



# Spokane Plan Commission Agenda

Wednesday, August 28, 2024

2:00 PM

Hybrid - Council Briefing Center / Teams  
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

### 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="#">7/24/2024</a> meeting minutes</li> <li>2. City Council Liaison 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>	<p>All</p> <p>CM Kitty Klitzke</p> <p>Mary Winkes</p> <p>Greg Francis</p> <p>Mary Winkes</p> <p>Spencer Gardner</p>
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### Workshops:

2:20 – 3:05	1. <a href="#">Climate Planning Update</a>	Maren Murphy
3:05 – 3:15	2. <a href="#">SB5290 Permitting Code Updates</a>	Tim Thompson
3:15 – 3:45	3. <a href="#">Protection of Historic Buildings in Downtown and Center and Corridor Areas (SMC 17D.100.230)</a>	Megan Duvall
3:45 - 4:00	4. <a href="#">BOH Follow-Up (affects the following SMC sections:</a> <a href="#">17A.020.060</a> <a href="#">17C.111.205, 210, 220, 310, 315, 320, 325, 335, 450</a> <a href="#">17C.230.020, 100, 110, 120, 120, 140</a> <a href="#">17G.080.040, 065</a> <a href="#">17H.010.040)</a>	Spencer Gardner

### No Hearings

**Adjournment:** The next regularly scheduled PC meeting will be held on **Wednesday, September 11, 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, August 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.

## Microsoft Teams

Join on your computer, mobile app or room device

[Click here to join the 4<sup>th</sup> Wednesday meeting](#)

Meeting ID: 292 403 242 162

Passcode: qN5WrW

[Download Teams](#) | [Join on the web](#)

## Join with a video conferencing device

[cityofspokane@m.webex.com](mailto:cityofspokane@m.webex.com)

Video Conference ID: 116 367 811 8

[Alternate VTC instructions](#)

## Or call in (audio only)

[+1 323-618-1887,,595874912#](tel:+1323-618-1887,595874912#) United States, Los Angeles

[Find a local number](#)

Phone Conference ID: 595 874 912#

[Find a local number](#) | [Reset PIN](#)

Meeting ID:  
292 403 242 162

Passcode:  
qN5WrW

## How to participate in virtual public testimony:

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 and are available online.**

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# Plan Commission & Committees

## Upcoming Agenda Items (All items are subject to change)

September 11, Plan Commission (90 minutes available) Hybrid		
Workshop		
Time	Item	Presenter
2:00 – 2:20	Meeting Briefing	Plan Commission
2:20 – 3:20	Update to SMC 17D.075, Transportation Impact Fees	Inga Note, P.E.
3:20 – 3:45	BOH follow-up (SMC 17C.111.205, 17C.111.210, 17C.111.310, 17C.111.315, 17C.111.320, 17C.111.325, 17C.111.335, 17C.111.450, 17A.020.060, 17G.080.040, 17G.080.065)	Spencer Gardner
3:45 – 4:00	Transition to Chambers	
Hearing Items		
4:00 – 6:00	Protection of Historic Buildings in Downtown and Center and Corridor Areas (SMC 17D.100.230)	Megan Duvall
	Centers and Corridors Study	Colin Quinn-Hurst

September 25, Plan Commission (90 minutes available) Hybrid		
Workshop		
Time	Item	Presenter
2:00 – 2:20	Meeting Briefing	Plan Commission
2:20 – 2:45	Citywide CIP Workshop	Kevin Freibott
2:45 – 3:45	Comprehensive Plan Review and Periodic Update	Tirrell Black
3:45 – 4:00	Transition to Chambers	
Hearing Items		
4:00- 4:10	SB5290 Permitting Code Updates	Tim Thompson, Jackie Churchill
4:10 – 5:10	2024 Comprehensive Plan Amendments (First Hearing)	Kevin Freibott, Brandon Whitmarsh, KayCee Downey

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<b>October 9, Plan Commission (90 minutes available) Hybrid</b>		
<b>Workshop</b>		
<b>Time</b>	<b>Item</b>	<b>Presenter</b>
2:00 – 2:20	Meeting Briefing	Plan Commission
3:45 – 4:00	Transition to Chambers	
<b>Hearing Items</b>		
4:00 – 4:30	2024 Comprehensive Plan Amendments (Second Hearing, Only if Continued)	Kevin Freibott
4:30 – 5:00	Citywide CIP Hearing (Tentative)	Kevin Freibott
5:00 - TBD	Update to SMC 17D.075, Transportation Impact Fees	Inga Note

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# Spokane Plan Commission - Draft Minutes

Wednesday, July 24, 2024

Hybrid Meeting Teams Teleconference

Meeting Minutes: Plan Commission Workshop called to order at 2:00 pm by Vice President Ryan Patterson.

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

*None*

## **Attendance for Plan Commission Workshop:**

- Board Members Present: Greg Francis (President), Ryan Patterson (Vice President), David Edwards, Jill Yotz, Amber Lenhart, Carole Shook, Saundra Neperud, Tim Williams
- Board Members Not Present: Jesse Bank
- Non-Voting Members Present: Kitty Klitzke (Council Member Liaison), Mary Winkes (Community Assembly Liaison)
- Non-Voting Members Not present: *None*
- *Quorum Present: Yes*
- Staff Members Present: Spencer Gardner, Angie McCall, KayCee Downey, Kevin Freibott, Brandon Whitmarsh, Tim Thompson, Amanda Beck, Tyler Kimbrell, Tirrell Black, Dean Gunderson, Jackie Churchill, Colin Quinn-Hurst, Megan Kapaun

**Minutes:** Minutes from 7/10/2024 approved unanimously.

## **Briefing Session:**

- **City Council Liaison Report - CM Kitty Klitzke**
  - Council Member Klitzke stated that the Council meeting on this past Monday covered the South Logan TOD ordinances, maximum residential heights, Hamilton form-based code, the land use review, height transitions, Centers and Corridors parking (CM Zappone and CM Klitzke have an amendment to remove parking requirements altogether that is on the table). They have received some public testimony and comments (most of it favorable although some opposition still exists).
  - Regarding WUI issues she met with Sarah Nuss and Jessie Norris to explore what another jurisdiction is doing. Sarah is working to getting some modeling done in the Latah/Hangman Valley areas. CM Klitzke requested that the modeling also include other areas that constituents have asked to be addressed (i.e. Sans Souci, River Run, Indian Trail, 5-Mile).
  - STA (Spokane Transit Authority) has a CEO search going on right now.
  - Currently they are in a period of recruiting Transportation Commission members.
  - A Land Use related resolution was recommended by the CA for a moratorium on all wildfire areas (including Indian Trail and 5-Mile, not just Hangman Valley).
- **Community Assembly Liaison Report - Mary Winkes**
  - Mary stated that she did not attend the last Community Assembly meeting but shared that they discussed policies and procedures.
  - Members of the CA are meeting with City Council pertaining to Neighborhood 3.0 clarifying the roles between the Neighborhood Councils, the CA, and City Council. There is a pilot proposal on how to handle items such as resolutions with immediate response.
  - CA also has a newly revived Safety Committee that is working on a number of issues.

- **Commission President Report - Greg Francis**
  - President Greg Francis asked if once the Transportation Commission commences if the Transportation Subcommittee will continue to meet. Spencer answered with no, they will not continue to meet. The PCTS would be dissolved. The goal is to have the first Transportation Commission meeting in September.
- **Transportation Subcommittee Report - Mary Winkes**
  - Mary stated that they have not met and therefore there is no report. The last meeting for August is currently pending.
- **Secretary Report - Spencer Gardner**
  - Spencer Gardner reported that a new Plan Commission Handbook is currently being worked on. It will be finalized and sent out to each one of the Plan Commissioners. Spencer recommended that everyone refresh themselves on some of the training materials in the handbook (including the training checklist). Two of these trainings are required under state law (Open Public Meetings Act or OPMA and the Public Records Act or PRA). One of the trainings is the Attorney General's guidance on avoiding unconstitutional takings of private property which is very important specifically to the Plan Commission as the work that we do overlaps with property rights. The last one is recommended as it was developed by the Department of Commerce as a short course on Local Planning. It is an overview of Planning in the State of Washington, how planning works, and where Plan Commissions fit into all of that. The pdf version of the handbook has the current Rules of Procedures as well as informational material on Roberts Rules of Order, and other important information. Once the handbook is finalized a pdf version will be sent out.

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

**Workshop(s):**

- CPA Z23-479COMP (N. Indian Trail) Workshop
  - Presentation provided by staff member Kevin Freibott.
  - Questions asked and answered.
  - Discussion ensued.
- Comp Plan Amendment Workshop Wrap-Up
  - Presentation provided by staff member Kevin Freibott.
  - Questions asked and answered.
  - Discussion ensued.
- Centers and Corridors Study
  - Presentation provided by staff member Colin Quinn-Hurst.
  - Questions asked and answered.
  - Discussion ensued.

Workshop Adjourned at 4:08 PM.

The next Plan Commission meeting would typically be scheduled for Wednesday, August 14, 2024, however, this meeting is **CANCELLED**.

Next regularly scheduled Plan Commission Meeting is on Wednesday, August 28, 2024.

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

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**Subject**

The WA Legislature passed and signed into law HB 1181 in 2023 that adds a climate goal to the Growth Management Act (GMA) and requires local comprehensive plans to have a climate element to enhance community resilience, reduce greenhouse gas emissions, and prioritize environmental justice to avoid worsening environmental health disparities. Climate planning is part of the City's general periodic update requirement for the comprehensive plan, which is due in June 2026.

The City is working on Phase 1 of climate planning through June 2025, which includes community engagement, climate impacts analysis, policy gap analysis, and the climate risk and vulnerability assessment with a focus on equity and climate justice. The consultant team has prepared the Final Draft Community Engagement Plan that provides high-level direction for climate engagement, identifies values and priorities, and outlines examples of key tactics and opportunities for engagement as the process gets underway.

The Final Draft Climate Resilience Community Engagement Plan is available on the climate planning project website: <https://my.spokanecity.org/planspokane/climate-planning/>.

The workshop on August 28, 2024 will be hosted by project staff and the consultant team to provide an update and discuss the draft final engagement plan, in addition to upcoming methodologies.

**Impact**

The climate element should result in reductions in overall GHG emissions, must enhance resilience to and avoid the adverse impacts of climate change, and must include efforts to reduce localized emissions and avoid creating or worsening climate impacts to vulnerable populations and overburdened communities. The climate element will be integrated throughout the comprehensive plan elements such as housing, transportation, land use, utilities, and natural environment.

**Funding**

The WA Dept. of Commerce has made available funding for climate planning for the 2023-2025 biennium, with the City of Spokane eligible for \$700,000 in legislative appropriation for climate planning through 2029. City Council accepted \$420,000 in Commerce grant funds for Phase 1 of climate planning on February 26, 2024 (RES 2024-0142), and adopted the climate planning resolution on April 22, 2024 (RES 2024-0038). The WA Dept. of Commerce climate planning grant is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).

**Action**

The Plan Commission will be engaged throughout the process and key phases, including community engagement, discussion of analyses, development of climate goals and policies, and integration into the comprehensive plan.

# Spokane Climate Element

COMMUNITY ENGAGEMENT PLAN – FINAL DRAFT

AUGUST 2024

Prepared for the City of Spokane by:





FUNDED BY WASHINGTON'S



The WA Department of Commerce climate planning grant is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).

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# Community Engagement Plan

The City of Spokane is undertaking a periodic review of the Comprehensive Plan as required by the Washington State Growth Management Act (GMA), due in 2026. The last periodic review occurred in 2017, known as Shaping Spokane. The GMA requires local governments to create and broadly disseminate a Public Participation Plan during the periodic review process. Legislation passed and signed into law through [HB 1181](#) in 2023 added a climate goal to the GMA and requires local comprehensive plans to have a Climate Element with resilience and greenhouse gas emissions mitigation sub-elements. The City of Spokane is eligible for up to \$700,000 in grant funding from the WA Department of Commerce for climate planning efforts through 2029, with an emphasis on the periodic update due in 2026.

The Final Draft Climate Resilience Community Engagement Plan (referred to herein as the CEP) will support the more general Periodic Update process by emphasizing engagement discussions around climate planning. This document recognizes the nuances required for successful and equitable engagement around climate impacts and environmental justice. This CEP provides a high-level direction for climate engagement, identifies values and priorities, and outlines examples of key tactics and opportunities for engagement as the process gets underway.

Engagement is a fluid, fluctuating process that requires adaptive strategies to make sure the project team - the City of Spokane and consultants - are reaching communities and gathering meaningful input. The CEP outlines the City's guiding principles, objectives, participants, and strategies for how the project team plans to engage Spokane community members to meaningfully participate in this planning process. It is intended as a guidepost and "living document" and we will continue to refine the detailed activities, with input from key stakeholders, as we go.

## CLIMATE PLANNING

This CEP outlines how the project team plans to engage a diversity of communities in Spokane around the climate planning as a part of HB 1181 requirements. Spokane's Climate Planning includes two sub-elements:

**Greenhouse Gas emissions sub-element:** must include goals and policies to reduce emissions and vehicle miles traveled, including developing a local emission inventory; conducting a Vehicle Miles Traveled Per Capita study; and projecting emission reductions to inform the adopted comprehensive plan goals and policies.

**Resilience sub-element:** must include goals and polices to improve climate preparedness, response, and recovery efforts, including data to explore expected local climate impacts; auditing existing plans and policies for climate resilience opportunities, gaps, and barriers; assessing climate vulnerability and risk; and developing and prioritizing science-based climate resilience goals and policies for comprehensive plans.

In crafting engagement for this climate planning effort, it is essential to reject "one-size-fits-all" approaches. Rather, our processes and plans must effectively engage impacted communities

through models of public facilitation that elevate community voices and priorities, and adjust based on the needs, perspectives, and realities of community members and the organizations that represent them. Climate is fundamentally an issue of equity, and the CEP incorporates equity, environmental justice, and climate justice as foundational lenses in the planning process. Climate planning must also maximize economic, environmental, and social co-benefits and prioritize environmental justice and climate justice to avoid worsening environmental health disparities. Our engagement efforts will ensure that historically underrepresented and overburdened communities are included early and continuously, particularly within those most affected by climate change.

## Engagement Objectives

Through our engagement, the project team intends to meet the following objectives:

**Inclusive and Intentional outreach:** Ensure everyone who lives and works in Spokane has the opportunity to engage in the planning process by maximizing outreach efforts. Focus on inclusivity and building relationships with historically underserved and marginalized communities.

**Open, Transparent, and Accessible Process:** Maintain a planning process that is open, transparent, culturally sensitive, and accessible to all community members.

**Strengthening Community Relationships:** Develop new and strengthen existing community relationships to foster a collaborative environment.

**Authentic Public Input:** Solicit and integrate public feedback meaningfully into the plan development, ensuring that community input can genuinely influence outcomes.

## Equitable Community Engagement

Equitable engagement aims to reach and engage with as many people as possible, while centering people who experience the first and worst consequences of climate change.

### Guiding Principles

To strive for an equitable public participation process, the following guiding principles will be a continual foundation for planning and in facilitating engagement activities.

Guiding Principle	Description
<b>CREATE CLEAR EXPECTATIONS</b>	Clear expectations of the purpose of each community engagement activity shall be built with the public. Whether the purpose is to inform, gain feedback, or seek suggestions, participants will be provided clear directives of how their engagement will impact the work being done.
<b>MAKE IT CONVENIENT</b>	Community engagement must be convenient if it is to avoid creating an unnecessary roadblock to open and robust communication. Not all activities will be convenient for all participants, but an effort will be made to meet a diverse range of needs.
<b>FOSTER PEER TO PEER CONVERSATIONS</b>	Rather than creating a transactional form of community engagement, this principle encourages conversations between City staff and the public, but also between members of the public, to generate greater understanding and build upon each person’s lived experiences.
<b>IMPLEMENT ACCESSIBILITY STANDARDS</b>	Accessibility for persons with physical and/or cognitive disabilities will be a guiding principle when planning any engagement activity.
<b>ENSURE LANGUAGE ACCESS FOR ALL</b>	According to the 2020 5-year American Community Survey, there are 16,732 Spokane residents who speak a language other than English, and Spokane’s immigrant population grew by 9% since 2010. On October 16, 2023, the Spokane City Council approved <a href="#">ORD C36449</a> , which established a language access program within the <a href="#">Spokane Municipal Code</a> . The Planning Department will evaluate language access needs and, where feasible, provide the opportunity for both language translation and interpretation, including American Sign Language.
<b>COMPENSATE PUBLIC EFFORTS</b>	As stated by the Washington Office of Equity in their <a href="#">guidance on community compensation</a> , compensation can help remove a significant barrier to public participation for populations for which participation in public meetings may be a significant economic burden due to work schedules, family care commitments, or other fixed obligations. Compensation can include stipends, but also wrap-around services like paid childcare and transportation support. During the periodic review, the

Guiding Principle	Description
	City will evaluate existing compensation policies and implement the guidance of the Office of Equity to ensure a more robust and equitable public participation process. Compensation should apply to Tribal engagement as well.
<b>BUILD PARTNERSHIPS</b>	Community based organizations (CBOs) and representatives of these organizations can be particularly helpful partners and collaborators because of their roles as trusted partners throughout the community. They also bring broader community perspectives, not only the perspectives of individual community members.
<b>TRIBAL ENGAGEMENT</b>	New changes to the Growth Management Act (GMA) implementing HB 1717 (2022) allows tribes to voluntarily participate in the City’s comprehensive planning process (RCW 36.70A.040). This also requires local jurisdictions to work with tribes to coordinate urban growth. Tribes must opt-in to coordinate with the jurisdiction (RCW 36.70A.110).

## Climate Justice Principles

In addition to the guiding principles described above, climate engagement will implement the following climate justice focused principles to ensure appropriate and equitable public participation. WA Department of Commerce provides guidance for climate justice in the [Summary Report: Climate Justice in Growth Management](#). Aligning with this guidance, the City will identify the overburdened communities and vulnerable populations in their scopes of work to determine if proposed Climate Planning Element measures are equitable. The climate justice guidance outlines four principles in the Just Transition Framework for climate strategies that will guide the City’s engagement efforts.

Climate Justice Principle	Description
<b>CENTER THOSE DISPROPORTIONATELY IMPACTED IN GOVERNANCE</b>	New models of participatory governance — or “co-governance” between government leaders and agencies and impacted communities — are necessary to meaningfully address these gaps in community leadership and shared governance. Key cornerstones of co-governance include a) establishing government commitment to the self-determination of communities; b) supporting communities to build their capacity to effectively participate (in government processes); c) developing shared governing power in principles and in process; and d) demonstrating equitable processes and results.
<b>RESTORE COMMUNITY CONNECTIONS TO PLACE</b>	A place-based approach focuses policy, programmatic interventions, and innovations in specific geographic areas that are suffering from environmental and social injustices to ensure no community is sacrificed to climate impacts or to suffer emissions disproportionately. This priority is integrated by placing greater value

Climate Justice Principle	Description
	on and by centering in public engagement processes the values, cultures, aspirations, hopes, and experiences of the communities impacted by their plans and actions.
<b>CREATE LIVELIHOODS WITHIN A HEALTHY ENVIRONMENT</b>	A regenerative economy is one that prioritizes sustainable living and working within ecological limits. Support movement toward a regenerative economy by prioritizing the needs of communities.
<b>TRANSITION TO RENEWABLE RESOURCES AND ENERGY</b>	A key cornerstone of a Just Transition is enabling strategies to ensure energy is first conserved, and that energy generation is renewable and equitable. Planning for the use of renewable energy sources and transitioning away from non-renewable sources can reduce social and environmental harms.

## Metrics for Success

Periodically after engagement milestones, the project team will summarize engagement themes and feedback heard from community members. The project team will track our success at meaningfully and authentically engaging community members by the following metrics for success:

- **Quantitative Metrics**
- Total number and demographics of individuals engaged (gathered via optional survey after each engagement that includes anonymous demographic questions)
  - Total number of responses by activity
    - Survey responses
    - Geographic distribution of attendees
    - Events represented at
    - Drop-in session attendees
    - Focus group attendees
    - Social media engagement
- Subscribers to Community Update e-newsletter
  - Comments on draft plan



- **Qualitative Metrics**

- Document the richness of feedback received during one-on-one conversations and small group discussions.
- Assess the extent to which community members felt heard and valued during interactions.
- Capture key themes and insights from open-ended feedback and in-depth discussions.
- Track the development of new relationships and strengthening of existing ones, particularly with historically underserved communities.

## Participants

The CEP will seek to engage a diversity of residents, community groups, non-profit organizations, businesses, and others, with particular emphasis on identifying and engaging overburdened community organizations and members — people who experience the first and worst consequences of climate change. Engagement will also seek participation from those with technical expertise, cultural perspective, and/or lived experience.

## Participant Groups

We will engage various participant groups, both internal and external, throughout the project. Some participant categories include implementation leads, community-based organizations and groups, City department leads and staff, utilities, development staff, and other typical participant groups.

[Appendix A](#) includes potential participant details organized by participant category, potential groups, and anticipated engagement level. To gain further insight into potential participants, demographic data in [Appendix B: Spokane Community Profile was used](#) to inform the approach.

## Tailored Approaches

Three priority groups have been identified whose engagement will be tailored to collaborate and ensure that the climate planning results in community-driven policy.

### ADVISORY COMMITTEES

Engagement for climate planning in the Periodic Update will prioritize an external **community advisory board in coordination with the Mayor's Office**, and internal **City Technical Advisory Committee (CTAC)** to support co-creation in climate planning. The focus includes analyzing climate information, reviewing key deliverables, providing recommendations on climate focus and equity, and developing climate goals and policies. The advisory board and CTAC could also provide recommendations on goals with near-term due dates; actions that can be implemented readily; strategies for longer-term actions; and a structure for ongoing monitoring and evaluation. The committees will meet 3-5 times throughout June 2025, coinciding with key deliverables and milestones.



## Community Advisory Board Expertise and Members

Members of the community advisory board will be established in coordination with Mayor's Office and will include a diverse group of community members and agency partners in addition to planning and public works professionals. The focus of the community committee meetings will be to support the collaboration and development of the Climate Element in accordance with the WA Dept. of Commerce guidelines that centers equity and co-creation in policy development and implementation. A key focus of the process will identify and build partnerships with overburdened community organizations and members, along with others, to learn from their technical expertise, cultural perspective, and lived experience. The committees will include members with a variety of expertise. Appendix A. Participant Group Details

## PARTNERSHIPS WITH COMMUNITY-BASED ORGANIZATIONS

A guiding principle around climate engagement includes developing and deepening partnerships with Community-Based Organizations (CBOs) with the goal of establishing and building trust. A list of potential CBOs to collaborate with is detailed in Appendix A. Participant Group Details. Through collaboration with CBOs, we will gain insights into community events, authentic engagement methods, and the resource needs of targeted participants. Due to the nature of such partnerships, City staff cannot anticipate the specific events or other engagement efforts that will be deemed appropriate through deliberate community collaboration. As such, climate engagement will incorporate flexibility to ensure the capacity to be responsive.

## Support Community Participants

Climate planning acknowledges equity in participation as a critical component and will explore community compensation of who individuals who serve on the community committees, namely those whose participation is not a paid position within an organization, by:

- Paying a stipend for participation in meetings.
- Hosting accessible and convenient meetings and providing food and family-friendly activities.
- Offering meeting translation services and ensuring engagement materials are available in multiple languages and formats.
- Asking what support is needed to authentically participate.

Community-Based Organizations and representatives of these organizations can be particularly helpful partners and collaborators because of their roles as trusted partners in overburdened communities. They also bring broader community perspectives, not only the perspectives of individual community members. Partnerships with CBOs should also consider compensating organizations to participate meaningfully in development, implementation, and evaluation of engagement efforts.

## Tribal and Native American Engagement

Spokane is home to over 25,000 Native Americans from a variety of U.S. Tribes and First Nations of Canada. Between the 2010 and 2020 U.S. Census, the City’s Native community has grown by about 10,000 people, now reaching over 25,000 in total. Special emphasis in climate planning guidance includes Tribal engagement. Tribal engagement encompasses all levels of Tribal communication and partnership, from formal government-to-government consultation to informal coordination. The City of Spokane is currently considering a Tribal Consultation Ordinance to guide the City’s tribal government-to-government engagement process. In addition, the City is proposing to establish a Native American Community Council as a means of more effectively engaging the City’s urban Native American community.

Local tribal governments with aboriginal territories on or near the City of Spokane include the Spokane Tribe, Kalispel Tribe, Coeur d’Alene Tribe, and Colville Tribe. Each of these tribal governments may have a direct interest in the City’s climate planning effort and may request formal consultations on a government-to-government basis with the City of Spokane.

The City’s climate planning efforts will also engage with Spokane’s urban Native American communities through conversations focused on information sharing and provide opportunities to hear about their climate impacts, experience, concerns, and community needs. The City recognizes the importance of working with Native American groups that are not Tribal governments, such as the American Indian Center, Native Project, Spokane Tribal Network, the Upper Columbia United Tribes, and perhaps the Native American Community Council once it is established (see Appendix A. Participant Group Details).

Collaborative planning with local Tribal governments and the urban Native American communities at all levels can help identify mutual priority actions and strategies that can inform and integrate climate planning efforts and facilitate information sharing of existing resiliency actions and plans. KAI will assist the city to define working relationships, identify key contacts, identify common goals and similar efforts, develop culturally appropriate outreach opportunities, and facilitate meetings and consultations with Tribes to voluntarily participate in the City’s climate planning. KAI will work directly with the Mayor’s Office to identify both formal and informal Tribal and Native American community engagement opportunities early on, which is critical to developing relationships, building trust, and fostering collaboration.

KAI will:

- Coordinate with the Mayor’s office and key planning staff at the City of Spokane to identify and contact key officials with the Spokane, Kalispel, and Couer d’Alene Tribal Governments to initiate introductory meetings, present the City’s climate planning process and schedule, discuss tribal consultation process, and engagement with the Tribal Engagement Workgroup (TEW). Introductory meetings between the mayor’s office and Tribal Governments will be scheduled in August 2024.
- Coordinate with the Mayor’s office and key planning staff at the City of Spokane to identify and contact key representatives of Native American urban organizations including The Native

Project, American Indian Community Center, Spokane Tribal Network, Upper Columbia United Tribes to initiate introductory meetings, present the City’s climate planning process, discuss engagement process, and participation on the Tribal Engagement Workgroup. Introductory meetings between the mayor’s office and urban Native American organizations will be scheduled in August 2024.

- Key staff of the mayor’s office will prepare a summary memo describing the City’s climate planning process and schedule including the establishment of the TEW. KAI and the Mayor’s office staff will formalize appointment of the TEW in August and KAI will facilitate the first meeting of the TEW immediately after the TEW is established. The TEW will meet virtually each month thereafter. KAI, the Mayor’s office, and City climate planners will coordinate monthly TEW agendas, climate planning and engagement materials, and TEW input and recommendations.
- Provide or gather technical knowledge for climate impacts and policy considerations for Tribal governments and the urban Native American communities (especially climate and health intersections).
- Review important local Tribal government documents related to climate vulnerability assessments, climate adaptation plans, and other related policies or reports.
- Ensure project climate impacts and proposed policy approaches incorporate Tribal government and urban Native American communities' perspectives and subject matter expertise identified through engagement.
- Prepare quarterly, or engagement phase-based, update reports on engagement activities, key takeaways, and major outcomes.
- Develop public presentation materials and practices for City staff to expand upon engagement with additional opportunities as appropriate.

