



# Spokane Plan Commission Agenda

Wednesday, February 28, 2024

2:00 PM

Hybrid - Council Briefing Center / Webex  
808 W Spokane Falls Blvd, Spokane, WA 99201

**Virtual Meeting Link - See Below For Information**

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

## Housing Work Group:

1:00 – 1:30 **Cancelled**

## 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 – 2:20	<ol style="list-style-type: none"><li>1. Approve <a href="#">2/14/2024</a> meeting minutes</li><li>2. City Council Report</li><li>3. Community Assembly Liaison Report</li><li>4. President Report</li><li>5. Transportation Sub-Committee Report</li><li>6. Secretary Report</li><li>7. Approval of current agenda</li></ol>	All CM Unfilled Position Mary Winkes Greg Francis Clifford Winger Spencer Gardner
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## Workshops:

2:20 – 3:00	1. <a href="#">Paper Cuts Q1 2024</a>	Jackie Churchill
3:00 – 3:30	<a href="#">Proposed amendments to:</a>  <a href="#">SMC 17A.020.020, SMC 17A.020.030, SMC 17A.020.080, SMC 17C.120.110, SMC 17C.190.450, SMC 17C.200.050, SMC 17D.010.020, SMC 17G.020.040, SMC 17G.061.320, SMC 17G.070.030, SMC 17H.010.130, SMC 17C.122.070, SMC 17C.122T.001, SMC 17G.061.010</a>  2. <a href="#">Plan Commission Rules of Procedure</a>	Spencer Gardner

**Adjournment: The next regularly scheduled Plan Commission meeting will be held on Wednesday, March 13, 2024**

**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 Briefing Center 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.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mlovmaster@spokanecity.org](mailto:mlovmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management 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, February 28, 2024

Plan Commission will be held in a hybrid in-person / virtual format. Members of the public are welcome to attend in person at City Hall or online using the following information.

**Meeting Password:**  
PlanCommission

Meeting Number  
(access code):  
**2490 846 0369**

**Join Webex Meeting Online:** [JOIN MEETING](#)

**Tap to join from a mobile device (attendees only)**

[+1-408-418-9388,,24908460369##](tel:+1-408-418-9388,24908460369##) United States Toll

**Join by phone**

+1-408-418-9388 United States Toll

**Global call-in numbers:**

<https://spokanecity.webex.com/spokanecity/j.php?MTID=m0d61b61a1b44d6436aaea6c8cb57d4c1>

**Join from a video system or application:**

Dial [24908460369@spokanecity.webex.com](tel:24908460369@spokanecity.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

## How to participate in virtual public testimony:

**Sign up to give testimony by clicking on the button below. This will take you to an online google form where you can select the hearing item on which you wish to give testimony.**

[SIGN UP](#)

The form will be **open until 1:00 p.m.** on February 28, 2024. Hearings begin at 4:00 p.m. When it is your turn to testify, Plan Commission President will call your name and you can begin your testimony. You will have 3 minutes to speak.

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:

[plancommission@spokanecity.org](mailto: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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# Plan Commission & Committees

## Upcoming Agenda Items

March 5 – PCTS (Hybrid)		
Time	Item	Presenter
9:00 am – 9:30 am	Meeting Briefing	PCTS
	Six Year Street Plan Update	Kevin Picanco

March 13, Plan Commission (90 minutes available) Hybrid		
Housing Work Group		
1:00 – 1:30	Canceled	
Workshop		
Time	Item	Presenter
2:00 – 2:20	Meeting Briefing	Plan Commission
2:20 – 2:35	Comp Plan Amendment Work Plan	Kevin Freibott
2:35 – 3:15	South Logan TOD Implementation Overview	KayCee Downey
3:15 – 3:45	DivisionConnects / STA 2035 Plan	Karl Otterstrom
3:45 – 4:00	Transition to Chambers	
Hearing Items		
	No Hearing Scheduled at this time	

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# Spokane Plan Commission - Draft Minutes

Wednesday, February 14, 2024

Webex Teleconference

Meeting Minutes: Plan Commission Workshop called to order at 1:59 pm by Greg Francis

## Attendance for Plan Commission Workshop:

- Board Members Present: Greg Francis (President), Ryan Patterson (Vice President), Jesse Bank, Clifford Winger, Tim Williams, Carole Shook, Kris Neely
- Board Members Not Present: Todd Beyreuther, Michael Baker
- Non-Voting Members Present: Council Member Kitty Klitzke
- Non-Voting Members Not present: Mary Winkes (Community Assembly Liaison)
- *Quorum Present: Yes*
- Staff Members Present: Spencer Gardner, Angie McCall, Ryan Benzie, Kevin Freibott, Kevin Picanco, Tirrell Black, James Richman, Brandon Whitmarsh, Tim Thompson, Maren Murphy

**Public Comment:** Citizens are invited to address the Plan Commission on any topic not on the agenda. 3 Minutes each.

- None

**Minutes:** Minutes from 1/24/2024 approved unanimously.

## **Briefing Session:**

1. **City Council Liaison Report - CM Kitty Klitzke**
  - Council Member Kitty Klitzke reported that she attended a productive Transportation Subcommittee meeting. CM Klitzke also reported that she will be hosting a town hall with CM Zappone on February 22<sup>nd</sup>.
2. **Community Assembly Liaison Report - Mary Winkes**
  - None - *Absent*
3. **Commission President Report - Greg Francis**
  - Greg reported that he recently read an interesting state report on building costs. Greg also discussed whether there is a need for continued Housing Work Group subcommittee meetings. A brief discussion ensued amongst commissioners.

**\*Kris Neely joined at 2:08 PM.**

4. **Transportation Subcommittee Report - Clifford Winger**
  - Cliff Winger reported on items discussed at the last Plan Commission Transportation Subcommittee meeting including the Greenway study and information on a presentation given by Char Kay from WSDOT.
5. **Secretary Report - Spencer Gardner**
  - Spencer Gardner reported that the joint City Council study session and Plan Commission meeting will be held on Feb 22<sup>nd</sup> at 11:00am in Council Chambers.
  - Spencer also reported on 2024 work plan priorities.
  - Plan Commission interviews will be finished this week, at which time they will be forwarded to the Mayor's Office.
  - Spencer clarified the administrative zoning determination that was sent to the Commission recently.

**Current Agenda:** The current agenda was approved unanimously.

**Workshop(s):**

- **Six Year Street Plan Kickoff**
  - Presentation provided by staff member Kevin Picanco
  - Questions asked and answered.
  - Discussion ensued.
- **Housing Allocation and Growth**
  - Presentation provided by Kevin Freibott
  - Questions asked and answered.
  - Discussion ensued.
- **Plan Commission Rules of Procedure**
  - Presentation provided by Spencer Gardner
  - Questions asked and answered.
  - Discussion ensued.

Workshop Adjourned at 4:08 PM.

Next Plan Commission Special Meeting is scheduled for Thursday, February 22, 2024  
Next regularly scheduled Plan Commission Meeting is on Wednesday, February 28, 2024

**Q1 2024 Paper Cuts Code Amendments Briefing Paper**  
**City of Spokane**  
**Plan Commission Workshop**  
**Department of Planning of Economic Development**  
**February 28, 2024**

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**Subject**

The Department of Planning and Economic Development has begun an initiative named “Paper Cuts”. The purpose is to identify sections of code with ambiguities, omissions, or inconsistencies that can be fixed with simple adjustments. Paper Cuts are expected to occur regularly. The adjustments will provide clarity based on current practice.

**Background**

There are sixteen code sections with Paper Cuts updates identified for this round. Following is a list of the code sections and a brief description of the nature of the change:

- **04.16.040 Membership:** Code amended to create a range of allowable ages for the youth member of the Bicycle Advisory Board.
- **17A.020.020 “B” Definitions: Building Coverage:** The code was amended to clarify which portions of a building contribute to building coverage.
- **17A.020.020 “B” Definitions: Building Footprint:** The code was amended to add a definition of building footprint.
- **17A.020.030 “C” Definitions: Clear View Triangle:** The code was amended to clarify that the clear view triangle applies to commercial driveways.
- **17A.020.080 “H” Definitions: Households:** The code was amended to be consistent with RCW [84.14.010](#).
- **17C.120.110 Limited Use Standards:** The code was amended to clarify that commercial parking on surface lots is not permitted in the O and OR zones.
- **17C.122.070 Center and Corridor Zone Allowed Uses:** Table 17C.122.070-1 Center and Corridor Zone Allowed Uses was removed because it was a duplicate of Table 17C.122T.070-1. A reference was made to the updated table.
- **17C.122T.001 Table 17C.122.070-1 Center and Corridor Zone Allowed Uses:** The table was amended to clarify that Surface Lot Commercial Parking is not a permitted use in Center and Corridor Zones. It was also updated to clarify that Structured Commercial Parking is permitted in Center and Corridor Zoning.
- **17C.190.255 Public Parking Lot:** This code section was added to define the term “public parking lot”.
- **17C.190.450 Medical Centers:** The code was amended for consistency. Emergency medical care clinics have been reclassified as office to be consistent with Section 17C.190.250(C) Office.

**Q1 2024 Paper Cuts Code Amendments Briefing Paper**  
**City of Spokane**  
**Plan Commission Workshop**  
**Department of Planning of Economic Development**  
**February 28, 2024**

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- **17C.200.050 Street Tree Requirements:** Updated TABLE 17C.200.050-1 to conform with current city practices for the Individual Planting Area in the Downtown Zone.
- **17D.010.020 Concurrency Test:** The section was amended to clarify and explain the concurrency review process.
- **17D.010.030 Certificate of Capacity:** The section was amended to clarify how and when capacity is reserved for permitted development.
- **17D.075.180 Appendix A – Impact Fee Schedule:** The impact fee schedule was amended to include the latest data from the 11<sup>th</sup> edition of the Trip Generation Manual to include attached housing.
- **17G.020.040 Amendment Frequency:** Code amended to remove irrelevant information.
- **17G.061.010 Summary of Land Use Application Procedures:** Table 17G.61.010-1 Summary of Application Types and Requirements has been amended to correct the application type for a building permit not requiring SEPA. These have always been Excluded permits, but the Building Opportunity for Housing update inadvertently classified them as a Type I permit.
- **17G.061.320 Notice of Decision:** The language in section C has been amended for clarity and to fix grammatical errors.
- **17G.070.030 Development Standards:** Section F (1) Lot Size Transition has been removed to be consistent with the current development code.
- **17H.010.130 Alleys:** Section B language has been updated to clarify when parking spaces shall be accessed from the alley and section H has been updated to remove unnecessary language regarding fire access.

### **Impact**

These code updates are expected to have little impact because they rely on existing practices within the department or implement pre-existing requirements under state law.

### **Action**

Recommend Approval. These items are expected to proceed to a hearing before the Plan Commission on March 13, 2023.

## Title 04 Administrative Agencies and Procedures

### Chapter 04.16 Bicycle Advisory Board

#### Section 04.16.040 Membership

The bicycle advisory board has ten members appointed by the city council according to the procedures of [SMC 4.01.030](#). An eleventh member (~~((under))~~ between the ages of sixteen and twenty-two (~~((eighteen))~~)) may be appointed to the board.

Date Passed: Monday, August 31, 2009

Effective Date: Thursday, October 8, 2009

ORD C34474 Section 1

DRAFT



## Title 17A Administration

### Chapter 17A.020 Definitions

#### Section 17A.020.020 “B” Definitions

A. Backed Sign.

See [SMC 17C.240.015](#).

B. Balloon Sign.

See [SMC 17C.240.015](#).

C. Bank Carving.

The incorporation of masses of alluvium or other weak bank materials into a stream channel because of undermining, usually in high flow stages.

D. Bank Erosion.

The incorporation of masses of alluvium or other weak bank materials into a stream channel.

E. Bankfull Width.

1. For streams, the measurement of the lateral extent of the water surface elevation perpendicular to the channel at bankfull depth. In cases where multiple channels exist, bankfull width is the sum of the individual channel widths along the cross-section.
2. For lakes, ponds, and impoundments, line of mean high water.
3. For periodically inundated areas of associated wetlands, line of periodic inundation, which will be found by examining the edge of inundation to ascertain where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland.

F. Banner.

See [SMC 17C.240.015](#).

G. Bas-relief.

Sculptural form in which shapes or figures are carved in a flat surface and project only slightly from the background.

H. Base Flood.

The flood having a one percent chance of being equaled or exceeded in any given year, also referred to as the “one hundred year flood.”

I. Base Flood Elevation (BFE)

The elevation to which floodwater is anticipated to rise during the base flood.

J. Basement.

The portion of a building having its floor sub-grade (below ground level) on all sides.

K. Bedrock.

Means a general term for rock, typically hard, consolidated geologic material that underlies soil or other unconsolidated, superficial material or is exposed at the surface.

L. Bee.

Any stage of development of the common domestic honeybee, *Apis mellifera* species.

M. Beekeeper.

A person owning, possession, or controlling one or more colonies of bees.

N. Best Available Science.

Current scientific information used in the process to designate, protect, or restore critical areas, which is derived from a valid scientific process.

O. Best Management Practices.

The utilization of methods, techniques, or products that have been demonstrated to be the most effective and reliable in minimizing environmental impacts.

P. Bicycle Facilities

Facilities designated for use by bicyclists and sometimes by other non-motorized users. The following types of bikeway facilities are identified and further defined in the Comprehensive Plan:

1. Bike-Friendly Route.
2. Shared lane.
3. Neighborhood Greenway.
4. Bicycle lane, both striped and physically protected.
5. Shared-use pathway.

Q. Binding Site Plan – Final.

A drawing to a scale which:

1. identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters provided in [SMC 17G.080.060](#);
2. contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land; and
3. contains provisions making any development be in conformity with the site plan.
4. A binding site plan can only be used on property zoned commercial or industrial.

R. Binding Site Plan – Preliminary.

A neat and approximate drawing of a proposed binding site plan showing the general layout of streets, alleys, lots, blocks, and other elements required by this chapter. The preliminary binding site plan shall be the basis for the approval or disapproval of the general layout of a binding site plan.

S. Block.

A group of lots, tracts, or parcels within well-defined and fixed boundaries. Blocks shall be recognized as closed polygons, bordered by street right-of-way lines, addition lines, or a combination of the two, unless an alley is desired, in which case a block is comprised of two closed polygons bordered by street and alley right-of-way lines.

T. Block Frontage.

All of the property fronting on one side of a street that is between intersecting or intercepting streets, or that is between a street and a water feature, or end of a dead end street. An intercepting street determines only the boundary of the block frontage on the side of the street which it intercepts.

U. Board.

The board of county commissioners of Spokane County.

V. Boating Facilities.

Boating facilities include uses for boat or launch ramps. Boating facility use generally requires shoreline modification with impacts to the shoreline both waterward and landward of the ordinary high-water marks.

W. Boundary Line Adjustment.

A division made for the purpose of adjusting boundary lines which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site, or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site.

X. Breakaway Wall.

A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

Y. Breezeway.

A breezeway is a roofed passageway joining two separate structures.

Z. Building.

1. A "building" is a structure, or part, used or intended for supporting or sheltering any use or occupancy.
2. The term includes "factory-built structure" and "mobile home."

3. "Building" does not include a recreational vehicle.
4. "Building" means a structure that has a roof and is enclosed on at least fifty percent of the area of its sides for purposes of administration of zoning provisions.

#### AA. Building Base.

The plinth or platform upon which a building wall appears to rest, helping establish pedestrian-scaled elements and aesthetically tying the building to the ground.

#### AB. Building Coverage.

~~((Building coverage is the total amount of ground area covered by a structure or structures.~~

- ~~1. For purposes of calculating building coverage, covered porches, covered decks, pergolas, trellis, or other feature covering a deck, patio or porch are considered structures and included in the building coverage calculations.~~
- ~~2. Building coverage also includes uncovered horizontal structures such as decks, stairways, and entry bridges that are more than forty two inches above grade.~~
- ~~3. The calculation of building coverage includes the measurements of structures from the exterior wall including protrusions such as bay windows, but does not include the eave overhang.))~~

#### 1. Included Items.

Building coverage is the total amount of ground area covered by a structure or structures. Coverage includes both conditioned and unconditioned space and is measured from the exterior wall. The following features are included in the calculation of Building Coverage:

- a) Covered porches;
- b) Covered decks;
- c) Uncovered decks more than forty-two (42) inches above grade;
- d) Covered stairways;
- e) Uncovered stairways more than forty-two (42) inches above grade;
- f) Entry bridges more than forty-two (42) inches above grade;
- g) Pergolas;
- h) Trellises;
- i) Bay windows;
- j) Cantilevered extensions; and
- k) Eave overhangs exceeding twenty-four (24) inches.

## 2. Excluded Items.

- a) Eave overhangs of twenty-four (24) inches or less; and
- b) Uncovered decks, stairways, or entry bridges less than forty-two (42) inches above grade.

## 3. Eave Overhangs.

For eave overhangs that exceed twenty-four (24) inches, the entirety of the eave overhang shall be included in the calculation.

## AC. Building Envelope.

The area of a lot that delineates where a building may be placed.

## AD. Building Footprint

The Building Coverage attributable to an individual building.

## ~~((AD))~~ AE. Building Frontage.

The length of any side of a building which fronts on a public street, measured in a straight line parallel with the abutting street.

## ~~((AE))~~ AF. Building Official.

The officer or other designated authority charged with the administration and enforcement of the Building Code.

