. The date, time, place and type of hearing, SEPA determination and SEPA appeal deadline (using the optional DNS process) are required to be added to the notice of application if this provision is used (RCW 36.70B.110(2)(f)).

17G.060.110 Public Notice – General

The types of notice for various categories of permit applications and actions are listed in Table 17G.060-3. The specified types of notice are used for community meeting, notice of application, notice of public hearing, notice of decision and notice of appeals, as applicable. It is the responsibility of the applicant to provide public notice and file a statutory declaration as evidence of compliance.

17G.060T.003 Table 17G.060-3 Type of Public Notice Required / Project Permit Review Process

TABLE 17G.060-3 TYPE OF PUBLIC NOTICE REQUIRED / PROJECT PERMIT REVIEW PROCESS (Click here to view PDF)						
Project Permit Type	Notice of Community Meeting	Notice of Application	Notice of Public Hearing	Review Official	City Council Review	Expiration of Permit [1]
Building and Code Enforcement – Type I Application						
Building Permit	No	No	No	Building Official	No	180 days
Grading Permit	No	No	No	Building Official	No	180 days
Demolition Permit	No	No [5]	No [2]	Building Official	No	180 days
Building Permit with SEPA	No	Posted / Legal	No	Building Official	No	180 days
Grading Permit with SEPA	No	Posted / Legal	No	Building Official	No	180 days

Demolition Permit with SEPA	No	Posted / Legal [5]	No	Building Official	No	180 days
Planning Services – Type I Application						
Floodplain with SEPA	Posted / Individual	Posted / Individual	No	Planning Director	No	180 days
Planning Services – Type II Application						
Binding Site Plan	No	Posted / Individual	No	Planning Director	No	5 years
Certificate of Compliance	No	Posted / Individual	No	Planning Director	No	None
Conditional Use Permit	No [3]	Posted / Individual	No	Planning Director	No	3 years
Plans-in-lieu	No	Posted / Individual	No	Planning Director	No	3 years
Shoreline SDP	No	Posted / Individual	No	Planning Director	No	Must Comply with WAC 173-27-90
Short Plat with SEPA	No	Posted / Individual	No	Planning Director	No	5 years
<u>Short Plat, 2 Lots only</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>Planning Director</u>	<u>No</u>	<u>5 years</u>
<u>Short Plat, 3 Lots or More</u>	<u>No</u>	<u>Individual</u>	<u>No</u>	<u>Planning Director</u>	<u>No</u>	<u>5 years</u>
Planning Services – Type III Application (Hearing Required)						
Certificate of Compliance	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	No	None
Conditional Use Permit	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	No	3 years
Floodplain Variance	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	No	3 years
Long Plat	Posted / Individual	Posted / Individual	Newspaper / Posted / Individual	Hearing Examiner	No	5 years
Plans-in-lieu	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	No	3 years
PUD	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	Yes	5 years [4]
Rezone	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	Yes	3 years

Shoreline CUP	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	No	Must Comply with WAC 173-27-90
Shoreline Variance	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	No	Must Comply with WAC 173-27-90
Skywalk	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	Yes	2 years
Variance	Posted / Individual	Posted / Individual	Posted / Individual	Hearing Examiner	No	3 years

Notes:

[1] Approval expires after the specified time if no permit to develop the project is issued by the City of Spokane or building permit expires without completion of the improvements.

[2] Public Hearing is required if the structure is on the National Historic Register.

[3] Conditional Use Permits required under SMC 17C.110.110, Limited Use Standards for Religious Institutions and Schools, will complete posted/individual notification requirements for a Community Meeting.

[4] If a PUD is approved together with a preliminary plat, the expiration date for the PUD shall be the same as the expiration date of the preliminary plat.

[5] Applications for demolition permits for the demolition of an entire building or structure shall, in addition to any applicable requirements under chapter 43.21C RCW, be subject to a ten day review and comment period. This review and comment period shall run concurrently with any other applicable notice and comment period. Following receipt of such applications, copies shall be forwarded to the individual(s) designated pursuant to SMC 4.27.010(D) to receive written notice on behalf of the neighborhood council in which the building or structure is located, at the address for such neighborhood council designee(s) that is on file with the department. Any comments submitted to the department by the neighborhood council during this review and comment period shall be provided to the applicant prior to issuing the demolition permit.

Staff note: The additions to the table above change the notice requirements for some short plats.