## TRIBAL ENGAGEMENT WORK GROUP

A Tribal Engagement Workgroup (TEW) will be established to help guide Tribal government and urban Native American communities’ engagement efforts, provide advice and analysis on climate impacts, and ensure effective input on the climate update for the Comprehensive Plan. The TEW will consist of 6-7 members. The three Tribal government representatives – one each from the Spokane, Kalispel, and Coeur d’Alene tribes – will be appointed by their respective tribes. There will be 3-4 representatives of the urban Native American communities appointed by the Mayor’s Office to the TEW, as discussed above. The goal is to establish the TEW in August 2024 and meet virtually every month thereafter.

KAI will take the lead to coordinate agendas, share climate planning information, take minutes, and facilitate 8 virtual meetings with the TEW each and every month beginning in August 2024. The purpose of the workgroup will be to guide the tribal engagement work to enable input on the development of the Climate Element for the comprehensive plan. Monthly reports on the tasks assigned and major accomplishments of the TEW will be prepared and provided.

# Engagement Strategy

The engagement strategy is phased, broken out into four main phases. Each of the phases is supported by a mix of engagement activities to offer varying options for participation in the planning process.

	Timing	Purpose	Activities
<p><b>Phase 1: Understand Spokane’s current state from diverse perspectives &amp; develop a shared community vision</b></p>	<p>Spring 2024 – Spring 2025</p>	<ul style="list-style-type: none"> <li>● Build early awareness of planning process and opportunities to participate</li> <li>● Build or strengthen partner relationships</li> <li>● Gather community values and visions for guiding</li> <li>● Community-driven prioritization of key plan elements</li> </ul>	<ul style="list-style-type: none"> <li>● Committee meetings</li> <li>● Tabling at existing events</li> <li>● Community-wide survey</li> <li>● Community-wide workshop</li> <li>● 2 Focus groups</li> <li>● Interviews with City staff</li> <li>● Tribal engagement</li> <li>● Project webpage, social media, and newsletters</li> <li>● Constituent and partner kits</li> </ul>
<p><b>Phase 2: Develop and refine draft goals and priorities</b></p>	<p>Summer 2025 – Summer 2026</p>	<ul style="list-style-type: none"> <li>● Incorporate community feedback into climate planning</li> <li>● Gather input for implementation</li> <li>● Share back with the community how input was incorporated</li> <li>● Provide opportunity for comment on</li> </ul>	<ul style="list-style-type: none"> <li>● 2 Focus groups</li> <li>● Tabling at existing events</li> <li>● Tribal engagement</li> <li>● Project webpage, social media, and newsletters</li> <li>● Constituent and partner kits</li> <li>● Online open house</li> </ul>

	Timing	Purpose	Activities
		final climate planning	

## Engagement Activities

### Committee Meetings

**Participants:** Climate Resilience and Sustainability Board (CRSB) and Internal Technical Groups (City Technical Advisory Committee - CTAC).

**Purpose:** Facilitate collaborative analysis of climate data, understanding of impacts, and development of climate goals and policies.

**Details:** The strategy involves hosting one in-person meeting and two virtual meetings with the community advisory board, comprised of experts in various fields related to climate action. These sessions will focus on developing recommendations on focus areas and strategies to guide the City's climate action efforts. Additionally, one in-person meeting and three virtual workshops will be held with the CTAC to collaboratively analyze climate data, understand impacts, and develop climate goals and policies to integrate into the City's comprehensive plan. These workshops will provide a platform for technical experts within the City administration to engage in detailed discussions and provide input on the development of actionable strategies.

**Roles and responsibilities:** **City of Spokane** will form and establish a community advisory board, the Climate Resilience and Sustainability Board, in coordination with the Mayor's Office. Members could include planning and public works professionals, community-based organizations, community members, and leaders within overburdened communities that are most impacted by the changing climate conditions. **Cascadia** will host and facilitate the meetings.

### Interviews with City Staff

**Participants:** Key City staff.

**Purpose:** Gather insights on critical climate impacts and vulnerabilities faced by each department, including lessons learned from the lived experiences of staff to concurrent document and policy review.

**Details:** This strategy involves conducting interviews with key City staff members from departments relevant to the Vulnerability Assessment focus areas. To streamline the process, multiple staff members from the same department will participate in joint interviews.

**Roles and responsibilities:** **City of Spokane** will identify key staff to interview. **Cascadia** will help develop interview materials and facilitate meetings as the budget allows.

## Community-Wide Survey

**Participants:** Community members who live and work in Spokane.

**Purpose:** Gather diverse perspectives and prioritize community assets for climate resilience planning and the Climate Risk and Vulnerability Assessment.

**Details:** The community-wide survey aims to gather insights from a diverse range of Spokane community members to inform the development of climate resilience goals and policies. The survey will be promoted extensively by the City of Spokane, with paper copies made available in central locations such as libraries and senior centers to ensure accessibility. Return postages will be provided by the City. The survey will also be promoted through social media as well as the Community Update weekly newsletter that has about 80,000 subscribers. The survey will focus on identifying and prioritizing community assets, understanding how people experience climate as individuals and a community, revealing issues faced by households due to changing climate, hazards and risks that cause concern and climate anxiety, and establishing community climate priorities. To enhance accessibility, the survey will be translated into key languages aligned with the City's Language Access Program. An incentive program, such as a raffle for a local business gift card, could be implemented to encourage participation. The survey's timeline will be strategically aligned with community workshops, allowing for cross-promotion and ensuring maximum engagement. The project team will also monitor other surveys distributed by the City to prevent engagement fatigue. The survey will remain open for at least four weeks to ensure ample community engagement and responses.

**Roles and responsibilities:** **Cascadia** will develop survey and analysis and can pass through raffle gift cards to community members. **City of Spokane** will lead promotion and distribution of survey.

## Community-Wide Workshop

**Participants:** Spokane community members.

**Purpose:** Facilitate broad community input on climate goals, policies, and concerns.

**Details:** A community-wide workshop will serve as an initial touchpoint for engaging the Spokane community on climate planning efforts. The workshop will provide a platform for community members to share their perspectives, experiences, and concerns related to climate change. Key topics explored will include issues faced by households due to changing climate patterns, hazards and risks that cause concern, and priorities for community climate action. The project team will conduct outreach to inform the community about the workshop and encourage participation, including partnering with community centers and food banks for distribution of information. The



workshop will be designed to be inclusive and accessible, with efforts made to accommodate diverse needs and preferences, and stipends provided to community members for attending.

**Roles and responsibilities:** **Cascadia** will host and facilitate the community-wide workshop and can pass through stipend funds to community members. **City of Spokane** will lead promotion of the meeting.

## Focus Groups

**Participants:** Key participant groups such as youth, Spanish-speaking communities, residents in higher-impact areas identified by the vulnerability assessment, and communities of color (i.e., the Marshallese community).

**Purpose:** Engage targeted groups in in-depth discussions to gather detailed input for vulnerability assessment and identify key vulnerabilities and risks.

**Details:** Focus groups will be conducted virtually and promoted to targeted communities in Spokane. The sessions will incorporate storytelling elements to resonate more deeply with participants, allowing them to share personal experiences and perspectives related to climate impacts. The aim is to foster meaningful conversations and gather rich qualitative data. These sessions are intended for participant groups typically not involved in planning processes or those facing significant impacts from plan implementation. Three to four focus groups will be organized, with groups such as youth, Spanish-speaking communities, residents in higher-impact areas identified by the vulnerability assessment, and communities of color. In-person sessions will be considered as resources allow, ensuring accessibility for all community members. Additional focus groups may be considered based on community feedback, partnerships, and timelines.

**Roles and responsibilities:** **Cascadia** will host and facilitate 2 focus groups. **City of Spokane** will host and facilitate the remainder and will lead promotion of all focus group meetings.

## Project Webpage, Social Media, Newsletters, and Constituent and Partner Kits

**Participants:** Interested individuals and organizations.

**Purpose:** Provide a central platform for information dissemination, project updates, and engagement opportunities.

**Details:** The City will develop a project webpage as a central hub for directing interested individuals to more information about the climate planning process. The City will have access to [Granicus Engagement HQ](#). The webpage will provide an overview of the project, updates, upcoming engagement opportunities, and contact information. Additionally, the webpage will host project materials, including surveys and online comment periods for the draft implementation plan. Regular updates will be provided to individuals and organizations interested in climate planning through emailed newsletters. The City's social media platforms will be leveraged to build awareness of and provide information about climate planning and engagement activities. Constituent and partner kits will provide ready-to-share information and materials to elected

officials, partner agencies, and organizations at key milestones to disseminate out through various networks.

**Roles and responsibilities:** **City of Spokane** will lead development social media posts, newsletters, and project webpage. **Cascadia** will support content development if needed and as budget allows.

## Tabling at Existing Events

**Participants:** Spokane community members.

**Purpose:** Raise awareness about the project and provide opportunities for involvement.

**Details:** Cascadia will develop 1-2 factsheets detailing the project overview, ways to get involved, and additional information. These factsheets will be available in English and Spanish, in both digital and printed formats. They will be distributed at various community events and locations, including food banks, farmers markets, SpoCanopy and Water Wise events, partner events, events related to universities (e.g. Gonzaga Green Drinks) and Earth Day 2025.

The project team will regularly check the [Spokane Events Calendar](#) for additional opportunities to table at existing events, distribute factsheets, and solicit community feedback. At these events, poster boards with questions designed to gather input on goals, key areas of concern, and experiences with climate impacts will be used as appropriate.

**Roles and responsibilities:** **City of Spokane** will lead in-person attendance at existing events. **Cascadia** will develop factsheets and engagement material.

## Online Open House

**Participants:** Spokane community members.

**Purpose:** Provide an interactive platform for community members to review and provide feedback on draft documents.

**Details:** An online open house will be developed and published via [Konveio.com](#) for the final phase of engagement. This platform will provide up-to-date information on the draft climate planning status and allow community members to directly provide feedback or public comments on draft documents. Compared to traditional in-person open houses, this format allows individuals to participate at their convenience and take their time digesting materials. The platform supports multiple interactive features, making it easy for diverse participants to understand. To make the experience more engaging, we plan to gamify the open house, adding elements that make the process more enjoyable and fun for participants. The comment period will remain open for at least four weeks to ensure ample opportunity for feedback.

**Roles and responsibilities:** **Cascadia** will develop the online open house platform, and track responses. **City of Spokane** will lead promotion and distribution of the online open house.



## 1:1 Meetings with Tribal Governments

**Participants:** Tribal Government elected leaders and staff.

**Purpose:** Engage with Tribal leaders to incorporate Tribal government input on climate goals, policies, and concerns into the planning process. Understand existing and future Tribal policy, climate related plans, and opportunities for government-to-government collaboration.

**Details:** KAI will develop draft letters for the mayor's office consideration, to send to each of the four Tribal governments, informing them of the city's desire to engage in consultations and collaboration with each government. KAI will then coordinate between the mayor's office and the respective Tribe for an initial introductory meeting to provide an overview of the City's climate planning effort, timeframe, opportunities for tribal engagement and consultation, discuss representation on the Tribal Engagement Workgroup (TEW), and propose periodic meetings to provide update and input. This will create the framework for regular and consistent consultations between the city and the tribe.

**Roles and responsibilities:** KAI will prepare draft communications for the city, coordinate tribal – city meeting dates and locations, provide necessary briefing materials, facilitate the meetings with Tribal leaders and staff, and document meeting outcomes. The mayor's office will send the communications to the tribes, help in agenda preparation, identify and brief representatives from the mayor's office to participate in the tribal consultation meetings, make presentations, and follow up with appropriate actions.

## Others as Relevant

The project team will continue to identify other engagement activities and discuss roles as relevant.

## Key Messages

### WHAT IS THIS PROJECT?

The City of Spokane is embarking on a comprehensive Climate Impact and Resiliency Planning project as part of our 2026 Comprehensive Plan Update. Our goal is to deepen our community's resilience that fosters an exceptional sense of unity, wellbeing, and quality of life for all people to live, work, and recreate in a clean and healthy environment.

- **Climate Vulnerability and Risk Assessment:** Identifying climate impacts, risks, and vulnerabilities to inform resilience strategies.
- **Comprehensive Plan Integration:** Updating policies to address climate change and environmental justice.
- **Community Engagement:** Actively involving Spokane residents in the planning process to ensure diverse perspectives are considered.

- **Environmental Justice:** The fair treatment and meaningful involvement of all people in the environmental laws, regulations, and policies that shape their communities. Environmental justice includes addressing disproportionate environmental and health impacts by prioritizing vulnerable populations and overburdened communities.

## WHY SHOULD I PARTICIPATE IN THIS PROCESS?

Your participation is crucial for several reasons:

- **Voice Your Priorities:** Ensure your priorities about climate impacts and community needs are heard and addressed.
- **Shape the Future:** Guide the development of climate resilience policies and strategies that will protect and enhance the quality of life, wellbeing, and environment for all people in Spokane.
- **Community Resilience:** Help build a resilient Spokane to better collectively and individually withstand and adapt to climate challenges, ensuring a safer, healthier, and more equitable community for all.

## HOW WILL MY FEEDBACK BE USED?

Your feedback will play a vital role in shaping our Comprehensive Plan Update by:


- **Identifying Priorities:** Helping to prioritize climate risks and community assets that need protection and enhancement.
- **Informing Policies:** Contributing to the development of climate resilience goals and policies that reflect community values and needs.
- **Guiding Implementation:** Ensuring that the actions taken are grounded in the lived experiences and insights of Spokane residents, making developed strategies more effective and community-driven.

## WHERE IS THE FUNDING FOR THIS EFFORT COMING FROM?

- This work is funded through a [WA Department of Commerce](#) climate planning grant which is supported with funding from Washington's Climate Commitment Act. The Climate Commitment Act supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).

# Timeline

Table 1 depicts the proposed timing and sequence of key engagement events as they relate to the overall project timeline (Figure 1). The proposed timeline includes gap time in between engagement milestones for the project team to summarize results from previous engagement efforts, prepare for upcoming events, and adaptively adjust strategies based on community and demographic trends. This timeline serves as a high-level overview, and Cascadia will also share a more detailed working timeline with the City, to be used for more detailed planning and implementation of activities.

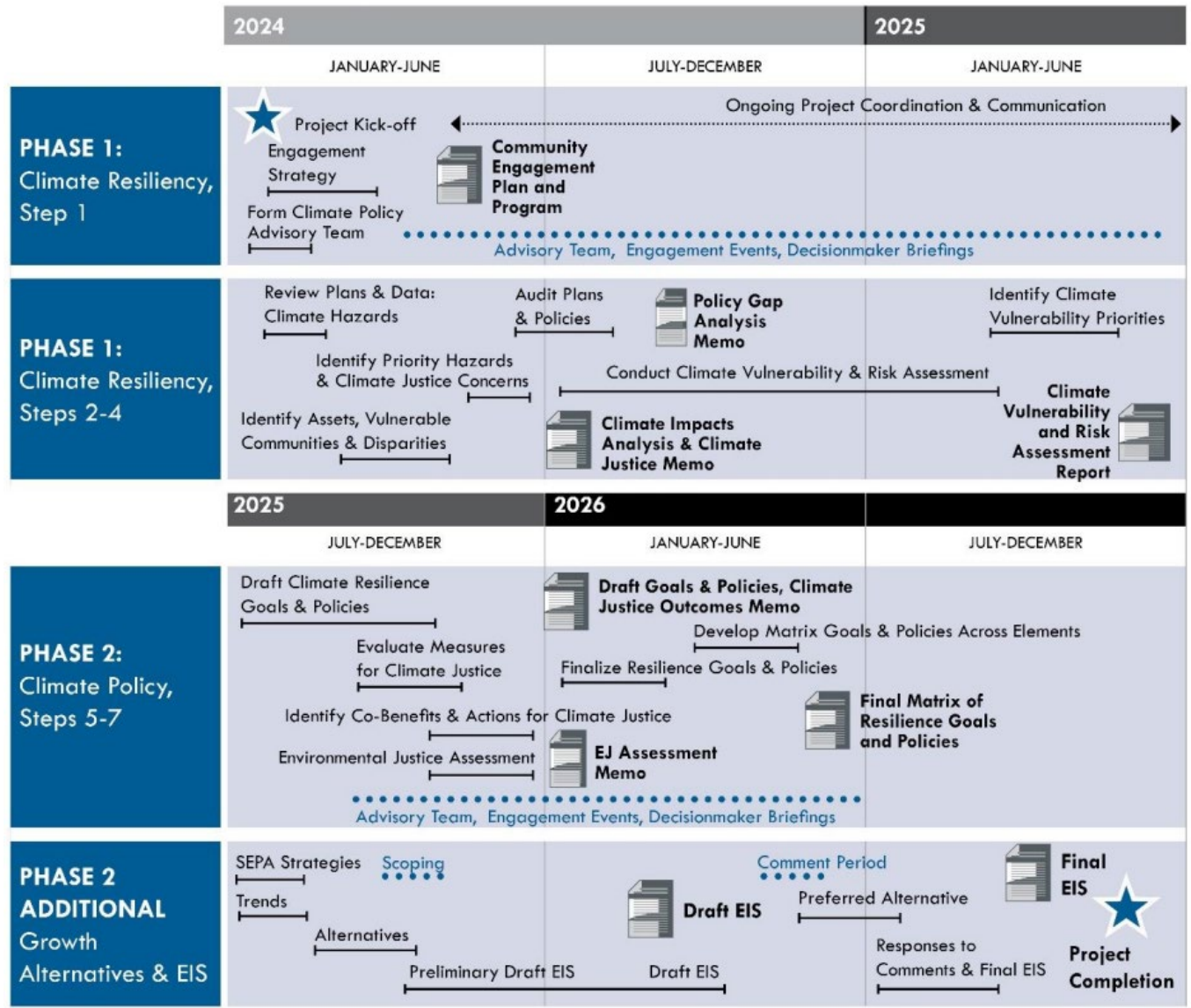
 = key engagement touchpoint

**Table 1: Engagement Timeline**

Engagement Strategy	Spring 2024	Summer 2024	Fall 2024	Winter 2024	Spring 2025	Summer 2025	Fall 2025	Winter 2025	Spring 2026	Summer 2026
	<i>Phase 1: Understand Spokane’s current state from diverse perspectives &amp; develop a shared community vision</i>					<i>Phase 2: Develop and refine draft goals and priorities</i>				
<b>Committee Meetings</b>	★		★	★	★					
<b>Interviews with City Staff</b>			★	★						
<b>Community-wide Survey</b>			★							
<b>Community-wide Workshop</b>			★							
<b>Focus Groups (4)</b>				★	★			★	★	

Engagement Strategy	Spring 2024	Summer 2024	Fall 2024	Winter 2024	Spring 2025	Summer 2025	Fall 2025	Winter 2025	Spring 2026	Summer 2026
Tabling at Existing Events		★			★					
Online Open House										★
Meetings with Tribes, and Native American Urban Organizations					★					
Project webpage, Social Media, and Newsletters		★								

Figure 1: Overall Project Timeline



# Appendix A. Participant Group Details

## LEVELS OF ENGAGEMENT

Adapted from the [Spectrum of Community Engagement](#) framework by Facilitating Power, the levels of engagement that will be used throughout the engagement process to meet different participation needs and overall engagement goals are defined below.

<b>Inform</b>	Provide the community with relevant information
<b>Consult</b>	Gather input from the community
<b>Involve</b>	Community needs and priorities are heard and actively integrated into the planning process and inform decisions
<b>Collaborate</b>	Community plays a critical role in planning process and decision-making
<b>Co-Design</b>	Community co-plans community-based events and activities and co-develops metrics and policies/actions.

## PARTICIPANT MATRIX

This list is a starting point for engagement, and includes potential participants but is not exhaustive. Additional participants will be identified and partnerships fostered throughout the process. Cascadia will maintain and update a database, shared with the City, of a detailed list of contacts.

Participant & Description	Groups	Engagement Goal/Level of Engagement
<b>Internal Participants</b>		
<b>Decision-makers</b>	<ul style="list-style-type: none"> <li>City Mayor’s Office</li> <li>City Council</li> </ul>	<b>Consult</b>
<b>Implementation Leads City</b>  Staff who are responsible for directing implementation in departments	<b>Department heads and staff, specifically:</b> <ul style="list-style-type: none"> <li>Climate Technical Advisory Committee (CTAC)*               <ul style="list-style-type: none"> <li>Community &amp; Economic Development</li> <li>Integrated Capital Management</li> <li>Public Works Division</li> <li>Neighborhood, Housing, and Human Services</li> <li>County Health Department</li> <li>Emergency Management</li> <li>Spokane Fire Department</li> <li>Spokane Parks</li> <li>Office of Civil Rights, Equity &amp; Inclusion</li> <li>Emergency Management</li> </ul> </li> </ul>	<b>Collaborate</b>

Participant & Description	Groups	Engagement Goal/Level of Engagement
	<ul style="list-style-type: none"> <li>○ Finance</li> <li>○ Spokane Public Library</li> </ul>	
<b>Boards, Commissions, Committees</b>	<ul style="list-style-type: none"> <li>● Spokane Plan Commission</li> <li>● Spokane Transportation Commission</li> <li>● Spokane Human Rights Commission</li> <li>● City Council Equity Subcommittee</li> <li>● Environmental Justice Working Group</li> </ul>	<b>Consult Involve</b>
<b>External Participants</b>		
<b>General Public</b>		<b>Inform</b>
<b>Implementation Leads</b>	<ul style="list-style-type: none"> <li>● Climate Resilience and Sustainability Board *</li> </ul>	<b>Co-Design</b>
<b>Jurisdictions</b>	<ul style="list-style-type: none"> <li>● Spokane County</li> <li>● City of Spokane Valley</li> <li>● City of Liberty Lake</li> <li>● City of Airway Heights</li> </ul>	<b>Involve Collaborate</b>
<b>Tribal Governments</b>	<ul style="list-style-type: none"> <li>● Spokane Tribe</li> <li>● Kalispel Tribe</li> <li>● Coeur d'Alene Tribe</li> <li>● Colville Tribe</li> </ul>	<b>Involve Collaborate</b>
<b>Partner Agencies and Institutions</b>	<ul style="list-style-type: none"> <li>● Spokane Transit Authority</li> <li>● Spokane Regional Transportation Council</li> <li>● Spokane Regional Health District</li> <li>● Spokane Regional Clean Air Agency</li> <li>● Spokane Conservation District</li> <li>● Avista Utilities</li> <li>● Inland Power</li> <li>● Spokane Aquifer Joint Board</li> <li>● Spokane Public Schools</li> <li>● Mead School District</li> <li>● Cheney Public Schools</li> <li>● Gonzaga Institute for Climate, Water, and the Environment</li> <li>● Fairchild Air Force Base</li> <li>● Spokane International Airport</li> <li>● Department of Commerce</li> <li>● Department of Ecology</li> <li>● Department of Fish and Wildlife</li> </ul>	<b>Involve Collaborate</b>



Participant & Description	Groups	Engagement Goal/Level of Engagement
	<ul style="list-style-type: none"> <li>• Department of Natural Resources</li> <li>• Department of Transportation</li> <li>• Washington State Parks</li> <li>• Spokane Housing Authority</li> </ul>	
<p><b>Key Community Groups</b></p>	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Area universities and community colleges</li> </ul> <p><b>Environmental Groups/Organizations</b></p> <ul style="list-style-type: none"> <li>• 350 Spokane</li> <li>• Inland Northwest Land Conservancy</li> <li>• Spokane Zero Waste</li> <li>• Spokane Riverkeeper</li> <li>• The Lands Council</li> <li>• Spokane River Forum</li> </ul> <p><b>Neighborhood Councils and Community Centers</b></p> <ul style="list-style-type: none"> <li>• Neighborhood Councils</li> <li>• Northeast Community Center</li> <li>• Southside Community Center</li> <li>• West Central Community Center</li> <li>• MLK Jr. Family Outreach Center</li> </ul> <p><b>Disability/Accessibility Centered Organizations</b></p> <ul style="list-style-type: none"> <li>• Access 4 All Spokane</li> <li>• Disability Action Center NW</li> <li>• Disability Action Center</li> </ul> <p><b>Youth Centered Organization</b></p> <ul style="list-style-type: none"> <li>• YMCA</li> <li>• Chase Youth Commission</li> <li>• Spark Central</li> <li>• Spokane Northeast Youth Center</li> </ul> <p><b>Elder Adults Centered Organizations</b></p> <ul style="list-style-type: none"> <li>• Aging &amp; Long-Term Care of Eastern Washington</li> <li>• Spokane Veterans Homes</li> <li>• AARP</li> </ul> <p><b>Frontline Community Serving Organizations</b></p> <ul style="list-style-type: none"> <li>• Asian Hispanic African Native American (AHANA) Business Association</li> <li>• Asians for Collective Liberation in Spokane</li> <li>• Manzanita House</li> <li>• Carl Maxey Center</li> <li>• Global Neighborhood Thrift</li> </ul>	<p><b>Involve</b> <b>Collaborate</b></p>



Participant & Description	Groups	Engagement Goal/Level of Engagement
	<ul style="list-style-type: none"> <li>• Bosnia &amp; Herzegovina Heritage Association of Spokane</li> <li>• Building Ohana</li> <li>• Latinos en Spokane</li> <li>• Mujeres in Action</li> <li>• Muslims for Community Action and Support</li> <li>• Spectrum Center</li> <li>• NAACP Spokane</li> <li>• Odyssey Youth Movement</li> <li>• Thrive International</li> <li>• Spokane Immigrant Rights Coalition</li> <li>• Spokane Low Income Housing Consortium</li> <li>• Spokane Association of Hispanic Business Professionals</li> <li>• Refugee &amp; Immigrant Connections Spokane</li> <li>• Spokane's United We Stand</li> <li>• World Relief</li> <li>• YWCA</li> <li>• The ZoNE Project</li> <li><b>Native American Organizations</b></li> <li>• American Indian Community Center</li> <li>• The Native Project</li> <li>• Spokane Tribal Network</li> <li>• Upper Columbia United Tribes</li> <li><b>Health Organizations</b></li> <li>• Community Minded Enterprises</li> <li>• Empire Health Foundation</li> <li>• National Alliance on Mental Illness (NAMI) Spokane</li> <li>• Naomi</li> <li><b>Faith-based Institutions and Community Organizations</b></li> </ul>	
<p><b>Business &amp; Development</b></p>	<ul style="list-style-type: none"> <li>• Downtown Spokane Partnership</li> <li>• Visit Spokane</li> <li>• Greater Spokane Incorporated</li> <li>• Spokane Home Builders Association</li> <li>• Spokane Realtors</li> <li>• University District Public Development Authority</li> <li>• Northeast Public Development Authority</li> </ul>	<p><b>Involve Collaborate</b></p>

Participant & Description	Groups	Engagement Goal/Level of Engagement
	<ul style="list-style-type: none"> <li>• Northwest Business Development Association</li> <li>• West Plains Public Development Authority</li> <li>• East Spokane Business District</li> <li>• Greater Hillyard Business Association</li> <li>• Spokane Business Association</li> <li>• Spokane Independent Metro Business Alliance (SIMBA)</li> <li>• AHANA – Multi-Ethnic Business Association</li> <li>• Spokane Workforce Council</li> <li>• Building Owners and Managers Association (BOMA)</li> <li>• Associated General Contractors (AGC) Inland Northwest Chapter</li> <li>• National Association of Women in Construction (NAWIC) Spokane Chapter</li> </ul>	

\*Expertise considerations for community climate advisory board members:

- Developing and implementing zoning, land use, housing policy;
- Expertise with a climate nexus in:
  - transportation and public works;
  - hazard mitigation and emergency management;
  - sustainability, environment, and natural resources;
  - public health;
- Other areas of expertise as prioritized;
- Community members and leaders within overburdened and frontline communities;
- Environmental justice, climate justice, and resilience expertise and lived experience;
- Tribal governments;
- Indigenous communities and organizations, such as urban Native organizations;
- Community engagement specialists;
- Public schools and youth engagement;
- Economic and community development specialists;
- Businesses and minority entrepreneurs;
- Interested residents and neighborhood representatives;
- Legal advisors to make sure goals and policies are consistent with state and local laws; and,
- Elected officials who will provide oversight and can champion the project from beginning to end.