## ~~((AF))~~ AG. Build-to Line.

An alignment establishing a certain distance from the property line (street right-of-way line) along which the building is required to be built.

((~~AG~~)) AH. Bulkhead.

A solid or open pile wall erected generally parallel to and near the ordinary high-water mark for the purpose of protecting adjacent uplands from water or erosion. Bulkheads are considered a “hard” shoreline stabilization measure.

Date Passed: Monday, November 20, 2023

Effective Date: Monday, January 1, 2024

ORD C36459 Section 2

DRAFT

## Title 17A Administration

### Chapter 17A.020 Definitions

#### Section 17A.020.030 “C” Definitions

A. Candidate Species.

A species of fish or wildlife, which is being reviewed, for possible classification as threatened or endangered.

B. Carport.

A carport is a garage not entirely enclosed on all sides by sight-obscuring walls and/or doors.

C. Cellular Telecommunications Facility.

They consist of the equipment and structures involved in receiving telecommunication or radio signals from mobile radio communications sources and transmitting those signals to a central switching computer that connects the mobile unit with the land-based telephone lines.

D. Central Business District.

The general phrase “central business district” refers to the area designated on the comprehensive plan as the “downtown” and includes all of the area encompassed by all of the downtown zoning categories combined.

E. Certificate of Appropriateness.

Written authorization issued by the commission or its designee permitting an alteration or significant change to the controlled features of a landmark or landmark site after its nomination has been approved by the commission.

F. Certificate of Capacity.

A document issued by the planning and economic development services department indicating the quantity of capacity for each concurrency facility that has been reserved for a specific development project on a specific property. The document may have conditions and an expiration date associated with it.

G. Certified Erosion and Sediment Control Lead (CESCL).

An individual who is knowledgeable in the principles and practices of erosion and sediment control. The CESCL shall have the skills to assess the:

1. site conditions and construction activities that could impact the quality of stormwater, and
2. effectiveness of erosion and sediment control measures used to control the quality of stormwater discharges.

The CESCL shall have current certification through an approved erosion and sediment control training program that meets the minimum training standards established by the Washington State department of ecology.

#### H. Change of Use.

For purposes of modification of a preliminary plat, "change of use" shall mean a change in the proposed use of lots (e.g., residential to commercial).

#### I. Channel Migration Zone (CMZ).

A corridor of variable width that includes the current river plus adjacent area through which the channel has migrated or is likely to migrate within a given timeframe, usually one hundred years.

#### J. Channelization.

The straightening, relocation, deepening, or lining of stream channels, including construction of continuous revetments or levees for the purpose of preventing gradual, natural meander progression.

#### K. City.

The City of Spokane, Washington.

#### L. City Engineer.

1. The Director of the Engineering Services department, or their designee for approval authority.

#### M. Clear Street Width.

The width of a street from curb to curb minus the width of on-street parking lanes.

#### N. Clear Pedestrian Zone.

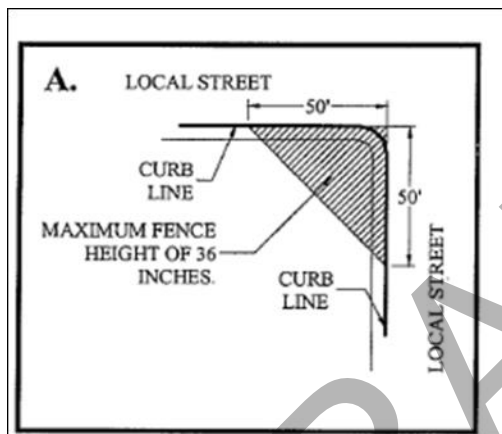


Area reserved for pedestrian traffic; typically included herein as a portion of overall sidewalk width to be kept clear of obstructions to foot traffic.

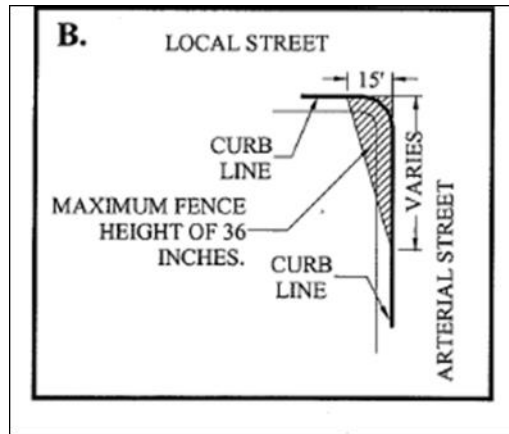
O. Clear View Triangle.

A clear view maintained within a triangular space at the corner of a lot so that it does not obstruct the view of travelers upon the streets.

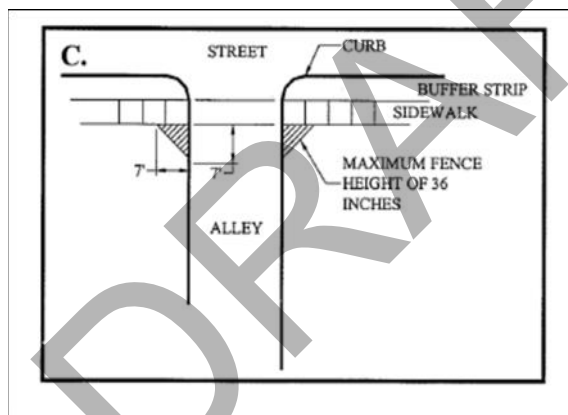
1. Intersection of two local streets: A right isosceles triangle having sides of fifty feet measured along the curb line of each intersecting residential street.



2. Intersection of local and arterial: A right triangle having a fifteen-foot side measured along the curb line of the residential street and a seventy-five foot side along the curb line of the intersecting arterial street, except that when the arterial street has a speed limit of thirty-five miles per hour, the triangle has a side along such arterial of one hundred twenty-two feet, or when the arterial speed limit is 40 mph or greater the dimensions of the triangle shall be determined by Street Department staff using AASHTO's A Policy on Geometric Design as a reference. This section also applies to commercial driveways.



3. Alleys: A right isosceles triangle having sides of seven feet measured along the right-of-way line of an alley and:
- the inside line of the sidewalk; or
  - if there is no sidewalk, a line seven feet inside the curb line.



**P. Clear Zone.**

The roadside area free of obstacles, starting at the edge of the traveled way.

**Q. Clearing.**

The removal of vegetation or plant cover by manual, chemical, or mechanical means. Clearing includes, but is not limited to, actions such as cutting, felling, thinning, flooding, killing, poisoning, girdling, uprooting, or burning.

**R. Cliffs.**

1. A type of habitat in the Washington department of fish and wildlife (WDFW) priority habitat and species system that is considered a priority due to its limited availability, unique species usage, and significance as breeding habitat. Cliffs are greater than twenty-five feet high and below five thousand feet elevation.
2. A "cliff" is a steep slope of earth materials, or near vertical rock exposure. Cliffs are categorized as erosion landforms due to the processes of erosion and weathering that produce them. Structural cliffs may form as the result of fault displacement or the resistance of a cap rock to uniform downcutting. Erosional cliffs form along shorelines or valley walls where the most extensive erosion takes place at the base of the slope.

S. Closed Record Appeal Hearing.

A hearing, conducted by a single hearing body or officer authorized to conduct such hearings, that relies on the existing record created during a quasi-judicial hearing on the application. No new testimony or submission of new evidence and information is allowed.

T. Collector Arterial.

Collector arterials (consisting of Major and Minor Collectors) collect and distribute traffic from local streets to principal and minor arterials. They serve both land access and traffic circulation.

U. Co-location.

Is the locating of wireless communications equipment from more than one provider on one structure at one site

V. Colony.

A hive and its equipment and appurtenances, including one queen, bees, comb, honey, pollen, and brood.

W. Commercial Driveway.

Any driveway access to a public street other than one serving a single-family or duplex residence on a single lot.

X. Commercial Vehicle.

Any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire.

Y. Commission – Historic Landmarks.

The City/County historic landmarks commission.

Z. Community Banner.

See [SMC 17C.240.015](#).

AA. Community Meeting.

An informal meeting, workshop, or other public meeting to obtain comments from the public or other agencies on a proposed project permit prior to the submission of an application.

1. A community meeting is between an applicant and owners, residents of property in the immediate vicinity of the site of a proposed project, the public, and any registered neighborhood organization or community council responsible for the geographic area containing the site of the proposal, conducted prior to the submission of an application to the City of Spokane.
2. A community meeting does not constitute an open record hearing.
3. The proceedings at a community meeting may be recorded and a report or recommendation shall be included in the permit application file.

AB. Compensatory Mitigation.

Replacing project-induced wetland losses or impacts, and includes, but is not limited to, the following:

1. Restoration.

The manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural or historic functions to a former or degraded wetland. For the purpose of tracking net gains in wetland acres, restoration is divided into re-establishment and rehabilitation.

2. Re-establishment.

The manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural or historic functions to a former wetland. Re-establishment results in a gain in wetland acres (and functions). Activities could include removing fill material, plugging ditches, or breaking drain tiles.

### 3. Rehabilitation.

The manipulation of the physical, chemical, or biological characteristics of a site with the goal of repairing natural or historic functions of a degraded wetland. Rehabilitation results in a gain in wetland function but does not result in a gain in wetland acres. Activities could involve breaching a dike to reconnect wetlands to a floodplain or return tidal influence to a wetland.

### 4. Creation (Establishment).

The manipulations of the physical, chemical, or biological characteristics present to develop a wetland on an upland or deepwater site where a wetland did not previously exist. Establishment results in a gain in wetland acres. Activities typically involve excavation of upland soils to elevations that will produce a wetland hydroperiod, create hydric soils, and support the growth of hydrophytic plant species.

### 5. Enhancement.

The manipulation of the physical, chemical, or biological characteristics of a wetland site to heighten, intensify, or improve specific function(s) or to change the growth stage or composition of the vegetation present. Enhancement is undertaken for specified purposes such as water quality improvement, flood water retention, or wildlife habitat. Enhancement results in a change in some wetland functions and can lead to a decline in other wetland functions, but does not result in a gain in wetland acres. Activities typically consist of planting vegetation, controlling non-native or invasive species, modifying site elevations or the proportion of open water to influence hydroperiods, or some combination of these activities.

### 6. Protection/Maintenance (Preservation).

Removing a threat to, or preventing the decline of, wetland conditions by an action in or near a wetland. This includes the purchase of land or easements, repairing water control structures or fences or structural protection such as repairing a barrier island. This term also includes activities commonly associated with the term preservation. Preservation does not result in a gain of wetland acres, may result in a gain in functions, and will be used only in exceptional circumstances.

#### AC. Comprehensive Plan.

The City of Spokane comprehensive plan, a document adopted pursuant to chapter 36.70A RCW providing land use designations, goals and policies regarding land use, housing, capital facilities, housing, transportation, and utilities.

#### AD. Conceptual Landscape Plan.

A scale drawing showing the same information as a general site plan plus the location, type, size, and width of landscape areas as required by the provisions of chapter 17C.200 SMC.

1. The type of landscaping, L1, L2, or L3, is required to be labeled.
2. It is not a requirement to designate the scientific name of plant materials on the conceptual landscape plan.

#### AE. Concurrency Certificate.

A certificate or letter from a department or agency that is responsible for a determination of the adequacy of facilities to serve a proposed development, pursuant to chapter 17D.010 SMC, Concurrency Certification.

#### AF. Concurrency Facilities.

Facilities for which concurrency is required in accordance with the provisions of this chapter. They are:

1. transportation,
2. public water,
3. fire protection,
4. police protection,

5. parks and recreation,
6. libraries,
7. solid waste disposal and recycling,
8. schools, and
9. public wastewater (sewer and stormwater).

#### AG. Concurrency Test.

The comparison of an applicant's impact on concurrency facilities to the available capacity for public water, public wastewater (sewer and stormwater), solid waste disposal and recycling, and planned capacity for transportation, fire protection, police protection, schools, parks and recreation, and libraries as required in SMC 17D.010.020.

#### AH. Conditional Use Permit.

A "conditional use permit" and a "special permit" are the same type of permit application for purposes of administration of this title.

#### AI. Condominium.

Real property, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of those portions. Real property is not a condominium unless the undivided interests in the common elements are vested in unit owners, and unless a declaration and a survey map and plans have been recorded pursuant to chapter 64.34 RCW.

#### AJ. Confidential Shelter.

Shelters for victims of domestic violence, as defined and regulated in chapter 70.123 RCW and WAC 248-554. Such facilities are characterized by a need for confidentiality.

AK. Congregate Residence.

A dwelling unit in which rooms or lodging, with or without meals, are provided for nine or more non-transient persons not constituting a single household, excluding single-family residences for which special or reasonable accommodation has been granted.

AL. Conservancy Environments.

Those areas designated as the most environmentally sensitive and requiring the most protection in the current shoreline master program or as hereafter amended.

AM. Container.

Any vessel of sixty gallons or less in capacity used for transporting or storing critical materials.

AN. Context Areas

Established by the Regulating Plan, Context Area designations describe and direct differing functions and features for areas within FBC limits, implementing community goals for the built environment.

AO. Contributing Resource

Contributing resource is any building, object, structure, or site which adds to the historical integrity, architectural quality, or historical significance of the local or federal historic district within which the contributing resource is located.

AP. Conveyance.

In the context of chapter 17D.090 SMC or chapter 17D.060 SMC, this term means a mechanism for transporting water from one point to another, including pipes, ditches, and channels.



AQ. Conveyance System.

In the context of chapter 17D.090 SMC or chapter 17D.060 SMC, this term means the drainage facilities and features, both natural and constructed, which collect, contain and provide for the flow of surface and stormwater from the highest points on the land down to receiving water. The natural elements of the conveyance system include swales and small drainage courses, streams, rivers, lakes, and wetlands. The constructed elements of the conveyance system include gutters, ditches, pipes, channels, and most flow control and water quality treatment facilities.

AR. Copy.

See SMC 17C.240.015.

AS. Cottage Housing.

1. A grouping of residential units with a common open space.

AT. Council.

The city council of the City of Spokane.

AU. County.

Usually capitalized, means the entity of local government or, usually not capitalized, means the geographic area of the county, not including the territory of incorporated cities and towns.

AV. Courtyard apartments.

Three or more attached dwelling units arranged on two or three sides of a yard or court.

AW. Covenants, Conditions, and Restrictions (CC&Rs).

A document setting forth the covenants, conditions, and restrictions applicable to a development, recorded with the Spokane County auditor and, typically, enforced by a property owner's association or other legal entity.

AX. Creep.

Slow, downslope movement of the layer of loose rock and soil resting on bedrock due to gravity.

AY. Critical Amount.

The quantity component of the definition of critical material.

AZ. Critical Aquifer Recharge Areas (CARA).

Critical aquifer recharge areas (CARA) include locally identified aquifer sensitive areas (ASA) and wellhead protection areas.

BA. Critical Areas.

Any areas of frequent flooding, geologic hazard, fish and wildlife habitat, aquifer sensitive areas, or wetlands as defined under chapter 17E.010 SMC, chapter 17E.020 SMC, chapter 17E.030 SMC, chapter 17E.040 SMC, and chapter 17E.070.SMC.

BB. Critical Facility.

A facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to:

1. schools;
2. nursing homes;
3. hospitals;

4. police;
5. fire;
6. emergency response installations; and
7. installations which produce, use, or store hazardous materials or hazardous waste.

BC. Critical Material.

1. A compound or substance, or class thereof, designated by the division director of public works and utilities which, by intentional or accidental release into the aquifer or ASA, could result in the impairment of one or more of the beneficial uses of aquifer water and/or impair aquifer water quality indicator levels. Beneficial uses include, but are not limited to:
  - a) domestic and industrial water supply,
  - b) agricultural irrigation,
  - c) stock water, and
  - d) fish propagation.

Used herein, the designation is distinguished from state or other designation.

2. A list of critical materials is contained in the Critical Materials Handbook, including any City modifications thereto.

BD. Critical Material Activity.

A land use or other activity designated by the manager of engineering services as involving or likely to involve critical materials. A list of critical materials activities is contained in the Critical Materials Handbook.

BE. Critical Materials Handbook.

The latest edition of a publication as approved and amended by the division director of public works and utilities from time to time to accomplish the purposes of this chapter.

1. The handbook is based on the original prepared by the Spokane water quality management program ("208") coordination office, with the assistance of its technical advisory committee. It is on file with the director of engineering services and available for public inspection and purchase.

2. The handbook, as approved and modified by the division director of public works and utilities, contains:
  - a) a critical materials list,
  - b) a critical materials activities list, and
  - c) other technical specifications and information.
3. The handbook is incorporated herein by reference. Its provisions are deemed regulations authorized hereunder and a mandatory part of this chapter.

#### BF. Critical Review.

The process of evaluating a land use permit request or other activity to determine whether critical materials or critical materials activities are involved and, if so, to determine what appropriate measures should be required for protection of the aquifer and/or implementation of the Spokane aquifer water quality management plan.