This would reduce cost and time, supporting a more efficient and user-friendly process for customers creating new lots, as suggested by HAP Strategy A3, and HAP Implementation Plan, Strategy I.6.

17G.060.130 Public Comment Period

- A. The public comment period for Type I, II, and III applications is fifteen days, except short subdivision applications creating only two lots and categorically exempt from chapter 43.21C RCW (SEPA) shall have no public comment period.
- B. The public comment period for a shoreline substantial development permit, shoreline conditional use, or shoreline variance shall be thirty days.
- C. The public comment period for a shoreline substantial development permit for limited utility extensions and bulkheads shall be twenty days (WAC 173-27-120).
- D. The longest public comment period shall prevail.

Staff note: This change would reduce the time period for the decision on some short plats, without changing review time and comments for agencies/neighborhoods or other aspects of the review process.

17G.080.040 Short Subdivisions

- A. Predevelopment Meeting
- A predevelopment meeting is required if the proposal is located in the central business district, unless waived by the director, and is recommended for all other proposals prior to submittal of the application. The purpose of a predevelopment meeting is to acquaint the applicant with the applicable provisions of this chapter, minimum submission requirements and other plans or regulations, which may impact the proposal.
- B. Preliminary Short Plat Application and Map Requirements
1. Applications for approval of a preliminary short subdivision shall be filed with the director. All applications shall be submitted on forms provided for such purpose by the department. The director may waive specific submittal requirements determined to be unnecessary for review of the application. The application shall include the following:
 - a. The general application.
 - b. The supplemental application.
 - c. The environmental checklist, if required under chapter 17E.050 SMC.
 - d. Title report no older than thirty days from issuance from the title company.
 - e. The filing fees as required under chapter 8.02 SMC.
 - f. The required number of documents, plans or maps drawn to a minimum scale of one inch equals one hundred feet, on a sheet twenty-four by thirty-six inches, as set forth in the application checklist.

- g. A written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested; and
 - h. Additional application information which may be requested by the permitting department and may include, but is not limited to, the following: geotechnical studies, hydrologic studies, critical area studies, noise studies, air quality studies, visual analysis and transportation impact studies.
 - i. One copy of the predevelopment conference notes (if applicable); and
 - j. One copy of the notification district map.
- 2. Contents of Preliminary Short Plat Map
The preliminary short plat shall be prepared by a land surveyor and shall show the following:
 - a. Plat name and the name of any subdivision to be replatted.
 - b. The name, mailing address and phone number of the owner and the person with whom official contact should be made regarding the application.
 - c. Surveyor's name, mailing address and phone number.
 - d. Legal description.
 - e. Section, township and range.
 - f. Vicinity map.
 - g. North arrow, scale and date.
 - h. Datum plane.
 - i. Acreage.
 - j. Number of lots and proposed density.
 - k. Zoning designation.
 - l. The boundary lines of the proposed subdivision.
 - m. City limits and section lines.
 - n. Park or open space (if proposed).
 - o. Existing topography at two-foot maximum interval.
 - p. The boundaries and approximate dimensions of all blocks and lots, together with the numbers proposed to be assigned each lot and block, and the dimensions, square footage and acreage of all proposed lots and tracts.
 - q. Proposed names of streets.
 - r. The location and widths of streets, alleys, rights-of-way, easements (both public and private), turn around and emergency access, parks and open spaces.

- s. Conditions of adjacent property, platted or unplatted, and if platted, giving the name of the subdivision. If the proposed short plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown along with any and all recorded covenants and easements.
- t. The names and address of the record owners and taxpayers of each parcel adjoining the subdivision.
- u. Indicate any street grades in excess of eight percent.
- v. The location and, where ascertainable, sizes of all permanent buildings, wells, wellhead protection areas, sewage disposal systems, water courses, bodies of water, flood zones, culverts, bridges, structures, overhead and underground utilities, railroad lines, and other features existing upon, over or under the land proposed to be subdivided, and identifying any which are to be retained or removed.
- w. Proposed one-foot strips for right-of-way conveyed to the City, in cases where a proposed public street or alley abuts unplatted land.
- x. If a body of water forms the boundary of the plat, the ordinary high water mark as defined in chapter 90.58 RCW.
- y. Critical areas as defined in chapters 17E.020, 17E.030, 17E.070 and 17G.030 SMC.
- z. Significant historic, cultural or archaeological resources; and
- aa. If the proposal is located in an irrigation district, the irrigation district name.