# Appendix B: Spokane Community Characteristics

This section provides background data on Spokane’s demographic characteristics, to inform an inclusive CEP for the City’s climate resiliency planning work.

## Population Estimates

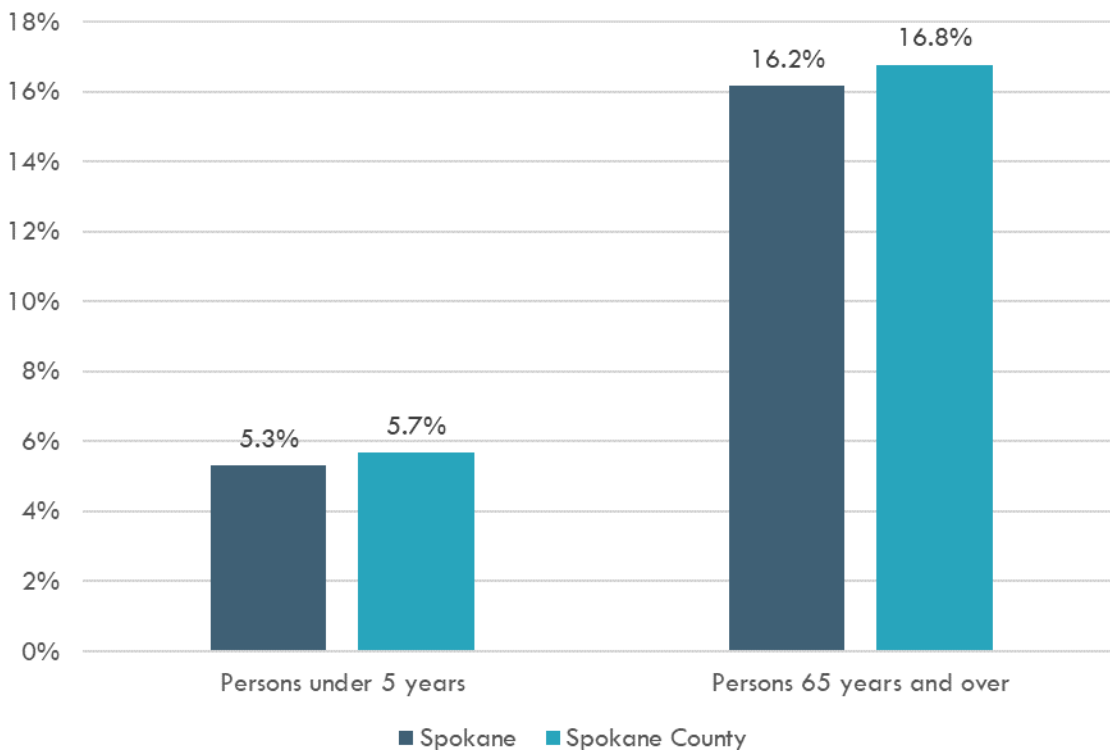
City of Spokane: 232,700

Spokane County: 554,600

Source: [Washington OFM April 1 Population Estimates, 2023](#).

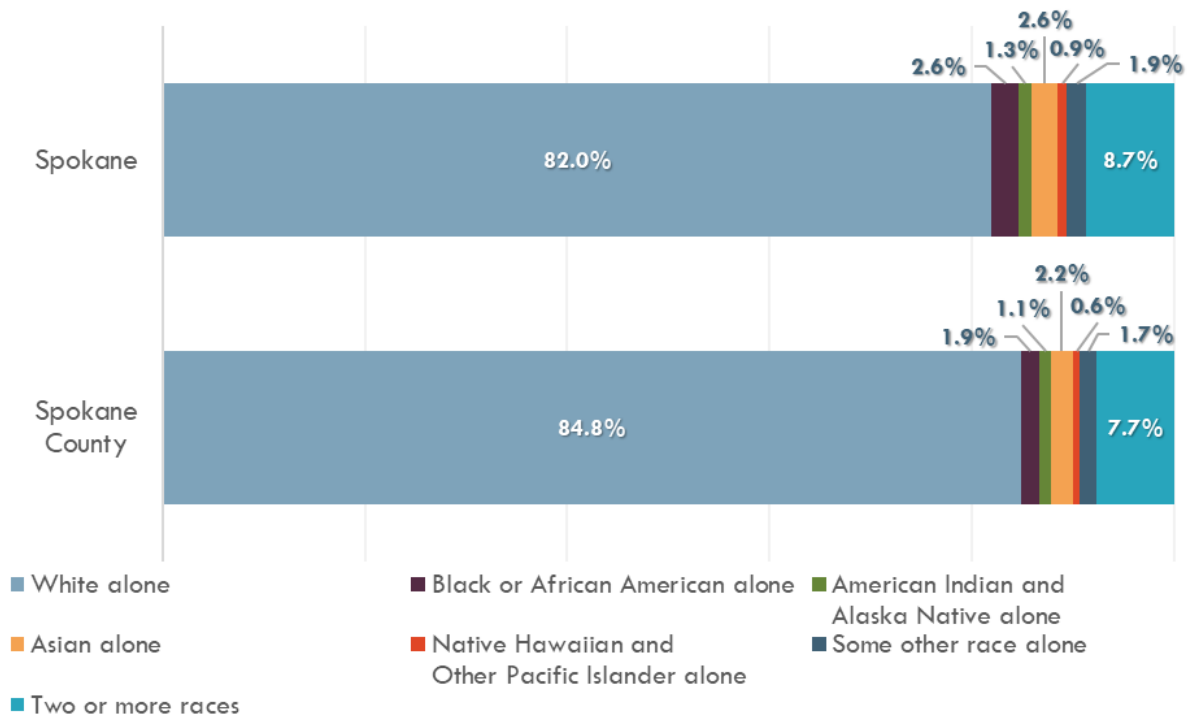
## Socio-Economic Profile

Exhibit 1. Population by Age



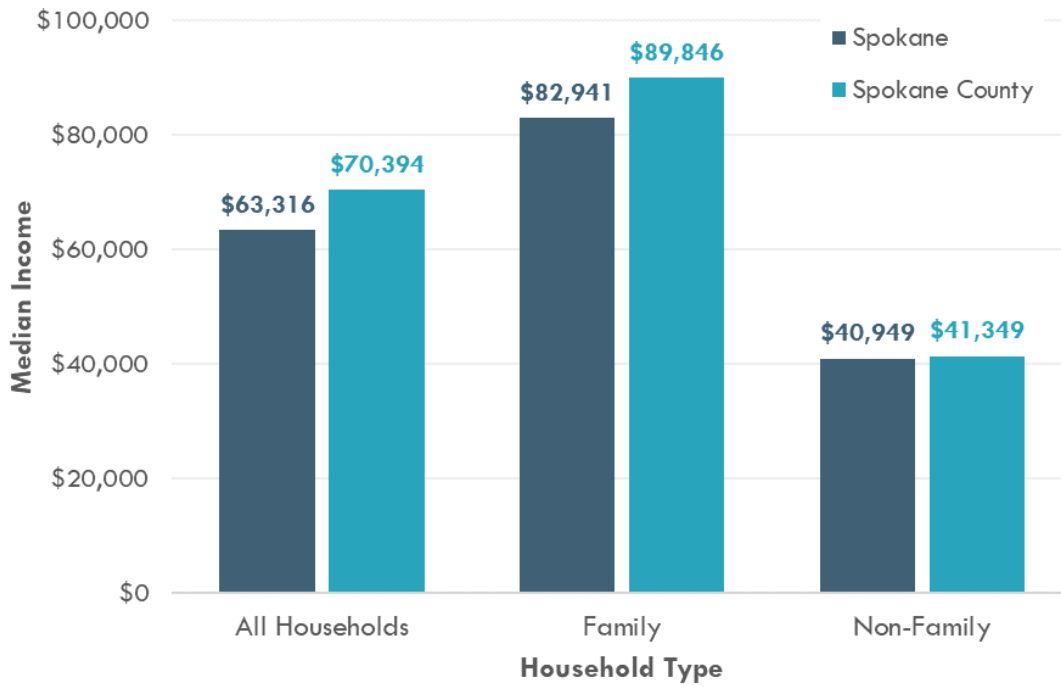
Sources: [US Census Bureau, 2018-2022 American Community Survey 5-Year Estimates](#); BERK, 2024

Exhibit 2. Population by Race and Ethnicity



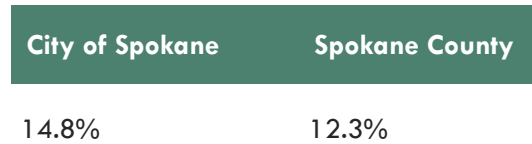
Sources: [US Census Bureau, 2018-2022 American Community Survey 5-Year Estimates](#); BERK, 2024

Exhibit 3. Median Income



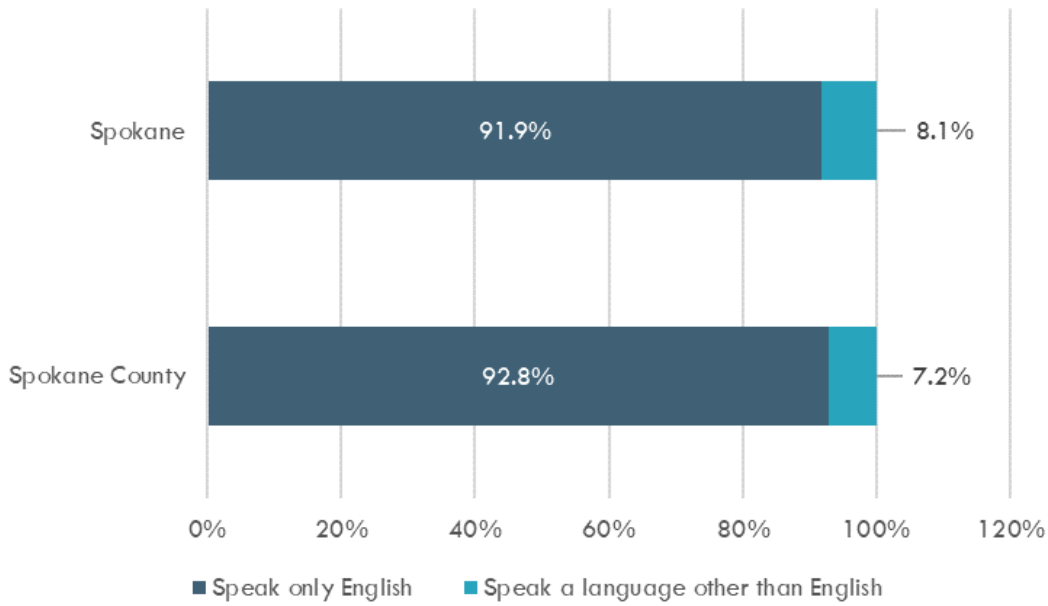
Sources: [US Census Bureau, 2018-2022 American Community Survey 5-Year Estimates](#); BERK, 2024

Exhibit 4: Percent of Population Below Poverty Level



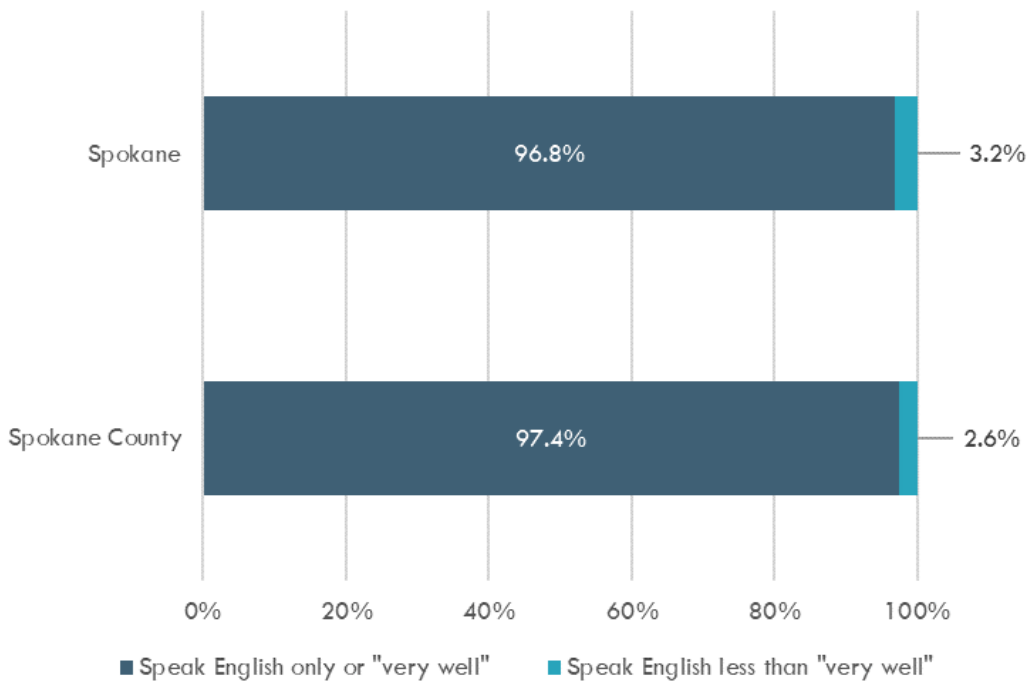
Sources: [US Census Bureau, 2018-2022 American Community Survey 5-Year Estimates](#); BERK, 2024

Exhibit 5. Languages Spoken at Home



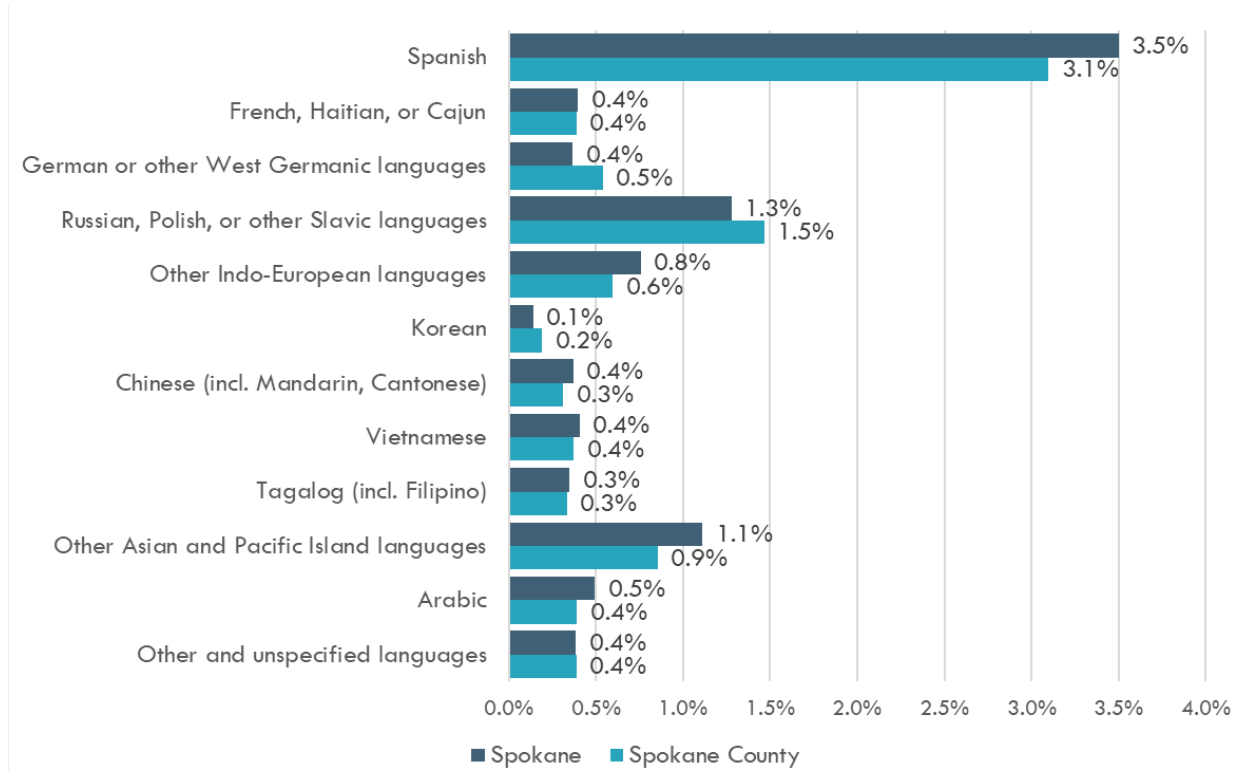
Sources: [US Census Bureau, 2018-2022 American Community Survey 5-Year Estimates](#); BERK, 2024

Exhibit 6. Speak English Less Than "Very Well"



Sources: [US Census Bureau, 2018-2022 American Community Survey 5-Year Estimates](#); BERK, 2024

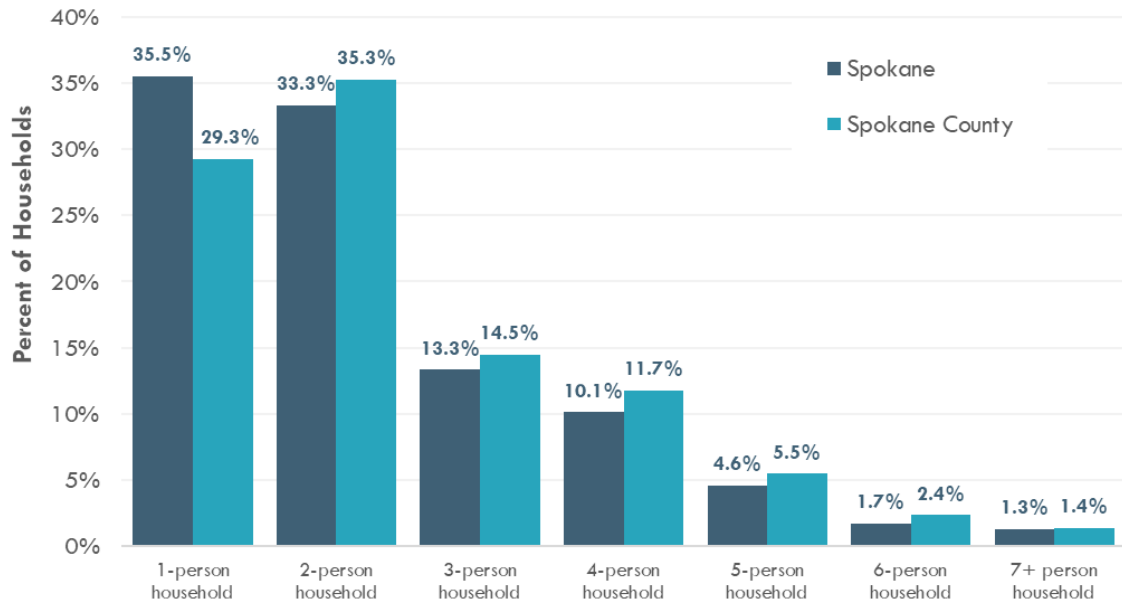
**Exhibit 7. Household Language Other Than English**



Sources: [US Census Bureau, 2018-2022 American Community Survey 5-Year Estimates](#); BERK, 2024

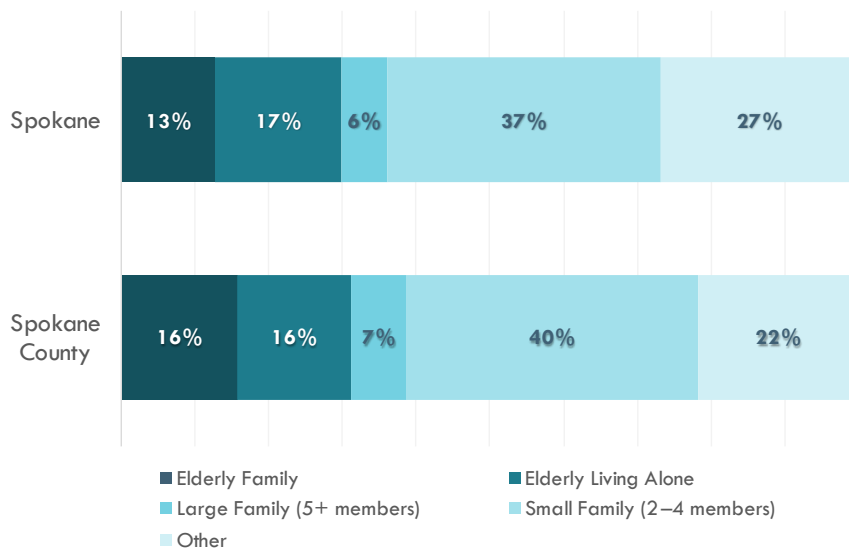
## Households

Exhibit 8. Household Size



Sources: [US Census Bureau, 2018-2022 American Community Survey 5-Year Estimates](#); BERK, 2024

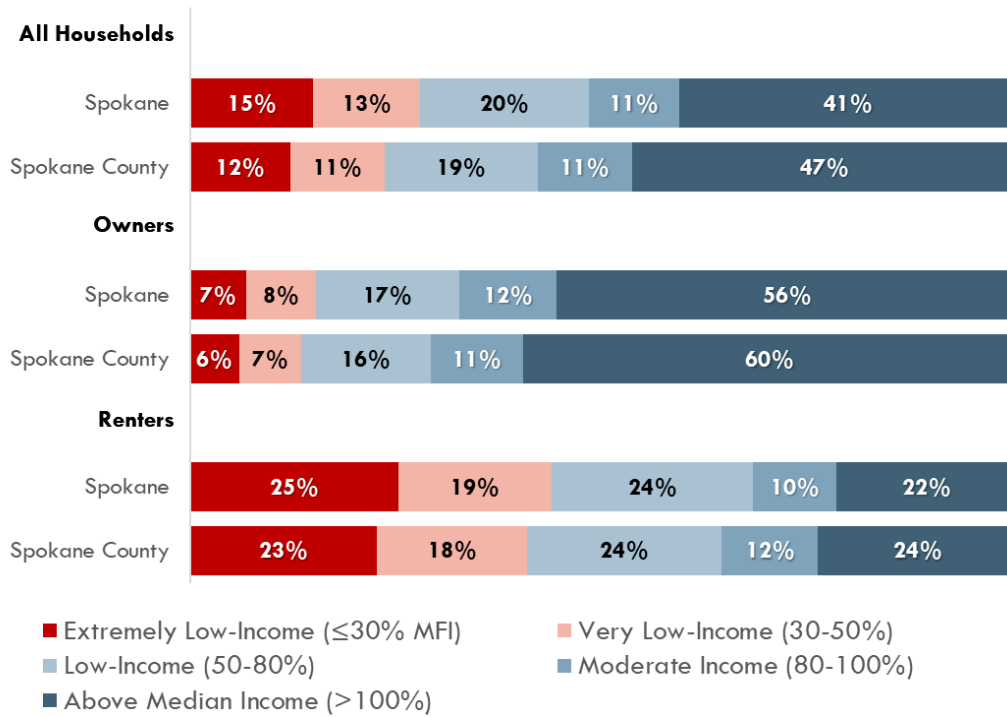
Exhibit 9. Household Type



Sources: US HUD (CHAS - Table 7: [County](#) and [Place](#)), 2016-2020; BERK, 2024

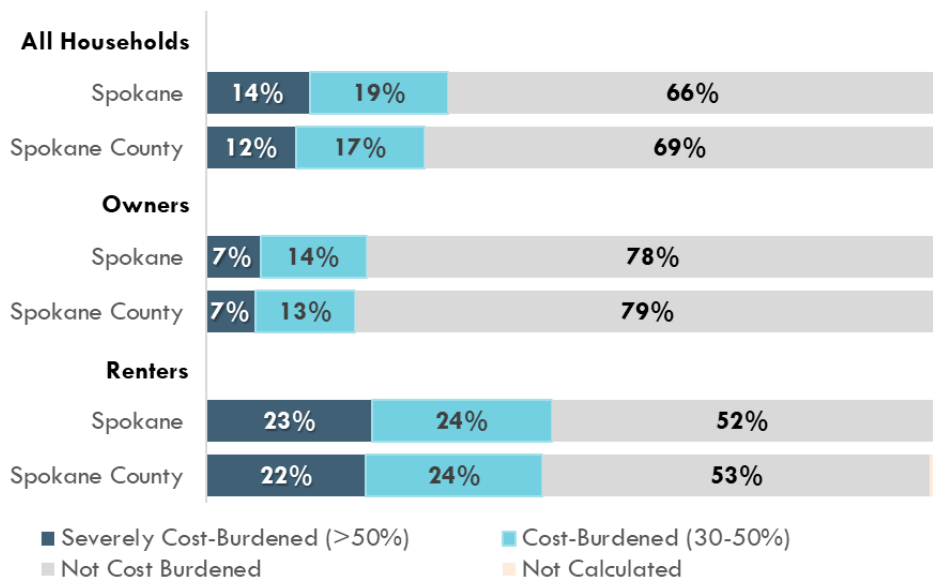


Exhibit 10. Proportion of Households by Income and Tenure



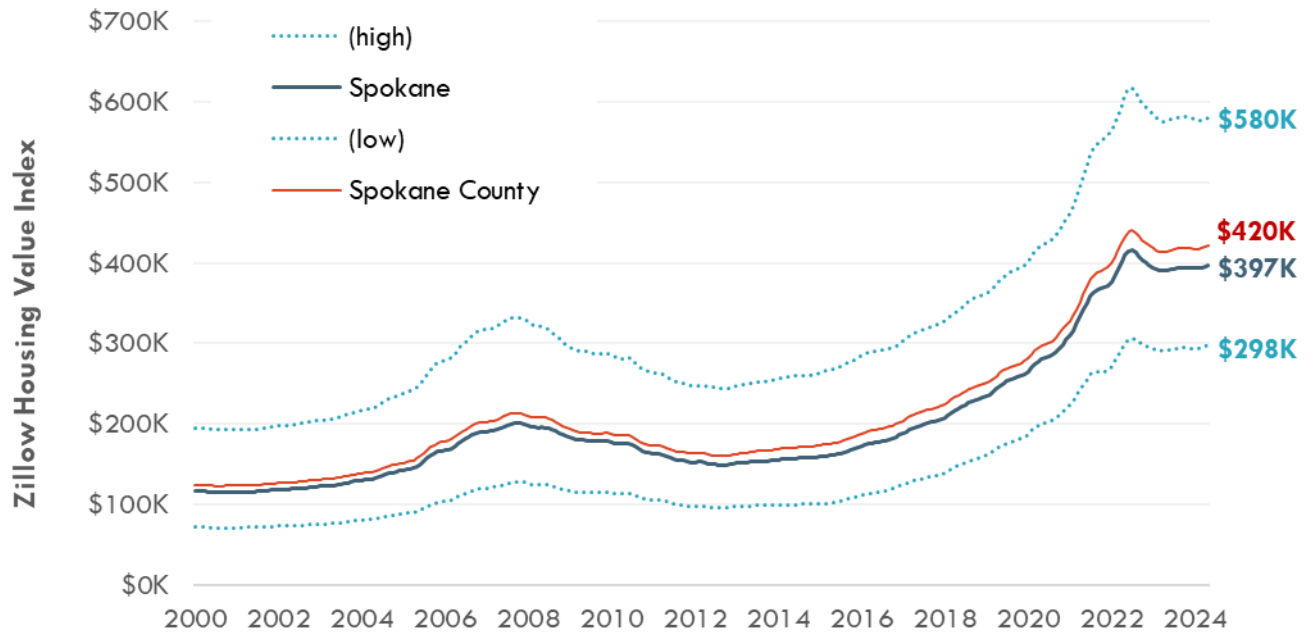
Sources: US HUD (CHAS - Table 8: [County](#) and [Place](#)), 2016-2020; BERK, 2024

Exhibit 11. Proportion of Households by Cost Burden and Tenure



Sources: US HUD (CHAS - Table 8: [County](#) and [Place](#)), 2016-2020; BERK, 2024

Exhibit 12. Residential Housing Value Index (Zillow)



Source: [Zillow, 2024](#); BERK, 2024

**BRIEFING PAPER**  
**City of Spokane**  
**Plan Commission Workshop**  
**Planning & Economic Development**  
**August 28, 2024**

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**Subject**

Planning staff are working to update the Chapter 17G Land Use Application Procedures to comply with Senate Bill (SB) 5290 which mandates that the permitting process shall be expedited in order to meet permitting deadlines.