#### BG. Critical Review Action.

1. An action by a municipal official or body upon an application as follows:
  - a) Application for a building permit where plans and specifications are required, except for Group R and M occupancies (SMC 17G.010.140 and SMC 17G.010.150).
  - b) Application for a shoreline substantial development permit (SMC 17G.061.070(B)(1)).
  - c) Application for a certificate of occupancy (SMC 17G.010.170).
  - d) Application for a variance or a certificate of compliance SMC 17G.061.110.
  - e) Application for rezoning SMC 17G.061.110.
  - f) Application for conditional permit SMC 17G.061.110.
  - g) Application for a business license (SMC 8.01.120).
  - h) Application for a permit under the Fire Code (SMC 17F.080.060).
  - i) Application for a permit or approval requiring environmental review in an environmentally sensitive area (SMC 17E.050.260).
  - j) Application for connection to the City sewer or water system.
  - k) Application for construction or continuing use of an onsite sewage disposal system (SMC 13.03.0149 and SMC 13.03.0304).
  - l) Application for sewer service with non-conforming or non-standard sewage (SMC 13.03.0145, SMC 13.03.0314, and SMC 13.03.0324).
  - m) Application involving a project identified in SMC 17E.010.120.
  - n) Issuance or renewal of franchise; franchisee use of cathodic protection also requires approval or a franchise affecting the City water supply or water system.
  - o) Application for an underground storage tank permit (SMC 17E.010.210); and
  - p) Application for permit to install or retrofit aboveground storage tank(s) (SMC 17E.010.060(A) and SMC 17E.010.400(D)).

2. Where a particular municipal action is requested involving a land use installation or other activity, and where said action is not specified as a critical review action, the City official or body responsible for approval may, considering the objectives of this chapter, designate such as a critical review action and condition its approval upon compliance with the result thereof.

**BH. Critical Review Applicant.**

1. A person or entity seeking a critical review action.
2. Critical Review Officer – Authority.
3. The building official or other official designated by the director of public works and utilities.
4. For matters relating to the fire code, the critical review officer is the fire official.
5. The critical review officer carries out and enforces the provisions of this chapter and may issue administrative and interpretive rulings.
6. The critical review officer imposes requirements based upon this chapter, regulations, and the critical materials handbook.
7. The officer may adopt or add to any requirement or grant specific exemptions, where deemed reasonably necessary, considering the purpose of this chapter

**BJ. Critical Review Statement.**

A checklist, disclosure form, or part of an application for a critical review action, disclosing the result of critical review. Where not otherwise provided as part of the application process, the critical review officer may provide forms and a time and place to file the statement.

**BK. Cumulative Impacts.**

The combined, incremental effects of human activity on ecological or critical area functions and values. Cumulative impacts result when the effects of an action are added to or interact with other effects in a particular place and within a particular time. It is the combination of these effects, and any resulting environmental degradation, that should be the focus of cumulative impact analysis and changes to policies and permitting decisions.

**BL. Curb Ramp.**

A ramp constructed in the sidewalk to provide an accessible route from the sidewalk to the street.

**BM. Cutbank.**

The concave bank of a moving body of water that is maintained as a steep or even overhanging cliff by the actions of water at its base.

Date Passed: Monday, November 20, 2023

Effective Date: Monday, January 1, 2024

ORD C36459 Section 3

DRAFT

## [Title 17A](#) Administration

### [Chapter 17A.020](#) Definitions

#### [Section 17A.020.080](#) "H" Definitions

A. Habitat.

What plants and animals call "home" Habitat for a particular plant or animal consists of the elements it needs to survive. These elements may be tied to temperature, water, soil, sunlight, source of food, refuge from predators, place to reproduce and other living and non-living factors. (taken from department of fish and wildlife).

B. Habitat Blocks.

Sections of habitat, such as grasslands, forest lands, or riparian areas. These can be either adjacent to other sections, or blocks, of habitat or isolated within urban areas.

C. Habitat Conservation.

Protection or preservation of habitat by various means, such as regulation or acquisition.

D. Habitat Fragmentation.

The separation or breakup of a habitat area into smaller sections or habitat blocks by activities, such as development, logging, and agriculture, often resulting in degraded habitat due to blocked migration corridors and decreased access to water and feeding areas. It can also create isolated populations of wildlife and a decrease in their genetic diversity.

E. Habitat Management Plan.

A fish and wildlife management plan developed to preserve and protect the ecological conditions and habitat specific to a particular site or location. Habitat management plans incorporate best management practices.

F. Hazard Tree.

Any tree that is susceptible to immediate fall due to its condition (damaged, diseased, or dead) or other factors, and which, because of its location, is at risk of damaging permanent physical improvements to property or causing personal injury.

G. Hazardous Material.

Any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical or biological properties described in WAC 173-303-090 or WAC 173-303-100.

H. Hearing Officer.

1. A person or reviewing body appointed by the mayor to consider appeals under [SMC 17E.010.140](#).
2. The officer makes reasonable rules and procedures for the conduct of the hearings authorized hereunder.

I. Height.

The height of a building is as defined in the International Building Code, Sec. 502.1 as "building height," the vertical distance from grade plane to the average height of the highest roof surface. Building height for structures in the residential zones is referenced in [SMC 17C.110.215](#), Building Height.

J. High Quality Vegetative Buffer.

A wetland buffer comprised of multilevel dense native vegetation including shrubs.

K. Highest Adjacent Grade.

The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

L. Historic Landmark.

An historic site, object, building or structure designated pursuant to this chapter that serves as an example of the cultural, historical, architectural or archaeological development of Spokane and Spokane County.

M. Historic Preservation Officer (HPO).

The person charged with the daily operation of the historic preservation office and who:

1. under the administrative direction of the director of planning and economic development services, community and economic development, conducts the work program of the City/County historic preservation office; and
2. serves as the primary staff person for the City/County landmarks commission.



#### N. Historic Structure

For purposes of the floodplain regulations in [chapter 17E.030 SMC](#), any structure that is:

1. Listed individually in the National Register of Historic Places, as maintained by the Department of Interior, or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - a. By an approved state program as determined by the Secretary of the Interior, or
  - b. Directly by the Secretary of the Interior in states without approved programs.

#### O. Hive.

Any Langstroth type structure with movable-frames intended for the housing of a bee colony. A hive typically consists of a cover, honey supers, brood chambers and a bottom board.

#### P. Homeowners' Association.

Any combination or group of persons or any association, corporation or other entity that represents homeowners residing in a short subdivision, subdivision, or planned unit development. A homeowners' association shall be an entity legally created under the laws of the State of Washington.

#### Q. House.

A detached dwelling unit located on its own lot.

#### R. Household.

1. A household may be a single person, family, or unrelated persons living together, consistent with RCW 84.14.010.

((A housekeeping unit consisting of:

- ~~1. an individual;~~
- ~~2. two or more related persons as defined in [SMC 17A.020.180\(M\)](#);~~
- ~~3. a group of two or more disabled residents protected under the Federal Fair Housing Amendment Act of 1988;~~
- ~~4. adult family homes as defined under Washington State law; or~~
- ~~5. a group living arrangement where six or fewer residents receive support services such as counseling, foster care or medical supervision at the dwelling unit by resident or non-resident staff; and~~
- ~~6. up to six residents not related by blood or marriage who live together in a single-family dwelling, or in conjunction with any of the above individuals or groups, shall also be considered a household.~~
- ~~7. For purposes of this section, minors living with parent, legal custodian (including a foster parent), or legal guardian shall not be counted as part of the maximum number of residents.~~
- ~~8. Any limitation on the number of residents resulting from this definition shall not be applied in a manner inconsistent with the Fair Housing Amendment Act of 1988, 42 U.S.C. 360, et seq., the Washington law Against Discrimination, Chapter 49.60 RCW, and/or the Washington Housing Policy Act, RCW 46.63.220.)~~

S. Household Pet.

Any animal such as a cat, dog, rabbit, or bird (canary, parakeet, etc.), amphibian/reptile (turtle, lizard, etc.), rodent (rat, mouse, gerbil, etc.), or tropical fish that lives in or is kept within a residence or on a property contain the owner's residence. Young household pets under the age of four months are not included when counting household pets.

T. Hydraulic Project Approval (HPA).

A permit issued by the State department of fish and wildlife for modifications to waters of the State in accordance with RCW 77.55.

U. Hydric Soil.

Soil that is saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part. The presence of hydric soil shall be determined following the methods described in the Field Indicators of Hydric Soils in the United States 6.0 or as amended.

#### V. Hydrophytic Vegetation.

Macrophytic plant life growing in water or on a substrate that is at least periodically deficient in oxygen as a result of excessive water content. The presence of hydrophytic vegetation shall be determined following the methods described in the Washington State Wetland Identification and Delineation Manual.

Date Passed: Monday, October 25, 2021

Effective Date: Thursday, December 2, 2021

ORD C36117 Section 5

DRAFT

## Title 17C Land Use Standards

### Chapter 17C.120 Commercial Zones

#### Section 17C.120.110 Limited Use Standards

The paragraphs listed below contain the limitations and correspond with the bracketed [ ] footnote numbers from [Table 17C.120-1](#).

1. Group Living.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [1].

a. General Standards.

All group living uses except for alternative or post-incarceration facilities are allowed by right.

b. Alternative or Post Incarceration Facilities.

Group living uses which consist of alternative or post incarceration facilities are conditional uses.

2. Adult Business.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [2].

Adult businesses are subject to the additional standards of chapter [17C.305 SMC](#).

3. Commercial Parking.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [3]. In the O and OR zones, a commercial parking use provided within a building or parking structure is a conditional use. Commercial parking on surface lots is not permitted in the O and OR zones.

4. Drive-through Facility.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [4]. In the O and OR zones, a drive-through facility is permitted only when associated with a drive-through bank. In addition, in the OR zone, for a florist use approved by a special permit, sales of non-alcoholic beverages, and sale of food items not prepared on site, including drive-through sales of such items are allowed as an accessory use at locations situated on principal arterials or a designated state route. Drive-through facilities are subject to the additional standards of [SMC 17C.120.290](#) and [SMC 17C.325](#).

5. Quick Vehicle Servicing.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [5].

Quick vehicle servicing uses are permitted only on sites that have frontage

on a principal arterial street. Quick vehicle servicing uses are subject to the additional standards of [SMC 17C.120.290](#).

6. Retail Sales and Service Uses Size Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [6]. Retail sales and services are limited in size in order to reduce their potential impacts on residential uses and to promote a relatively local market area. Retail sales and services uses are limited to the following:

- a. When retail sales and services uses are located within an office building, the retail sales and services may be larger than three thousand square feet, but may not exceed ten percent of the total floor area of the building exclusive of parking areas located within the structure.
- b. Uses not within an office building which are listed as sales-oriented under [SMC 17C.190.270\(C\)](#), retail sales and service, are limited to three thousand square feet of total floor area per site exclusive of parking areas located within a structure.
- c. Uses other than a hotel, motel, private club or lodge which are listed as personal service-oriented, entertainment-oriented or repair-oriented under [SMC 17C.190.270\(C\)](#), retail sales and service, that are larger than three thousand square feet are a conditional use. A hotel, motel, private club or lodge may be larger than three thousand square feet.

7. Required Residential Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [7]. The limitations are stated in [SMC 17C.120.280](#).

8. Industrial Size Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [8]. These types of uses are limited in size to assure that they will not dominate the commercial area and to limit their potential impacts on residential and commercial uses. In addition, if the planning and economic development services director determines that the proposed use will not be able to comply with the off-site impact standards of [chapter 17C.220 SMC](#), the planning and economic development services director may require documentation that the development will be modified to conform with the standards.

- a. Individual uses in the NR and NMU zones are limited to five thousand square feet of floor area per site exclusive of parking area.
- b. Individual uses in the CB zone that exceed twenty thousand square feet of floor area per site exclusive of parking area are a conditional use.

- c. Individual uses in the GC zone that exceed fifty thousand square feet of floor area per site exclusive of parking area are a conditional use.

9. Mini-storage Facilities Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have an [9]. The limitations are stated with the special standards for these uses in chapter 17C.350 SMC, Mini-storage Facilities.

10. Outdoor Activity Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [10]. Outdoor display, storage or use of industrial equipment, such as tools, equipment, vehicles, products, materials or other objects that are part of or used for the business operation is prohibited.

11. [Deleted]

12. [Deleted]

13. Mobile Food Vending.

This standard applies to all parts of [Table 17C.120-1](#) that have a [13]. All mobile food vendors shall have a valid mobile food vending license issued pursuant to [SMC 10.51.010](#) Mobile Food Vendors.

Date Passed: Monday, January 11, 2016

Effective Date: Wednesday, February 24, 2016

ORD C35346 Section 4

## Title 17C Land Use Standards

### Chapter 17C.122 Center and Corridor Zones

#### Section 17C.122.070 Center and Corridor Zone Allowed Uses

The uses allowed in the center and corridor zones are shown in ((Table 17C.122.070-1.)) Chapter 17C.122T Center and Corridor Zone Development Tables: Table 17C.122.070-1 Center and Corridor Zone Allowed Uses

<b>TABLE 17C.122.070-1 CENTER AND CORRIDOR ZONE ALLOWED USES</b>			
<b>Use is:</b> <b>P</b> — Permitted <b>N</b> — Not Permitted <b>L</b> — Allowed, but special limitations <b>CU</b> — Conditional use review required	<b>CC Zone Type</b>		
	<b>Core Zones</b>		<b>Transition Zone</b>
	<b>CC1</b>	<b>CC2</b>	<b>CC4</b>
Residential*	P	P	P
Hotels, including Bed and Breakfast Inns	P	P	N
Commercial, Financial, Retail, Personal Services (for neighborhood centers (NC) — See Note 1 below)	P[1]	P[1]	L[4]
Eating and Drinking Establishments (for neighborhood centers (NC) — See Note 2 below)	P[2]	P[2]	N
Restaurants without Cocktail Lounges	P	P	L[4]
Professional and Medical Offices	P	P	L[4]
Entertainment, Museum and Cultural	P	P	N
Government, Public Service or Utility Structures, Social Services and Education	P	P	P
Religious Institutions	P	P	P
Parks and Open Space	P	P	P
Structured Parking*	P	P	P
Public Parking Lot	P	P	N

Limited Industrial (if entirely within a building) (for neighborhood centers (NC) — See Note 3 below)	P[3]	P[3]	N
Heavy Industrial	N	N	N
Drive-through Businesses on Pedestrian Streets	N	N	N
Motor Vehicles Sales, Rental, Repair or Washing	N	P	N
Automotive Parts and Tires (with exterior storage or display)	N	P	N
Gasoline Sales (serving more than six vehicles)	N	P	N
Gasoline Sale (serving six vehicles or less)	P	P	P
Self-storage or Warehouse	N	P	N
Adult Business (subject to <a href="#">chapter 17C.305 SMC</a> special provisions)	N	N	N
Winery and Microbreweries	P	P	N
Mobile Food Vending	P[5]	P[5]	P[5]
<p>* Uses especially encouraged through greater FAR and bonuses.</p> <p>Notes:</p> <p>[1] Retail uses having more than forty thousand gsf are not permitted in neighborhood centers designated by the comprehensive plan.</p> <p>[2] Eating and drinking establishments larger than five thousand gsf are not permitted in neighborhood centers designated by the comprehensive plan.</p> <p>[3] Limited industrial uses having more than twenty thousand gsf are not permitted in neighborhood centers designated by the comprehensive plan.</p> <p>[4] Residential uses are required to be mixed on the same parcel as proposed office and retail uses. Nonresidential uses are limited to three thousand square feet per parcel. In neighborhood centers, nonresidential uses are only allowed on parcels with frontage on an arterial street. Nonresidential uses in the CC4 zone are not allowed within sixty feet of a single family and two family residential zone or further than three hundred feet (neighborhood center only) from a CC core comprehensive plan designation.</p> <p>[5] All mobile food vendors shall have a valid mobile food vending license issued pursuant to <a href="#">SMC 10.51.010</a>.</p>			

Date Passed: Monday, June 23, 2014

Effective Date: Friday, August 8, 2014

ORD C35098 Section 4



## Title 17C Land Use Standards

### Chapter 17C.122T Center and Corridor Zone Development Tables

#### Section 17C.122T.001 Table 17C.122.070-1 Center and Corridor Zone Allowed Uses

<b>TABLE 17C.122.070-1 CENTER AND CORRIDOR ZONE ALLOWED USES</b>			
Use is: <b>P</b> – Permitted <b>N</b> – Not Permitted <b>L</b> – Allowed, but special limitations <b>CU</b> – Conditional use review required	<b>CC Zone Type</b>		
	<b>Core Zones</b>		<b>Transition Zone</b>
	<b>CC1</b>	<b>CC2</b>	<b>CC4</b>
Residential*	P	P	P
Hotels, including Bed and Breakfast Inns	P	P	N
Commercial, Financial, Retail, Personal Services (for neighborhood centers (NC) – See Note 1 below)	P[1]	P[1]	L[4]
Eating and Drinking Establishments (for neighborhood centers (NC) – See Note 2 below)	P[2]	P[2]	N
Restaurants without Cocktail Lounges	P	P	L[4]
Professional and Medical Offices	P	P	L[4]
Entertainment, Museum and Cultural	P	P	N
Government, Public Service or Utility Structures, Social Services and Education	P	P	P
Religious Institutions	P	P	P
Parks and Open Space	P	P	P
<u>Surface Lot Commercial Parking</u>	<u>N</u>	<u>N</u>	<u>N</u>
Structured <u>Commercial</u> Parking*	P	P	P
Public Parking Lot	P	P	N
Limited Industrial (if entirely within a building) (for neighborhood centers (NC) – See Note 3 below)	P[3]	P[3]	N
Heavy Industrial	N	N	N
Drive-through Businesses on Pedestrian Streets	N	N	N

Motor Vehicles Sales, Rental, Repair or Washing	N	P	N
Automotive Parts and Tires (with exterior storage or display)	N	P	N
Gasoline Sales (serving more than six vehicles)	N	P	N
Gasoline Sale (serving six vehicles or less)	P	P	P
Self-storage or Warehouse	N	P	N
Adult Business (subject to <a href="#">chapter 17C.305 SMC</a> special provisions)	N	N	N
Winery and Microbreweries	P	P	N
Mobile Food Vending	P[5]	P[5]	P[5]
<p>* Uses especially encouraged through greater FAR and bonuses.</p> <p>Notes:</p> <p>[1] Retail uses having more than forty thousand gsf are not permitted in neighborhood centers designated by the comprehensive plan.</p> <p>[2] Eating and drinking establishments larger than five thousand gsf are not permitted in neighborhood centers designated by the comprehensive plan.</p> <p>[3] Limited industrial uses having more than twenty thousand gsf are not permitted in neighborhood centers designated by the comprehensive plan.</p> <p>[4] Residential uses are required to be mixed on the same parcel as proposed office and retail uses. Nonresidential uses are limited to three thousand square feet per parcel. In neighborhood centers, nonresidential uses are only allowed on parcels with frontage on an arterial street. Nonresidential uses in the CC4 zone are not allowed within sixty feet of a single-family and two-family residential zone or further than three hundred feet (neighborhood center only) from a CC core comprehensive plan designation.</p> <p>[5] All mobile food vendors shall have a valid mobile food vending license issued pursuant to <a href="#">SMC 10.51.010</a>.</p>			

Date Passed: Monday, June 23, 2014

Effective Date: Friday, August 8, 2014

ORD C35098

NEW SECTION

[Title 17C Land Use Standards](#)

[Chapter 17C.190 Use Category Descriptions](#)

Section 17C.190.255 Public Parking Lot

A. Characteristics.

A parking facility that is not accessory to another use and is owned, operated, or maintained by the City or some other public agency.