C. Review of Preliminary Short Plat

The application shall be reviewed in accordance with the procedures set forth in chapter 17G.060 SMC for a Type II application, except a SEPA-exempt application creating only two lots shall be excluded from the public notice requirements contained in SMC 17G.060.110 through 17G.060.120 and public comment period under SMC 17G.060.130.

Staff note: This edit clarifies the process change proposed in Table 17G.060-3.

D. Public Notice

All public notice of the application shall be given in accordance with the procedures set forth in chapter 17G.060 SMC for a Type II application, except a short plat creating only two lots and exempt from SEPA shall not require a notice of application.

Staff note: This edit clarifies the process change proposed in Table 17G.060-3.

E. Preliminary Short Plat Approval Criteria

Prior to approval of a short plat application, the director shall find the application to be in the public use and interest, conform to applicable land use controls and the comprehensive plan of the City, and the approval criteria set forth in chapter 17G.060 SMC. The director has the authority to approve or disapprove a proposed preliminary short plat under the provisions of this chapter, subject to appeal as provided in chapters 17F.050 and 17G.060 SMC.

F. Final Short Plat Review Procedure

1. The subdivider shall submit to the director for review the following:
 - a. A final short plat, prepared by a registered land surveyor licensed in the state of Washington, consistent with the approved preliminary short plat.
 - b. A title report less than thirty days old confirming that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication.
 - c. Covenants, conditions and restrictions, if applicable; and
 - d. Fees pursuant to chapter 8.02 SMC.
2. Within thirty days, unless the applicant has consented to a longer period of time, of receipt of a proposed final short plat, the director shall review the plat for conformance with all conditions of the preliminary short plat approval, the requirements of this chapter and that arrangements have been made to insure the construction of required improvements. If all such conditions are met, the director shall approve the final short plat and authorize the recording of the plat. If all conditions are not met, the director shall provide the applicant in writing a statement of the necessary changes to bring the final short plat into conformance with the conditions.
 - a. If the final short plat is required to be resubmitted, the subdivider is required to provide the following:
 - b. A cover letter addressing the corrections, additions or modifications required.
 - c. Title report no older than thirty days from issuance of a title company conforming that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication; and
 - d. The required number of copies of the corrected final short plat map.
3. If the final short plat is approved, the surveyor causes the plat to be signed by the Spokane county treasurer and file of record with the Spokane county auditor. The surveyor is required to file the appropriate number of mylar and bond copies of the recorded short plat with the director.

G. Final Short Plat Map Requirements

The subdivider shall submit to the director a final short plat in the same form and with the same content as the preliminary short plat, as provided in subsections (B)(1) and (2) of this section, with the following exceptions or additional requirements:

1. A final short plat shall contain all the information required of the preliminary plat, except the following:
 - a. Show existing buildings.
 - b. Show existing utility lines and underground structures.
 - c. Show the topographical elevations; or
 - d. Contain the names and addresses of adjoining landowners.
2. The final short plat shall include the following:
 - a. Surveyor's certificate, stamp, date and signature, as follows:

The following land surveyor's certificate to be shown on each sheet of the plat: "I, _____ registered land surveyor, hereby certify the plat of _____, as shown hereon, is based upon actual field survey of the land described and that all angles, distances, and courses are correctly shown and that all non fronting lot corners are set as shown on the plat. Monuments and fronting lot corners shall be set upon completion of the utility and street improvements.

Signed _____(Seal)"
 - b. A certification by the city treasurer, as applicable:
 - i. "I hereby certify that the land described by this plat, as of the date of this certification, is not subject to any local improvement assessments. Examined and approved, this _____ day of _____, 20__.
 - _____
City of Spokane Treasurer"
 - ii. "I hereby certify that the land described by this plat, as of the date of this certificate, is not subject to any delinquent local improvement assessment. Future installments, if any, shall remain due and payable and it shall be the responsibility of the owners to initiate the segregation of the LID assessment. Examined and approved, this _____ day of _____, 20__.
 - _____
City of Spokane Treasurer"
 - iii. "A preliminary local improvement assessment exists against this property. It shall be the responsibility of the owner's to initiate the segregation of the LID assessment. After this

assessment is finalized, it shall be due and payable.
Examined and approved this _____ day of _____, 20__.