**Background**

Washington State Legislature passed Senate Bill 5290 to update the Local Project Review Act in order to improve project review and permitting processes. These updates include clarification on the determination of completeness procedural requirements, new permitting deadlines, and mitigation measures to prevent the City from missing the deadline. The effective date for these updates is January 1, 2025.

**Impact**

The mandated changes in SB5290 and subsequent amendments to the Spokane Municipal Code will ensure that Land Use Application permits will be processed in a timely manner. Land Use Application procedures are also being amended to include three measures provided in SB5290 that will further expedite permitting process with the goal of preventing the City from missing permitting deadlines.

The three measures that the City of Spokane is choosing to implement are as follows:

1. Adopting development regulations which make preapplication meetings optional rather than a requirement of permit application submittal;
2. Adopting development regulations which make housing types an outright permitted use in all zones where the housing type is permitted; (This has already been implemented and so no amendments are necessary to implement this measure.)
3. Meeting with the applicant to attempt to resolve outstanding issues during the review process. The meeting must be scheduled within 14 days of a second request for corrections during permit review. If the meeting cannot resolve the issues and a local government proceeds with a third request for additional information or corrections, the local government must approve or deny the application upon receiving the additional information or corrections.

**Action**

Planning staff recommend a motion to move these code text amendments to a Plan Commission Hearing on September 25, 2024. These code text amendments are mandated by State Legislature and must be adopted by January 1<sup>st</sup>, 2025, in order to stay compliant with state law.

**SB 5290 Expedited Permitting Process Updates**  
**Proposed Text Amendment Tracker**

*The text amendment tracking sheet provides a summary of proposed changes in each section of the Spokane Municipal Code. The text amendment tracking sheet does not replace reviewing the draft code text amendments as there may be additional details and/or minor changes that were not captured in this document.*

Existing SMC Section	SB5290 reference	Description of Change
<b><u>Section 17G.061.110</u> Application Requirements</b>		
Subsection 3	Section 8(2) RCW 36.70B.160	<ul style="list-style-type: none"> <li>○ Removed subsection 3 because the reference to the Central Business District is outdated.</li> <li>○ Removing 3 allows the Pre-Development Conference to be a recommendation instead of mandatory. *This is a suggested measure in SB5290 section 8 to expedite permits and 2 of 3 needed measures that can replace the mandate to partially refund fees for missing permitting deadlines.</li> </ul>
<b><u>Section 17G.080.040</u> Short Subdivisions</b>		
A. Predevelopment Meeting	Section 8(2) RCW 36.70B.160	<ul style="list-style-type: none"> <li>○ Removed reference to the Central Business District as reference is outdated.</li> <li>○ *This is a suggested measure in SB5290 section 8 to expedite permits and 2 of 3 needed measures that can replace the mandate to partially refund fees for missing permitting deadlines.</li> </ul>
<b><u>Section 17G.080.060</u> Binding Site Plan</b>		
B. Predevelopment Meeting	Section 8(2) RCW 36.70B.160	<ul style="list-style-type: none"> <li>○ Removed reference to the Central Business District as reference is outdated.</li> <li>○ *This is a suggested measure in SB5290 section 8 to expedite permits and 2 of 3 needed measures that can replace the mandate to partially refund fees for missing permitting deadlines.</li> </ul>

<a href="#">Section 17E.020.080</a> <b>Application Submittal Requirements – Fish &amp; Wildlife Conservation Areas</b>		
A	Section 8(2) RCW 36.70B.160	<ul style="list-style-type: none"> <li>○ Changed “required” to “recommended”</li> <li>○ *This is a suggested measure in SB5290 section 8 to expedite permits and 2 of 3 needed measures that can replace the mandate to partially refund fees for missing permitting deadlines.</li> </ul>
<a href="#">Section 17E.030.060</a> <b>Establishment of Development Permit</b>		
B	Section 8(2) RCW 36.70B.160	<ul style="list-style-type: none"> <li>○ Changed “required” to “recommended”</li> <li>○ *This is a suggested measure in SB5290 section 8 to expedite permits and 2 of 3 needed measures that can replace the mandate to partially refund fees for missing permitting deadlines.</li> </ul>
<a href="#">Section 17E.040.080</a> <b>Application Submittal Requirements – Geologically Hazardous Areas</b>		
A	Section 8(2) RCW 36.70B.160	<ul style="list-style-type: none"> <li>○ Changed “required” to “recommended”</li> <li>○ *This is a suggested measure in SB5290 section 8 to expedite permits and 2 of 3 needed measures that can replace the mandate to partially refund fees for missing permitting deadlines.</li> </ul>
<a href="#">Section 17E.070.080</a> <b>Application Submittal Requirements - Wetlands</b>		
<a href="#">Chapter 17E.070 Wetlands Protection Section 17E.070.080</a> Application Submittal Requirements (A)	Section 8(2) RCW 36.70B.160	<ul style="list-style-type: none"> <li>○ Changed “required” to “recommended”</li> <li>○ *This is a suggested measure in SB5290 section 8 to expedite permits and 2 of 3 needed measures that can replace the mandate to partially refund fees for missing permitting deadlines.</li> </ul>

<b>Section 17G.061.120 Determination of a Complete Application</b>		
(A)	Section 6 RCW 36.70B.070	<ul style="list-style-type: none"> <li>○ Changed all instances of “procedural” to “technical” to match current City terminology.</li> <li>○ Added subsections 1 &amp; 2 <ul style="list-style-type: none"> <li>○ Subsection 1 states how days are counted.</li> <li>○ Subsection 2 states that on the 29<sup>th</sup> day after an application is submitted it is deemed technically complete if the City hasn’t issued a written statement to the contrary.</li> </ul> </li> </ul>
B. Procedures for Determination of Completeness  (2) Component Screening	Section 6 RCW 36.70B.070	<ul style="list-style-type: none"> <li>○ Amended to add that applicants will receive a written determination of counter complete or incomplete.</li> <li>○ New subsection (a) added to state that after 2 requests for corrections or more info., staff may schedule a meeting to resolve the issues and it must be within 14 days of the request.</li> <li>○ New subsection b added to state that after 3 requests for corrections, the application must be approved or denied. *This is a measure suggested by SB5290 section 8 that the City adopt to expedite permitting. This is 3 of 3 necessary measures to avoid having to refund fees in the case of missing permitting timelines.</li> </ul>
(3) Review by Interested Parties	Section 6 RCW 36.70B.070	<ul style="list-style-type: none"> <li>○ Reordered and combined subsections 3 and 4.</li> <li>○ 4 was changed to a subsection of 3 and renamed "Application Certification" and reworded to clarify that applicants will be notified in writing if the application is complete or not.</li> <li>○ a-d were moved to be subsections under (a) Application Certification (previously 4) to clarify the chronological steps of the application process and they are renumbered to i-iv.</li> <li>○ Subsection iv: removed “pursuant to paragraph D herein below” for clarity.</li> </ul>
(4) Application Certified Complete	Section 6 RCW 36.70B.070	<ul style="list-style-type: none"> <li>○ New section 4 to clarify when an application is considered technically complete.</li> </ul>
(6) Vesting	Section 6 RCW 36.70B.070	<ul style="list-style-type: none"> <li>○ Changed “certified” to “counter” complete and added that fees must be paid before the application can be vested.</li> <li>○ Added subsection (a) to state that vested applications may expire according to each permit type expiration dates found in Table 17G.061.010-1.</li> <li>○</li> </ul>

<b><u>Section 17G.061.130</u> Application Time Limits</b>		
Section A	Section 7(1)(a)-(k) RCW 36.70B.080	<ul style="list-style-type: none"> <li>○ Edited to include the state mandated permitting timelines.</li> </ul>
Section B	Section 7(1)(a)-(k) RCW 36.70B.080	<ul style="list-style-type: none"> <li>○ Additional verbiage added to clarify exceptions to the permitting timeline.</li> <li>○ B (1) amended to clarify that the timeline pause ends once the applicant has sent additional information to the City.</li> <li>○ B (4) amended to add the clause that the city may add an additional 30 days to the time period if the applicant asks for a 60 day extension or if the applicant is not responsive for more than 60 days.</li> <li>○ B (6) new subsection added to state that the time period restarts if substantial changes are made to the permit as outlined in 17G.061.150.</li> <li>○ B (7) added to clarify that Comprehensive Plan Amendments are not subject to the timeline requirements.</li> </ul>
Section C	Section 7(1)(a)-(k) RCW 36.70B.080	<ul style="list-style-type: none"> <li>○ New section to state that the City may adopt alternative timelines for different permitting scenarios and types.</li> </ul>
<b><u>Section 17G.061.150</u> Modification of Applications and Permits</b>		
Section A(1)(a)		<ul style="list-style-type: none"> <li>○ Amended by adding the word “minor” for clarity.</li> </ul>
<b>Section 17A.020.030 “C” Definitions</b>		
“C” Definitions		<ul style="list-style-type: none"> <li>○ Added a definition of “Counter Complete” to clarify that counter complete and technically complete are different.</li> </ul>
<b>Section 17A.020.200 “T” Definitions</b>		
“T” Definitions		<ul style="list-style-type: none"> <li>○ Added a definition of “Technically Complete”.</li> </ul>

## 1. 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.

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.

1. 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.

KEEP CURRENT IMAGE

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.

KEEP CURRENT IMAGE

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

KEEP CURRENT IMAGE

#### 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.

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.

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.

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.

A community meeting does not constitute an open record hearing.

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. Counter Complete

A land use application is counter complete if the application contains the documents and information required by SMC 17G.061.110 and required fees have been paid. This is the first step in the Land Use Application Determination of Completeness as outlined in 17G.061.120 and the department may request additional information, documents, or studies before certifying the application as technically complete.

#### ~~((AG))~~ AD. 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))~~ AE. 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.

The type of landscaping, L1, L2, or L3, is required to be labeled.

It is not a requirement to designate the scientific name of plant materials on the conceptual landscape plan.

((AE)) AF. 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)) AG. 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)) AH. 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)) AI. 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)) AJ. 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))~~ AK. 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))~~ AL. 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))~~ AM. 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))~~ AN. Container.

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

~~((AN))~~ AO. 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))~~ AP. 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))~~ AQ. 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))~~ AR. 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))~~ AS. Copy.

See SMC 17C.240.015.

~~((AS))~~ AT. Cottage Housing.

A grouping of residential units with a common open space.

~~((AT))~~ AU. Council.

The city council of the City of Spokane.

~~((AU))~~ AV. 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))~~ AW. Courtyard apartments.

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

~~((AW))~~ AX. 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))~~ AY. Creep.

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



((AY)) AZ. Critical Amount.

The quantity component of the definition of critical material.

((AZ)) BA. Critical Aquifer Recharge Areas (CARA).

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

((BA)) BB. 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)) BC. 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.

((BG)) BD. 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.

~~((B))~~ BE. 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.

~~((B))~~ BF. 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.

~~((B))~~ BG. 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.

~~((B))~~ BH. 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.

~~((B))~~ BI. Critical Review Applicant.

A person or entity seeking a critical review action.

~~((B))~~ BJ. Critical Review Officer – Authority.

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

~~((BJ))~~ BK. 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))~~ BL. 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))~~ BM. Curb Ramp.

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

~~((BM))~~ BN. 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

## Title 17A Administration

### Chapter 17A.020 Definitions

#### Section 17A.020.200 "T" Definitions

##### A. Technically Complete

A term to describe a land use application that is certified as complete. A land use application will be deemed technically complete once all steps in 17G.061.120 Land Use Application Procedures for Determination of Completeness have been satisfied and all requested information has been correctly submitted to the City. This definition applies to applications determined procedurally complete as defined by RCW 36.70B.070.

##### ~~(A)~~ B. Temporary Erosion and Sediment Control Measures.

Erosion and sediment control devices used to provide temporary stabilization of a site, usually during construction or ground disturbing activities, before permanent devices are installed.

##### ~~(B)~~ C. Temporary Sign.

A sign placed on a structure or the ground for a specifically limited period of time as provided in SMC 17C.240.240(G).

##### ~~(C)~~ D. Temporary Structure.

A structure approved for location on a lot by the department for a period not to exceed six months with the intent to remove such structure after the time period expires.

##### ~~(D)~~ E. Tenant Space.

Portion of a structure occupied by a single commercial lease holder with its own public entrance from the exterior of the building or through a shared lobby, atrium, mall, or hallway and separated from other tenant spaces by walls.

##### ~~(E)~~ F. Through Pedestrian Zone.

The portion of a sidewalk that is intended for pedestrian travel and is entirely free of permanent and temporary objects.

##### ~~(F)~~ G. Tideland.

Land on the shore of marine water bodies between the line of ordinary high tide and the line of extreme low tide.

((G)) H. Total Maximum Daily Load (TMDL).

A calculation of the maximum amount of a pollutant that a water body can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL is the sum of the allowable loads of a single pollutant from all contributing point and non point sources. The calculation shall include a margin of safety to ensure that the water body can be used for the purposes the state has designated. The calculation shall also account for seasonable variation in water quality. Water quality standards are set by states, territories, and tribes. They identify the uses for each water body, for example, drinking water supply, contact recreation (swimming), and aquatic life support (fishing), and the scientific criteria to support that use. The Clean Water Act, section 303, establishes the water quality standards and TMDL programs.

((H)) I. [Deleted].

((I)) J. [Deleted].

((J)) K. [Deleted].

((K)) L. Tracking.

The deposition of sediment onto paved surfaces from the wheels of vehicles.

((L)) M. Tract.

A piece of land created and designated as part of a land division that is not a lot, lot of record or a public right-of-way. Tracts are created and designated for a specific purpose. Land uses within a tract are restricted to those uses consistent with the stated purpose as described on the plat, in maintenance agreements, or through conditions, covenants and restrictions (CC&Rs).

((M)) N. Traveled Way.

The area of street which is intended to carry vehicular traffic, excluding any shoulders.

((N)) O. Triplex.

A building that contains three dwelling units on the same lot that share a common wall or common floor/ceiling.

((O)) P. Type I Application.

An application for a project permit that is subject to an administrative approval and is not categorically exempt from environmental review under chapter 43.21C RCW (SEPA) and the City of Spokane Environmental Ordinance chapter 17E.050 SMC, and does not require a public hearing. Type I applications are identified in Table 17G.061.010-1 in chapter 17G.061 SMC. These applications may include, but are not limited to, building permits and grading permits.

((P)) Q. Type II Application.

An application for a project permit that is subject to an administrative decision of a department director, that may or may not be categorically exempt from chapter 43.21C RCW (SEPA), and does not require a public hearing. The Type II applications are identified in Table 17G.061.010-1 in chapter 17G.061 SMC. These applications may include, but are not limited to, short plats, binding site plans, shoreline substantial development permits, and some conditional use permits; provided, the planning director may require conditional use permits which are otherwise characterized as Type II applications under this title to be submitted and processed as Type III applications when the director issues written findings that the Type III process is in the public interest.

((Q)) R. Type III Application.

An application for a project permit that is subject to a quasi-judicial decision of the hearing examiner that may or may not be categorically exempt from chapter 43.21C RCW (SEPA) and the City of Spokane Environmental Ordinance chapter 17E.050 SMC and requires a public hearing. Type III applications are identified in Table 17G.061.010-1 in chapter 17G.061 SMC. These applications may include, but are not limited to, rezones, conditional use permits, preliminary long plats, or shoreline conditional use permits.

Date Passed: Monday, November 20, 2023

Effective Date: Monday, January 1, 2024

ORD C36459 Section 10

## Title 17E Environmental Standards

### Chapter 17E.020 Fish and Wildlife Conservation Areas

#### Section 17E.020.080 Application Submittal Requirements

- A. A pre-development conference is recommended (~~required~~) for all regulated activities proposed in potential fish and wildlife habitat conservation areas and associated buffers per chapter 17G.061 SMC. The pre-development conference is intended to acquaint an applicant with standards, requirements, investigation procedures, best management practice and potential review procedures prior to making application.
- B. A critical areas checklist is required at the time of application for all regulated activities proposed in fish and wildlife habitat areas and associated buffers per SMC 17G.061.110(C).
- C. All activities identified in SMC 17E.020.050 shall meet the following application submittal requirements in addition to the application submittal requirements specified in other codes. The director may modify the submittal requirements based upon reasonable documentation, including BAS, needed to ensure compliance with this chapter, provided no construction activity, clearing or grading has taken place. A written summary of analysis and findings shall be included in any staff report or decision on the underlying permit.

##### 1. Topographic Survey.

A topographic site plan, prepared and stamped by a State of Washington licensed surveyor, is required for sites that include a wetland or its buffer. The

- a. Existing topography at two-foot contour intervals on-site, on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements.
- b. Terrain and stormwater-flow characteristics within the site, on adjacent sites within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements.
- c. Location of areas with significant amounts of vegetation, and specific location and description of all trees with trunks six inches or greater



in diameter measured four feet, six inches above the ground, and noting their species.

- d. Location and boundaries of all existing site improvements on the site, on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements. This shall include the amounts of developmental coverage, including all impervious surfaces (noting total square footage and percentage of site occupied).
- e. Location of all grading activities in progress, and all natural and artificial drainage control facilities or systems in existence or on adjacent lands on the site, within twenty-five feet of the site's property lines, and in the full width of abutting public and private rights-of-way and easements.
- f. Location of all existing utilities (water, sewer, gas, electric, phone, cable, etc.), both above and below ground, on the site, on adjacent lands within twenty-five feet of the site's property lines and in the full width of abutting public rights-of-way; and
- g. Such additional existing physical elements information for the site and surrounding area as required by the director to complete review of a project subject to the standards of this chapter.

## 2. Additional Site Plan Information.

The following site plan information shall also be required for sites that include landslide-prone, flood-prone, riparian corridor, wetland and steep slope areas or their buffers. Information related to the location and boundaries of critical areas and required buffer delineations shall be prepared by qualified professionals with training and experience in their respective area of expertise as demonstrated to the satisfaction of the director.

- a. Location and boundaries of all critical areas and related buffers on the site and on adjacent lands within twenty-five feet of the site's property lines, noting both total square footage and percentage of site.
- b. Location and identification of all riparian corridors and wetlands within one hundred feet of the site's property lines.
- c. Location and boundaries of all proposed site improvements on the site, on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements. This shall include the amount of proposed land

disturbing activities, including amounts of developmental coverage, impervious surfaces and construction activity areas (noting total square footage and percentage of site occupied).

- d. Location of all proposed grading activities and all proposed drainage control facilities or systems on the site or on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements.
- e. Location of all proposed utilities (water, sewer, gas, electric, phone, cable, etc.), both above and below ground, on the site, on adjacent lands within twenty-five feet of the site's property lines, in the full width of abutting public rights-of-way, and any proposed extension required to connect to existing utilities, and proposed methods and locations for the proposed development to hook-up to these services; and
- f. Such additional site plan information related to the proposed development as required by the director to complete review of a project subject to the standards of this chapter.

### 3. Technical Reports.

Technical reports and other studies and submittals shall be prepared as required by the director detailing soils, geological, hydrological, drainage, plant ecology and botany, and other pertinent site information. The reports, studies and submittals shall be used to condition development to prevent potential harm and to protect the critical nature of the site, adjacent properties and the drainage basin.

Date Passed: Monday, December 3, 2007

Effective Date: Sunday, January 6, 2008

ORD C34147 Section 6

## [Title 17E](#) Environmental Standards

### [Chapter 17E.030](#) Floodplain Management

#### [Section 17E.030.060](#) Establishment of Development Permit

##### A. Development Permit Required.

A development permit shall be obtained before construction or development begins within any area of special flood hazard established in [SMC 17E.030.050\(B\)](#). The permit shall be for all structures including manufactured homes, as defined in [chapter 17A.020 SMC](#) and for all development, including fill and other activities also as defined in [chapter 17A.020 SMC](#).

##### B. A pre-development conference as set forth in [chapter 17G.061 SMC](#) is recommended (~~required~~) for all development proposed in areas identified as potential critical areas within the City of Spokane, including areas of special flood hazard established in [SMC 17E.030.050\(B\)](#).

##### C. Application for Floodplain Development Permit.

Application for a floodplain development permit shall be made on forms furnished by the City and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions and elevations of the area in question: existing or proposed structures, fill, storage of materials, drainage facilities and the location of foregoing. Specifically, the following information is required:

1. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures recorded on a current elevation certificate with Section B completed by the Floodplain Administrator;
2. Elevation in relation to mean sea level to which any structure has been floodproofed;
3. Where a structure is to be floodproofed, certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in [SMC 17E.030.130](#);
4. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development;
5. A completed critical areas checklist as established at [chapter 17G.061 SMC](#);

6. A completed environmental checklist, unless the Floodplain Administrator as designated in [SMC 17E.030.070](#) has determined that the project is categorically exempt from [chapter 17E.050 SMC](#);
7. Where development is proposed in a floodway, an engineering analysis indication no rise of the Base Flood Elevation; and
8. Any other such information that may be reasonably required by the Floodplain Administrator in order to review the application, including all studies, reports and information required by reviewing departments or agencies to fully disclose potential environmental impacts of the proposal. These studies are required to demonstrate acceptance by the applicable department or agencies prior to the application being certified complete.

D. Fee Processing.

Floodplain development permits shall be processed as set forth in [chapter 17G.061 SMC](#).

E. Fee Schedule.

The fees for processing a floodplain development permit are set forth in [SMC 8.02.066\(F\)](#).

Date Passed: Monday, October 25, 2021

Effective Date: Thursday, December 2, 2021

ORD C36118 Section 3

## Title 17E Environmental Standards

### Chapter 17E.040 Spokane Geologically Hazardous Areas

#### Section 17E.040.080 Application Submittal Requirements

- A. A pre-development conference is recommended ((required)) for all regulated activities proposed in geologically hazardous areas and associated buffers per chapter 17G.061 SMC. The pre-development conference is intended to acquaint an applicant with standards, requirements, investigation procedures, best management practice and potential review procedures prior to making application.
- B. All activities identified in SMC 17E.040.050 shall meet the following application submittal requirements in addition to the application submittal requirements specified in other codes. The director may modify the submittal requirements based upon reasonable documentation, including BAS, needed to ensure compliance with this chapter, provided no construction activity, clearing or grading has taken place. A written summary of analysis and findings shall be included in any staff report or decision on the underlying permit.

#### 1. Topographic Survey.

A topographic site plan, prepared and stamped by a State of Washington licensed surveyor, is required for sites that include a geohazard or its buffer. The topographic site plan shall include the following existing physical elements:

- a. Existing topography at two-foot contour intervals on-site, on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements.
- b. Terrain and stormwater-flow characteristics within the site, on adjacent sites within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements.
- c. Location of areas with significant amounts of vegetation, and specific location and description of all trees with trunks six inches or greater in diameter measured four feet, six inches above the ground, and noting their species.
- d. Location and boundaries of all existing site improvements on the site, on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements.

easements. This shall include the amounts of developmental coverage, including all impervious surfaces (noting total square footage and percentage of site occupied).

- e. Location of all grading activities in progress, and all natural and artificial drainage control facilities or systems in existence or on adjacent lands on the site, within twenty-five feet of the site's property lines, and in the full width of abutting public and private rights-of-way and easements.
- f. Location of all existing utilities (water, sewer, gas, electric, phone, cable, etc.), both above and below ground, on the site, on adjacent lands within twenty-five feet of the site's property lines and in the full width of abutting public rights-of-way; and
- g. Such additional existing physical elements information for the site and surrounding area as required by the director to complete review of a project subject to the standards of this chapter.

## 2. Additional Site Plan Information.

The following site plan information shall also be required for sites that include landslide-prone, flood-prone, riparian corridor, wetland and steep slope areas or their buffers. Information related to the location and boundaries of critical areas and required buffer delineations shall be prepared by qualified professionals with training and experience in their respective area of expertise as demonstrated to the satisfaction of the director.

- a. Location and boundaries of all critical areas and related buffers on the site and on adjacent lands within twenty-five feet of the site's property lines, noting both total square footage and percentage of site.
- b. Location and identification of all riparian corridors and wetlands within one hundred feet of the site's property lines.
- c. Location and boundaries of all proposed site improvements on the site, on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements. This shall include the amount of proposed land disturbing activities, including amounts of developmental coverage, impervious surfaces and construction activity areas (noting total square footage and percentage of site occupied).
- d. Location of all proposed grading activities and all proposed drainage control facilities or systems on the site or on adjacent lands within

twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements.

- e. Location of all proposed utilities (water, sewer, gas, electric, phone, cable, etc.), both above and below ground, on the site, on adjacent lands within twenty-five feet of the site's property lines, in the full width of abutting public rights-of-way, and any proposed extension required to connect to existing utilities, and proposed methods and locations for the proposed development to hook-up to these services; and
- f. Such additional site plan information related to the proposed development as required by the director to complete review of a project subject to the standards of this chapter.

### 3. Technical Reports.

Technical reports and other studies and submittals, including the geohazard evaluation and mitigation plan described in [SMC 17E.040.090](#) below, shall be prepared as required by the director detailing soils, geological, hydrological, drainage, plant ecology and botany, and other pertinent site information. The reports, studies and submittals shall be used to condition development to prevent potential harm and to protect the critical nature of the site, adjacent properties and the drainage basin.