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## Title 17C Land Use Standards

### Chapter 17C.190 Use Category Descriptions

#### Article V. Institutional Categories

#### Section 17C.190.450 Medical Centers

##### A. Characteristics.

Medical Centers includes uses providing medical or surgical care to patients and offering overnight care. Medical Centers tend to be on multiple blocks or in campus settings.

##### B. Accessory Uses.

Accessory uses include outpatient clinics, offices, laboratories, teaching facilities, meeting areas, cafeterias, parking, maintenance facilities and housing facilities for staff or trainees.

##### C. Examples.

Examples include hospitals and medical complexes that include hospitals.

##### D. Exceptions.

1. Uses that provide exclusive care and planned treatment or training for psychiatric, alcohol or drug problems, where patients are residents of the program, are classified in the Group Living category.
2. Medical clinics that provide care where patients are generally not kept overnight are classified as Office.
3. Emergency medical care clinics are classified as ~~((Retail Sales and Service))~~ Office.

Date Passed: Tuesday, May 31, 2005

Effective Date: Wednesday, July 6, 2005

ORD C33636 Section 3

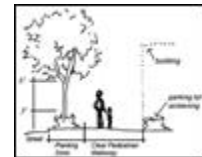
Title 17C Land Use Standards  
Chapter 17C.200 Landscaping and Screening  
Section 17C.200.050 Street Tree Requirements

A. Purpose.

To provide consistent street frontage character within the street right-of-way. The street tree standards also maintain and add to Spokane's tree canopy and enhance the overall appearance of commercial and neighborhood development. Trees are an integral aspect of the Spokane landscape and add to the livability of Spokane. They provide aesthetic and economic value to property owners and the community at large.

B. Street Tree Implementation.

1. Street trees are required along all city streets in downtown, commercial, center and corridor, industrial, residential and FBC zones.
2. Street trees shall be planted between the curb and the walking path of the sidewalk.
3. Street trees, tree grates and other landscaping shall be maintained and irrigated by the adjacent property owner. If the adjacent property owner fails to maintain the adjacent street trees and other landscaping, the City may perform the required tree and other landscaping work at the abutting property owner's expense as referenced in [SMC 12.02.0210\(B\)\(2\)](#).
4. If a street has a uniform planting of street trees or a distinctive species within the right-of-way, then new street trees should be of a similar form, character and planting pattern.
5. For a full list of approved trees in the city of Spokane, see the urban forestry program's approved street tree list. Species selection should be guided by individual site conditions including hydrology, soil, solar orientation, and physical constraints.



C. Planting Zones.

1. Provide continuous planting strips or individual planting areas per Table 17C.200.050-1, Tree Planting Dimensional Standards.

**TABLE 17C.200.050-1****Tree Planting Dimensional Standards [1]**

<b>ZONE</b>	<b>CONTINUOUS PLANTING STRIP</b> (minimum width as measured from back of curb)	<b>INDIVIDUAL PLANTING AREA</b> (width as measured from back of curb)
Downtown	Individual Planting Areas (tree vaults) required [1]	4 ft. minimum ( <del>6</del> ) 8 ft. maximum [2]
CC	5 ft.	4 ft. minimum 6 ft. maximum [2]
FBC	Individual Planting Areas (tree vaults ) required [1]	5 ft [2]
Commercial	5 ft.	4 ft. minimum 6 ft. maximum [2]
Industrial	6 ft.	Continuous Planting Strip required [3]
RA, RSF, RTF	6 ft.	Continuous Planting Strip required [3]
RMF, RHD	6 ft.	Continuous Planting Strip required [3]
School/Church Loading Zone	Not Applicable	4 ft. minimum 6 ft. maximum [2, 4]

**Notes:**

[1] Individual Planting Areas (tree vaults) are the standard for the Downtown and FBC Zones. Proposals for Continuous Planting Strips may be evaluated on a case by case basis.

[2] Un-compacted soils are necessary for street trees. Individual planting areas (or tree vaults) must be of a size to accommodate a minimum of 100 cubic feet of un-compacted soils per tree at a maximum depth of three feet. Refer to the Engineering Design Standards for examples of potential options in individual planting areas.

[3] Continuous Planting Strips are the standard for Industrial and Residential Zones. However, individual planting areas meeting the CC standard may be proposed and evaluated on a case by case basis in Industrial, RMF and RHD Zones.

[4] In all zones, within a school/church loading zone, street tree location may vary from the standard as long as street trees are located within the right-of-way.

[5] In all zones, when a continuous planting strip will double as a stormwater swale, the minimum width shall be 6.5 feet.

## 2. Continuous Planting Strips.

- a. Continuous planting strips may be planted with living ground cover or low plantings that are maintained at a height less than three (3) feet from ground level.

- b. When auto traffic is immediately adjacent to the curb, new street trees must be planted at least three (3) feet from the edge of the automobile travel way.



### 3. Individual Planting Areas.

- a. When an individual planting area is not symmetrical, the longer dimension shall run along the curb.

- b. Tree grates or plantings are acceptable. However, when there is on-street parking, a tree grate or a paved walk eighteen (18) inches wide behind the curb are encouraged to help avoid conflicts with car doors and foot traffic. The minimum clear pedestrian walking path as required for the zone shall be maintained.



*Figure 1 Tree Grates*

- c. Where tree grates are used, they shall be ADA accessible and have a similar size and material as tree grates found in adjacent developments. Where tree grates are used, tree guards are encouraged for tree protection.



*Figure 2 Street Trees with plantings up to 3 ft.*

- d. Un-compacted soils are necessary for street trees. A minimum of one hundred (100) cubic feet per tree at a maximum depth of three feet is required. See Engineering Design Standards for examples of potential options in individual planting areas and for retrofitting sidewalks.



*Figure 3 Tree Grate with Tree Guard*

### D. Size Requirements for New Street Trees.

- 1. Street trees shall meet the most recent ANSI standards for a two-inch caliper tree at the time of planting



2. Larger shade trees with spreading canopies or branches are desirable where possible. Species of street trees within the public rights-of-way shall be approved by the City urban forester and reviewed by the director of engineering services.
  3. If overhead power lines are present, street trees shall be limited to a mature height of twenty-five (25) feet to avoid conflict with utility lines and maintenance crews.
- E. Spacing Requirements for Street Tree Spacing.
- The objective, when planting and maintaining street trees, is to create and maintain in a healthy condition a continuous tree canopy over the sidewalk.
1. Continuous planting strips.  
Average spacing shall be twenty-five (25) feet for small and columnar trees and thirty (30) feet for canopy trees. The planning director may allow increased spacing for exceptionally large trees or upon the recommendation of the urban forester.
  2. Individual planting areas.  
Average spacing for all tree sizes and types shall be twenty-five (25) feet. Trees planted adjacent to parallel parking stalls with meters may be spaced twenty (20) feet apart.
  3. Street tree plantings shall consider the location of existing utilities, lighting, driveways, business entrances and existing and proposed signs. See the Engineering Design Standards for required dimensions.

F. Clear View Zone.

Landscaped areas between the curb and sidewalk, as well as landscaped areas within the clear view triangle as defined in [SMC 17A.020.030](#) shall be maintained or plant material chosen to maintain a vertical clear view zone between three and eight feet from ground level.



Date Passed: Monday, November 30, 2020  
Effective Date: Sunday, January 3, 2021  
ORD C35984 Section 1



## Section 17D.010.020 Concurrency ((Test)) Review

### A. Application.

All development permit applications are subject to a concurrency ((test)) review except those exempted in SMC 17D.010.030. If a concurrency ((test)) review is conducted for the preliminary plat application, no concurrency ((test)) review shall be required for the final plat application.

### B. Procedures.

The concurrency ((test)) review will be performed in the processing of the development permit and conducted by the appropriate facility and service providers.

1. The planning and economic development services department shall provide the overall coordination of the concurrency ((test)) review by notifying the facility and service providers of all applications (not including applications for building permits which shall be processed and coordinated by the building services department in a manner consistent with this chapter) requiring a concurrency ((test)) review as set forth in subsection (A) of this section; notifying the facility and service providers of all exempted applications which use capacity as set forth in SMC 17G.060.090(C); notifying the applicant of the ((test)) review results; notifying the facility and service providers of the final outcome (approval or denial) of the development permit; and notifying the facility and service providers of any expired development permits or discontinued certificates of capacity. Failure by the notified facility and service provider to respond shall be construed as a finding that concurrency is met.

2. All facility and service providers shall be responsible for maintaining and monitoring their available and planned capacity.

3. On an annual basis, the Integrated Capital Management Department should coordinate with facility and service providers to identify projects that may be needed in order to accommodate future development and should incorporate such projects in the annual update of the City's Capital Improvement Program.

~~((3. The facility and service providers shall be responsible for annually reporting to the planning and economic development services department the total available and planned capacity of their facility or service as of the end of each calendar year. Such reporting shall be made no later than July 1st for inclusion in the amendment process of the City of Spokane comprehensive plan.))~~

### C. ((Test)) Review.

Development applications that would result in a reduction of a level of service below the minimum level of service standard cannot be approved. For public water, public wastewater (sewer and stormwater), solid waste disposal, and recycling, only available capacity will be used in the concurrency ~~((test))~~ review. For transportation, police protection, fire protection, schools, parks and recreation and libraries available and planned capacity will be used in conducting the concurrency ~~((test))~~ review.

1. If the capacity of concurrency facilities, either existing or as planned, is equal to or greater than the capacity required by the development permit to, the concurrency ~~((test))~~ review is ~~((passed))~~ satisfied. ~~((A certificate of capacity will be issued according to the provisions of SMC 17D.010.030.))~~
2. If the concurrency ~~((test))~~ review is not passed, the applicant may accept a ninety-day reservation of concurrency facilities that exist and:
  - a. modify the application to reduce the need for concurrency facilities that do not exist;
  - b. demonstrate to the service provider's satisfaction that the development will have a lower need for capacity than usual and, therefore, capacity is adequate;
  - c. arrange with the service provider for the provision of the additional capacity of concurrency facilities required; or
  - d. appeal the results of the concurrency ~~((test))~~ review to the hearing examiner in accordance with the provisions of SMC 17D.010.050. The ninety-day reservation period is tolled from the date an appeal is filed until the date the hearing examiner signs his written opinion.

D. Concurrency Inquiry ~~((--Application))~~.

An inquiry may be made as to ~~((applicant may inquire))~~ whether or not capacity exists within concurrency facilities ~~((exist))~~ without an accompanying request for a development permit.

1. Fee.

As set forth in SMC 8.02.0696, a fee may be charged for such concurrency ~~((test))~~ review. Any available capacity cannot be reserved. ~~((A certificate of capacity will only be issued in conjunction with a development permit approval as outlined in SMC 17D.010.030.))~~

2. Capacity Letter.

Upon request, the Director of Engineering may issue a letter indicating whether capacity is available. Unless reserved through some other process or through a Development Agreement, such letter shall not be legally binding.

## Section 17D.010.030 ~~((Certificate of))~~ Reservation of Capacity

### A. ~~((Issuance))~~ Reservation.

~~((A certificate of e))~~ Capacity shall be reserved for a specific development ~~((issued))~~ at the same time the development permit is issued and upon payment of any fee and/or performance of any condition required by a service provider.

1. ~~((A certificate of e))~~ Capacity shall be reserved ~~((apply))~~ only for ~~((to))~~ the specific land uses, densities, intensities and development project described in the application and development permit.
2. ~~((A certificate of e))~~ Capacity reserved for a specific development is not transferable to other land but may be transferred to new owners of the original land.

### B. ~~((Life Span of Certificate))~~ Expiration.

~~((A certificate of e))~~ Capacity reserved for a specific development shall expire if the accompanying development permit expires or is revoked. ~~((A certificate of capacity may be extended according to the same terms and conditions as the accompanying development permit.))~~ If the development permit is granted an extension, the accompanying capacity shall continue to be reserved for the life of the permit ~~((so shall the certificate of capacity))~~.

### C. Unused Capacity.

Any capacity that is not used because the ~~((developer decides not to develop or the))~~ accompanying development permit~~((s))~~ expires shall be returned to the pool of available capacity.

### D. No Impact.

Development permits for development which creates no additional impacts on any concurrency facility are exempt from the requirements of this chapter. Such development includes, but is not limited to:

1. any addition to a residence or accessory structure with no change in use or increase in the number of dwelling units;
2. interior renovations with no change in use or increase in number of dwelling units;
3. interior completion of a structure for use(s) with the same or less intensity as the existing use or a previously approved use;
4. replacement structure with no change in use or increase in number of dwelling units;
5. temporary construction trailers;
6. driveway, resurfacing or parking lot paving;

7. re-roofing of structures;
8. demolitions.

E. Exempt Permits.

The following development permits are exempt from the requirements of this chapter:

1. Boundary line adjustment;
2. Final plats;
3. Temporary use permit;
4. Variance;
5. Waiver;
6. Shoreline substantial development permit/variance.

F. Application Filed Before Effective Date of Certificate of Capacity Ordinance.

Complete development permit applications that have been submitted before the effective date of the Certificate of Capacity ordinance (March 30, 2005) are exempt from the requirements of this chapter.

G. Pre-existing Use Rights.

Development permits that were issued before March 30, 2005 shall be considered to have capacity as long as the accompanying development permit is valid. If the accompanying development permit does not expire, capacity shall be considered to exist for three years after March 30, 2005.

H. Single-family Homes and Duplexes.

Building permits for a single-family home and/or a duplex are exempt from the requirements of this chapter.

I. Interior Renovations.

Interior renovations that only add one additional dwelling unit are exempt from the requirements of this chapter.

J. Accessory Dwelling Units.

All accessory dwelling units, as defined in chapter 17C.300 SMC, are exempt from the requirements of this chapter.

K. Accounting for Capacity.

The capacity for development permits exempted under subsections (C), (D), (E), (F) and (G) of this section shall be taken into account.