City of Spokane Treasurer”

- c. The certification by the planning director, as follows:
“This plat has been reviewed on this _____ day of _____, 20__
and is found to be in full compliance with all the conditions of
approval stipulated in the Hearing Examiner’s/Planning Director’s
approval of the preliminary plat # - PP/SP.

City of Spokane Planning Director”

- d. The certification by the city engineer, as follows:
“Approved as to compliance with the survey data, the design of
public works and provisions made for constructing the
improvements and permanent control monuments this _____ day of
_____, 20__.

City of Spokane Engineer”

- e. The certification by the Spokane county treasurer, as follows:
“I hereby certify that the land described in this plat, as of the date of
this certification, is not subject to any outstanding fees or
assessments. Examined and approved _____ day of _____, 20__.

Spokane County Treasurer”

- f. The certification by the Spokane county auditor on each page of the
final short plat including the time, date, book and page number of
the recording of the final mylar.
- g. Signature of every owner certifying that:
- i. the plat is made with the free consent and in accordance
with the desires of the owners of the land;
 - ii. the owners are the owners of the property and the only
parties having interest in the land and is not encumbered by
any delinquent taxes or assessments;
 - iii. the owners adopt the plan of lots, blocks and streets shown;
 - iv. owner dedicates to the City and the City’s permittees the
easements shown for utilities and cable television purposes;
 - v. owner dedicates to the City the streets, alleys and other
public places, including slope and construction easements
and waives all claims for damages against any governmental
authority including, without limitation, the City which may be

occasioned to the adjacent land by the establishment, construction, drainage and maintenance of any public way so dedicated; and

- vi. owner conveys to the City as general City property the buffer strips adjoining unplatted property.

h. The drawing shall:

- i. be a legibly drawn, printed or reproduced permanent map;
- ii. if more than one sheet is required, each sheet shall show sheet numbers for the total sheets;
- iii. have margins that comply with the standards of the Spokane county auditor;
- iv. show in dashed lines the existing plat being replatted, if applicable;
- v. show monuments in accordance with SMC 17G.080.020(H)(1);
- vi. include any other information required by the conditions of approval; and
- vii. include any special statements of approval required from governmental agencies, including those pertaining to flood hazard areas, shorelines, critical areas and connections to adjacent state highways.

H. Filing.

Once the final plat has been reviewed, approved and signed by the applicable departments, the applicant shall file the final short plat with the county auditor within ten days of approval. No permits shall be issued for a proposed lot until the required conformed copies of the short plat have been submitted to the planning services department.

I. Redivision.

No land within the boundaries of a short subdivision may be further divided in any manner which will create additional lots within a period of five years except by subdivision in accordance with SMC 17G.080.050.

Section 17C.316.010 Purpose

This chapter provides the requirements and standards under which residential dwelling units may be used for short-term rental use in ~~((residential))~~ zones where residential uses are permitted. The regulations are intended to allow for a more efficient use of certain types of residential structures in a manner which keeps them primarily in residential use, and without detracting from neighborhood character. The regulations also provide an alternative form of lodging for visitors who prefer a residential setting.

Staff note: Residential uses are also permitted in commercial zones. This will allow short-term rentals (STR) in those zones also.

Staff searches of STR platforms indicates that these uses exist in commercial zones, including downtown.

Section 17C.316.020 Description and Definitions

A. **Description.** A short-term rental is where a residential dwelling unit or bedrooms in a residential unit are rented to overnight guests for fewer than 30 days. There are two types of short-term rentals:

1. Type A. A Type A short term rental is where bedrooms or an entire dwelling unit are rented to overnight guests, and no commercial meetings are held. The Type A short term rental is an administrative permit.

2. Type B. A Type B short-term rental is where bedrooms or an entire dwelling unit are rented to overnight guests and commercial meetings are held. The Type B short term rental requires a type III conditional use permit according to [Chapter 17G.060 Land Use Application Procedures \(\(-\)\)](#) : provided in zones where Retail Sales and Services are allowed, limited, or conditional uses, Type B short-term rentals are allowed via the same process as a Retail Sales and Service use.

Staff note: This change ensures if a use is in fact a hotel/motel lodging use then the appropriate Building Code and land use regulations shall apply to the change of use from residential to lodging.