Date Passed: Monday, December 3, 2007

Effective Date: Sunday, January 6, 2008

ORD C34149 Section 8

## Title 17E Environmental Standards

### Chapter 17E.070 Wetlands Protection

#### Section 17E.070.080 Application Submittal Requirements

- A. A pre-development conference is recommended (~~required~~) for all regulated activities proposed in potential wetland areas and associated buffers per chapter 17G.061 SMC. The pre-development conference is intended to acquaint an applicant with standards, requirements, investigation procedures, best management practice, and potential review procedures prior to submitting an application.
- B. All activities identified in SMC 17E.070.040 shall meet the following application submittal requirements in addition to the application submittal requirements specified in other codes. The director may modify the submittal requirements based upon reasonable documentation, including BAS, needed to ensure compliance with this chapter, provided no construction activity, clearing, or grading has taken place. A written summary of analysis and findings shall be included in any staff report or decision on the underlying permit.
1. Wetlands Report. This report shall include a written assessment and accompanying maps of the impacted wetland including, at a minimum, wetland delineation and rating as determined by SMC 17E.070.100; existing wetland acreage; proposed wetland impacts; alternatives to wetlands impacts; proposed wetland buffer; vegetative, faunal and hydrological characteristics; soil and substrate conditions and topographic elevations; and shall be submitted as a part of the permit application.
  2. Topographic Survey. To the extent not provided in the wetlands report, a topographic site plan, prepared and stamped by a State of Washington licensed surveyor, is required for sites that include a wetland or its buffer. The topographic site plan shall include the following existing physical elements:
    - a. Existing topography at two-foot contour intervals on-site, on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements;
    - b. Terrain and stormwater-flow characteristics within the site, on adjacent sites within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements;



- c. Location of areas with significant amounts of vegetation, and specific location and description of all trees with trunks six inches or greater in diameter at breast height (dbh) measured four feet, six inches above the ground, and noting their species;
  - d. Location and boundaries of all existing site improvements on the site, on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements. This shall include the amounts of developmental coverage, including all impervious surfaces (noting total square footage and percentage of site occupied);
  - e. Location of all ongoing grading activities as well as all natural and artificial drainage control facilities or systems in existence on the site or on adjacent lands, within twenty-five feet of the site's property lines, and in the full width of abutting public and private rights-of-way and easements;
  - f. Location of all existing utilities (water, sewer, gas, electric, phone, cable, etc.), both above and below ground, on the site, on adjacent lands within twenty-five feet of the site's property lines and in the full width of abutting public rights-of-way; and
  - g. Additional information on existing physical elements on the site and surrounding area as required by the director to inform a complete review of a project subject to the standards of this chapter.
3. Additional Site Plan Information. To the extent not provided in the wetlands report, the following site plan information shall also be required for sites that include wetlands and their buffers. Information related to the location and boundaries of wetlands and required buffer delineations shall be prepared by qualified professionals with training and experience in their respective area of expertise as demonstrated to the satisfaction of the director.
- a. Location and boundaries of all wetlands and wetland buffer on the site and on adjacent lands within twenty-five feet of the site's property lines, noting both total square footage and percentage of site;
  - b. Location and identification of all wetlands within one hundred feet of the site's property lines;

- c. Location and boundaries of all proposed site improvements on the site, on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements. This shall include the amount of proposed land disturbing activities, including amounts of developmental coverage, impervious surfaces and construction activity areas (noting total square footage and percentage of site occupied);
  - d. Location of all proposed grading activities and all proposed drainage control facilities or systems on the site or on adjacent lands within twenty-five feet of the site's property lines, and on the full width of abutting public and private rights-of-way and easements;
  - e. Location of all proposed utilities (water, sewer, gas, electric, phone, cable, etc.), both above and below ground, on the site, on adjacent lands within twenty-five feet of the site's property lines, in the full width of abutting public rights-of-way, and any proposed extension required to connect to existing utilities, and proposed methods and locations for the proposed development to hook-up to these services; and
  - f. Such additional site plan information related to the proposed development as required by the director to inform a complete review of a project subject to the standards of this chapter.
4. Technical Reports. To the extent not provided in the wetlands report, technical reports and other studies and submittals shall be prepared as required by the director detailing on site soils, geology, hydrology, drainage, plant ecology and botany, and other pertinent site information. The reports, studies and submittals shall be used to condition development to prevent potential harm and to protect the critical nature of the site, adjacent properties, and the drainage basin.

Date Passed: Monday, June 19, 2017

Effective Date: Sunday, July 30, 2017

ORD C35508 Section 7

## Title 17G Administration and Procedures

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

#### Section 17G.061.110 Application Requirements

##### A. Predevelopment Meeting.

###### 1. Purpose.

Predevelopment meetings are not intended to be an exhaustive review of all regulations or potential issues for a given application. Predevelopment meetings have two purposes:

- a. acquaint City staff and other agencies with a proposed development and to generally advise the applicant of applicable regulations, design guidelines and design review processes, and policies impacting the proposal; and
  - b. acquaint the applicant with the applicable provisions of these procedures, minimum submission requirements and other plans or regulations which may impact the proposal.
2. The City may, when applicable, apply additional relevant laws to the application subsequent to a predevelopment meeting.
  3. ~~((Predevelopment meetings are required for any development proposal in the central business district. The Planning Director or Building Official, as appropriate, may waive this requirement.))~~
  4. Predevelopment meetings are recommended for Type II and III applications, and Type I project permit applications in the centers and corridors (CC) zones.

##### B. Community Meeting.

All Type III applications and Type II applications where indicated in [Table 17G.061.010-1](#) are required to hold a community meeting regarding the proposed application. The applicant or their representative shall conduct the community meeting.

1. Timing.

The meeting shall occur no more than one hundred twenty days prior to application and before the application is accepted by the City.

2. Notice.

Notice for the community meeting shall be posted fourteen days prior to the meeting. Public notice of a community meeting shall be provided as required in [SMC 17G.061.210](#).

3. Combining with Traffic Study.

When a traffic study is required as a part of an application, the scoping meeting for a traffic study may be combined with the community meeting.

4. Meeting Summary.

The applicant shall provide a summary of the meeting at the time of submission of the application. Other attendees of the community meeting may also submit a summary of the meeting issues to the decision-maker. The meeting summary shall consist of the following:

- a. A digital recording of the meeting proceedings; and
- b. List of attendees; and
- c. A copy of the notice of community meeting; and
- d. Affidavits of posting/ mailing the notice.

C. General Requirements.

Applications shall include the following:

1. Predevelopment meeting summary, if required under subsection (A).
2. Filing fees as required under [chapter 8.02 SMC](#).
3. Application documents supplied by the City, including but not limited to:

- a. General application form;
  - b. Supplemental application form;
  - c. Environmental checklist, if required under [chapter 17E.050 SMC](#);
4. A site plan drawn to scale showing:
  - a. Property dimensions;
  - b. location and dimensions of all existing and proposed physical improvements;
  - c. location and type of landscaping;
  - d. walkways and pedestrian areas;
  - e. off-street parking areas and access drives;
  - f. refuse facilities; and
  - g. significant natural features, such as slopes, trees, rock outcrops, and critical areas.
5. Required copies of documents, plans, or maps (as set forth in the application checklist).
6. Written narrative identifying consistency with the applicable policies, regulations, and criteria for approval of the permit requested.
7. Other plans, such as building elevations, landscaping plans, or sign plans, which are determined by the permitting department to be necessary to support the application.
8. Additional application information as requested by the permitting department, which may include, but is not limited to, the following:
  - a. geotechnical studies;
  - b. hydrologic studies;

- c. critical area studies;
- d. noise studies;
- e. air quality studies;
- f. visual analysis; and
- g. transportation impact studies.

#### D. Additional Requirements

The following Type II and III applications shall meet these requirements in addition to the provisions of subsection (B) of this section:

1. Shoreline – Substantial Development Permit, Conditional Use Permit and Variance.
  - a. Name, address, and phone number of the applicant. The applicant should be the owner of the property or the primary proponent of the project and not the representative of the owner or primary proponent.
  - b. Name, address, and phone number of the applicant's representative if other than the applicant.
  - c. Name, address, and phone number of the property owner, if other than the applicant.
  - d. Location of the property. This shall, at a minimum, include the property address and identification of the section, township and range to the nearest quarter, quarter section or latitude and longitude to the nearest minute.
  - e. Identification of the name of the shoreline (water body) with which the site of the proposal is associated.
  - f. General description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
  - g. General description of the property as it now exists, including its physical characteristics and improvements and structures.

- h. General description of the vicinity of the proposed project, including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.
- i. A site development plan consisting of maps and elevation drawings, drawn to an appropriate scale to depict clearly all required information, photographs and text which shall include:
  - i. the boundary of the parcels(s) of land upon which the development is proposed;
  - ii. the ordinary high-water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location, provided that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high-water mark, the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. Where the ordinary high-water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high-water mark of a shoreline;
  - iii. existing and proposed land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area;
  - iv. a delineation of all wetland areas that will be altered or used as a part of the development;
  - v. the dimensions and locations of all existing and proposed structures and improvements, including but not limited to: buildings, paved or graveled areas, roads, utilities, material stockpiles or surcharge, and stormwater management facilities;

- vi. an inventory of the existing vegetation on the proposed project site, including the location, type, size, and condition, pursuant to [SMC 17E.060.240](#), Shoreline Vegetation Inventory;
- vii. a landscape plan prepared and stamped by a licensed landscape architect, registered in the state of Washington;
- viii. where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included;
- ix. quality, source and composition of any fill material that is placed on the site, whether temporary or permanent;
- x. quantity, composition and destination of any excavated or dredged material;
- xi. vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments, and uses on adjacent properties;
- xii. where applicable, a depiction of the impacts to views from existing residential uses;
- xiii. on all variance applications, the plans shall clearly indicate where development could occur without the approval of a variance, the physical features and circumstances of the property that provide a basis for the request, and the location of adjacent structures and uses.

## 2. Certificate of Compliance.

- a. Site plan is to be prepared by a licensed surveyor; and
- b. Copies of building permits or other data necessary to demonstrate the building was erected in good faith and all reasonable efforts comply with the code.

## 3. Plans-in-lieu of Compliance.



- a. Alternative development plan designed in conformance with the applicable development regulations; and
  - b. A written narrative of how the proposed development plan is superior, or more innovative, or provides greater public benefit.
4. Preliminary Plat, Short Plat, and Binding Site Plan. As provided in [chapter 17G.080 SMC](#).
5. PUD.
  - a. Profiles of any structures more than one story, shown in relation to finished grade.
  - b. Location, dimension, and boundary of proposed open space.
  - c. Site plan demonstrating compliance with Title 17C SMC including signs, off-street parking, structure height, building coverage, yards, density, screening, buffering, and lighting.
6. Skywalk.
  - a. A legal description of airspace to be occupied.
  - b. Architectural and engineering plans.
  - c. Artist's rendering of the proposed skywalk; and
  - d. Written narrative of the access for the public from the street, other buildings, and other skywalks.
  - e. Acceptance of the final design review recommendations.
  - f. Location and design of all wayfinding signage to be placed to ensure public access.
7. Floodplain – Floodplain Development Permit and Variance.

As provided in [chapter 17E.030 SMC](#).

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## Title 17G Administration and Procedures

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

#### A. Determination of Completeness.

Within twenty-eight days of receiving a project permit application, the department shall determine if the application is technically complete (RCW 36.70B.070) as outlined on the project permit application. Additional information or studies may be required, or project modifications may be undertaken subsequent to the technical review of the application by the City.

1. The number of days is measured by counting every calendar day.

2. If a written determination to the contrary is not provided by the 29<sup>th</sup> day, the application shall be deemed technically complete. However, this does not prevent the City from requesting additional information or studies after the application is deemed technically complete.

#### B. Procedures for Determination of Completeness.

The following steps outline the process for the department to determine that an application is complete.

##### 1. Counter Complete.

The department shall conduct a preliminary, immediate review to determine if the application filed with the City contains the documents and information required by SMC 17G.061.110. If the department determines the application does not contain the required documents and information, the application including fees shall be returned to the applicant.

##### 2. Component Screening.

If the application appears to contain required documents, the department shall accept the application and within seven days, conduct a detailed review and determine if any additional information is necessary to process the application. If the department determines the application is missing required components, or is inadequate in other ways, ~~the application including any fees shall be returned to~~

~~the applicant.~~ the applicant shall be sent a written determination outlining the necessary components that are needed to make the application counter complete.

a. If the department issues a second request for corrections or information, staff may schedule a meeting to meet with the applicant to attempt to resolve the outstanding issues. The meeting must be scheduled within 14 days of the second request.

b. If a meeting does not resolve the issues and the department proceeds with a third request for additional information or corrections, the application must be approved or denied upon receiving the additional information or corrections.

### 3. Review by Interested Agencies.

If the application, after the detailed review, is found to contain the required components and supporting documents, the application and supporting documents shall be forwarded to (i) interested City departments, (ii) agencies of local, state, or federal governments that may have jurisdiction over some aspect of the application, and (iii) the individual(s) designated pursuant to SMC 4.27.010(D) to receive written notice on behalf of the neighborhood council in which the project is located and to any neighborhood council whose geographic boundaries are located within a 600-foot radius of the project, at the address for such departments, agencies, and neighborhood council designee(s) on file with the department, for review to ensure compliance with state laws, ordinances and concurrency requirements. Interested departments, agencies, and the neighborhood council shall be given fourteen days to provide comments on a permit application. All written comments will be forwarded to the applicant at the end of the fourteen day comment period. Comments submitted after the fourteen day comment period will be forwarded to the applicant, subject to RCW 36.70B.070.

~~a. If review agencies require additional information to continue processing the application, the applicant shall be notified in writing.~~

~~b. Required information must be provided within sixty days from the notification by the department. The applicant may submit a written request for additional time to the director; any time extensions shall be in writing. If the information is not received within the sixty days (or as otherwise agreed to), the application and a portion of the fees shall be returned to the applicant, pursuant to chapter 8.02 SMC.~~

~~c. Within fourteen days of the submission of the additional information identified by the review agency, the department shall notify the applicant whether the studies are adequate or what additional information is necessary.~~

~~d. If the neighborhood council submits written comments on an application, the department shall provide a written response to the chairperson, with copy to the applicant, no later than the date on which the application is certified complete pursuant to paragraph D herein below.~~

4. a. Application Certified Complete. Certification.

~~Within seven days of the expiration of the interested agency comment period, ((if no additional information was required, or the information required under subsection (3) is acceptable,)) the department shall provide a written determination stating either that the application is technically complete or that the application is technically incomplete. ((certify the application complete. Applications requiring review by the hearing examiner are forwarded to the hearing examiner upon being certified as complete.))~~

~~((a-))~~ i. If review agencies require additional information to continue processing the application, the applicant shall be notified in writing.

~~((b-))~~ ii. Required information must be provided within sixty days from the notification by the department. The applicant may submit a written request for additional time to the director; any time extensions shall be in writing. If the information is not received within the sixty days (or as otherwise agreed to), the application and a portion of the fees shall be returned to the applicant, pursuant to chapter 8.02 SMC.

~~((c-))~~ iii. Within fourteen days of the submission of the additional information identified by the review agency, the department shall notify the applicant whether the studies are adequate or what additional information is necessary.

~~((d-))~~ iv. If the neighborhood council submits written comments on an application, the department shall provide a written response to the chairperson, with copy to the applicant, no later than the date on which the application is certified complete pursuant to paragraph D herein below.

4. Technically Complete Application

1. Within seven days of the expiration of the interested agency comment period, if no additional information was required, or the information required under subsection (3) is acceptable, the department shall provide a written determination stating either that the application is certified as technically complete or still technically incomplete.

5. Notice of Application.

Within fourteen days of the issuance of a determination of a complete application, a notice of application shall be provided for Type I, II and III project permit applications in accordance with this section (RCW 36.70B.110.2), except that notice of application is not required for short subdivision applications involving minor engineering review as defined in SMC 17G.080.040(C)(2). The notice of application shall follow the public notice requirements contained in SMC 17G.061.210. The notice of application may be combined with the notice of public hearing, if a hearing has been scheduled by notice of application. The date, time, place and type of hearing, SEPA determination and SEPA appeal deadline (using the optional DNS process) are required to be added to the notice of application if this provision is used (RCW 36.70B.110(2)(f)).

#### 6. Vesting.

Applications shall be considered vested at the time the application is ~~((certified))~~ complete and all fees have been paid, the vesting date shall be the date of application submission. If the application is not complete when filed or information is not timely provided as set forth in subsection (2) or (3), the application shall not be considered complete for purposes of vesting or other statutory compliance dates.

##### a. Expiration of Vested applications

1. Vested applications remain in effect unless no action is taken to complete the project and the date of expiration is reached. A list of permit expiration dates can be found in [Table 17G.061.010-1](#).

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Title 17G Administration and Procedures

Chapter 17G.061 Land Use Application Procedures

Section 17G.061.130 Application Time Limits

A. A decision on permit applications subject to this chapter shall ~~((be made within one hundred twenty days of submission of a complete application as set forth in SMC 17G.061.130.))~~ not exceed the following for each type of permit (RCW 36.70B.080:

1. 65 days for permits which do not require public notice.
2. 100 days for permits which require public notice, and
3. 170 days for permits which require public notice and a public hearing.
4. The number of days is measured by counting every calendar day.
5. A summary of the application types and requirements can be found in Table 17G.061.010.

B. ~~((The following shall be excluded when calculating this time period:))~~ The number of days an application is in review with the City shall be calculated from the day the application is deemed technically complete as determined under RCW 36.70B.070 to date a final decision is issued on the project permit application. The number of days shall be calculated by counting every calendar day and excluding the following time periods:

1. Any period during which the applicant has been requested by the department to correct plans, perform required studies, or provide additional required information due to the applicant's inaccurate or insufficient information and the day when additional information is submitted by the applicant.
2. Any period during which an environmental impact statement is being prepared.
3. Any period for administrative appeals of land use permits.
4. ~~((Any extension for any reasonable period mutually agreed upon in writing between the applicant and the department (RCW 36.70B.080(1)).))~~ Time periods may be extended for 30 days in the following cases:

a. If the applicant informs the City in writing that the applicant would like to suspend the review of the project for more than 60 days; or

b. If the applicant is not responsive for more than 60 consecutive days after the additional information has been requested to further process the application.

5. If the permit requires approval of a new fully contained community as provided in RCW 36.70A.350, or a master planned resort as provided in RCW 36.70A.360, or the siting of an essential public facility as provided in RCW 36.70A.200.

6. The time periods shall start over if an applicant proposes a substantial modification to an application as described in Section 17G.061.150 Modification of Applications and Permits.

7. Annual amendments to the comprehensive plan are not subject to the requirements of this section.

C. The City may, by adoption of an ordinance or resolution, modify the time periods to add permit types, change permit names or types in each category, address how consolidated review time frames may be different than permits submitted individually and address how projects of a certain size or type may be differentiated as provided for in RCW 36.70B.140.

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## Title 17G Administration and Procedures

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

#### Section 17G.061.150 Modification of Applications and Permits

##### A. Modification of Complete Application.

1. Proposed modifications to an application, which the department has previously found to be complete, will be treated as follows:
  - a. Minor ((M)) modifications proposed by the department to an application shall not be considered a new application.
  - b. If the applicant proposes substantial modifications to an application, as determined by the department, the application may be considered a new application. The new application shall conform to the requirements of all statutes and ordinances in effect at the time the new application is submitted. A substantial modification may include but is not limited to the following:
    - i. change in use;
    - ii. increase in density;
    - iii. increase in site area; or
    - iv. changes that increase or significantly modify the traffic pattern for the proposed development.

##### B. Limitations on Refiling of Application.

1. Applications for a land use permit pursuant to Title 17 SMC on a specific site shall not be accepted if a similar permit has been denied on the site within the twelve months prior to the date of submittal of the application. The date of denial shall be considered the date the decision was made on an appeal, if an appeal was filed or the date of the original decision if no appeal was filed.
2. The twelve-month time period may be waived or modified if the director finds that special circumstances warrant earlier reapplication. The director shall consider the following in determining whether an application for permit is similar to, or substantially the same as, a previously denied application:

- a. An application for a permit shall be deemed similar if the proposed use of the property is the same, or substantially the same, as that which was considered and disallowed in the earlier decision.
- b. An application for a permit shall be deemed similar if the proposed application form and site plan (i.e., building layout, lot configuration, dimensions) are the same, or substantially the same, as that which was considered and disallowed in the earlier decision; and
- c. An application for a variance, exception, or waiver shall be deemed similar if the special circumstances which the applicant alleges as a basis for the request are the same, or substantially the same, as those considered and rejected in the earlier decision. In every instance, the burden of proving that an application is not similar shall be upon the applicant.

#### C. Modifications or Revisions to Shoreline Permits.

1. A permit revision is required whenever the applicant proposes substantive changes to the design, terms, or conditions of a project from that which is approved in the permit. Changes are substantive if they materially alter the project in a manner that relates to its conformance to the terms and conditions of the permit, the shoreline master program and/or the policies and provisions of chapter 90.58 RCW.
2. Changes which are not substantive in effect do not require approval of a revision. When an applicant seeks to revise a permit, the director shall request from the applicant detailed plans and text describing the proposed changes in the permit.
3. If the director determines that the proposed changes are within the scope and intent of the original permit as defined in WAC 173-27-100(2) and are consistent with the shoreline master program and the Shoreline Management Act, the director may approve a revision.
4. If the proposed changes are not within the scope and intent of the original permit, the applicant shall apply for a new permit in the manner provided for in this chapter.
5. Revisions to permits may be authorized after original permit authorization has expired under RCW 90.58.143. The purpose of such revisions shall be limited to authorization of changes which are consistent with WAC 173-27 and which would not require a permit for the development or change proposed under the terms of the Shoreline Management Act, this section and the shoreline master program. If the proposed change constitutes substantial

development then a new permit is required. This shall not be used to extend the time requirements or to authorize substantial development beyond the time limits of the original permit.

6. If the sum of the revision and any previously approved revisions under former WAC 173-14-064 or WAC 173-27-100 violate the provisions that they are “within the scope and intent of the original permit,” the director shall require that the applicant apply for a new permit.
7. The revision approval, including the revised site plans and text consistent with the provisions of WAC 173-27-180 as necessary to clearly indicate the authorized changes, and the final ruling on consistency with this section shall be filed with the department of ecology. In addition, the director shall notify parties of record of their action.
8. If the revision to the original permit was a conditional use or variance, which was conditioned by the department of ecology, the director shall submit the revision to the department of ecology for its approval, approval with conditions, or denial, indicating that the revision is being submitted under the requirements of this section. Ecology shall render and transmit to the City and the applicant its final decision within fifteen days of the date of the department of ecology’s receipt of the submittal from the director. The director shall notify parties of record of the department of ecology’s final decision.
9. The revised permit is effective immediately upon final decision by the director, or when reviewed by the department of ecology, pursuant to subsection (7), then upon final action by the department of ecology.
10. Appeals shall be in accordance with RCW 90.58.180 and shall be filed with the shorelines hearings board within twenty-one days from the date of receipt of the revision approved by the director, or when appropriate under subsection (7), the date ecology’s final decision is transmitted to the City and the applicant. Appeals shall be based only upon contentions of noncompliance with the provisions of subsection (2). Construction undertaken pursuant to that portion of a revised permit not authorized under the original permit is at the applicant’s own risk until the expiration of the appeals deadline. If an appeal is successful in proving that a revision is not within the scope and intent of the original permit, the decision shall have no bearing on the original permit.

#### D. Modification to a Building Permit Subject to a Type II or III Approval.

In issuing building permits for construction under an approved site plan, the building official may, with concurrence of the Planning Director , permit minor adjustments of the location and/or dimensions of buildings, parking areas, and roadways as long

as such adjustments do not change any points of ingress or egress to the site unless approved by the director of engineering services, change any perimeter setbacks, or exceed the density authorized in the permit. No modification of an approved application may be considered approved unless specifically provided in writing.

1. The Planning Director may, without public notice, modify an approved site plan, if all the following criteria are met:
  - a. The use will remain the same.
  - b. The total site coverage or total area covered by buildings will not increase.
  - c. The use will continue to comply with all conditions of approval imposed by the original decision.
  - d. The use will comply with all of the requirements of the land use regulations applicable to it and the property on which it is or will be located.
2. Any modification of an approved site plan not consistent with the standards of subsection (B)(1) of this section may be approved only pursuant to the procedures for granting the original Type II or III approval.

#### E. Modification of Shoreline Permit.

1. Recision and Remanding of Shoreline Permit.
  - a. After providing notice to the permittee and the public and also holding a public meeting, the Planning Director may rescind or suspend a permit if any of the conditions in RCW 90.58.140(8) exist.
  - b. Under the conditions listed in RCW 90.58.180, shoreline permits may be remanded back to the City by the Shorelines Hearings Board.
2. Other Modification of Shoreline Permit.
  - a. A permit revision is required whenever the applicant proposes substantive changes to the design, terms, or conditions of a project from that which is approved in the permit. Changes are substantive if they materially alter the project in a manner that relates to its conformance to the terms and conditions of the permit, the shoreline master program and/or the policies and provisions of chapter 90.58 RCW.

- b. Changes which are not substantive in effect do not require approval of a revision. When an applicant seeks to revise a permit, the director shall request from the applicant detailed plans and text describing the proposed changes in the permit.
- c. If the director determines that the proposed changes are within the scope and intent of the original permit as defined in WAC 173-27-100(2) and are consistent with the shoreline master program and the Shoreline Management Act, the director may approve a revision.
- d. If the proposed changes are not within the scope and intent of the original permit, the applicant shall apply for a new permit in the manner provided for in this chapter.
- e. Revisions to permits may be authorized after original permit authorization has expired under RCW 90.58.143. The purpose of such revisions shall be limited to authorization of changes which are consistent with WAC 173-27 and which would not require a permit for the development or change proposed under the terms of the Shoreline Management Act, this section and the shoreline master program. If the proposed change constitutes substantial development then a new permit is required. This shall not be used to extend the time requirements or to authorize substantial development beyond the time limits of the original permit.
- f. If the sum of the revision and any previously approved revisions under former WAC 173-14-064 or WAC 173-27-100 violate the provisions that they are "within the scope and intent of the original permit," the director shall require that the applicant apply for a new permit.
- g. The revision approval, including the revised site plans and text consistent with the provisions of WAC 173-27-180 as necessary to clearly indicate the authorized changes, and the final ruling on consistency with this section shall be filed with the department of ecology. In addition, the director shall notify parties of record of their action.
- h. If the revision to the original permit was a conditional use or variance, which was conditioned by the department of ecology, the director shall submit the revision to the department of ecology for its approval, approval with conditions, or denial, indicating that the revision is being submitted under the requirements of this section. Ecology shall render and transmit to the City and the applicant its final decision within fifteen days of the date of the department of ecology's receipt of the submittal from the director. The director shall notify parties of record of the department of ecology's final decision.

- i. The revised permit is effective immediately upon final decision by the director, or when reviewed by the department of ecology, pursuant to subsection (7), then upon final action by the department of ecology.
  
- j. Appeals shall be in accordance with RCW 90.58.180 and shall be filed with the shorelines hearings board within twenty-one days from the date of receipt of the revision approved by the director, or when appropriate under subsection (7), the date ecology's final decision is transmitted to the City and the applicant. Appeals shall be based only upon contentions of noncompliance with the provisions of subsection (2). Construction undertaken pursuant to that portion of a revised permit not authorized under the original permit is at the applicant's own risk until the expiration of the appeals deadline. If an appeal is successful in proving that a revision is not within the scope and intent of the original permit, the decision shall have no bearing on the original permit.

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## Title 17G Administration and Procedures

### Chapter 17G.080 Subdivisions

#### Section 17G.080.040 Short Subdivisions

##### A. Predevelopment Meeting

A predevelopment meeting (~~((is required if the proposal is located in the central business district, unless waived by the director, and))~~) is recommended for all other proposals prior to submittal of the application. The purpose of a predevelopment meeting is to acquaint the applicant with the applicable provisions of this chapter, minimum submission requirements and other plans or regulations, which may impact the proposal.

##### B. Preliminary Short Plat Application and Map Requirements

1. Applications for approval of a preliminary short subdivision shall be filed with the director. All applications shall be submitted on forms provided for such purpose by the department. The director may waive specific submittal requirements determined to be unnecessary for review of the application. The application shall include the following:
  - a. The general application.
  - b. The supplemental application.
  - c. The environmental checklist, if required under [chapter 17E.050 SMC](#).
  - d. Title report no older than thirty days from issuance from the title company.
  - e. The filing fees as required under [chapter 8.02 SMC](#).
  - f. The required number of documents, plans or maps drawn to a minimum scale of one-inch equals one hundred feet, on a sheet twenty-four by thirty-six inches, as set forth in the application checklist.

- g. A written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested; and
- h. Additional application information which may be requested by the permitting department and may include, but is not limited to, the following: geotechnical studies, hydrologic studies, critical area studies, noise studies, air quality studies, visual analysis and transportation impact studies.
- i. One copy of the predevelopment conference notes (if applicable); and
- j. One copy of the notification district map.

## 2. Contents of Preliminary Short Plat Map

The preliminary short plat shall be prepared by a land surveyor and shall show the following:

- a. Plat name and the name of any subdivision to be replatted.
- b. The name, mailing address and phone number of the owner and the person with whom official contact should be made regarding the application.
- c. Surveyor's name, mailing address, and phone number.
- d. Legal description.
- e. Section, township, and range
- f. Vicinity map.
- g. North arrow, scale and date.
- h. Datum plane.
- i. Acreage.
- j. Number of lots, proposed density, and number of housing units.