[Title 17D](#) City-wide Standards

[Chapter 17D.075](#) Transportation Impact Fees

[Section 17D.075.180](#) Appendix A – Impact Fee Schedule

**[Appendix A – Impact Fee Schedule](#)**

Date Passed: Monday, March 13, 2023

Effective Date: Monday, March 13, 2023

ORD C36368 Section 3

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## APPENDIX A



## 2024 Downtown District Transportation Impact Fee Schedule

Effective with Q1 2024 Code Update

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$230.76
Single Family Attached (duplex, townhouse)	215	dwelling	\$139.93
Multi-Family 1-2 level	220	dwelling	\$125.20
Multi-Family 3-10 level	221	dwelling	\$95.74
ADU	-	dwelling	\$95.74
Multi Family Low-Income (1-2 level)	223	dwelling	\$112.92
Assisted Living	254	bed	\$46.83
Continuing Care Retirement Comm	255	dwelling	\$37.07
Nursing Home	620	bed	\$27.32
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$164.64
Hotel/Motel	320	room	\$131.16
Movie Theater	444	sq ft/GFA	\$0.47
Health Club	492	sq ft/GFA	\$0.57
Day Care	565	sq ft/GFA	\$1.17
Bank	912	sq ft/GFA	\$1.27
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$0.13
Middle School	522	sq ft/GFA	\$0.09
High School	530	sq ft/GFA	\$0.11
University/College	550	ASF	\$0.14
Religious Institute	560	sq ft/GFA	\$0.12
Library	590	sq ft/GFA	\$0.77
Hospital	610	sq ft/GFA	\$0.26
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$1.07
General Office	710	sq ft/GFA	\$0.37
Medical Office / Clinic	720	sq ft/GFA	\$0.81
Office Park	750	sq ft/GFA	\$0.36

BASE RATE PER PM TRIP

\$210

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$0.38
Specialty Retail Center	826	sq ft/GLA	\$0.22
Hardware/Paint Store	816	sq ft/GFA	\$0.39
Nursery/Garden Center	817	sq ft/GFA	\$0.71
Shopping Center	820	sq ft/GLA	\$0.33
Car Sales - New/Used	841	sq ft/GFA	\$0.48
Tire Store	848	Service bay	\$427.83
Supermarket	850	sq ft/GFA	\$0.84
Convenience Market	851	sq ft/GFA	\$1.89
Pharmacy	881	sq ft/GFA	\$0.59
Furniture Store	890	sq ft/GFA	\$0.03
Quick Lubrication Vehicle Shop	941	Service Bay	\$696.93
Auto Parts & Service Center	943	sq ft/GFA	\$0.52
Service Station/Minimart/Carwash	853	VFP	\$720.22
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$0.31
Heavy Industrial	120	sq ft/GFA	\$0.21
Industrial Park	132	sq ft/GFA	\$0.27
Manufacturing	140	sq ft/GFA	\$0.23
Warehousing	150	sq ft/GFA	\$0.10
Mini-Storage	151	sq ft/GFA	\$0.05
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$0.96
Quality Restaurant	931	sq ft/GFA	\$0.92
High Turnover Restaurant	932	sq ft/GFA	\$0.93
Fast Casual	-	sq ft/GFA	\$1.55
Fast Food Restaurant	934	sq ft/GFA	\$2.29
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$0.90

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition

Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



## 2024 Northwest District Transportation Impact Fee Schedule

Effective with Q1 2024 Code Update

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$846.85
Single Family Attached (duplex, townhouse)	215	dwelling	\$513.51
Multi-Family 1-2 level	220	dwelling	\$459.46
Multi-Family 3-10 level	221	dwelling	\$351.35
ADU	-	dwelling	\$351.35
Multi Family Low-Income (1-2 level)	223	dwelling	\$414.41
Assisted Living	254	bed	\$171.86
Continuing Care Retirement Comm	255	dwelling	\$136.06
Nursing Home	620	bed	\$100.25
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$604.22
Hotel/Motel	320	room	\$481.33
Movie Theater	444	sq ft/GFA	\$1.74
Health Club	492	sq ft/GFA	\$2.10
Day Care	565	sq ft/GFA	\$4.28
Bank	912	sq ft/GFA	\$4.68
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$0.47
Middle School	522	sq ft/GFA	\$0.33
High School	530	sq ft/GFA	\$0.39
University/College	550	ASF	\$0.51
Religious Institute	560	sq ft/GFA	\$0.42
Library	590	sq ft/GFA	\$2.82
Hospital	610	sq ft/GFA	\$0.96
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$3.93
General Office	710	sq ft/GFA	\$1.34
Medical Office / Clinic	720	sq ft/GFA	\$2.97
Office Park	750	sq ft/GFA	\$1.33

**BASE RATE PER PM TRIP****\$770**

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$1.41
Specialty Retail Center	826	sq ft/GLA	\$0.80
Hardware/Paint Store	816	sq ft/GFA	\$1.43
Nursery/Garden Center	817	sq ft/GFA	\$2.62
Shopping Center	820	sq ft/GLA	\$1.20
Car Sales - New/Used	841	sq ft/GFA	\$1.78
Tire Store	848	Service bay	\$1,570.06
Supermarket	850	sq ft/GFA	\$3.07
Convenience Market	851	sq ft/GFA	\$6.94
Pharmacy	881	sq ft/GFA	\$2.17
Furniture Store	890	sq ft/GFA	\$0.12
Quick Lubrication Vehicle Shop	941	Service Bay	\$2,557.63
Auto Parts & Service Center	943	sq ft/GFA	\$1.92
Service Station/Minimart/Carwash	853	VFP	\$2,643.10
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$1.12
Heavy Industrial	120	sq ft/GFA	\$0.79
Industrial Park	132	sq ft/GFA	\$0.98
Manufacturing	140	sq ft/GFA	\$0.84
Warehousing	150	sq ft/GFA	\$0.37
Mini-Storage	151	sq ft/GFA	\$0.19
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$3.51
Quality Restaurant	931	sq ft/GFA	\$3.37
High Turnover Restaurant	932	sq ft/GFA	\$3.41
Fast Casual	-	sq ft/GFA	\$5.68
Fast Food Restaurant	934	sq ft/GFA	\$8.42
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$3.30

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition

Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay &gt; 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay &lt; 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).





## 2024 South District Transportation Impact Fee Schedule

Effective with Q1 2024 Code Update

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$2,866.08
Single Family Attached (duplex, townhouse)	215	dwelling	\$1,737.94
Multi-Family 1-2 level	220	dwelling	\$1,555.00
Multi-Family 3-10 level	221	dwelling	\$1,189.12
ADU	-	dwelling	\$1,189.12
Multi Family Low-Income (1-2 level)	223	dwelling	\$1,402.55
Assisted Living	254	bed	\$581.66
Continuing Care Retirement Comm	255	dwelling	\$460.48
Nursing Home	620	bed	\$339.30
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$2,044.93
Hotel/Motel	320	room	\$1,629.01
Movie Theater	444	sq ft/GFA	\$5.90
Health Club	492	sq ft/GFA	\$7.11
Day Care	565	sq ft/GFA	\$14.47
Bank	912	sq ft/GFA	\$15.83
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$1.59
Middle School	522	sq ft/GFA	\$1.10
High School	530	sq ft/GFA	\$1.31
University/College	550	ASF	\$1.74
Religious Institute	560	sq ft/GFA	\$1.43
Library	590	sq ft/GFA	\$9.56
Hospital	610	sq ft/GFA	\$3.24
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$13.28
General Office	710	sq ft/GFA	\$4.54
Medical Office / Clinic	720	sq ft/GFA	\$10.05
Office Park	750	sq ft/GFA	\$4.51

BASE RATE PER PM TRIP

\$2,606

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$4.76
Specialty Retail Center	826	sq ft/GLA	\$2.72
Hardware/Paint Store	816	sq ft/GFA	\$4.86
Nursery/Garden Center	817	sq ft/GFA	\$8.86
Shopping Center	820	sq ft/GLA	\$4.06
Car Sales - New/Used	841	sq ft/GFA	\$6.01
Tire Store	848	Service bay	\$5,313.74
Supermarket	850	sq ft/GFA	\$10.38
Convenience Market	851	sq ft/GFA	\$23.49
Pharmacy	881	sq ft/GFA	\$7.36
Furniture Store	890	sq ft/GFA	\$0.40
Quick Lubrication Vehicle Shop	941	Service Bay	\$8,656.09
Auto Parts & Service Center	943	sq ft/GFA	\$6.51
Service Station/Minimart/Carwash	853	VFP	\$8,945.36
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$3.79
Heavy Industrial	120	sq ft/GFA	\$2.66
Industrial Park	132	sq ft/GFA	\$3.32
Manufacturing	140	sq ft/GFA	\$2.85
Warehousing	150	sq ft/GFA	\$1.25
Mini-Storage	151	sq ft/GFA	\$0.64
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$11.88
Quality Restaurant	931	sq ft/GFA	\$11.42
High Turnover Restaurant	932	sq ft/GFA	\$11.55
Fast Casual	-	sq ft/GFA	\$19.22
Fast Food Restaurant	934	sq ft/GFA	\$28.50
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$11.15

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition

Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

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Quality Restaurant = duration of stay &gt; 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay &lt; 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



## 2024 Northeast District Transportation Impact Fee Schedule

Effective with Q1 2024 Code Update

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$707.17
Single Family Attached (duplex, townhouse)	215	dwelling	\$428.82
Multi-Family 1-2 level	220	dwelling	\$383.68
Multi-Family 3-10 level	221	dwelling	\$293.40
ADU	-	dwelling	\$293.40
Multi Family Low-Income (1-2 level)	223	dwelling	\$346.06
Assisted Living	254	bed	\$143.52
Continuing Care Retirement Comm	255	dwelling	\$113.62
Nursing Home	620	bed	\$83.72
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$504.56
Hotel/Motel	320	room	\$401.94
Movie Theater	444	sq ft/GFA	\$1.46
Health Club	492	sq ft/GFA	\$1.75
Day Care	565	sq ft/GFA	\$3.57
Bank	912	sq ft/GFA	\$3.91
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$0.39
Middle School	522	sq ft/GFA	\$0.27
High School	530	sq ft/GFA	\$0.32
University/College	550	ASF	\$0.43
Religious Institute	560	sq ft/GFA	\$0.35
Library	590	sq ft/GFA	\$2.36
Hospital	610	sq ft/GFA	\$0.80
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$3.28
General Office	710	sq ft/GFA	\$1.12
Medical Office / Clinic	720	sq ft/GFA	\$2.48
Office Park	750	sq ft/GFA	\$1.11

**BASE RATE PER PM TRIP****\$643**

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$1.17
Specialty Retail Center	826	sq ft/GLA	\$0.67
Hardware/Paint Store	816	sq ft/GFA	\$1.20
Nursery/Garden Center	817	sq ft/GFA	\$2.19
Shopping Center	820	sq ft/GLA	\$1.00
Car Sales - New/Used	841	sq ft/GFA	\$1.48
Tire Store	848	Service bay	\$1,311.10
Supermarket	850	sq ft/GFA	\$2.56
Convenience Market	851	sq ft/GFA	\$5.80
Pharmacy	881	sq ft/GFA	\$1.82
Furniture Store	890	sq ft/GFA	\$0.10
Quick Lubrication Vehicle Shop	941	Service Bay	\$2,135.79
Auto Parts & Service Center	943	sq ft/GFA	\$1.61
Service Station/Minimart/Carwash	853	VFP	\$2,207.16
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$0.94
Heavy Industrial	120	sq ft/GFA	\$0.66
Industrial Park	132	sq ft/GFA	\$0.82
Manufacturing	140	sq ft/GFA	\$0.70
Warehousing	150	sq ft/GFA	\$0.31
Mini-Storage	151	sq ft/GFA	\$0.16
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$2.93
Quality Restaurant	931	sq ft/GFA	\$2.82
High Turnover Restaurant	932	sq ft/GFA	\$2.85
Fast Casual	-	sq ft/GFA	\$4.74
Fast Food Restaurant	934	sq ft/GFA	\$7.03
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$2.75

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition

Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

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High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay &lt; 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



## 2024 West Plains District Transportation Impact Fee Schedule

Effective with Q1 2024 Code Update

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$4,124.25
Single Family Attached (duplex, townhouse)	215	dwelling	\$2,500.88
Multi-Family 1-2 level	220	dwelling	\$2,237.63
Multi-Family 3-10 level	221	dwelling	\$1,711.13
ADU	-	dwelling	\$1,711.13
Multi Family Low-Income (1-2 level)	223	dwelling	\$2,018.25
Assisted Living	254	bed	\$837.00
Continuing Care Retirement Comm	255	dwelling	\$662.63
Nursing Home	620	bed	\$488.25
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$2,942.63
Hotel/Motel	320	room	\$2,344.13
Movie Theater	444	sq ft/GFA	\$8.49
Health Club	492	sq ft/GFA	\$10.23
Day Care	565	sq ft/GFA	\$20.82
Bank	912	sq ft/GFA	\$22.78
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$2.29
Middle School	522	sq ft/GFA	\$1.58
High School	530	sq ft/GFA	\$1.89
University/College	550	ASF	\$2.50
Religious Institute	560	sq ft/GFA	\$2.06
Library	590	sq ft/GFA	\$13.76
Hospital	610	sq ft/GFA	\$4.66
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$19.12
General Office	710	sq ft/GFA	\$6.54
Medical Office / Clinic	720	sq ft/GFA	\$14.46
Office Park	750	sq ft/GFA	\$6.49

BASE RATE PER PM TRIP		\$3,750	
Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$6.85
Specialty Retail Center	826	sq ft/GLA	\$3.91
Hardware/Paint Store	816	sq ft/GFA	\$6.99
Nursery/Garden Center	817	sq ft/GFA	\$12.75
Shopping Center	820	sq ft/GLA	\$5.84
Car Sales - New/Used	841	sq ft/GFA	\$8.65
Tire Store	848	Service bay	\$7,646.40
Supermarket	850	sq ft/GFA	\$14.93
Convenience Market	851	sq ft/GFA	\$33.80
Pharmacy	881	sq ft/GFA	\$10.59
Furniture Store	890	sq ft/GFA	\$0.58
Quick Lubrication Vehicle Shop	941	Service Bay	\$12,456.00
Auto Parts & Service Center	943	sq ft/GFA	\$9.37
Service Station/Minimart/Carwash	853	VFP	\$12,872.25
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$5.46
Heavy Industrial	120	sq ft/GFA	\$3.83
Industrial Park	132	sq ft/GFA	\$4.78
Manufacturing	140	sq ft/GFA	\$4.11
Warehousing	150	sq ft/GFA	\$1.80
Mini-Storage	151	sq ft/GFA	\$0.93
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$17.10
Quality Restaurant	931	sq ft/GFA	\$16.43
High Turnover Restaurant	932	sq ft/GFA	\$16.62
Fast Casual	-	sq ft/GFA	\$27.66
Fast Food Restaurant	934	sq ft/GFA	\$41.02
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$16.05

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition

Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

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GFA= Gross Floor Area

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High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

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## 2024 Latah District Transportation Impact Fee Schedule

Effective with Q1 2024 Code Update

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$7,293.87
Single Family Attached (duplex, townhouse)	215	dwelling	\$4,422.88
Multi-Family 1-2 level	220	dwelling	\$3,957.31
Multi-Family 3-10 level	221	dwelling	\$3,026.18
ADU	-	dwelling	\$3,026.18
Multi Family Low-Income (1-2 level)	223	dwelling	\$3,569.34
Assisted Living	254	bed	\$1,480.26
Continuing Care Retirement Comm	255	dwelling	\$1,171.87
Nursing Home	620	bed	\$863.49
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$5,204.13
Hotel/Motel	320	room	\$4,145.66
Movie Theater	444	sq ft/GFA	\$15.01
Health Club	492	sq ft/GFA	\$18.08
Day Care	565	sq ft/GFA	\$36.83
Bank	912	sq ft/GFA	\$40.29
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$4.04
Middle School	522	sq ft/GFA	\$2.80
High School	530	sq ft/GFA	\$3.34
University/College	550	ASF	\$4.43
Religious Institute	560	sq ft/GFA	\$3.65
Library	590	sq ft/GFA	\$24.33
Hospital	610	sq ft/GFA	\$8.24
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$33.81
General Office	710	sq ft/GFA	\$11.56
Medical Office / Clinic	720	sq ft/GFA	\$25.57
Office Park	750	sq ft/GFA	\$11.48

BASE RATE PER PM TRIP		\$6,632	
Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$12.12
Specialty Retail Center	826	sq ft/GLA	\$6.92
Hardware/Paint Store	816	sq ft/GFA	\$12.36
Nursery/Garden Center	817	sq ft/GFA	\$22.55
Shopping Center	820	sq ft/GLA	\$10.33
Car Sales - New/Used	841	sq ft/GFA	\$15.29
Tire Store	848	Service bay	\$13,522.91
Supermarket	850	sq ft/GFA	\$26.41
Convenience Market	851	sq ft/GFA	\$59.78
Pharmacy	881	sq ft/GFA	\$18.73
Furniture Store	890	sq ft/GFA	\$1.02
Quick Lubrication Vehicle Shop	941	Service Bay	\$22,028.85
Auto Parts & Service Center	943	sq ft/GFA	\$16.56
Service Station/Minimart/Carwash	853	VFP	\$22,765.00
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$9.65
Heavy Industrial	120	sq ft/GFA	\$6.76
Industrial Park	132	sq ft/GFA	\$8.46
Manufacturing	140	sq ft/GFA	\$7.26
Warehousing	150	sq ft/GFA	\$3.18
Mini-Storage	151	sq ft/GFA	\$1.64
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$30.23
Quality Restaurant	931	sq ft/GFA	\$29.06
High Turnover Restaurant	932	sq ft/GFA	\$29.40
Fast Casual	-	sq ft/GFA	\$48.92
Fast Food Restaurant	934	sq ft/GFA	\$72.54
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$28.38

**Notes:**

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**Definitions:**

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Title 17G Administration and Procedures

Chapter 17G.020 Comprehensive Plan Amendment Procedure

Section 17G.020.040 Amendment Frequency

The comprehensive plan shall be subject to continuing review and evaluation by the City. Amendment 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:

- 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.
- B. Adoption or amendment of the shoreline master program.
- C. Amendment of the capital facilities program portion of the comprehensive plan that occurs concurrently with the adoption or amendment of a City budget.
- D. 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.
- E. Changes necessary to resolve an appeal of a comprehensive plan filed with a growth management hearings board or with the court.
- F. 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.
- ~~((G. Changes to development regulations that are consistent with the comprehensive plan or are necessary to implement the comprehensive plan.))~~
- ~~((H.))~~ G. Technical corrections that would remove typographical errors or resolve a mapping error.
- ~~((H.))~~ H. Amendment to the Land Use Plan Map to accommodate an annexation into the city.