B. **Definitions.** For purposes of this chapter, the following words have the following meanings:

1. Commercial meetings. Commercial meetings include luncheons, banquets, parties, weddings, meetings, charitable fund raising, commercial or advertising activities, or other gatherings for direct or indirect

compensation. Commercial meetings are prohibited with a Type A short-term rental. A historic landmark that receives special assessment from the State may be open to the public for 4 hours one day each year; this is not considered a commercial meeting.

2. Resident. An individual or family who resides in the dwelling unit. The resident can be the owner or operator of the short-term rental.

3. Operator. The owner or a person or entity that is designated by the owner to manage the short-term rental.

Section 17C.316.030 Where These Regulations Apply

The regulations of this chapter apply to short-term rentals in ~~((the following zones: RA, RSF, RSF-C, RTF, RMF, and RHD zones))~~ all zones where residential uses are permitted. ~~((In zones where Retail Sales and Service uses are allowed, limited or conditional uses, short term rentals may be regulated either as a Retail Sales and Service use or as hotel motel.))~~

Draft Code Option 1

Section 17E.050.070 Flexible Thresholds for Categorical Exemptions

In addition to those exemptions identified in Part Nine (Categorical Exemptions) of this ordinance, the City of Spokane establishes the following exempt levels for minor new construction under WAC 197-11-800(1)(c), based on local conditions.

- A. For single-family residential dwelling units in WAC 197-11-800(1)(b)(i): up to ~~((twenty))~~ thirty dwelling units.

- B. For multifamily residential dwelling units in WAC 197-11-800(1)(b)(ii): up to sixty dwelling units.

- ~~((B.))~~ C. For agricultural structures in ~~((WAC 197-11-800(1)(b)(ii)))~~ WAC 197-11-800(1)(b)(iii): up to ~~((twenty thousand))~~ forty thousand square feet.

- ~~((C.))~~ D. For office, school, commercial, recreational, service, ~~((or))~~ storage buildings, and parking facilities in ~~((WAC 197-11-800(1)(b)(iii)))~~ WAC 197-11-800(1)(b)(iv): up to ~~((twelve thousand))~~ thirty thousand square feet and up to ~~((forty))~~ ninety parking spaces.

- ~~((D. For parking lots in WAC 197-11-800(1)(b)(iv): up to forty parking spaces.))~~

- E. For landfills and excavations in WAC 197-11-800(1)(b)(v): up to ~~((five hundred))~~ one thousand cubic yards.

*Staff note: To address urban housing supply, RCW 36.70A.600 encourages localities to adopt the **maximum** categorical exemptions permitted by WAC.*

This draft displays the maximum permitted by WAC 197-11-800(1)(c) for discussion.

Adoption of the maximum flexible thresholds for categorical exemptions streamlines the review process so that there is quicker turnaround, with the potential for fewer costs incurred for a developer.

This change aligns with the Mayor's Proclamation Addressing the Housing Emergency (2.d), and the Housing Action Plan Strategy A3.

Additional alternatives could be considered, such as maintaining the current 500 cubic yard limit for fill or excavation.

Draft Code Option 2

Section 17E.050.070 Flexible Thresholds for Categorical Exemptions

In addition to those exemptions identified in Part Nine (Categorical Exemptions) of this ordinance, the City of Spokane establishes the following exempt levels for minor new construction under WAC 197-11-800(1)(c), based on local conditions.

- A. For single-family residential dwelling units in WAC 197-11-800(1)(b)(i): up to ~~((twenty))~~ thirty dwelling units.

- B. For multifamily residential dwelling units in WAC 197-11-800(1)(b)(ii): up to sixty dwelling units.

- ~~((B-))~~ C. For agricultural structures in ~~((WAC 197-11-800(1)(b)(ii)))~~ WAC 197-11-800(1)(b)(iii): up to twenty thousand square feet.

- ~~((C-))~~ D. For office, school, commercial, recreational, service, or storage buildings in ~~((WAC 197-11-800(1)(b)(iii)))~~ WAC 197-11-800(1)(b)(iv): up to twelve thousand square feet and up to forty parking spaces.

- ~~((D-))~~ E. For parking lots in WAC 197-11-800(1)(b)(iv): up to forty parking spaces.

- ~~((E-))~~ F. For landfills and excavations in WAC 197-11-800(1)(b)(v): up to five hundred cubic yards.

*Staff note: To address urban housing supply, RCW 36.70A.600 encourages localities to adopt the **maximum** categorical exemptions permitted by WAC.*

This draft option displays changes to residential construction, and updates to correct WAC subsections.