- k. Zoning designation.
- l. The boundary lines of the proposed subdivision.
- m. City limits and section lines.
- n. Park or open space (if proposed).
- o. Existing topography at two-foot maximum interval.
- p. The boundaries and approximate dimensions of all blocks and lots, along with the following information:
  - i. the numbers proposed to be assigned each lot and block;
  - ii. the dimensions, square footage, and acreage of all proposed lots and tracts; and
  - iii. for residential lots zoned R1 or R2, the proposed Middle Housing types, included single-unit detached houses, and total number of proposed units on all proposed lots.
- q. Proposed names of streets.
- r. The location and widths of streets, alleys, rights-of-way, easements (both public and private), turn around and emergency access, parks and open spaces.
- s. Conditions of adjacent property, platted or unplatted, and if platted, giving the name of the subdivision. If the proposed short plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown along with any and all recorded covenants and easement
- t. The names and address of the record owners and taxpayers of each parcel adjoining the subdivision.
- u. Indicate any street grades in excess of eight percent.
- v. The location and, where ascertainable, sizes of all permanent buildings, wells, wellhead protection areas, sewage disposal systems, water courses, bodies of water, flood zones, culverts,

bridges, structures, overhead and underground utilities, railroad lines, and other features existing upon, over or under the land proposed to be subdivided, and identifying any which are to be retained or removed.

- w. Proposed one-foot strips for right-of-way conveyed to the City, in cases where a proposed public street or alley abuts unplatted land.
- x. If a body of water forms the boundary of the plat, the ordinary high water mark as defined in chapter 90.58 RCW.
- y. Critical areas as defined in chapters [17E.020](#), [17E.030](#), [17E.070](#) and [17G.030 SMC](#).
- z. Significant historic, cultural or archaeological resources; and
- aa. If the proposal is located in an irrigation district, the irrigation district name.

### C. Review of Preliminary Short Plat

1. The application shall be reviewed in accordance with the procedures set forth in chapter 17G.061 SMC for a Type II application, except an application that meets the requirements for minor engineering review as provided in subsection (2) of this section shall be excluded from the public notice requirements contained in SMC 17G.06210 and public comment period under SMC 17G.061.220.
2. Minor Engineering Review.
  - a. A preliminary short plat application may qualify for a Minor Engineering Review if it meets all of the following conditions:
    - i. The application is categorically exempt from chapter 43.21C RCW (SEPA);
    - ii. There is direct water and sewer main lot frontage on an existing and improved public right-of-way;
    - iii. No extensions of public water, sewer, or other utility services will be needed;

- iv. No public easements for water, sewer, or other utility service exists on the lot;
  - v. The lot is not situated in a Special Drainage District as defined in [SMC 17D.060.130](#); and
  - vi. Public utility mains do not exist on the lot.
- b. The City Engineer is authorized to waive conditions ii through vi of the subsection (a) if the application substantially meets the intent of the Minor Engineering Review.

#### D. Public Notice And Public Comment.

All public notice of the application and opportunities for public comment shall be given in accordance with the procedures set forth in [chapter 17G.061 SMC](#) for a Type II application.

##### 1. Exceptions.

- a. A short plat that meets the requirements of Minor Engineering Review as provided in subsection (C)(2) of this section shall not require a notice of application.
- b. A short plat that is categorically exempt from SEPA and results in four or fewer lots shall not require a posted or signed notice of application.

#### E. Preliminary Short Plat Approval Criteria.

Prior to approval of a short plat application, the director shall find the application to be in the public use and interest, conform to applicable land use controls and the comprehensive plan of the City, and the approval criteria set forth in [chapter 17G.061 SMC](#). The director has the authority to approve or disapprove a proposed preliminary short plat under the provisions of this chapter, subject to appeal as provided in [chapters 17F.050](#) and [17G.061 SMC](#).

#### F. Final Short Plat Review Procedure

- 1. The subdivider shall submit to the director for review the following:

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

appropriate number of mylar and bond copies of the recorded short plat with the director.

#### G. Final Short Plat Map Requirements

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

1. A final short plat shall contain all the information required of the preliminary plat, except the following:

- a. Show existing buildings.
- b. Show existing utility lines and underground structures.
- c. Show the topographical elevations; or
- d. Contain the names and addresses of adjoining landowners.

2. The final short plat shall include the following:

a. Surveyor's certificate, stamp, date and signature, as follows:

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

Signed \_\_\_\_\_(Seal)"

b. A certification by the city treasurer, as applicable:

- i. "I hereby certify that the land described by this plat, as of the date of this certification, is not subject to any local improvement assessments. Examined and approved, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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City of Spokane Treasurer”

- ii. “I hereby certify that the land described by this plat, as of the date of this certificate, is not subject to any delinquent local improvement assessment. Future installments, if any, shall remain due and payable and it shall be the responsibility of the owners to initiate the segregation of the LID assessment. Examined and approved, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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City of Spokane Treasurer”

- iii. “A preliminary local improvement assessment exists against this property. It shall be the responsibility of the owner’s to initiate the segregation of the LID assessment. After this assessment is finalized, it shall be due and payable. Examined and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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City of Spokane Treasurer”

- c. The certification by the planning director, as follows:

“This plat has been reviewed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and is found to be in full compliance with all the conditions of approval stipulated in the Hearing Examiner’s/Planning Director’s approval of the preliminary plat # - -PP/SP.

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City of Spokane Planning Director”

- d. The certification by the city engineer, as follows:

“Approved as to compliance with the survey data, the design of public works and provisions made for constructing the

improvements and permanent control monuments this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

City of Spokane Engineer”

e. The certification by the Spokane county treasurer, as follows:

“I hereby certify that the land described in this plat, as of the date of this certification, is not subject to any outstanding fees or assessments. Examined and approved \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Spokane County Treasurer”

f. The certification by the Spokane county auditor on each page of the final short plat including the time, date, book and page number of the recording of the final mylar.

g. Signature of every owner certifying that:

- i. the plat is made with the free consent and in accordance with the desires of the owners of the land;
- ii. the plat is made with the free consent and in accordance with the desires of the owners of the land;
- iii. the owners are the owners of the property and the only parties having interest in the land and is not encumbered by any delinquent taxes or assessments;
- iv. the owners adopt the plan of lots, blocks and streets shown;
- v. owner dedicates to the City and the City’s permittees the easements shown for utilities and cable television purposes;
- vi. owner dedicates to the City the streets, alleys and other public places, including slope and construction easements

and waives all claims for damages against any governmental authority including, without limitation, the City which may be occasioned to the adjacent land by the establishment, construction, drainage and maintenance of any public way so dedicated; and

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

h. The drawing shall:

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

H. Filing.

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

I. Redivision.



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

Date Passed: Monday, November 20, 2023

Effective Date: Monday, January 1, 2024

ORD C36459 Section 42

## Title 17G Administration and Procedures

### Chapter 17G.080 Subdivisions

#### Section 17G.080.060 Binding Site Plan

##### A. Purpose.

The purpose of this section is to allow for the more flexible creation of lots within an overall development site plan.

##### B. Predevelopment Meeting.

A predevelopment meeting is recommended (~~required~~) if the proposal is located in the central business district, unless waived by the director, and is recommended for all other proposals prior to submittal of the application. The purpose of a predevelopment meeting is to acquaint the applicant with the applicable provisions of this chapter, minimum submission requirements and other plans or regulations, which may impact the proposal.

##### C. Preliminary Binding Site Plan Application and Map Requirements.

1. A binding site plan may be used for divisions of land in all zones. Applications for approval of a preliminary binding site plan shall be filed with the director. All applications shall be submitted on forms provided for such purpose by the department. The director may waive specific submittal requirements determined to be unnecessary for review of the application. The application shall be same in form and contents as a short plat as provided in [SMC 17G.080.040\(B\)\(1\)](#).
2. Contents of Preliminary Binding Site Plan.

The preliminary binding site plan shall be prepared by a land surveyor and shall be the same in form and content as a short plat as provided in [SMC 17G.080.040\(B\)\(2\)](#) with the following additions:

- a. Proposed building footprints;
- b. Proposed street accesses;

- c. Proposed parking and internal vehicle circulation;
- d. Proposed pedestrian pathways;
- e. Proposed landscaped areas; and
- f. Proposed stormwater facilities.

#### D. Public Notice

All public notice of the application shall be given in accordance with the procedures set forth in [chapter 17C.061 SMC](#) for a Type II application.

#### E. Departmental Review of Preliminary Binding Site Plan

The application shall be reviewed in accordance with the procedures set forth in [chapter 17G.061 SMC](#) for a Type II application.

#### F. Preliminary Binding Site Plan Decision Criteria

Prior to approval of the application, the director shall find the application to be in the public use and interest, conform to applicable land use controls and the comprehensive plan of the City, and the decision criteria set forth in [SMC 17G.080.025](#). The director has the authority to approve or disapprove a proposed preliminary binding site plan under the provisions of this chapter, subject to appeal as provided in [chapter 17G.061 SMC](#).

#### G. Final Binding Site Plan Review Procedure

The final binding site plan procedures shall be the same in form as the short plat review procedure as provided in [SMC 17G.080.040\(G\)](#).

#### H. Final Binding Site Plan Requirements.

The subdivider shall submit to the director a final binding site plan in the same form and with the same content as the preliminary binding site plan, with the following exceptions or additional requirements:

1. A final binding site plan shall contain all the information required of the preliminary plan, except the following:
  - a. Show existing buildings.

- b. Show existing utility lines and underground structures.
  - c. Show the topographical elevations; or
  - d. Contain the names and addresses of adjoining landowners.
2. The final binding site plan shall include the signatory statements as provided in [SMC 17G.080.040\(G\)\(2\)](#).

#### I. Filing

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

#### J. Creation of Additional Lots in Final Binding Site Plan

A survey may be filed following the recording of a final binding site plan to create additional lots within the boundaries of the final binding site plan, consistent with the preliminary binding site plan approval, conditions and expiration provisions ([SMC 17G.080.020\(C\)](#)). The survey shall be reviewed and approved by the director pursuant to subsections (F) and (G) of this section. In addition, the survey shall conform to the following:

1. Title shall state: "Amendment to BSP- \_\_\_\_ - \_\_\_\_."
2. The binding site plan file number shall be referenced.
3. A distinct wide boundary line shall delineate the boundary of the lot(s) being created. The boundary of the binding site plan shall be indicated and any lot(s) that have been created by filing of the final binding site plan and/or record of survey.
4. Each lot shall be numbered consecutively, and the size of each lot shall be indicated on the survey; and
5. A revision block listing all previously recorded surveys and the date of recording.

Date Passed: Monday, November 20, 2023

Effective Date: Monday, January 1, 2024

ORD C36459 Section 44

**BRIEFING PAPER**  
**Spokane Plan Commission Workshop: Centers And Corridors Demolition Review –**  
**Amendments To Ordinance 17D.100.230**  
**August 28, 2024**

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**SUBJECT:** Proposed changes to SMC 17D.100.230 which would add Centers & Corridor Zones to the identified areas in Spokane where Historic Preservation review is required when demolition is proposed.

**PROPOSAL:** This proposed ordinance would add Centers & Corridor Zones to the identified areas in Spokane where Historic Preservation review is required when demolition of a historic or eligible structure is proposed. The demolition review in 17D.100.230 would then include National Register Historic Districts, the downtown boundary zone, and Centers and Corridors. When demolition of a historic or eligible structure in a Center and Corridor is proposed, the replacement structure must have overall square footage equal to or greater than 75% but not larger than 150% of that of the eligible structure(s) to be demolished. The replacement structure will also be administratively reviewed for its exterior materials to ensure they are compatible with surrounding historic buildings. This proposal would modify the permitting and financial conditions which must be met before a demolition permit is issued for a historic or eligible building.

The intent of these efforts is to keep historic buildings in use and the historic character of Centers and Corridor Zones intact by reviewing demolitions proposed on historic or eligible properties within those zones. There are currently few protections against the demolition of historic buildings in Spokane's Centers and Corridors. Placing appropriate controls on demolition of historic or eligible structures in Centers and Corridors and standards and incentives that support adaptive re-use can help ensure historic structures support the development of a sense of place in centers. These changes will also bring this SMC in compliance with objective design review provisions passed in HB1293 (2023) well before the 2026-27 deadline.

Full details of the proposal and the redlined version of the proposed code changes can be found on the project website at <https://www.historicspokane.org/centers-and-corridors>.

**This presentation and discussion will include:**

- A review of the current SMC 17D.100.230
- A discussion of the regulatory recommendations to include review of demolition within Centers and Corridors zones for historically eligible properties.
- A brief overview of other “housekeeping” measures in the existing ordinance.
- A review of the public engagement steps undertaken and upcoming.

**NEXT STEPS:** Following this discussion at Plan Commission, we will conduct two public workshops – one on September 18<sup>th</sup> at 4 pm following the regular Landmarks Commission meeting and another online workshop on September 19<sup>th</sup> at 12 noon. A Plan Commission hearing is scheduled for September 25, 2024.

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

[Chapter 17D.100](#) Historic Preservation

[Section 17D.100.230](#) Demolition Permits for Historic Structures in the Downtown Boundary Area ~~and~~,  
National Register Historic Districts, ~~and~~ [Centers and Corridors](#)

- A. No demolition permits for structures that are listed or eligible to be listed on the National or Local Register of Historic Places located in the area shown on [Map 17D.100.230-M1](#), Downtown Boundary Area, ~~in~~ [Center and Corridor Zones](#) (as defined in [Chapter 17C.122 Center and Corridor Zones](#)), ~~and~~ in all National Register Historic Districts shall be issued unless the structure to be demolished is to be replaced with a replacement structure that is [administratively approved by the commission through a Certificate of Appropriateness](#) under the following criteria. [Deviations from these specific guidelines may be approved by the Historic Preservation Officer in consultation with the Planning Director at their discretion:](#)

~~1.~~ 1. The replacement structure shall have a footprint square footage equal to or greater than the footprint square footage of the landmark structure to be demolished. The replacement structure must also have ~~a floor area ratio overall square footage~~ equal to or greater than ~~60~~75% ~~but not larger than 150%~~ of that of the ~~landmark-eligible~~ structure(s) to be demolished. ~~The square footage of the footprint may be reduced:~~

- ~~a.~~ a. ~~to accommodate an area intended for public benefit, such as public green space and/or public art;~~
- ~~b.~~ b. ~~if the owner submits plans in lieu for review and approval by the City's design review board subject to applicable zoning and design guidelines; and~~
- ~~c.~~ 1. ~~if the replacement structure is, in the opinion of the HPO and the commission, and in consultation with the Design Review Board, compatible with the historic character of the Downtown Boundary Area or National Register Historic District, as appropriate.~~

2. Any replacement structure under this section shall satisfy all applicable zoning and design guidelines, and shall be considered by the commission within thirty days of the commission's receipt of an application for a certificate of appropriateness, concerning the building for which a demolition permit is sought. [Materials of the replacement structure shall be in keeping with the surrounding historic structures. Appropriate materials include brick, stone, wood, or similar.](#)

3. [Administrative review of the replacement structure by the Historic Preservation Office will be completed within 10 business days of receipt of a completed application that addresses 1 & 2 above.](#)

~~2-4.~~ 2-4. [Any replacement structure under this section shall satisfy all applicable zoning and design guidelines. A building permit for a replacement structure under this section must be accepted, processed, and issued prior to the issuance of the demolition permit.](#)

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5. Additionally, the owner must demonstrate to the satisfaction of the Director of the Developer Services Center (DSC), in consultation with the Historic Preservation Officer, that the owner has a valid and binding commitment or commitments for financing (such as a term sheet or MOU) for the replacement structure.

~~3.6. A building permit for a replacement structure under this section must be accepted, processed, and issued prior to the issuance of the demolition permit. In the alternative, Additionally, the owner may obtain a demolition permit prior to the issuance of the building permit if the owner must demonstrate to the satisfaction of the director of building services, in consultation with the HPO, that the owner has a valid and binding commitment or commitments for financing sufficient for the replacement use subject only to unsatisfied contingencies that are beyond the control of the owner other than another commitment for financing; or has other financial resources that are sufficient (together with any valid and binding commitments for financing) and available for such purpose.~~

B. Eligibility If the building proposed for demolition has not previously been determined eligible, eligibility shall be determined by the Spokane Historic Landmarks Commission~~commission~~ within thirty (30) days of the submission of the application for a demolition permit and a completed determination of eligibility document. The applicant shall be responsible to submit a determination of eligibility demonstrating the ineligibility of the structure based upon the National Register Criteria for Evaluation (36 CFR 60). Applications for structures that are determined not to be listed or eligible to be listed on a National or Local Register of Historic Places shall be processed pursuant to existing regulations for non-historic buildings.

C. This section shall not apply to orders of the building official or fire marshal regarding orders that a structure be demolished due to public health, safety, or welfare concerns.

~~D. If the Historic Preservation Office issues an administrative certificate of appropriateness for the replacement structure and financial commitments have been proven, a certificate of appropriateness may be issued administratively for the demolition of a building on the national register or located within the downtown boundary or Centers and Corridors zone, such certificate shall include conditions such as: if the commission issues a certificate of appropriateness for the demolition of an building on the national register or located within the downtown boundary zone, such certificate shall include conditions such as:~~

~~1. any temporary measures deemed necessary by the commission for the condition of the resulting property after the demolition, including, without limitation, fencing or other screening of the property;~~

~~2. the provision of ongoing, specific site security measures;~~

~~3. **1. salvage of any historically significant artifacts or fixtures, determined in consultation with the HPO prior to demolition;**~~

~~4. limitations on the extent of the demolition permitted, such that only non-historically significant portions of the property are subject to demolition;~~

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~~5. if construction on a replacement structure is not commenced on the site within six (6) months of the issuance of the certificate, the owner must landscape the site for erosion protection and weed control and provide for solid waste clean up;~~

~~6. abatement of any hazardous substances on the property prior to demolition;~~

~~7. requirement for dust control during the demolition process; and~~

~~8.2. that the certificate of appropriateness for demolition of the building is valid for three months.~~

D. Before a demolition permit is issued, all other relevant codes must be met.

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

[Chapter 17D.100](#) Historic Preservation

[Section 17D.100.230](#) Demolition Permits for Historic Structures in the Downtown Boundary Area, National Register Historic Districts, and Centers and Corridors

- A. No demolition permits for structures that are listed or eligible to be listed on the National or Local Register of Historic Places located in the area shown on [Map 17D.100.230-M1](#), Downtown Boundary Area, in Center and Corridor Zones (as defined in [Chapter 17C.122](#) Center and Corridor Zones), and in all National Register Historic Districts shall be issued unless the structure to be demolished is to be replaced with a replacement structure that is administratively approved through a Certificate of Appropriateness under the following criteria. Deviations from these specific guidelines may be approved by the Historic Preservation Officer in consultation with the Planning Director at their discretion:
1. The replacement structure shall have a footprint square footage equal to or greater than the footprint square footage of the landmark structure to be demolished. The replacement structure must also have overall square footage equal to or greater than 75% but not larger than 150% of that of the eligible structure(s) to be demolished.
  2. Materials of the replacement structure shall be in keeping with the surrounding historic structures. Appropriate materials include brick, stone, wood, or similar.
  3. Administrative review of the replacement structure by the Historic Preservation Office will be completed within 10 business days of receipt of a completed application that addresses 1 & 2 above.
  4. Any replacement structure under this section shall satisfy all applicable zoning and design guidelines. A building permit for a replacement structure under this section must be accepted, processed, and issued prior to the issuance of the demolition permit.
  5. Additionally, the owner must demonstrate to the satisfaction of the director of the Developer Services Center (DSC), in consultation with the Historic Preservation Officer, that the owner has a valid and binding commitment or commitments for financing (such as a term sheet or MOU) for the replacement structure.
- B. If the building proposed for demolition has not previously been determined eligible, eligibility shall be determined by the Spokane Historic Landmarks Commission within thirty (30) days of the submission of the application for a demolition permit and a completed determination of eligibility document. The applicant shall be responsible to submit a determination of eligibility demonstrating the ineligibility of the structure based upon the National Register Criteria for Evaluation (36 CFR 60). Applications for structures that are determined not to be listed or eligible to be listed on a National or Local Register of Historic Places shall be processed pursuant to existing regulations for non-historic buildings.
- C. This section shall not apply to orders of the building official or fire marshal regarding orders that a structure be demolished due to public health, safety, or welfare concerns.

- D. If the Historic Preservation Office issues an administrative certificate of appropriateness for the replacement structure and financial commitments have been proven, a certificate of appropriateness may be issued administratively for the demolition of a building on the national register or located within the downtown boundary or Centers and Corridors zone, such certificate shall include conditions such as:
1. salvage of any historically significant artifacts or fixtures, determined in consultation with the HPO prior to demolition;
  2. that the certificate of appropriateness for demolition of the building is valid for three months.
- E. Before a demolition permit is issued, all other relevant codes must be met.

**State Environmental Policy Act (SEPA)  
ENVIRONMENTAL CHECKLIST**

**File No.** Amend ORD 17D.100.230

**PLEASE READ CAREFULLY BEFORE COMPLETING THE CHECKLIST!**

**Purpose of Checklist:**

The State Environmental Policy Act (SEPA) chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An Environmental Impact Statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

**Instructions for Applicants:**

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

**Use of checklist for nonproject proposals:**

Complete this checklist for nonproject proposals, even though questions may be answered "*does not apply.*"

IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (Part D).

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

**A. BACKGROUND**

1. Name of proposed project: \_\_\_\_\_
2. Applicant: \_\_\_\_\_
3. Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Agent or Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Address: \_\_\_\_\_  
Section: \_\_\_\_\_ Quarter: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Tax Parcel Number(s) \_\_\_\_\_
4. Date checklist prepared: \_\_\_\_\_
5. Agency requesting checklist: \_\_\_\_\_
6. Proposed timing or schedule (including phasing, if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. a. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Do you own or have options on land nearby or adjacent to this proposal? If yes, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. \_\_\_\_\_

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10. List any government approvals or permits that will be needed for your proposal, if known. \_\_\_\_\_

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11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. \_\_\_\_\_

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12. Location of the proposal: Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit application related to this checklist. \_\_\_\_\_

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13. Does the proposed action lie within the Aquifer Sensitive Area (ASA)? The General Sewer Service Area? The Priority Sewer Service Area? The City of Spokane? (See: Spokane County's ASA Overlay Zone Atlas for boundaries.) \_\_\_\_\_

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14. The following questions supplement Part A.

a. Critical Aquifer Recharge Area (CARA) / Aquifer Sensitive Area (ASA)

(1) Describe any systems, other than those designed for the disposal of sanitary waste installed for the purpose of discharging fluids below the ground surface (includes systems such as those for the disposal of stormwater or drainage from floor drains). Describe the type of system, the amount of material to be disposed of through the system and the types of material likely to be disposed of (including materials which may enter the system inadvertently through spills or as a result of firefighting activities). \_\_\_\_\_

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(2) Will any chemicals (especially organic solvents or petroleum fuels) be stored in aboveground or underground storage tanks? If so, what types and quantities of material will be stored? \_\_\_\_\_

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(3) What protective measures will be taken to ensure that leaks or spills of any chemicals stored or used on site will not be allowed to percolate to groundwater. This includes measures to keep chemicals out of disposal systems. \_\_\_\_\_

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(4) Will any chemicals be stored, handled or used on the site in a location where a spill or leak will drain to surface or groundwater or to a stormwater disposal system discharging to surface or groundwater? \_\_\_\_\_

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b. Stormwater

(1) What are the depths on the site to groundwater and to bedrock (if known)? \_\_\_\_\_

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(2) Will stormwater be discharged into the ground? If so, describe any potential impacts. \_\_\_\_\_

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**B. ENVIRONMENTAL ELEMENTS**

**1. Earth**

a. General description of the site (check one):

- Flat    Rolling    Hilly    Steep slopes    Mountainous

Other: \_\_\_\_\_

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b. What is the steepest slope on the site (approximate percent slope)? \_\_\_\_\_

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c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. \_\_\_\_

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d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. \_

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e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill: \_\_\_\_\_

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f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. \_\_\_\_\_

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g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt, or buildings)? \_\_\_\_\_

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h. Proposed measures to reduce or control erosion or other impacts to the earth, if any: \_\_\_\_\_

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**2. Air**

a. What type of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. \_\_\_\_\_

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b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. \_\_\_\_\_

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- c. Proposed measures to reduce or control emissions or other impacts to air, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Water**

a. SURFACE WATER:

- (1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (3) Estimate the amount of fill and dredge material that would be placed in or removed from the surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (4) Will the proposal require surface water withdrawals or diversions? If yes, give general description, purpose, and approximate quantities if known. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. \_\_\_\_\_

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(6) Does the proposal involve any discharge of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. \_\_\_\_\_

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b. GROUNDWATER:

(1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. \_\_\_\_\_

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(2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. \_\_\_\_\_

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c. WATER RUNOFF (INCLUDING STORMWATER):

(1) Describe the source of runoff (including stormwater) and method of collection and disposal if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. \_\_\_\_\_

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(2) Could waste materials enter ground or surface waters? If so, generally describe. \_\_\_\_\_

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(3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. \_\_\_\_\_

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d. PROPOSED MEASURES to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any. \_\_\_\_\_

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**4. Plants**

a. Check the type of vegetation found on the site:

Deciduous tree:  alder  maple  aspen

Other: \_\_\_\_\_

Evergreen tree:  fir  cedar  pine

Other: \_\_\_\_\_

Shrubs  Grass  Pasture  Crop or grain

Orchards, vineyards or other permanent crops

Wet soil plants:  cattail  buttercup  bullrush  skunk cabbage

Other: \_\_\_\_\_

Water plants:  water lily  eelgrass  milfoil

Other: \_\_\_\_\_

Other types of vegetation: \_\_\_\_\_

b. What kind and amount of vegetation will be removed or altered? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. List threatened and endangered species known to be on or near the site. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- e. List all noxious weeds and invasive species known to be on or near the site. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Animals**

- a. Check and List any birds and other animals which have been observed on or near the site or are known to be on or near the site:

Birds:  hawk  heron  eagle  songbirds

Other: \_\_\_\_\_

Mammals:  deer  bear  elk  beaver

Other: \_\_\_\_\_

Fish:  bass  salmon  trout  herring  shellfish

Other: \_\_\_\_\_

Other (*not* listed in above categories): \_\_\_\_\_  
\_\_\_\_\_

- b. List any threatened or endangered animal species known to be on or near the site.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. Is the site part of a migration route? If so, explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- d. Proposed measures to preserve or enhance wildlife, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- e. List any invasive animal species known to be on or near the site. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Energy and natural resources**

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**7. Environmental health**

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe. \_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(1) Describe any known or possible contamination at the site from present or past uses. \_\_\_\_\_

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(2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity. \_\_\_\_\_

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(3) Describe any toxic or hazardous chemicals/conditions that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project. \_\_\_\_\_

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(4) Describe special emergency services that might be required. \_\_\_\_\_

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(5) Proposed measures to reduce or control environmental health hazards, if any:

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b. NOISE:

(1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? \_\_\_\_\_

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(2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. \_\_\_\_\_

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(3) Proposed measure to reduce or control noise impacts, if any: \_\_\_\_\_

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**8. Land and shoreline use**

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. \_\_\_\_\_

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b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? \_\_\_\_\_

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1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how: \_\_\_\_\_

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c. Describe any structures on the site. \_\_\_\_\_

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d. Will any structures be demolished? If so, which? \_\_\_\_\_

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e. What is the current zoning classification of the site? \_\_\_\_\_

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f. What is the current comprehensive plan designation of the site? \_\_\_\_\_

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g. If applicable, what is the current shoreline master program designation of the site? \_\_\_\_\_

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h. Has any part of the site been classified as a critical area by the city or the county? If so, specify. \_\_\_\_\_

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i. Approximately how many people would reside or work in the completed project? \_\_\_\_\_

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j. Approximately how many people would the completed project displace? \_\_\_\_\_

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k. Proposed measures to avoid or reduce displacement impacts, if any: \_\_\_\_\_

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l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: \_\_\_\_\_

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m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any: \_\_\_\_\_

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**9. Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Approximately how many units, if any, would be eliminated? Indicate whether high-, middle- or low-income housing. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Proposed measures to reduce or control housing impacts, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Aesthetics**

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. What views in the immediate vicinity would be altered or obstructed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Proposed measures to reduce or control aesthetic impacts, if any: \_\_\_\_\_  
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\_\_\_\_\_

**11. Light and Glare**

a. What type of light or glare will the proposal produce? What time of day would it mainly occur? \_\_\_\_\_

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b. Could light or glare from the finished project be a safety hazard or interfere with views? \_\_\_\_\_

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c. What existing off-site sources of light or glare may affect your proposal? \_\_\_\_\_

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d. Proposed measures to reduce or control light and glare impacts, if any: \_\_\_\_\_

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**12. Recreation**

a. What designated and informal recreational opportunities are in the immediate vicinity? \_\_\_\_\_

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b. Would the proposed project displace any existing recreational uses? If so, describe. \_\_\_\_\_

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c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: \_\_\_\_\_

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**13. Historic and cultural preservation**

a. Are there any buildings, structures, or sites, located on or near the sited that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. \_\_\_\_\_

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b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. \_\_\_\_\_

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c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archaeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. \_\_\_\_\_

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d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required. \_\_\_\_\_

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**14. Transportation**

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. \_\_\_\_\_

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b. Is site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? \_\_\_\_\_

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c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

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d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). \_\_\_\_\_

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e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail or air transportation? If so, generally describe. \_\_\_\_\_

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f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates? \_\_\_\_\_

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*(Note: to assist in review and if known, indicate vehicle trips during PM peak, AM Peak, and Weekday (24 hours).)*

g. Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, general describe. \_\_\_\_\_

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h. Proposed measures to reduce or control transportation impacts, if any: \_\_\_\_\_

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**15. Public services**

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. \_\_\_\_\_

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b. Proposed measures to reduce or control direct impacts on public services, if any: \_\_\_\_\_

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**16. Utilities**

a. Check utilities currently available at the site:

- electricity
- natural gas
- water
- refuse service
- telephone
- sanitary sewer
- septic system

Other: \_\_\_\_\_  
\_\_\_\_\_

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. SIGNATURE**

I, the undersigned, swear under penalty of perjury that the above responses are made truthfully and to the best of my knowledge. I also understand that, should there be any willful misrepresentation or willful lack of full disclosure on my part, the *agency* must withdraw any determination of Nonsignificance that it might issue in reliance upon this checklist.