Date Passed: Monday, August 21, 2017  
Effective Date: Saturday, October 7, 2017  
ORD C35536 Section 6

DRAFT

## Title 17G Administration and Procedures

### Chapter 17G.061 Land Use Application Procedures

#### Section 17G.061.010 Summary of Land Use Application Procedures

Table 17G.061.010-1 summarizes the applications subject to this chapter. For any application type that is referenced in the land use codes, but not represented in Table 17G.061.010-1, the process shall be as identified in the application most closely associated with the application process definitions in [SMC 17G.061.100](#).

TABLE 17G.061.010-1 SUMMARY OF APPLICATION TYPES AND REQUIREMENTS								
	Application Type	Notice of Community Meeting	Notice of Application	Notice of Hearing	Notice Content	Review Official	City Council Review	Expiration of Permit
BUILDING AND CODE ENFORCEMENT								
Building Permit without SEPA	((Type I)) <u>Excluded</u>	-	-	-	-	Building Official	-	180 days
Building Permit with SEPA (Commercial/Industrial/Other)	Type I	-	Sign Posted Legal	-	-	Building Official	-	180 days
Demolition Permit without SEPA	Type I	-	- [2]	- [1]	-	Building Official	-	180 days
Demolition Permit with SEPA [2]	Type I	-	Sign Posted Legal	- [1]	-	Building Official	-	180 days

			Newspaper					
Fence Permit	Excluded	-	-	-	-	Building Official	-	180 days
Grading Permit without SEPA	Type I	-	Sign Posted Legal	-	-	Building Official	-	180 days
Grading Permit with SEPA	Type I	-	-	-	-	Building Official	-	180 days
Manufactured Home Permit	Excluded	-	-	-	-	Building Official	-	180 days
Sign Permit	Excluded	-	-	-	-	Building Official	-	180 days
Residential Building Permit	Excluded	-	-	-	-	Building Official	-	180 days
Remodel Permit	Excluded	-	-	-	-	Building Official	-	180 days
ENGINEERING SERVICES								
Address Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
Approach Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
Design Deviation – Street Design	Excluded	-	-	-	-	Engineering Director	-	180 days



Encroachment Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
LID Formation	Excluded	-	-	-	-	Engineering Director	-	180 days
Obstruction Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
Road Closure	Excluded	-	-	-	-	Engineering Director	-	180 days
Sidewalk Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
Stormwater Design Acceptance	Excluded	-	-	-	-	Engineering Director	-	180 days
Street Vacation	Excluded	-	-	-	-	Engineering Director	-	180 days
PLANNING AND ECONOMIC DEVELOPMENT SERVICES								
Accessory Dwelling Unit (ADU)	Excluded	-	-	-	-	Planning Director	-	180 days
Administrative Exemptions	Excluded	-	-	-	-	Planning Director	-	180 days
Administrative Interpretations/Determinations	Excluded	-	-	-	-	Planning Director	-	180 days
Binding Site Plan (BSP) – Preliminary	Type II	-	Individual Sign Posted	-	Project name Proposed use	Planning Director	-	5 years

					Acreage # of lots			
Binding Site Plan (BSP) – Final	Exclude d	-	-	-	-	Planning Director	-	N/A
Boundary Line Adjustment (BLA)	Exclude d	-	-	-	-	Planning Director	-	N/A
Certificate of Compliance (CC) – Hearing Examiner	Type III	Individu al Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Propose d use	Hearing Examiner	-	N/A
Certificate of Compliance (CC) – Planning Director	Type II	-	Individual Sign Posted	-	Project name Propose d use	Planning Director	-	N/A
Conditional Use Permit (CUP) – Hearing Examiner	Type III	Individu al Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Propose d use	Hearing Examiner	-	3 years
Conditional Use Permit (CUP) – Planning Director [3]	Type II	-	Individual Sign Posted	-	Project name Propose d use	Planning Director	-	3 years
Floodplain Development with SEPA	Type I	Individu al Sign Posted	Individual Sign Posted	-	Propose d use	Planning Director	-	180 days

Floodplain Variance	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use	Hearing Examiner	-	3 years
Home Occupation	Excluded	-	-	-	-	Planning Director	-	N/A
Long Plat – Preliminary	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted Newspaper	Project name Proposed use Acreage # of lots	Hearing Examiner	-	5 years
Long Plat – Final	Excluded	-	-	-	-	Planning Director	-	N/A
Planned Unit Development (PUD) – Preliminary	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use Acreage # of lots	Hearing Examiner	-	5 years [5]
Planned Unit Development (PUD) – Final	Excluded	-	-	-	-	Planning Director	Yes	N/A
Shoreline Exemption/Determination/Interpretation	Excluded	-	-	-	-	Planning Director	-	Must comply with WAC 173-27-90

Shoreline Substantial Development Permit (SDP)	Type II	Individual Sign Posted	-	-	Project name Proposed use	Planning Director	-	Must comply with WAC 173-27-90
Shoreline Variance	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use	Hearing Examiner	-	Must comply with WAC 173-27-90
Shoreline Conditional Use Permit (CUP)	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use	Hearing Examiner	-	Must comply with WAC 173-27-90
Short Plat – Preliminary with Standard Review and SEPA	Type II	-	Individual Sign Posted	-	Project name Proposed use Acreage # of lots	Planning Director	-	5 years
Short Plat – Preliminary with Standard Review and No SEPA	Type II	-	Individual Sign [4] Posted [4]	-	Project name Proposed use Acreage # of lots	Planning Director	-	5 years
Short Plat – Preliminary with Minor Review	Type II	-	-	-	-	Planning Director	-	5 years

Short Plat – Final	Excluded	-	-	-	-	Planning Director	-	N/A
Skywalk	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	-	Hearing Examiner	Yes	Up to 25 year agreement
Variance	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use Proposed standard	Hearing Examiner	-	3 years
Rezone	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use Proposed zone	Hearing Examiner	-	3 years

## Footnotes

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

[2] 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.

[3] Conditional Use Permits required under SMC 17C.111.110, Limited Use Standards for Religious Institutions and Schools, will complete posted/individual notification requirements for a Community Meeting.

[4] Sign and posted notice not required for 2-4 lots per SMC 17G.080.040(D)

[5] 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.

Date Passed: Monday, November 20, 2023

Effective Date: Monday, January 1, 2024

ORD C36459 Section 35

[Title 17G](#) Administration and Procedures

[Chapter 17G.061](#) Land Use Application Procedures

[Section 17G.061.320](#) Notice of Decision

- A. Decisions on Type I, II, and III project permit applications are made by the hearing examiner or director within ten days of the date the record is closed. The time for decision may be extended if the applicant agrees in writing. Subject to chapter 36.70B RCW, the time for decision may also be extended to allow time for additional public comment if the hearing examiner or director determines that notice was not properly mailed or posted; provided, a person is deemed to have received notice if that person appears at the hearing or submits timely written comments, even if notice was not properly mailed or posted. In making the decision, the hearing examiner or director may approve, approve with conditions, or deny the permit application. The decision is made in writing.
- B. Within seven days of making the decision, the hearing examiner or director causes notice of decision to be provided as follows:
  1. Written notice of decision is provided by the decision-maker concurrent to the decision.
  2. Notice of a decision denying a permit application is given to the applicant. A full copy of the decision and any conditions of approval accompanies the notice of the decision to the applicant.
  3. Notice of all other decisions is given to the applicant, all parties of record, and all persons who have requested to be given notice.
  4. Notice of decision for Type I permit applications shall be the permit. For Type II and III permit applications the decision includes the following information:
    - a. Location of the property.
    - b. Description of the proposed action.
    - c. Name, address, and office telephone number of the City official from whom additional information may be obtained.
    - d. Applicant name and number.
    - e. The decision made, including the environmental threshold determination.
    - f. A list of persons who testified in person or in writing, or a summary of such a list.
    - g. A list of exhibits or a summary of such a list.
    - h. A statement of the decision criteria governing the application.
    - i. A statement of the comprehensive plan policies governing the application.

- j. Findings of fact and conclusions relating the proposal to the decision criteria governing the application and which form the basis for the decision.
  - k. A statement that a full copy of the decision may be obtained from the designated official for the cost of reproduction.
  - l. The last date the decision may be appealed.
  - m. The place the appeal must be filed.
  - n. A statement of the fee to be charged for an appeal and the approximate cost to prepare any required transcripts.
  - o. A statement that the decision will be final unless appealed; and
  - p. The signature of the person making the decision.
- C. If the decision on a Type II or III project permit includes conditions of approval, a covenant must be recorded in the Spokane County auditor's office ~~((identifying))~~ which identifies the restrictions to use and to ~~((development of))~~ the property ~~((exist))~~. The covenant must be filed within the approval time limits of the permit or the approval becomes void. For rezones, the hearing examiner does not forward the rezone to the city council until the covenant has been filed.
- D. The decision for a shoreline substantial development permit, shoreline conditional use permit, or shoreline variance must contain a statement that construction pursuant to the permit shall not begin and is not authorized until twenty-one days from the "date of filing" by department of ecology as defined in RCW 90.58.140(6) and WAC 173-27-130, or until all review proceedings initiated within twenty-one days from the date of such filing have been terminated; except as provided in RCW 90.58.149(5)(a) and (b).
- E. Notice of decision for a shoreline substantial development permit, shoreline conditional use permit, or shoreline variance shall be submitted to the department of ecology along with a permit data sheet (Appendix A, WAC Chapter 173-27). For a shoreline conditional use permit or a shoreline variance, there is a thirty-day review by department of ecology. After this period, the department of ecology shall render and transmit to the City of Spokane and the applicant a final decision approving, approving with conditions, or disapproving the permit. The Planning Director shall provide notification within seven days of the department of ecology's final decision to those interested persons having requested notification.

Date Passed: Monday, November 20, 2023

Effective Date: Monday, January 1, 2024

ORD C36459 Section 35



Date Passed: Monday, September 24, 2012

Effective Date: Friday, November 2, 2012

ORD C34914 Section 2

### Section 17G.070.030 Development Standards

#### A. Permitted Uses.

Any permitted or conditional use allowed in the base zoning districts of the subject property plus additional uses including the following:

1. In the RA, R1, and R2 zoning districts, an applicant with a planned unit development approval may develop the site to contain these additional uses:
  - a. Accessory uses directly serving the planned unit development only and which are customary or associated with, but clearly incidental to, the residential uses permitted in the zone including:
    - i. community building with indoor and/or outdoor recreation facilities;
    - ii. recreational vehicle and personal storage area;
    - iii. consolidated guest parking facilities.
2. In the RMF and RHD zoning districts, an applicant with a planned unit development approval may develop any uses permitted in the R1, R2, RMF and RHD zones together with these additional uses:
  - a. Retail sales and service uses and office uses are permitted subject to the following limitations:
    - i. The PUD site is larger than ten acres,
    - ii. Individual retail sales and service uses and office uses shall not exceed a floor area of three thousand square feet each and the site area developed with retail sales and service uses and office uses shall not exceed five percent of the total PUD site area.
    - iii. Sites developed with retail sales and service uses and office uses shall have frontage on a street that is designated as a collector or higher classified arterial.

- iv. The retail sales and service uses and office uses in the PUD shall not be permitted until sixty percent of the approved residential units are completed.
- v. An one hundred percent increase in the amount of retail sales and service uses and office uses is allowed when retail sales and service uses and office uses are physically built under residential uses in a mixed use building with ground floor retail sales and service uses and office uses.
- vi. Outdoor sales and display and outdoor storage areas are not permitted except outdoor seating is allowed for restaurants and cafes.

3. Commercial Zones.

PUDs are permitted in the commercial zones including center and corridor (CC) and the downtown (DT) zones.

4. Industrial Zones.

In the PI zones, an applicant with a planned unit development approval may develop the site to contain all of the uses permitted by right in the underlying zone and, in addition, up to fifty percent of the total gross floor area may be devoted to housing units provided these are built above the ground floor.

5. More Than One Base Zone.

When a site contains land that is in more than one zoning district, the allowed residential and conditional uses at the required minimum and maximum densities, if applicable, shall be proportionate to the land within the development site devoted to each zoning district.

B. Density.

1. Densities Required.

An applicant with a planned unit development approval shall develop the site subject to the minimum and maximum density provisions of the base zone, as contained in Title 17C SMC, except as provided in subsection (B)(2) of this section, plus a maximum of ten percent density bonus per the provisions below under SMC 17G.070.030(B)(5).

2. Density Exception.

For properties with a designated critical area or properties located in agricultural lands designation of the City's comprehensive plan, the minimum density requirement may be waived by the hearing examiner based on the following criteria:

- a. The development of the site with the critical area would not allow sufficient minimum lot size under the base zone requirements because critical area setbacks and buffers would reduce minimum lot sizes below those required by the base zone.
- b. The development of the site would require reducing buffers, setbacks or other dimensional modifications due to the location of designated critical areas; and
- c. The protection of the agricultural lands or critical area would be more effective by clustering the homes and structures to the minimum area necessary.

### 3. Calculating Density.

- a. The calculation of density for a planned unit development is the net area based on the total area of subject property less the area set aside for right-of-way, tracts of land reserved for private streets and dedicated tracts reserved for stormwater facilities. The calculation of density is rounded up to the next whole number.

### 5. Transfer of Development Rights.

- a. An applicant for a planned unit development may shift allowed residential densities to another site to protect and preserve designated critical areas and agricultural lands while providing the overall maximum density permitted by the underlying zoning district.

### 5. Density Bonuses.

- a. An applicant for a planned unit development may apply for a residential density bonus of ten percent above the maximum density allowed in the underlying base zone for developing affordable housing units that meet or exceed the HUD standards for affordable units.
- b. The density bonus may be granted based on a one percent ratio of bonus density for the project for each one percent of affordable housing that is provided.
- c. Affordable housing units are required to be dispersed throughout the project and shall not be congregated all in one building, when more than one building is proposed.

### C. Dimensional Requirements of the Base Zone.

The dimensional requirements of the base zone standards apply to a PUD except as follows:

1. Lot Dimensional Standards.

- a. The minimum lot size, lot depth and lot width standards may be modified.
- b. The lot frontage requirements may be modified to allow the lots to be served by a private street or private access, rather than a public street as required under SMC 17C.111.200(F), provided that the director of engineering services has determined that private streets or private access can serve the subject lots in the planned unit development. A private street or private access that does not conform to chapter 17H.010 SMC, Street Development Standards, may be approved through a design variance request under SMC 17H.010.020.

2. Lot Coverage and FAR.

- a. The lot coverage by buildings and the floor area ratio (FAR) provisions may be modified.

3. Setbacks.

- a. Front and rear yard setbacks.
  - i. Front and rear yard setbacks for structures located within eighty feet of the perimeter of the project shall be the same as required by the base zone.
  - ii. Front and rear yard setbacks in the remainder of the project may be modified, except that a minimum front or rear yard setback of twenty feet is required for any garage or carport that opens facing a street or an alley.
  - iii. Above and below ground parking structures used in conjunction with a mixed use or multifamily residential project may modify front yard setbacks, if sufficient queuing to enter the structure is provided on-site.
- b. Side Yard Setbacks.
  - i. Side yard setbacks may be modified, except that a side yard setback of twenty feet is required for any garage or carport that opens facing a street.
  - ii. Above and below ground parking structures used in conjunction with a mixed use or multifamily residential project may modify side yard setbacks, if sufficient queuing to enter the structure is provided on-site.

4. Building Height.

Except as provided below, building height allowed in the base zone cannot be modified, waived or varied through the planned unit development process.

- a. Changes to the height limits in the underlying zone require a rezone processed concurrently with the planned unit development.
- b. In the RMF zone, the wall height for a mixed-use commercial building may be increased to thirty five feet. Such a building is exempt from the height transition requirements of SMC 17C.111.215(C)(3).

5. Off-street Parking.

The minimum number of off-street parking stalls may be modified based upon sufficient evidence that the occupancy of the project will not require the number of off-street parking stalls specified for that use under chapter 17C.230 SMC, Parking and Loading.

6. Signs.

The number, type and size of signs cannot be modified through a planned unit development.

7. Fencing.

Perimeter fencing for a planned unit development is permitted except the maximum height of fencing along a street frontage of the planned unit development may not exceed forty-two inches. When a fence is along a street frontage, usable pedestrian access shall be provided spaced a minimum of one every three hundred feet.

8. Gates.

If the director of engineering services approves of private streets in the planned unit development, based on the criteria of SMC 17H.010.090, gates may be permitted in a planned unit development.

9. Lot Access.

The alley access requirements of SMC 17C.111.335(B) apply to lots in a PUD. If a lot abuts a public alley, then vehicle access shall be from the alley.

D. Infrastructure.

All public or private streets, paving, curbs, sidewalks, utilities, stormwater, lights and similar facilities shall be developed according to City standards, unless specifically modified by the city engineer. Waivers, variances, or modifications to the private or public street standards, utilities, and other infrastructure through a planned unit development shall be approved by the city engineer. An approved design variance request form shall be submitted with the PUD application.

E. Common Open Space.

In exchange for the approval of more intense residential development, higher densities, smaller lots and relaxed development standards, the developer of a planned unit development is required to provide common open space for the active and passive recreational activities of residents, employees, and visitors. Such space shall be aggregated wherever feasible and shall consist of a combination of landscaped and hard-scaped areas. Such common open space shall include some combination of the following: plazas, arbors, sitting areas, picnic areas, playing fields and trails to accommodate a variety of active and passive activities and promote visual interest.

1. In planned unit developments, the following requirements shall apply:
  - a. At least ten percent of the gross area of the site must be devoted to such open space. Such space must be fully accessible to the residents, employees, visitors and/or other users of the site. Reduction of this standard in PUDs is prohibited and a variance cannot be sought to reduce this requirement.
  - b. Fenced yards associated with buildings immediately adjacent to designated open space, landscaping in parking lots, or fenced stormwater facilities shall not count toward the total open space requirement.
  - c. Environmentally-constrained land within the planned unit development, including wetlands, geologically hazardous areas, fish and wildlife habitats and frequently flooded areas may be used to meet up to fifty percent of the total requirement specified in subsection (E)(1)(a) above, provided that these areas are either accessible to pedestrians to the extent practical or are visually accessible from adjacent and adjoining common open space.
2. The common open space designated to meet this requirement shall be permanently maintained by and conveyed to one of the following:
  - a. A homeowners' or property owners' association as regulated by state law.
  - b. A public agency that agrees to maintain the common open space and any buildings, structures or improvements placed within it.

F. Subdivision.

When a planned unit development is combined with a division of land including a short plat, long plat or binding site plan, the requirements of chapter 17G.080 SMC are required to be met, including SMC 17C.111.200(C), along with the following:

~~((1. Lot Size Transition))~~

~~((Transition requirements for lot sizes in the RA and RI zones cannot be waived or modified through the planned unit development process))~~

~~((2.))~~ 1. Through lots.

Lots shall be configured in a way that development can be oriented toward streets to increase the safety and enjoyment of pedestrians and bicyclists. A new PUD/subdivisions shall not “turn its back” on a collector, minor or principal arterial street. Through lots are allowed only where both front lot lines are on local access streets. The minimum front lot line and minimum width standards apply to one frontage of the through lot.

Date Passed: Monday, November 20, 2023

Effective Date: Monday, January 1, 2024

ORD C36459 Section 36

DRAFT

[Title 17H](#) Engineering Standards

[Chapter 17H.010](#) Street Development Standards

[Section 17H.010.130](#) Alleys

- A. When constructed, alleys shall be provided at the rear or side of lots.
- B. Where alleys are existing, or provided in new ~~((developments))~~ subdivisions and short subdivisions, on-site parking spaces shall be accessed from the alley and not the street. Unless approved by director of engineering
- C. Dead-end alleys shall be avoided wherever possible, but if unavoidable, shall be designed with adequate turn-around facilities or alternative connections acceptable to the director of engineering services at the dead-end.
- D. All new alleys shall be constructed in conformance with the standard plans.
- E. Public alleys shall be located in public right-of-way. If public utilities are to be located in an alley, the alley must be located in public right-of-way.
- F. Private alleys may be located in a tract or on an easement. Tracts must be owned in common by the owners of the property served by the private alley or by a homeowner's association and must be designated on the plat as a special purpose tract. A maintenance agreement must be recorded with the Spokane county auditor that commits the owner(s) to maintain all elements of the private alley.
- G. New alleys shall have a paved width of at least twelve feet and a clear width of at least twenty feet. The twenty-foot width shall not be obstructed in any manner, including the parking of vehicles, fences or utility structures.
- ~~((H. Alleys that serve as a primary access or as a fire access must have a paved width of at least twenty feet. Unless specifically approved by the city fire department, alleys are not considered a fire access.))~~
- ~~((I.))~~ H. Stormwater from all new alleys must be collected and treated according to the city's stormwater guidelines.

Date Passed: Monday, May 15, 2006

Effective Date: Thursday, June 29, 2006

ORD C33838 Section 1



# CITY OF SPOKANE PLAN COMMISSION

## RULES OF PROCEDURE

### RULE 1 – GENERAL PRINCIPLES

#### Rule 1.1 PURPOSE

It is the purpose of the City of Spokane Plan Commission in adopting these rules to provide a method for the conduct of its affairs.—It is not intended that these rules confer upon any person who is not a member of the Commission any right to a particular procedure or affect the validity or legality of any Commission action.

#### Rule 1.2 DUTY OF MUTUAL RESPECT

It is the constant duty of each Commission member to maintain respect for each other, the City staff and the public.—Likewise, the Commission shall require corresponding respectful behavior from all persons who attend a meeting or hearing.

#### Rule 1.3 ROBERT’S RULES OF ORDER

Matters of procedure not otherwise provided for herein shall, insofar as practical, be determined by reference to Robert’s Rules of Order, Newly Revised.

#### Rule 1.4 SUSPENSIONS OR AMENDMENT

These rules, or any of them, may be temporarily suspended or amended by a majority of the Plan Commission vote at any regular meeting.

### RULE 2 – MEETINGS

#### Rule 2.1 REGULAR MEETINGS

2.1.1 The Plan Commission holds regular meetings bi-monthly at 42 p.m. on the second and fourth Wednesday of each month, unless otherwise advertised.—Meetings are held at City Hall.—The place, date and hour of regular meetings may be changed by a majority vote of the Commission members, and may be changed by order of the ~~president~~President when expedient.

2.1.2 A regular meeting may be cancelled or rescheduled by the Commission at a prior meeting, or by the President, or by the Planning Director ~~of Planning Services~~ at any time, if no public hearings have been scheduled and advertised by notice.

2.1.3 Plan Commission meetings are open to the public in accordance with the requirements of Chapter 42.30 RCW (Open Meetings Act).

## **Rule 2.2 QUORUM**

2.2.1 A quorum is a majority of the current membership of the Plan Commission and in no case shall a quorum be less than five. An abstention does not change or affect the count of Commission members present for a quorum; however, a disqualified member shall not be counted in determining whether a quorum exists.

2.2.2 In case there is no quorum present on a date set for a regular, continued or special meeting, the Commission members present or the ~~secretary~~Secretary may adjourn the meeting until a quorum can be obtained or may adjourn to their next regular meeting. Before such adjournment, to accommodate the public in attendance, said Commission members present may, as a committee, hear testimony on matters advertised for public hearing and cause the same to be recorded in the minutes to be considered by a quorum of the Commission at the meeting date to which the hearing shall be continued. Agenda items other than hearings may be considered and advisory direction given, subject to ratification by the Commission at its next regular meeting when a quorum is present.

2.2.3 A Commission member may participate ~~telephonically-virtually~~ in all or part of a Plan Commission meeting if: (a) Prior approval is given by the ~~president~~President for good cause, whose approval shall not be unreasonably withheld; (b) all persons participating in the meeting are able to hear each other at the same time, such as by the use of speaker phone; and (c) the member participating ~~telephonically-virtually~~ shall have reviewed all of the applicable material and participated in the relevant portion of the meeting related to the topic to which the member is voting on. ~~Any technical prohibitions or difficulties that prevent all parties present at the meeting from adequately communicating with one another will negate any authorization previously given by the~~ ~~president~~President.

## **Rule 2.3 GENERAL ORDER OF BUSINESS FOR REGULAR MEETINGS**

2.3.1 Briefing.—A regular meeting may include a briefing session for purposes of the following:

- a. President's Report
- b. Committee Reports
- c. Liaison Reports
- d. Secretary's Report
- ~~a.~~ ~~/Director/Neighborhood and Council Liaison Report;~~
- ~~b.~~e. Commission business;
- ~~c.~~f. Approval of old minutes; and

- ~~d.g. Review today current agenda; and~~
- ~~e. Set next meeting's agenda.~~

2.3.2 Open Forum.—~~When all matters on the agenda have been acted on, a~~An allotment of meeting time, not to exceed thirty (30) minutes, will be devoted to public comment by citizens on matters not on the current or advance agenda.—If no one has signed up to speak at the open forum session, it will be dispensed with.

2.3.3 Adjourned Meetings.—Any meeting may be adjourned by majority vote or declaration by the ~~president~~President, to a specific place and time. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time of the next regular meeting.—In the event any meeting is adjourned, all matters on the agenda not disposed of, or deferred to a specific meeting date, shall be continued to the next regular meeting.

2.3.4 Workshops.—Workshops are working sessions of the Plan Commission held to discuss items in preparation for public hearings. City staff facilitates the dialogue, provides information, composes working drafts and answers questions.—No public testimony is taken during workshops, ~~however pMembers of the publicersons~~ may be invited to speak by the President when appropriate. When a member of the public is invited to speak on an item related to a private application, all known parties with an interest in the application shall be notified, as long as all known parties have been notified and included.

2.3.5 Special Meetings.—Special meetings may be called, cancelled or rescheduled by the ~~president~~President whenever he/she deems necessary, or in his/her absence by the ~~vice-Vice-president~~President, and shall be called by the ~~president~~President whenever four Commission members shall request it—. The place, date, and hour of special meetings shall be set by the ~~president~~President.—The Commission shall take no final action on matters not included in the notice of special meetings.—Any measure adopted by a majority vote at a special meeting shall have the same effect as if adopted at a regular meeting.

2.3.6 Collaborative Meetings.—The Plan Commission shall meet ~~quarterly at the invitation of for collaborative meetings with~~ the City Council for collaborative meetings, preferably on an annual basis.~~The Plan Commission shall meet at least biannually for a collaborative meeting with other Planning Commissions within Spokane County to discuss goals for the region's growth.~~ Collaborative meetings are open to the public and require public notice.

2.3.7 Field Trips.—The Plan Commission may conduct field trips in order to make more fully informed recommendations. The ~~secretary~~Secretary shall prepare a tentative agenda and release notices prior to the trip. Interested persons may follow along and observe field trips when practical. The Commission does not discuss the merits of public

hearing items with citizens during field trips.—No Commission action is taken on any item requiring public hearing or testimony during field trips.—Commission members are encouraged to attend field trips as part of their meeting responsibility although no quorum is required to proceed.—Minutes need not be taken of field trips. The President may order a record of some discussion be entered in the minutes of the meeting with which the field trip corresponds ~~with or the meeting following the field trip.~~

## **RULE 3 – AGENDA**

### **Rule 3.1 FUNCTIONS OF AGENDA**

The agenda serves to introduce items to the Commission, to establish the order of business and to give notice to the public.—The notice of special meetings is the agenda for such meetings.

### **Rule 3.2 PREPARATION OF AGENDA**

The agenda for all meetings of the Commission shall be prepared by the ~~secretary~~Secretary in the format prescribed by, and in coordination with, the ~~president~~President.

### **Rule 3.3 AGENDA APPROVAL**

The final agenda is approved by the Plan Commission at the beginning of the meeting.—For good cause, an item not on the notice of tentative agenda may be added to the final agenda by the ~~president~~President or ~~secretary~~Secretary if not vetoed by majority vote of the members present.—No final action can be taken on an item added to the agenda until required notice has been met.

## **RULE 4 – TIME AND NOTICE**

### **Rule 4.1 NOTICE BY AGENDA**

Unless a law requires particular notice of a particular item, and except as provided below, the agenda is the only required notice.—A copy of the agenda ~~is mailed out two weeks (14 calendar days)~~is emailed out the week before in advance of the Plan Commission meetings to Commission members and other interested parties.

### **Rule 4.2 SPECIAL MEETINGS**

Notice of every special meeting shall be given in writing to every Commission member, to the liaison(s), and to the City Attorney, and to all local news media

representatives who have on file with the Secretary a request for such notices.—The notice shall be delivered by email, personally, by mail, by facsimile or otherwise, so as to be received at least 24 hours before the meeting.—The notice shall state the place and time of the meeting and the business to be conducted.—The notice shall be posted on the City of Spokane's website, and shall also be prominently displayed at the main entrance of the Commission's principal meeting location, or the meeting site if not held at the Commission's principal meeting location. The Commission shall not make final disposition of any matter not included in the notice.

#### **Rule 4.3 SPECIAL NOTICE**

~~When the Plan Commission holds a hearing an additional notice is sent to the Spokesman Review, to be advertised 2 weeks in advance of the hearing. Notice of meetings is also posted on the City of Spokane Planning Services web site ([www.spokaneplanning.org](http://www.spokaneplanning.org)).~~ Notices of all meetings, whether regular or special, shall comply with the Spokane Municipal Code and applicable Washington State laws, including, but not necessarily limited to Chapter 36.70 RCW (Planning Enabling Act), Chapter 36.70A RCW (Growth Management Act), Chapter 43.21C RCW (State Environmental Policy Act), Chapter 58.17 RCW (Plats-Subdivisions-Dedications) and 42.30 RCW (Open Meetings Act).

### **RULE 5 – CONDUCT OF MEETINGS**

#### **Rule 5.1 THE CHAIR**

5.1.1 The Commission President, or in his or her absence or incapacity the Vice-President, shall preside over meetings of the Commission and cause the business of the Commission to be transacted in accordance with these rules.—The President should be mindful that the meeting is being recorded and shall be responsible for informing speakers that their remarks are to be recorded.—The President may yield the Chair to a member of the Commission's choice to conduct a portion of a meeting.

5.1.2 The Chair shall determine all questions of procedure, subject to appeal, but shall liberally grant leave to the Planning ~~Services~~ Director, or a designated representative of the Planning ~~Services~~ Director, or City Attorney, to speak to the question.—A ruling of the Chair can be appealed, before the ruling is acted on, by announcing an appeal and by a second.—The Chair shall then state the question in terms of upholding the ruling and may state his or her reasons for the ruling.—Then the member appealing has the floor to open debate on the appeal.

5.1.3 The Chair may make or second any motion, and may present and discuss any matter as a member of the Commission, and shall be entitled to vote on all matters.

## **Rule 5.2 ORDER OF BUSINESS**

5.2.1 General Order of Business.— See Rule 2.3.1 above.

5.2.2 Agenda.— Items shall be acted upon in the order in which they appear on the agenda, provided items may be taken out of order, combined, or separated by majority vote of the Commission or by declaration of the Chair.

5.2.3 Executive Session.— The business of an executive session is determined case by case within the restrictions of Chapter 42.30 RCW, known as the Open Public Meetings Act.

## **5.3 SPEAKING DURING COMMISSION MEETINGS**

5.3.1 No one may speak without first being recognized for that purpose by the President.

5.3.2 Each ~~person~~member of the public speaking at a public hearing shall print his or her name and address on the sheet provided, and verbally identify him/herself by name, address and, if appropriate, representative capacity.

5.3.3 A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.

5.3.4 Each speaker shall follow all instructions from the ~~president~~President so that his/her remarks may be heard, understood and recorded.

5.3.5 In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, such as demonstrations, banners, applause and the like will be permitted. In the event such disorders persist, the ~~president~~President may require the removal of the instigator(s), recess or adjourn the meeting.

5.3.6 Following an assessment by the President of factors such as complexity of issue, apparent number of people indicating a wish to testify, and the quantity of business on the agenda, the President shall, in the absence of objection by the majority of the Commission present, impose reasonable time limits for staff reports and designate representatives of proponents and opponents and impose reasonable procedural time limitations for the same.— Any other person, who wishes to speak for either side, shall be granted not less than three (3) minutes each.

5.3.7 In the event there appears to be more than two groups wishing to advocate distinct, different positions on a specific issue, the President may grant the same procedural and time allowances to each group or groups.



## RULE 6 - HEARINGS

### Rule 6.1 IN GENERAL

~~6.1.1 Any item on a Commission agenda may be the subject of a public hearing except matters discussed during an executive session or at a meeting in workshop format and except matters which have already been heard.~~

~~6.1.21 Hearings are may be initialed by a request in writing to the Commission or scheduled by the Secretary or called by motion of the Commission. Written requests may be filed with the secretary or the director of the department who will be processing the request.~~

~~6.1.3 The department or officer receiving the request for hearing shall arrange a tentative hearing date with the secretary, pursuant to Commission rules. When a department or officer is responsible for processing a petition, appeal or similar request pursuant to a prescribed procedure and these rules, and a question arises as to whether a person has complied fully with the procedure, the department or officer may, in lieu of completely processing the matter, report the question of the compliance to the Commission. The Commission shall decide whether any defect or irregularity shall be waived and the matter processed for hearing.~~

~~6.1.42~~ Where specific provision is made by statute, ordinance, or Commission order for time and manner of giving notice of hearing, the department processing the hearing item shall be responsible for securing a hearing date from the ~~secretary~~Secretary, sending required notices and reporting said notice at the Commission's hearing.

~~6.1.53~~ If a hearing is continued to a specified date, time, and place, no further notice of the continued hearing is required.—If continued indefinitely and without a specified date, notice of the continued hearing date, when set, shall be sent to the parties of record at the prior hearing and to the parties who have requested notice.

~~6.1.64~~ Notice of the meeting at which the Commission is to set a date of hearing need not be given.—An interested party may speak to the matter of setting a hearing date either in person at the meeting or by filing a letter with the ~~secretary~~Secretary prior to the meeting.—Comments must be confined solely to the setting of the date.

~~6.1.75~~ A motion on a hearing item is made after the close of testimony and Commission discussion.—If the motion is to continue the hearing or action to a later date, the interested parties present shall be given opportunity to speak to the matter of the continued date.—Motions to continue shall clearly state whether continued with or without further public testimony, otherwise a continuation of a hearing shall be interpreted as

reopening public testimony on the matter.

## **Rule 6.2 CONDUCTING A HEARING**

6.2.1 The President opens the public hearing, reviews the agenda, and explains the process.

6.2.2 The Secretary or staff describes the matter under consideration. The staff answers any questions the Commission may have.

6.2.3 The President invites proponents, opponents and the public to offer testimony and evidence on the pending matter. The Commission may ask questions of any person at conclusion of their testimony but shall refrain from debating with the public or each other while testimony is being taken.