Date: \_\_\_\_\_ Signature: Logan

***Please Print or Type:***

Proponent: \_\_\_\_\_ Address: \_\_\_\_\_

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

Person completing form (if different from proponent): \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

<p><b>FOR STAFF USE ONLY</b></p> <p>Staff member(s) reviewing checklist: _____</p> <p>Based on this staff review of the environmental checklist and other pertinent information, the staff concludes that:</p> <p><input type="checkbox"/> A. there are no probable significant adverse impacts and recommends a Determination of Nonsignificance.</p> <p><input type="checkbox"/> B. probable significant adverse environmental impacts do exist for the current proposal and recommends a Mitigated Determination of Nonsignificance with conditions.</p> <p><input type="checkbox"/> C. there are probable significant adverse environmental impacts and recommends a Determination of Significance.</p>
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**D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS**

***(Do not use this sheet for project actions)***

Because these questions are very general, it may be helpful to read them in conjunction with the list of elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed measures to avoid or reduce such increases are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. How would the proposal be likely to affect plants, animals, fish or marine life? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed measures to protect or conserve plants, animals, fish or marine life are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. How would the proposal be likely to deplete energy or natural resources? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed measures to protect or conserve energy and natural resources are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, flood plains or prime farmlands? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed measures to protect such resources or to avoid or reduce impacts are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed measures to avoid or reduce shoreline and land use impacts are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How would the proposal be likely to increase demands on transportation or public services and utilities? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed measures to reduce or respond to such demand(s) are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Identify, if possible, whether the proposal may conflict with local, state or federal laws or requirements for the protection of the environment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. SIGNATURE

I, the undersigned, swear under penalty of perjury that the above responses are made truthfully and to the best of my knowledge. I also understand that, should there be any willful misrepresentation or willful lack of full disclosure on my part, the *agency* may withdraw any Determination of Nonsignificance that it might issue in reliance upon this checklist.

Date: \_\_\_\_\_ Signature: Logan

**Please Print or Type:**

Proponent: \_\_\_\_\_ Address: \_\_\_\_\_

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

Person completing form (if different from proponent): \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**FOR STAFF USE ONLY**

Staff member(s) reviewing checklist: \_\_\_\_\_

Based on this staff review of the environmental checklist and other pertinent information, the staff concludes that:

- A.  there are no probable significant adverse impacts and recommends a Determination of Nonsignificance.
- B.  probable significant adverse impacts do exist for the current proposal and recommends a Mitigated Determination of Nonsignificance with conditions.
- C.  there are probable significant adverse environmental impacts and recommends a Determination of Significance.

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

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**Subject**

In November of 2023 the City of Spokane adopted new zoning regulations for lower-intensity residential zones. These changes, referred to as “Building Opportunity for Housing” (BOH) were intended to permanently implement the temporary changes put in place by the Building Opportunities and Choices for All program (BOCA).

BOH was a major change to The City’s zoning regulations. As staff have worked with developers and property owners to implement the new regulations, many issues have been identified. This is an expected aspect of adopting major changes to the development code.

The current proposed changes are provided below in red, along with a table that describes the nature of the changes for each section in general terms.

**Impact**

This proposal is expected to improve the public’s understanding of the code requirements and make it easier for staff to administer requirements. It also modifies some requirements based on challenges that exist in the current code that have been identified during review of proposed projects.

**Plan Commission Consideration:**

This proposal will be brought forward to Plan Commission for a hearing later this year.

Code section	Describe changes (if applicable)
17A.020.060 "F" Definitions	- Add definitions for Front Facade and Street Side Facade.
17C.111.205 Development Standards Tables	- Clarify that single-family and duplex construction within RMF and RHD should use the impervious coverage requirements of the R1 zone. - Rename "outdoor area" to "open space" - Rename "common outdoor area" to "courtyard open space"
17C.111.210 Density	- Change density calculation to gross area rather than net area (except critical areas, which are still removed from the calculation). - Specify that for subdivisions in R1 and R2 zones, one lot is counted as one dwelling unit. - Ensure that no matter what a density calculation says, a property is allowed to have a minimum of six units (ensures compliance with HB 1110) - Clarify that minimum density does not apply when new construction occurs on an existing lot - Provide guidance for how to apply minimum density for subdivisions on a property with an existing structure
17C.111.220 Building Coverage and Impervious Coverage	- Remove outdated references to FAR
17C.111.310 Open Space	- Rename from "Outdoor Areas" to "Open Space" - Clarify that private open space must be met in whole. It can't be partially met with the remainder going to courtyard open space. - Clarify how units whose open space is provided via a courtyard are identified. - Clarify how to count open space when multiple courtyards are provided.
17C.111.315 Entrances	- Clarify that houses adjacent to a courtyard can front onto the courtyard and are not required to face the street.
17C.111.320 Windows	- Clarify that on ADUs above a garage, the window requirement is only applicable to the part of the facade related to the ADU - Clarify that window requirements don't apply to buildings separated from the street by another building. - Clarify that window requirements don't apply to a detached accessory structure. - Don't apply window requirements to new garage additions.
17C.111.325 Building Articulation	- Clarify that attached houses are treated as a single building for this section - Clarify exceptions for ADUs above a garage and for buildings separated from the street by another building - Adjust building modulation rules to be more flexible by: - increasing the width at which modulation is required (increase from 30' to 40') - allowing for bay windows or bump-outs to meet the requirement - allowing for a covered porch to meet the requirement - Adjust requirements for design features on long facades to be more flexible as follows: - increasing the width at which modulation is required (increase from 30' to 40') - Clarify that the building modulation requirement can count towards the required design features - Provide specific examples to make requirements clearer - Encourage consideration for incorporating historic features from nearby structures into new construction
17C.111.335 Parking Facilities	- Clarify that requirements do not apply to buildings separated from the street by another building. - Provide more flexibility through the following: - Exempting garages on corner lots that face the side street - Allowing a single-car garage to be even with the house instead of stepped back - Allowing a covered porch to count towards the step-back requirement for a garage - Exempting garages that are turned to face the side lot line as long as the facade meets other design standards (e.g. windows) - Clarifying that detached garages should not be located between the primary structure and the street, with exceptions provided for limited situations
17C.111.450 Pitched Roofs	- Repeal as it doesn't make sense to have this requirement be more burdensome on RMF/RHD development than what is allowed in R1/R2
17C.230.020 Vehicle Parking Summary Table	- New table summarizing required/allowed parking amounts
17C.230.100 General Standards	- Remove elements related to parking minimums per recent Council action to remove minimums - Minor wording changes
17C.230.110 Minimum Required Parking Spaces	- Remove current language and state no minimum spaces are required
17C.230.120 Maximum Required Parking Spaces	- Remove Table 17C.230.120-1 and relocate information to 17C.230.020
17C.230.130 Parking Exceptions	- Remove Table 17C.230.130-1 and relocate information to 17C.230.020 - Remove elements related to parking minimums

17C.230.140 Development Standards	<ul style="list-style-type: none"> <li>- Remove language referring to City applying surfacing requirements retroactively</li> <li>- Remove Table 17C.230.140-1 and apply same dimensional requirements across all zones</li> <li>- Clarify curbing requirements to only apply adjacent to parking stalls and parking aisles</li> <li>- Extend exceptions for marked parking for detached homes to apply to Middle Housing as well (per HB 1110 requirement to treat them equally)</li> </ul>
17G.080.040 Short Subdivisions	<ul style="list-style-type: none"> <li>- Clarifications to submittal requirements regarding electronic submittals</li> <li>- Wording clarifications</li> </ul>
17G.080.065 Unit Lot Subdivisions	<ul style="list-style-type: none"> <li>- Clarify parent site requirements.</li> <li>- Clarify that common space may be owned by an HOA that is larger than the Unit Lot portion of a development.</li> <li>- Clarify that an ADU lot may be created whether it is existing or planned.</li> <li>- Add section with requirements for combining a Unit Lot Subdivision with a regular long plat or short plat.</li> <li>- Clarify that parent sites within a larger plat are limited to 2 acres total.</li> <li>- Remove requirement for utility lines to branch from a common line.</li> </ul>
17H.010.040 Initiation of Street Improvement Projects	<ul style="list-style-type: none"> <li>- Revise paving requirements based on new possibilities for Middle Housing</li> </ul>



## Section 17A.020.060 “F” Definitions

### A. Facade.

All the wall planes of a structure as seen from one side or view. ~~((For example, the front facade of a building would include all of the wall area that would be shown on the front elevation of the building plans.))~~

#### 1. Front Facade.

The facade facing the Front Lot Line as defined in SMC 17A.020.120(T). For example, the Front Facade of a building would include all of the wall area that would be shown on the front elevation of the building plans.

#### 2. Side Street Facade.

The facade facing a Side Street Lot Line as defined in SMC 17A.020.120(T).

### B. Facade Easement.

A use interest, as opposed to an ownership interest, in the property of another. The easement is granted by the owner to the City or County and restricts the owner’s exercise of the general and natural rights of the property on which the easement lies. The purpose of the easement is the continued preservation of significant exterior features of a structure.

### C. Facility and Service Provider.

The department, district, or agency responsible for providing the specific concurrency facility.

### D. Factory-built Structure.

1. “Factory-built housing” is any structure designed primarily for human occupancy, other than a mobile home, the structure or any room of which is either entirely or substantially prefabricated or assembled at a place other than a building site.
2. “Factory-built commercial structure” is a structure designed or used for human habitation or human occupancy for industrial, educational, assembly, professional, or commercial purposes, the structure or any room of which is either entirely or substantially prefabricated or assembled at a place other than a building site.

E. Fair Market Value.

The open market bid price for conducting the work, using the equipment and facilities, and purchase of the goods, services, and materials necessary to accomplish the development. This would normally equate to the cost of hiring a contractor to undertake the development from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead, and profit. The fair market value of the development shall include the fair market value of any donated, contributed, or found labor, equipment, or materials.

F. Fascia Sign.

See SMC 17C.240.015.

G. Feasible (Shoreline Master Program).

1. For the purpose of the shoreline master program, means that an action, such as a development project, mitigation, or preservation requirement, meets all of the following conditions:
  - a. The action can be accomplished with technologies and methods that have been used in the past in similar circumstances, or studies or tests have demonstrated in similar circumstances that such approaches are currently available and likely to achieve the intended results;
  - b. The action provides a reasonable likelihood of achieving its intended purpose; and
  - c. The action does not physically preclude achieving the project's primary intended legal use.
2. In cases where these guidelines require certain actions, unless they are infeasible, the burden of proving infeasibility is on the applicant.
3. In determining an action's infeasibility, the reviewing agency may weigh the action's relative public costs and public benefits, considered in the short- and long-term time frames.

H. Feature.

To give special prominence to.

I. Feeder Bluff.

Or “erosional bluff” means any bluff (or cliff) experiencing periodic erosion from waves, sliding, or slumping, and/or whose eroded sand or gravel material is naturally transported (littoral drift) via a driftway to an accretion shoreform; these natural sources of beach material are limited and vital for the long-term stability of driftways and accretion shoreforms.

J. Fill.

The addition of soil, sand, rock, gravel, sediment, earth retaining structure, or other material to an area waterward of the ordinary high-water mark in wetlands, or on shorelands in a manner that raises the elevation or creates dry land.

K. Financial Guarantee.

A secure method, in a form and in an amount both of which are acceptable to the city attorney, providing for and securing to the City the actual construction and installation of any improvements required in connection with plat and/or building permit approval within a period specified by the City, and/or securing to the City the successful operation of the improvements for two years after the City’s final inspection and acceptance of such improvements. There are two types of financial guarantees under chapter 17D.020 SMC, Financial Guarantees: Performance guarantee and performance/warranty retainer.

L. Fish Habitat.

A complex of physical, chemical, and biological conditions that provide the life-supporting and reproductive needs of a species or life stage of fish. Although the habitat requirements of a species depend on its age and activity, the basic components of fish habitat in rivers, streams, ponds, lakes, estuaries, marine waters, and near-shore areas include, but are not limited to, the following:

1. Clean water and appropriate temperatures for spawning, rearing, and holding.
2. Adequate water depth and velocity for migrating, spawning, rearing, and holding, including off-channel habitat.
3. Abundance of bank and in-stream structures to provide hiding and resting areas and stabilize stream banks and beds.
4. Appropriate substrates for spawning and embryonic development. For stream- and lake-dwelling fishes, substrates range from sands and gravel to rooted vegetation or submerged rocks and logs. Generally, substrates must be relatively stable and free of silts or fine sand.

5. Presence of riparian vegetation as defined in this program. Riparian vegetation creates a transition zone, which provides shade and food sources of aquatic and terrestrial insects for fish.
6. Unimpeded passage (i.e., due to suitable gradient and lack of barriers) for upstream and downstream migrating juveniles and adults.

M. Fiveplex.

A building that contains five dwelling units on the same lot that share a common wall or common floor/ceiling.

N. Flag.

See SMC 17C.240.015.

O. Float.

A floating platform similar to a dock that is anchored or attached to pilings.

P. Flood Insurance Rate Map or FIRM.

The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the City.

Q. Flood Insurance Study (FIS).

The official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base flood.

R. Flood or Flooding.

1. A general and temporary condition of partial or complete inundation of normally dry land areas from:
  - a. The overflow of inland waters;
  - b. The unusual and rapid accumulation of runoff of surface waters from any source; or
  - c. Mudslides or mudflows, which are proximately caused by flooding as defined in section (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land

areas, as when earth is carried by a current of water and deposited along the path of the current.

2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in section (1)(a) of this definition.

S. Flood Elevation Study.

An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide or mudflow, and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

T. Flood Insurance Rate Map (FIRM).

The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

U. Floodplain or Flood Prone Area.

Any land area susceptible to being inundated by water from any source. See "Flood or Flooding."

V. Floodplain administrator.

The community official designated by title to administer and enforce the floodplain management regulations.

W. Floodway.

1. As identified in the Shoreline Master Program:, the area that either:
  - a. The floodway is the area that either

- i. has been established in federal emergency management agency flood insurance rate maps or floodway maps; or
    - ii. consists of those portions of a river valley lying streamward from the outer limits of a watercourse upon which flood waters are carried during periods of flooding that occur with reasonable regularity, although not necessarily annually, said floodway being identified, under normal condition, by changes in surface soil conditions or changes in types or quality of vegetative ground cover condition, topography, or other indicators of flooding that occurs with reasonable regularity, although not necessarily annually.
  - b. Regardless of the method used to identify the floodway, the floodway shall not include those lands that can reasonably be expected to be protected from flood waters by flood control devices maintained by or maintained under license from the federal government, the state, or a political subdivision of the state.
2. For floodplain management purposes, the floodway is the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as "Regulatory Floodway."

X. Floor Area.

The total floor area of the portion of a building that is above ground. Floor area is measured from the exterior faces of a building or structure. Floor area does not include the following:

1. Areas where the elevation of the floor is four feet or more below the lowest elevation of an adjacent right-of way.
2. Roof area, including roof top parking.
3. Roof top mechanical equipment.
4. Attic area with a ceiling height less than six feet nine inches.
5. Porches, exterior balconies, or other similar areas, unless they are enclosed by walls that are more than forty-two inches in height, for fifty percent or more of their perimeter; and
6. In residential zones, FAR does not include mechanical structures, uncovered horizontal structures, covered accessory structures, attached accessory structures (without living space), detached accessory structures (without living space).

Y. Flood Proofing.

Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

Z. Floor Area Ratio (FAR).

The amount of floor area in relation to the amount of site area, expressed in square feet. For example, a floor area ratio of two to one means two square feet of floor area for every one square foot of site area.

AA. Focused Growth Area.

Includes mixed-use district centers, neighborhood centers, and employment centers.

AB. Fourplex.

A building that contains four dwelling units on the same lot that share a common wall or common floor/ceiling.

AC. Frame Effect.

A visual effect on an electronic message sign applied to a single frame to transition from one message to the next. This term shall include, but not be limited to scrolling, fade, and dissolve. This term shall not include flashing.

AD. Freestanding Sign.

See SMC 17C.240.015.

AE. Frontage.

The full length of a plot of land or a building measured alongside the road on to which the plot or building fronts. In the case of contiguous buildings individual frontages are usually measured to the middle of any party wall.

AF. Functionally Dependent Water-Use.

A use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

DRAFT



## Section 17C.111.205 Development Standards Tables

Development standards that apply within the residential zones are provided in Tables 17C.111.205-1 through 17C.111.205-3.

TABLE 17C.111.205-1 LOT DEVELOPMENT STANDARDS [1]					
	RA	R1	R2	RMF	RHD
<b>DENSITY STANDARDS</b>					
Maximum density on sites 2 acres or less [2][3]	No maximum	No maximum	No maximum	No maximum	No maximum
Maximum density on sites larger than 2 acres [2]	10 units/acre	10 units/acre	20 units/acre	No maximum	No maximum
Minimum density [2]	4 units/acre	4 units/acre	10 units/acre	15 units/acre	15 units/acre
<b>LOT DIMENSIONS FOR SUBDIVISIONS AND SHORT SUBDIVISIONS</b>					
Minimum lot area	7,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.
Minimum lot width with no driveway approach [4]	40 ft.	15 ft.	15 ft.	15 ft.	15 ft.
Minimum lot width with driveway approach [4]	40 ft.	36 ft.	36 ft.	25 ft.	25 ft.
Minimum lot width within Airfield Overlay Zone	40 ft.	40 ft.	36 ft.	25 ft.	25 ft.
Minimum lot depth	80 ft.	80 ft.	40 ft.	N/A	N/A
Minimum lot frontage	40 ft.	Same as minimum lot width	Same as minimum lot width	Same as minimum lot width	Same as minimum lot width
<b>MINIMUM LOT DIMENSIONS FOR UNIT LOT SUBDIVISIONS</b>					
Minimum parent lot area	No minimum	No minimum	No minimum	No minimum	No minimum
Maximum parent lot area	2 acres	2 acres	2 acres	2 acres	2 acres
Minimum child lot area	No minimum	No minimum	No minimum	No minimum	No minimum
Minimum child lot depth	No minimum	No minimum	No minimum	No minimum	No minimum
<b>LOT COVERAGE</b>					

Maximum total building coverage [5][6][7]	50%	65%	80%	100%	100%
Maximum lot impervious coverage without engineer's stormwater drainage plan - not in ADC [5][8][9]	50%	60%	60%	N/A	N/A
Maximum lot impervious coverage without engineer's stormwater drainage plan - inside ADC [5][8][9]	40%	40%	40%	N/A	N/A

Notes:

[1] Plan district, overlay zone, or other development standards contained in Title 17C SMC may supersede these standards.

[2] See SMC 17C.111.210 for applicability of minimum and maximum density standards in the residential zones.

[3] Development within Airfield Overlay Zones is further regulated as described in SMC 17C.180.090, Limited Use Standards.

[4] Lots with vehicle access only from an alley are not considered to have a "driveway approach" for the purposes of this standard.

[5] Lot and building coverage calculation includes all primary and accessory structures.

[6] Building coverage for attached housing is calculated based on the overall development site, rather than individual lots.

[7] Developments meeting certain criteria relating to transit, Centers & Corridors, or housing affordability are given a bonus for building coverage. See SMC 17C.111.225 for detailed eligibility criteria.

[8] Projects may exceed impervious coverage requirements by including an engineer's drainage plan in submittals, subject to review by the City Engineer as described in SMC 17D.060.135. "ADC" means Area of Drainage Concern.

[9] Projects in the RMF and RHD zones that are exempted from review under the Spokane Regional Stormwater Manual shall follow the impervious coverage requirements of the R1 zone.

TABLE 17C.111.205-2 BUILDING AND SITING STANDARDS [1]					
	RA	R1	R2	RMF	RHD
PRIMARY BUILDINGS					
Floor area ratio	N/A	N/A	N/A	N/A	N/A
Maximum building footprint per primary building - lot area 7,000 sq. ft. or less	N/A	2,450 sq. ft.	2,450 sq. ft.	N/A	N/A
Maximum building footprint per primary building - lot area more than 7,000 sq. ft.	N/A	35%	35%	N/A	N/A

Maximum building height [2]	35 ft.	40 ft.	40 ft.	40 ft.	40 ft.
Minimum Setbacks					
Front	15 ft.	10 ft.	10 ft.	10 ft.	10 ft.
Interior side lot line - lot width 40 ft or less [3]	3 ft.	3 ft.	3 ft.	3 ft.	3 ft.
Interior side lot line - lot width more than 40 ft [4] [5]	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
Street side lot line – all lot widths	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
Attached garage or carport entrance from street	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.
Rear	25 ft.	15 ft.	15 ft.	10 ft.	10 ft.
<b>ACCESSORY DWELLING UNITS</b>					
Maximum building footprint for accessory dwelling unit - lot area 5,500 sq. ft. or less	1,100 sq. ft.	1,100 sq. ft.	1,100 sq. ft.	1,100 sq. ft.	1,100 sq. ft.
Maximum building footprint for accessory dwelling unit - lots larger than 5,500 sq. ft.	15%	15%	15%	15%	15%
Maximum building height	25 ft.	25 ft.	25 ft.	25 ft.	25 ft.
Minimum side lot line setbacks [5] [6]	Same as Primary Structure				
Minimum rear setback with alley [4] [5] [6]	0 ft.	0 ft.	0 ft.	0 ft.	0 ft.
Minimum rear setback no alley	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
<b>OTHER ACCESSORY STRUCTURES</b>					
Maximum lot coverage for accessory structures – lots 5,500 sq. ft. or less	20%	20%	20%	See Primary Structure	See Primary Structure
Maximum lot coverage for accessory structures – lots larger than 5,500 sq. ft.	20%	15%	15%	See Primary Structure	See Primary Structure
Maximum building height	30 ft.	20 ft.	20 ft.	35 ft.	35 ft.
Minimum side lot line setbacks [4] [5] [6]	Same as Primary Structure				
Minimum rear setback with alley	0 ft.	0 ft.	0 ft.	0 ft.	0 ft.
Minimum rear setback no alley	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
<b>OPEN SPACE</b>					
Minimum (( <del>outdoor area</del> ) <b>open space</b> ) per unit [7]	250 sq. ft.	250 sq. ft.	250 sq. ft.	200 sq. ft.	48 sq. ft.
Minimum (( <del>common outdoor area</del> ) <b>courtyard open space</b> ) per	200 sq. ft.	200 sq. ft.	200 sq. ft.	150 sq. ft.	48 sq. ft.

unit as a substitute for private area - first six units					
Minimum ( <del>common outdoor area</del> ) <u>courtyard open space</u> per unit as a substitute for private area - all units after six	150 sq. ft.	150 sq. ft.	150 sq. ft.	100 sq. ft.	48 sq. ft.
<p>Notes:</p> <p>[1] Plan district, overlay zone, or other development standards contained in Title 17C SMC may supersede these standards.</p> <p>[2] Base zone height may be modified according to SMC 17C.111.230, Height.</p> <p>[3] Certain elements such as covered porches may extend into the front setback. See SMC 17C.111.235, Setbacks.</p> <p>[4] There is an additional angled setback from the interior side lot line. Refer to SMC 17C.111.230(C) and 17C.111.235(E) for more detail.</p> <p>[5] Setbacks for a detached accessory structure and a covered accessory structure may be reduced to zero feet with a signed waiver from the neighboring property owner as specified in SMC 17C.111.240(C).</p> <p>[6] Accessory structures may be subject to an additional side setback adjacent to streets as specified in 17C.111.240(C)(5).</p> <p>[7] (<del>Common outdoor area</del>) <u>Courtyard open space</u> may be substituted for private outdoor area according to SMC 17C.111.310.</p>					

TABLE 17C.111.205-3 DEVELOPMENT STANDARDS FOR PROPERTIES QUALIFYING FOR DEVELOPMENT BONUS [1] [2]					
	RA	R1	R2	RMF	RHD
<b>LOT COVERAGE</b>					
Maximum total building coverage	N/A	80%	90%	100%	100%
<b>PRIMARY BUILDINGS</b>					
Floor area ratio	N/A	N/A	N/A	N/A	N/A
Maximum building footprint per primary building - lot area 7,000 sq. ft. or less	N/A	2,450 sq. ft.	2,450 sq. ft.	N/A	N/A
Maximum building footprint per primary building - lot area more than 7,000 sq. ft.	N/A	35%	35%	N/A	N/A
<p>Notes:</p> <p>[1] Standards not addressed in this table are consistent with the general standards in Tables 17C.111.205-1 and 17C.111.205-2.</p> <p>[2] Criteria to qualify for Development Bonuses is outlined in SMC 17C.111.225.</p>					

## Section 17C.111.210 Density

### A. Purpose.

The number of dwellings per unit of land, the density, is controlled so that housing can match the availability of public services. The use of density minimums ensures that in areas with the highest level of public services, ~~((that))~~ the service capacity is not wasted and that the City's housing goals are met.