6.2.4 Following an assessment by the President of factors such as complexity of issue, apparent number of people indicating a wish to testify, and the quantity of business on the agenda, the President shall, in the absence of objection by the majority of the Commission present, (a) impose reasonable time limits for staff reports and (b) designate representatives of proponents and opponents and impose reasonable procedural time limitations for the same.—Any other person, who wishes to speak for either side, shall be granted not less than three (3) minutes each.

## **Rule 6.3 COMMENTS**

6.3.1 All public comments to the Plan Commission shall be directed to the ~~secretary~~Secretary to be appropriately entered into the public record.~~This includes oral, written, and email comments.~~

6.3.2 The Plan Commission shall accept comments as part of the public hearing up to the date and time of the public hearing.

6.3.3 Comments should be dated, signed and contain correspondents printed name and address.

6.3.4 If a ~~commission~~Commission member personally receives written comments (including email ~~comments~~) or information from a citizen or group regarding an upcoming agenda item, they shall immediately email, mail, fax or in some other manner deliver that item, or a complete copy thereof, to the ~~Plan Commission~~ Secretary for inclusion into the record of public testimony.

6.3.5 At the conclusion of a public hearing the Plan Commission may pass a motion to keep the record open for public comment until a specified date and time.



## **Rule 6.4 REASONS FOR DECISION**

6.4.1 As a matter of policy, the Commission shall endeavor to have explanations of reasons occur during the discussions or debate prior to voting.— When the matter is one for which a report has been made containing an explanation of reasons for recommended action, or when the motion includes a statement of reasons, it will be presumed that those members voting to recommend approval of matters set forth in the report or for the motion agree with and adopt the stated reasons in the absence of further explanation.— When the motion is to recommend adoption of a formal written resolution or ordinance, the motion includes any statement of findings, policy, and reasons embodied within the document unless the document is amended.

6.4.2 It shall be the obligation of every Commission member participating in a hearing to be familiar with the facts in order to reach an informed, independent judgment. When a member discussing or voting on a matter was not present at the hearing, that member will have become familiarized with the report and record using the Secretary's minutes of the hearing.

## **Rule 6.5 WRITTEN DECISION**

6.5.1 At the conclusion of a meeting or hearing where the Commission has voted upon a recommendation to the City Council, the Commission shall authorize the President to prepare and sign on the Commission's behalf a written decision that shall set forth the Commission's findings, conclusions and recommendations on the matter.— Any dissenting Commission member may prepare a dissenting decision individually or together with other dissenting Commission members.— The Planning ~~Services~~ Director shall assist in the preparation of the Commission's written decision.

6.5.2 The Secretary shall distribute copies of the written decision together with any dissenting decisions to the City Council, Commission members and interested parties.

## **RULE 7 - VOTING**

7.1 All members (including the President) are voting members. Voting shall be by ayes and nays and is called for by the President. The President shall declare whether the motion carried or failed and what the vote count was. Any Commission member may explain the reasons for his/her vote as a matter of privilege. Minutes shall record the number ~~or~~ of members for and against and the names of any members abstaining.

7.2 The Secretary records the specific wording of the motion in the minutes as it was proposed before the vote.

7.3 The Commission shall endeavor to give explanations of their reasons for support and non-support of an action during their discussion of the item or as part of the motion thereon.

7.4 Amendments to a proposal shall be provided in writing to the Secretary at least four hours prior to a hearing. The Secretary shall distribute proposed amendment language to all members of the Plan Commission prior to the start of the hearing.

## **RULE 8 – COMMISSION OFFICERS, ~~and~~ COMMITTEES, and LIAISONS**

### **Rule 8.1 ELECTION OF OFFICERS**

8.1.1 At the first regular meeting in January of each odd numbered year, the Commission shall elect a ~~president~~President and ~~vice-Vice-president~~President.

8.1.2 The ~~president~~President and ~~vice-Vice-president~~President shall hold their respective offices for a two-year term and until their successors are elected and qualified.

8.1.3 Nominations shall be made in writing to the Commission clerk, and circulated to all Commission members, prior to election meeting.—The candidate receiving a majority vote of a quorum of the Commission shall be declared elected.

### **Rule 8.2 DUTIES OF THE PRESIDENT**

The duties and powers of the President include the following:

- A. To chair meetings.
- B. To see that the purpose and functions of the Commission are progressively achieved in an objective, efficient and expeditious manner.
- C. To preserve order and decorum and enforce the rules and regulations of the Commission, including adjournment of any meeting where, in his/her judgment, the order is such as to prevent a proper consideration of business.
- D. To present to the Commission such matters as, in his/her judgment, require attention.
- E. To call special meetings and briefings and to announce executive session of the Commission.
- F. To prescribe and change the order of business.—Prior to the time of the meeting, to approve, change, cancel or reschedule to another meeting, the hearings an business to the transacted at regular and special meetings of the Commission, provided the

notice of business prepared by the ~~secretary~~Secretary shall be deemed approved by the ~~president~~President unless the ~~president~~President specifically orders otherwise.

- G. To set the place, date and time of special meetings.
- H. To change the place, date or time of a regular meeting where circumstances prevent or render impractical the regular schedule.
- I. To prepare and sign all official recommendations or documents on behalf of the Commission in accordance with and to report and explain the Commission's findings to the City Council. To represent the Commission in correspondence, meetings and news releases.
- J. To direct the ayes and nays to be taken in vote and entered on the record on any request before the Commission and to vote on all matters.
- K. To establish committees and designate committee members.
- L. To appoint a representative to represent the Plan Commission whenever appropriate.
- M. To delegate to the Vice—President and Secretary such portions of the ~~president~~President's responsibilities and authorities as deemed prudent.
- N. To rule on procedure where no direct rule has been adopted by the Commission. In doing so, the ~~president~~President shall be guided, when possible, by *Robert's Rule of Order, Newly Revised*.
- O. To notify the Mayor of any vacancy or pending vacancy on the Commission and consult with the Mayor on appointments of members to the Commission.

### **Rule 8.3 DUTIES OF THE VICE PRESIDENT**

The Vice President shall act in the absence of the President.—All the duties of the office of the ~~president~~President shall be assigned to the ~~vice-Vice-president~~President.

### **RULE 8.4 DUTIES OF THE SECRETARY**

The ~~Director of Planning~~ Director Services or a designee serves as secretary to the Commission. The duties of the ~~secretary~~Secretary shall be as follows:

- A. To perform the duties required by law and these rules, and all duties properly devolving upon such officer or as may be assigned by the ~~president~~President or ~~commission~~Commission.

- B. To attend all meetings of the Commission and meetings of its committees when required.
- C. To act as the professional advisor to the Commission on all Planning matters and functions of the Commission, and participate in discussion of actions and motions before the Commission.
- D. Assure that the Comprehensive Plan and reports bearing the Commission's name are prepared in accordance with Commission policy.
- E. Direct staff to provide technical and administrative assistance to the Commission.
- F. To keep a true and accurate record in substance of the proceedings of the Commission, and to have charge and be custodian of all Commission books, documents, records, minutes and papers.
- G. To handle correspondence of the Commission, including responses to inquiries, providing notices of meetings and reporting findings of the Commission.
- H. To assist the President in any duties that she/he require and to act for the ~~president~~President when the ~~president~~President and ~~vice-Vice-president~~President are absent or unavailable.
- I. To prepare agenda, schedule business and distribute notices, as required by state law.

## **Rule 8.5 COMMITTEES**

8.5.1 The President has the authority to create temporary committees of one or more members and to appoint members to such committees and appoint committee chairs, which may be charged with such duties as examination, investigation and inquiry into one or more subjects of interest to the Commission.

8.5.2 The Commission may assign one or more persons to sit with and participate in the proceedings of any committee of the Commission as deemed appropriate, to provide a specific expertise or viewpoint. The person will not be considered a member of the Commission and will have no authority to vote.

8.5.3 Committees should analyze issues, receive briefings, and formulate motions and/or recommendations for the full Commission to consider. Final decisions are made by the Commission.

8.5.4 No temporary committee shall have the power to bind the Commission to the endorsement of any Plan or program.

## **Rule 8.6 LIAISONS**

8.5.1 Liaisons provide regular reports and share information about Plan Commission business back with their respective bodies.

8.5.2 As honorary participants on the Commission, liaisons do not vote or make motions.

## **Rule 8.67 REMOVAL**

If any member of the Commission shall be absent from ~~commission~~Commission meetings for three (3) consecutive meetings or six (6) regularly scheduled meetings in any twelve-month period without adequate cause (of which the ~~president~~President shall be the judge), the ~~president~~President shall discuss these absences with the member.—If the circumstances are expected to continue unimproved, the ~~president~~President shall report the matter to the Mayor in order that the Mayor may, if he or she so desires, declare said office vacant and nominate a successor for appointment by the City Council.—Cause for the ~~president~~President to excuse any absence includes sickness, personal emergency or temporary and unavoidable conflict of employment.—To have any absence excused, the member shall request an excuse of the ~~president~~President before or as soon as possible after the absence.—The ~~president~~President shall report the excused absence to the ~~secretary~~Secretary.

## **RULE 9 - RECORDS, PUBLICATIONS AND REPORTS**

9.1 The Secretary shall take and prepare official minutes of the meetings containing the actions of the Commission and a substantive account of the proceedings. A record of the Commission members present and absent shall be entered in the minutes of the meeting. Minutes shall be approved by the Commission, signed by the Secretary and placed on public record ~~in the office of the City Clerk~~[on the City website](#).

9.2 Any documents, maps, charts or other material presented to the Plan Commission along with Plan Commission briefing packets shall be stored in the office of the ~~secretary~~Secretary and are public record.

9.3 Meeting of the Plan Commission shall be recorded and made public record. Recordings will not normally be transcribed, except by request of the City Council, President of the Commission, the City Attorney or Secretary.

## RULE 10 - CODE OF CONDUCT

10.1 It is the constant duty of each Commission member to maintain respect for each other, the staff and the public. Likewise, the Commission shall require corresponding respectful behavior from all persons who attend a meeting.

10.2 It shall be the obligation of every Commission member forming Plan Commission recommendations to be familiar with the facts in order to reach an informed and independent judgment. To discuss or vote on a matter heard at a meeting from which a member was absent, said member shall have familiarized himself with the subject matter, using the file of record of the ~~secretary~~Secretary's minutes or the ~~tape recordings~~ of ~~the relevant workshops and~~ hearings. Such familiarization shall be confined to the official files and referenced documents.

### 10.3 General Communications

10.3.1 Except at public meetings of the Commission, its members do not discuss ~~the resolution of~~ specific cases scheduled or likely to come before the Commission with applicants, their representatives, proponents or opponents, or other public with direct interest. Questions of fact or clarification concerning these cases prior to hearing are normally to be addressed to the ~~secretary~~Secretary's office rather than to Commission members.

~~10.4~~

10.3.2 While any member has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech, statements purporting to represent the view or pronouncements of the Commission or committees thereof shall not be made in advance of the Commission's final determination of the matter, except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing. The Commission shall appoint one of its members to issue such statements as the Commission deems necessary. This shall not prejudice the right of any dissenting members to express their minority position.

10.~~53~~.3 Commission members may speak as an individual member – reflect and inform about Commission positions and activities and on their own position - as long as it is clear whether such position is or is not a Commission position and clearly specifying they are speaking as an individual, or as an individual Plan Commissioner articulating their own views and concerns.

10.3.4 When expressing personal views, Commission members do not include a reference to their Commission membership on letterhead, in a signature



line, or in another way that could be construed as representing the Commission as a whole.

10.3.5 Pursuant to City administrative policy 5600-17-06, the City issues email accounts for purposes of conducting Commission business. Members limit usage of City-issued email to Plan Commission matters and do not use their City-issued email account to express personal views. Members use City-issued email and refrain from using personal email for all Commission business in order to ensure preservation of communications for compliance with the Public Records Act. Members who use personal email for Commission business risk subjecting their personal email to disclosure.

#### 10.64 Ex Parte Communication

10.64.1 The Plan Commission desires to conduct all proceedings fairly, to create a record that includes all of the evidence upon which recommendations and decisions were made, and to prevent the appearance of undue influence on its recommendations and decisions. To this end, Plan Commission members whom experience ex-parte communication are encouraged to disclose the details of the communication at the Commission meeting after the introduction of the item related to ~~of which~~ the ex-parte communication ~~pertained~~.

10.64.2 Plan Commission members may attend meetings held by applicants with adjacent property owners, however only in the capacity of an observer. If a Plan Commission member does decide to take part in discussions at said meeting, he/she shall disclose the nature of their participation to the Plan Commission prior to participating in a hearing or deliberations on a request.

10.75 Each Commission member decides which invitations to public and private functions can appropriately be accepted as a member of the Commission. A member must differentiate whether a stated action or comment is solely the member's or represents the official position of the Commission.

10.86 Commission members do not engage in any profitable employment or in any personal business transaction in which the fact of membership on the Commission or any knowledge of its actions unique to membership would be a qualification for such employment or a significant reason for the personal business transaction. Commission members are not to benefit in any financial way due to their Commission participation or confidential knowledge.

10.97 Commission members do not accept gifts from applicants, their representative, or other persons and institutions concerned with matters which have been or might come before the Commission. Well intended acceptance of such gifts could lead to

misconceptions by prospective donors or the public.

10.108 Members of the Plan Commission shall fully comply with Chapter 42.23 RCW (Code of Ethics for Municipal Officers), Chapter 42.36 (Appearance of Fairness) (to the extent applicable to Commission business) and such other rules and regulations as may be adopted by the City Council (SMC [Chapter 01.04](#) Code of Ethics) regulating the conduct of any person holding appointive office within the City.

10.119 When a ~~commission~~Commission member concludes a matter before the ~~commission~~Commission involves a conflict of interest on the commissioner's part he/she should request permission to step down before the matter is heard, which request shall be granted by the ~~president~~President and recorded by the ~~secretary~~Secretary.—Where the ~~president~~President considers a conflict of interest to exist, before the matter is heard, a ~~commission~~Commission member may be asked to request disqualification.—If the ~~commission~~Commission member declines, the ~~president~~President will request that the member confer with legal counsel from the city legal staff.—If further action is still needed, this matter may be decided by a majority vote of the members, other than said ~~commission~~Commission member.—In cases where no conflict of interest exists, a ~~commission~~Commission member may occasionally choose to abstain from voting in accordance with the member's best judgment.

10.120 A Commission member shall disqualify him(her)self from participating in a hearing whenever bias, interest or other influences will prevent or appear to prevent him or her from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include prejudgment of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter.—Examples of disqualifying bias include a close personal, family or business relationship with a party, ownership of property the value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.

10.131 Should a Commission member be aware of circumstances which might appear to disqualify him or her, he or she can either disqualify him(her)self or explain the circumstances before the hearing and let the rest of the Commission, by majority vote, decide whether he or she participate.—Should the Commission be aware of circumstances which might appear to disqualify a member, the Commission, may, by majority vote, disqualify the member.

10.142 It is in the public interest that, to the greatest extent possible, all members of the Commission should have an opportunity to be aware of and act upon the information that is available to other members. Therefore, all members are encouraged to place upon the record of the Plan Commission the substance of all ex-parte contacts that have occurred during the time that a legislative matter has been introduced and is still before the Plan Commission for a decision.



10.1~~4~~<sup>3</sup> Except for submitting a written dissenting opinion as provided under these rules of procedure, no Commission member shall work for the frustration or the overturn of any decision made by a majority of the Commission outside the framework of the Commission.

10.1~~5~~<sup>4</sup> Except for submitting a written dissenting opinion as provided under these rules of procedure, no Commission member shall lobby City Council members for votes or actions that undermine the decisions of the Plan Commission.

## **RULE 11 – WORK PROGRAM**

11.1 Commission work programs should be established consistent with the following:

11.1.1 City Charter Sections 126, 127, and 128, and Spokane Municipal Code Section 4.12.010, as amended from time to time by the Council, including such Commission initiatives as are authorized thereunder;

11.1.2 Such functions as are conferred or requested by the City Council by ordinance or resolution;

11.1.3 Such requests as are made by the Mayor;

11.1.4 Legislative mandates;

11.1.5 City Department work programs; and

11.1.6 Other agency work programs.

11.2 Commission work programs should be established on a 12-month basis and should anticipate when the Commission will be taking an action.—Work programs should indicate the amount of staff time allocated to each task.—A minimal amount of time will be reserved on the work program to respond to crisis issues, subject to the Commission's obligations under the Charter and Municipal Code.

11.3 The Commission should hold an annual retreat to orient new members, evaluate the Commission's performance, and adopt the next 12-month work program.

The above Rules of Procedure are hereby declared adopted at the meeting of this Commission held this [insert date here] 11-day of March, 2020, and all—previous Commission By-Laws, Rules of Procedure and Regulations in conflict herewith are hereby deemed void and repealed.

|

SPOKANE CITY PLAN COMMISSION

By: \_\_\_\_\_  
President

Attest:

Approved as to form:

\_\_\_\_\_  
Secretary

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

DRAFT

**BRIEFING PAPER**  
**City of Spokane**  
**Plan Commission Workshop**  
**February 28, 2024**

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\* Based on feedback from the Feb 14 workshop, the proposed changes around the length of time allotted for public comment have been removed—the rule will continue to provide a 3-minute period for all commenters.

**Action**

The current item is presented for discussion by Plan Commission members. If desired, these could be adopted during this workshop or at a later date.