### B. ~~((Calculating))~~ Gross Density Used.

The calculation of density for a subdivision or residential development is ~~((net area and is))~~ based on the total (gross) area of the subject property ~~((, less the area set aside for right-of-way and tracts of land dedicated for stormwater facilities. Land within a critical area (see definitions under chapter 17A.020 SMC) may be subtracted from the calculation of density. When the calculation of density results in a fraction, the density allowed is rounded up to the next whole number. For example, a calculation in which lot area, divided by minimum unit area equals 4.35 units, the number is rounded up to five units))~~.

### ~~((C. Maximum Density Applicability and Calculation.~~

- ~~1. The maximum density standards in Table 17C.111.205-1 shall be met only when the development site exceeds 2 acres in area. In such cases, the following apply:
  - ~~a. If a land division is proposed, the applicant must demonstrate how the proposed lots can meet maximum density once construction is completed.~~
  - ~~b. If no land division is proposed, maximum density must be met at the time of development.~~
  - ~~c. Maximum density is based on the zone and size of the site. The following formula is used to determine the maximum number of units allowed on the site:  
Square footage of site, less the area set aside for right-of-way and tracts of land dedicated for stormwater facilities;  
Divided by maximum density from Table 17C.111.205-1;  
Equals maximum number of units allowed. If this formula results in a decimal fraction, the resulting maximum number of units allowed is rounded up to the next whole number. Decimal fractions of five tenths or greater are rounded up. Fractions less than five tenths are rounded down.~~~~

- ~~2. If the development site is 2 acres or less in area, the maximum density standards do not apply.~~
- ~~3. The number of units allowed on a site is based on the presumption that all site development standards will be met.~~

~~D. Minimum Density Applicability and Calculation:~~

- ~~1. The minimum density standards in Table 17G.111.205-1 shall be met under the following circumstances:
  - ~~a. A land division is proposed.~~
  - ~~b. In such cases, the applicant must demonstrate how the proposed lots can meet minimum density once construction is completed.~~
  - ~~c. Minimum density standards can be modified by a PUD under SMG 17G.070.030(B)(2).~~
  - ~~d. Development is proposed in the RMF or RHD zones. In such cases, minimum density must be met at the time of development.~~~~
- ~~2. Except as provided in subsection (3), when development is proposed on an existing legal lot in the RA, R1, or R2 zones, minimum density standards do not apply.~~
- ~~3. A site with pre-existing development may not move out of conformance or further out of conformance with the minimum density standard, including sites in the RA, R1, and R2 zones (regardless of whether a land division is proposed).~~
- ~~4. Minimum density is based on the zone and size of the site, and whether there are critical areas (see definitions under chapter 17A.020 SMC). Land within a critical area may be subtracted from the calculation of density. The following formula is used to determine the minimum number of lots required on the site:  
Square footage of site, less the area set aside for right-of-way and tracts of land dedicated for stormwater facilities;  
Divided by minimum density from Table 17G.111.205-1;  
Equals minimum number of units required.~~

~~E. Transfer of Density:~~

~~Density may be transferred from one site to another subject to the provisions of chapter 17G.070 SMC, Planned Unit Developments.)~~

C. Critical Areas Subtracted.

Land within a critical area (see definitions under chapter 17A.020 SMC) shall be subtracted from the calculation of density.

D. Right-of-Way May Be Subtracted.

Land dedicated as Right-of-Way may be, but is not required to be, subtracted from a calculation of density.

E. Numbers Rounded Up.

When the calculation of density results in a fraction, the density allowed or required is rounded up to the next whole number. For example, a calculation in which lot area, divided by minimum unit area equals 4.35 units, the number is rounded up to five units.

F. Formula.

The following formula is used to determine the maximum number of units allowed or the minimum number of units required on the site:

Square footage of site, less any land within a critical area, divided by the density from Table 17C.111.205-1 equals maximum number of units allowed or minimum number of units required.

If this formula results in a decimal fraction, the resulting number of units allowed is rounded up to the next whole number.

G. Land Division in R1 or R2 Zones.

If a land division is proposed in an R1 or R2 zone, the calculation of density shall count one lot as one dwelling unit.

H. Exceptions to Maximum Density Limits.

1. Development Less Than Two (2) Acres.

If the development site excluding any land within a critical area is two (2) acres or less in area, the maximum density standards shall not apply. Proposed new Right-of-Way may also be subtracted from the development site.

2. Middle Housing Allowance.

Notwithstanding any density maximum resulting from a density calculation, any combination of Middle Housing types identified under SMC 17A.020.130(J) shall be allowed on a lot up to six total units, including Accessory Dwelling Units. Such development shall still be subject to other site development standards which may limit the total amount of achievable development on the site.

J. Exceptions to Minimum Density Requirements.

1. Construction on Existing Legal Lots.

Except as provided in subsection (K), when renovation or new construction is proposed on an existing legal lot in the RA, R1, or R2 zones, minimum density shall not apply.

2. Land Divisions with Existing Structures.

When a land division is proposed on a lot with an existing dwelling unit and current density below the minimum, any new lots created shall meet these density requirements. A lot which retains an existing primary structure may continue its nonconforming status.

K. Nonconforming Situations.

A site with pre-existing development may not move out of conformance or further out of conformance with the density standards, including sites in the RA, R1, and R2 zones (regardless of whether a land division is proposed).

((E))L. Transfer of Density.

Density may be transferred from one site to another subject to the provisions of chapter 17G.070 SMC, Planned Unit Developments.

M. Other Standards Apply.

The number of units allowed or required on a site is based on the presumption that all site development standards will be met. A calculation of maximum allowable density does not ensure the maximum number is achievable under other standards and regulations that govern site development.



## Section 17C.111.220 Building Coverage and Impervious Coverage

### A. Purpose.

The building coverage standards, together with ~~((the floor area ratio (FAR),))~~ height and setback standards control the overall bulk of structures. They are intended to assure that taller buildings will not have such a large footprint that their total bulk will overwhelm adjacent houses. The standards also help define the form of the different zones by limiting the amount of building area allowed on a site. Additionally, the impervious coverage standards ensure that there is adequate space on a site for stormwater infiltration.

### B. Building Coverage and Impervious Coverage Standards.

The maximum combined building coverage allowed on a site for all covered structures is stated in Table 17C.111.205-1.

1. “Impervious surface” is defined in SMC 17A.020.090.
2. For development applications that submit an engineer’s stormwater drainage plan pursuant to SMC 17D.060.140, total impervious coverage on a lot is not limited by this chapter, and the building coverage standards control.
3. For development applications that do not submit an engineer’s stormwater drainage plan, the maximum impervious coverage standards in Table 17C.111.205-1 must be met. The impervious coverage standards vary depending on whether or not the subject site is located in an Area of Drainage Concern pursuant to SMC 17D.060.135.

### ~~((C. — How to Use FAR with Building Coverage.~~

~~The FAR determines the total amount of living space within a residential structure while the maximum building site coverage determines the maximum building footprint for all structures, including garages and the primary residence(s). The FAR is defined under chapter 17A.020 SMC, Definitions. FAR does not apply to Residentially zoned areas.))~~

## Section 17C.111.310 (~~Outdoor Areas~~) Open Space

### A. Purpose.

To create usable areas through the use of engaging (~~outdoor~~) recreational spaces for the enjoyment and health of the residents.

### B. (~~Outdoor Areas~~) Open Space Implementation.

1. Developments shall provide (~~outdoor areas~~) open space in the quantity required by Table 17C.111.205-2. (R)
2. The (~~outdoor area~~) open space may be configured as either:
  - a. A private outdoor area, such as a balcony or patio directly accessible from the unit;
  - b. (~~A common~~) One or multiple courtyard outdoor (~~area~~) areas. (~~accessible by all units in the building.~~)
3. Developments may provide a mix of private and courtyard open space. In developments with a mix of private and courtyard open space, each unit shall meet the full requirements for at least one type of outdoor area. Those units making use of courtyard open space shall meet all the standards for a courtyard open space. Those units making use of private open space shall meet all the standards for private open space. (R)
- (~~3~~)4. If a (~~common~~) courtyard outdoor area is provided, it shall meet the following:
  - a. Each courtyard shall be associated with housing units for which it is providing open space. The association shall be clearly identified in submitted plans. The association shall be established through a direct pedestrian connection from the unit to the courtyard.
  - (~~a~~)b. (~~Connected~~) Each courtyard shall be connected to each associated unit by a pedestrian (~~paths~~) path. A pedestrian connection from a unit to an associated courtyard shall not cross a parking area and shall not require walking in the opposite direction of the courtyard to gain access. (R)
  - (~~b~~)c. At least 50 percent of associated units shall have windows or doors that face directly onto the (~~common~~) courtyard outdoor area. (R)
  - d. In a development with multiple courtyard outdoor areas, the calculation of square footage shall occur separately for each courtyard outdoor area based on the number of units associated with it. The reduction of square footage after six (6) units shall only

apply if that courtyard outdoor area has more than six (6) associated units. (R)

~~((e))~~d. ~~((Common))~~ Each courtyard outdoor ~~((areas))~~ area shall provide at least three of the following amenities to accommodate a variety of ages and activities. Amenities may include, but are not limited to:

(P)

- i. Site furnishings (benches, tables, bike racks when not required for the development type, etc.);
- ii. Picnic areas;
- iii. Patios, plazas or courtyards;
- iv. Shaded playgrounds;
- v. Rooftop gardens, planter boxes, or garden plots; ~~((or))~~
- vi. Fenced pet area~~((:))~~; or
- vii. Grass or other living ground cover suitable for recreational use.

4. ~~((Outdoor))~~ Open spaces shall not be located adjacent to dumpster enclosures, loading/service, areas or other incompatible uses that are known to cause smell or noise nuisances. ~~((P))~~ (R)

## Section 17C.111.315 Entrances

### A. Purpose.

To ensure that entrances are easily identifiable, clearly visible, and accessible from streets, sidewalks, and common areas, to encourage pedestrian activity and enliven the street.

### B. Applicability.

The following standards apply to all building facades that face a public or private street, except those that are separated from the street by another building.

### C. Entrances Implementation.

See Figure 17C.111.315-A.

1. ~~((Each))~~ Except as provided in subsection (3), each residential structure fronting a public or private street must have at least one address and main entrance facing or within a 45 degree angle of a street frontage. Buildings with multiple units may have shared entries. (R)
2. Each unit with individual ground-floor entry and all shared entries must have a porch or stoop cover that is at least 3-feet deep. (P)
- ~~((3. — On corner lots, buildings with multiple units must have at least one entrance facing or within a 45-degree angle on each street frontage. (C)))~~
3. For a courtyard open space directly abutting a public or private street, residential structures that abut both the courtyard and the public or private street may directly face the courtyard instead of facing the public or private street. (P)

[keep image]

## Section 17C.111.320 Windows

### A. Purpose.

To maintain a lively and active street face while increasing safety and general visibility to the public realm.

### B. Applicability.

The following standards apply to all ~~((building facades))~~ facade areas that face a public or private street and enclose floor area, garage space, or accessory structures, ~~((except those that are separated from the street by another building-))~~ with the following exceptions:

1. When a facade is separated from the street by another building this section does not apply.
2. For an Accessory Dwelling Unit above a detached garage on a corner lot, this section only applies to the portion of the facade associated with the dwelling unit.
3. For a detached accessory structure on a corner lot this section does not apply.
4. For an attached garage addition to an existing structure, this section does not apply to the portion of the facade associated with the garage.

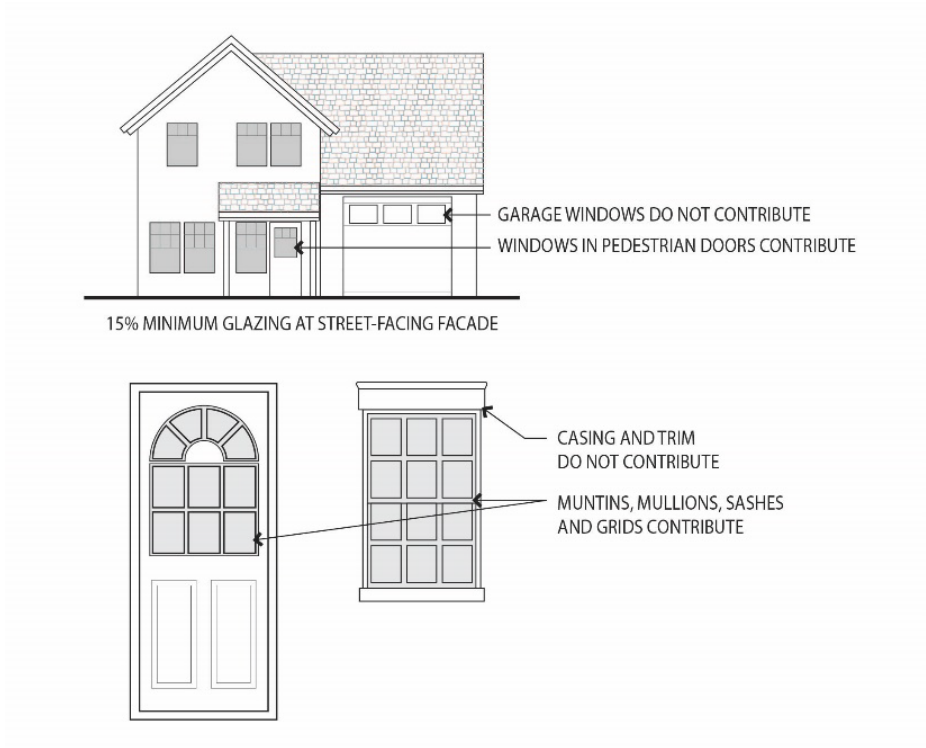
### C. Windows Implementation.

See Figure 17C.111.320-A.

1. Windows shall be provided in facades facing public or private streets, comprising at least fifteen percent of the facade area (R).
2. Window area is considered the entire area within, but not including, the window casing, including any interior window grid.
3. Windows in pedestrian doors may be counted toward this standard. Windows in garage doors may not be counted toward this standard.
4. At least one of the following decorative window features must be included on all of the windows on street facing facades: (P)
  - a. Arched or transom windows.
  - b. Mullions.
  - c. Awnings or bracketed overhangs.
  - d. Flower boxes.
  - e. Shutters.
  - f. Window trim with a minimum width of three inches.

- g. Pop-outs or recesses greater than three inches.
- h. Bay windows.
- i. Dormers.

Figure 17C.111.320-A. Window Coverage



## Section 17C.111.325 Building Articulation

### A. Purpose.

To ensure that buildings along any public or private street display the greatest amount of visual interest and reinforce the residential scale of the streetscape and neighborhood.

### B. Applicability.

~~((The following))~~ These standards apply to all ~~((building))~~ facades that face a public or private street ~~((, except those that are separated from the street by another building. The standards apply to facades of attached housing irrespective of underlying lot lines))~~.

#### 1. Attached Housing.

These standards apply to facades of attached housing. For purposes of this section, a grouping of attached houses shall be considered as a single building.

#### 2. Exceptions.

a. These standards do not apply when a facade is separated from the street by another building.

b. These standards do not apply to a detached Accessory Dwelling Unit above a detached garage.

### C. Building Articulation Implementation.

1. ~~((Buildings must))~~ street-facing Facades shall be modulated along the street at least every ~~((thirty))~~ forty feet. ~~((Building modulations must step the building wall back or forward at least four feet. See Figure 17C.11325-A. (R))~~ Building modulations may be achieved in any one of the following ways. (R)

a. A step back or forward in the building wall of at least four feet. See Figure 17C.111.325-A.

b. For facades no more than two stories high, a bay window or cantilevered bump-out at least four feet (4') wide and two feet (2') deep on the ground floor.

c. A cantilevered bump-out at least four feet (4') wide and two feet (2') deep that extends vertically the entire height of the facade.

d. A covered porch at least ten feet (10') wide and six feet (6') deep.

2. The scale of buildings ~~((must))~~ shall be moderated to create a human scale streetscape by including vertical and horizontal delineation as expressed by bays, belt lines, doors, or windows. (P)
3. ~~((Horizontal street-facing facades))~~ In addition to the requirement of subsection (C)(1), street-facing Facades longer than ((thirty)) forty feet (40') ((must)) shall include at least ((four)) one of the ((following)) design features listed below, or a similar treatment, ((per façade. At least one of these features must be used)) every thirty feet (30'). For portions of a facade in excess of an increment of thirty (30), an additional feature shall be required after ten feet (10'). The modulation implemented to meet subsection (C)(1) may be counted in meeting this requirement. (P)

a. Design Features.

- ~~((a. Varied building heights.~~
- ~~b. Use of different materials.~~
- ~~c. Different colors.~~
- ~~d. Offsets.~~
- ~~e. Projecting roofs (minimum of twelve inches).~~
- ~~f. Recesses.~~
- ~~g. Bay windows.~~
- ~~h. Variation in roof materials, color, pitch, or aspect.~~
- ~~i. Balconies~~
- ~~j. Covered porch or patio.~~
- ~~k. Dormers))~~

- i. Varied building heights.
- ii. Use of different materials.
- iii. Different colors.
- iv. Offsets.
- v. Projecting roofs (minimum of twelve inches).
- vi. Recesses.
- vii. Bay windows or bump-outs.
- viii. Variation in roof materials, color, pitch, or aspect.
- ix. Balconies
- x. Covered porch or patio.
- xi. Dormers



Figure 17C.111.325-A. Building Articulation for Long Facades

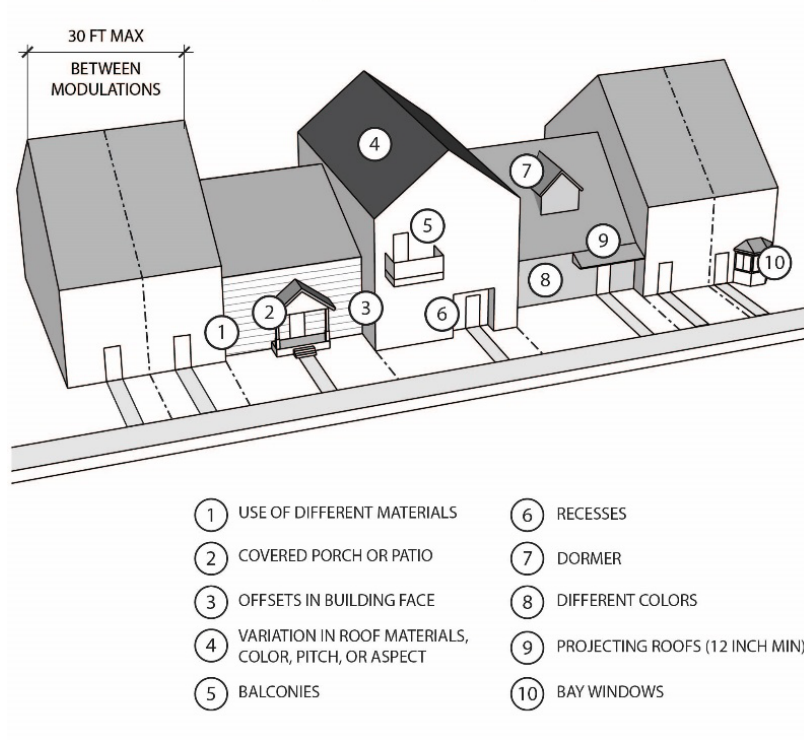


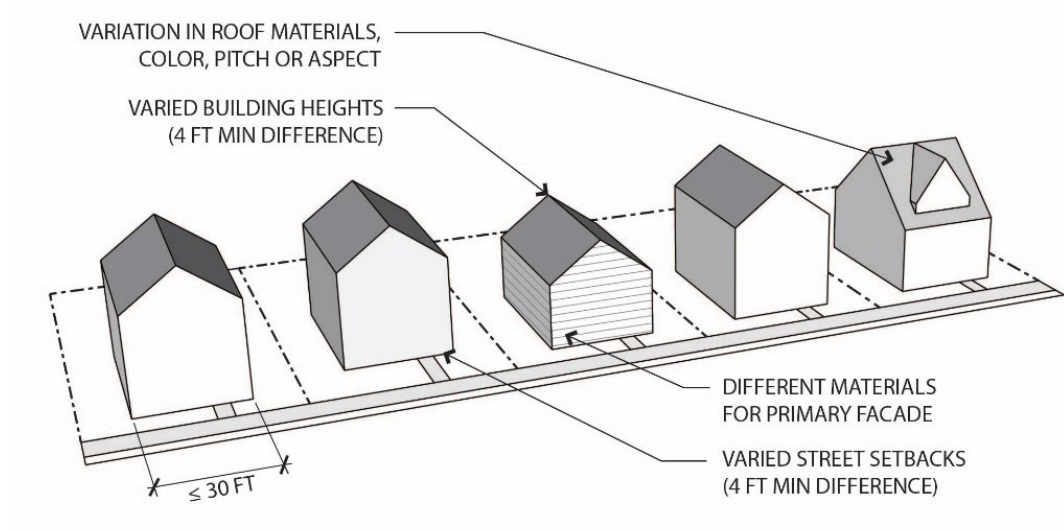
TABLE 17C.111.325-1 BUILDING ARTICULATION EXAMPLES	
<u>Street-Facing Facade Width</u>	<u>Requirements</u>
<u>35 feet</u>	<u>No modulation required</u> <u>No design features required from subsection (3)(a)</u>
<u>40 feet</u>	<u>Modulation required</u> <u>No additional design features required from subsection (3)(a)</u>
<u>45 feet</u>	<u>Modulation required</u> <u>One additional design feature required from subsection (3)(a)</u>
<u>60 feet</u>	<u>Modulation required</u> <u>One additional design feature required from subsection (3)(a)</u>
<u>70 feet</u>	<u>Modulation required</u> <u>Two additional design features required from subsection (3)(a)</u>

~~((4.—The following standard applies when detached housing units or individual units of attached housing have street-facing facades that are thirty feet or less in width. Each such unit shall provide variation from adjacent units by using one or more of the following design features (see Figure 17C.111.325-B):~~

~~a.—Street setbacks that differ by at least four feet.~~

- b. ~~Building heights that differ by at least four feet.~~
- c. ~~Use of different materials for the primary façade.~~
- d. ~~Variation in roof materials, color, pitch, or aspect.~~

Figure 17C.111.325-B. ~~Building Variation for Narrow Facades~~)



**Note: Graphic to be removed**

~~((5. Development should reduce the potential impact of new housing on established and historic neighborhoods by incorporating elements and forms from nearby buildings. This may include reference to architectural details, building massing, proportionality, and use of high-quality materials such as wood, brick, and stone. (C)))~~

D. Consideration for Historic Features.

Development should reduce the potential impact of new housing on established and historic neighborhoods by incorporating elements and forms from nearby buildings. This may include reference to architectural details, building massing, proportionality, and use of high-quality materials such as wood, brick, and stone. (C)

## Section 17C.111.335 Parking Facilities

### A. Purpose.

To integrate parking facilities with the building and surrounding residential context, promote pedestrian-oriented environments along streets, reduce impervious surfaces, and preserve on-street parking and street tree opportunities.

### B. Definitions.

#### 1. Primary Street-Facing Facade.

a. The Primary Street-Facing Facade is the portion of the Front Facade that:

i. is closest to the front lot line; and

ii. encloses living space; and

iii. is situated at ground level.

b. Projections such as bay windows or cantilevered bump-outs shall not be counted as the Primary Street-Facing Facade.

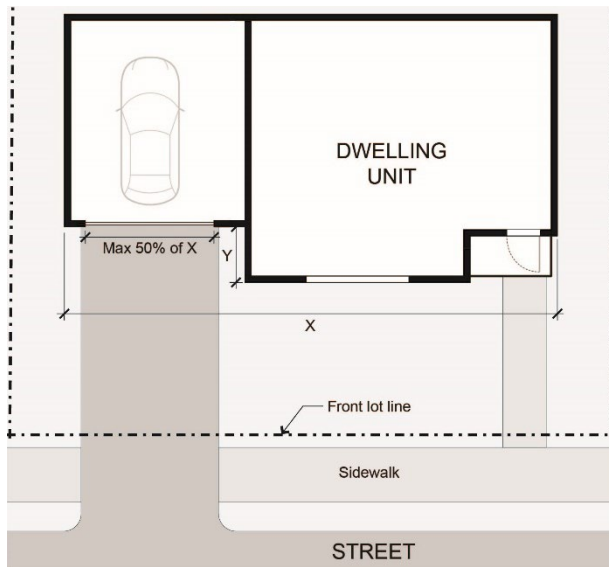
### C. Exemptions.

This section does not apply to structures that are separated from the street by another structure.

### ~~(B)~~D. Parking Facilities Implementation.

1. The combined width of all garage ~~((doors))~~ door openings ~~((facing the street))~~ on the Front Facade may be up to fifty percent of the length of the ~~((street-facing building facade))~~ Front Facade. For attached housing, this standard applies to the combined length of the ~~((street-facing facades))~~ Front Facades of all units. For all other lots and structures, the standards apply to the ~~((street-facing facade))~~ Front Facade of each individual building. See Figure 17C.111.335-A. (R)

Figure 17C.111.335-A. Garage Door Standard



X = Length of street-facing building façade  
 Y = 2 ft minimum setback from primary street-facing building façade

~~((2. Street-facing garage walls must be set back at least two feet from the primary street-facing building facade. (R)))~~

2. Garage Wall Step Back.

- a. On a Front Facade with garage openings cumulatively totaling more than ten feet (10') in width, all garage openings shall be set back in one of the following ways: (R)
  - i. at least two feet (2') behind the Primary Street-Facing Facade; or
  - ii. at least six feet (6') behind the front of a covered porch that is a minimum of six feet (6') in depth and spans at least half of the Front Facade. The covered porch shall have columns, railing, or other vertical elements along the front to visually establish the edge of the porch.
- b. A Front Facade with one street-facing garage opening of ten feet (10') or less in width shall be even with or set back from the Primary Street-Facing Facade. (R)
- c. A Front Facade for a garage with the opening facing the side lot line is not required to step back from the Primary Street-Facing Facade, but shall meet all other relevant design standards. (P)
- d. A grouping of attached housing units shall be considered a single building for purposes of these step back requirements.

3. Access to Parking.
  - a. Vehicular access to ~~((parking))~~ a parking area, garage, or carport shall occur only from an alley, improved street, or easement ~~((is required if parking is required))~~ pursuant to chapter 17C.230 SMC Parking and Loading. (R)
  - b. If the lot abuts a public alley, then vehicle access shall be from the alley unless the applicant requests a waiver of the requirement and the Planning Director determines that one of the following conditions exists: (R)
    - i. Existing topography does not permit alley access; or
    - ii. A portion of the alley abuts a nonresidential zone; or
    - iii. The alley is used for loading or unloading by an existing nonresidential use; or
    - iv. Due to the relationship of the alley to the street system, use of the alley for parking access would create a significant safety hazard.
  - c. For lots with vehicle access through an alley, garages shall not be accessed from the street. (R)
  - d. Where off-street parking is provided for attached housing or for two or more units on one lot, only one driveway approach and sidewalk crossing for each two dwellings may be permitted. See Figure 17C.111.335-B. (R)
  - e. Driveway approaches shall be separated by a minimum distance of 36 feet. The Planning Director will grant an exception to this standard if the 36-foot separation from existing driveways on adjacent lots would preclude vehicular access to the subject lot. See Figure 17C.111.335-B. (R)
4. ~~((Parking structures, ))~~Detached garages and detached carports~~((, and parking areas other than driveways))~~ shall not be located between the ~~((principal structure))~~ Front Facade and ~~((streets))~~ the street unless the Planning Director determines that one of the following conditions is met. (P)
  - a. The lot and primary structure existed prior to January 1, 2024 and are situated such that a garage or carport cannot reasonably be located to the side of or behind the primary structure; or
  - b. Existing topography does not permit the placement of a garage or carport to the side of or behind the proposed or existing primary structure; or

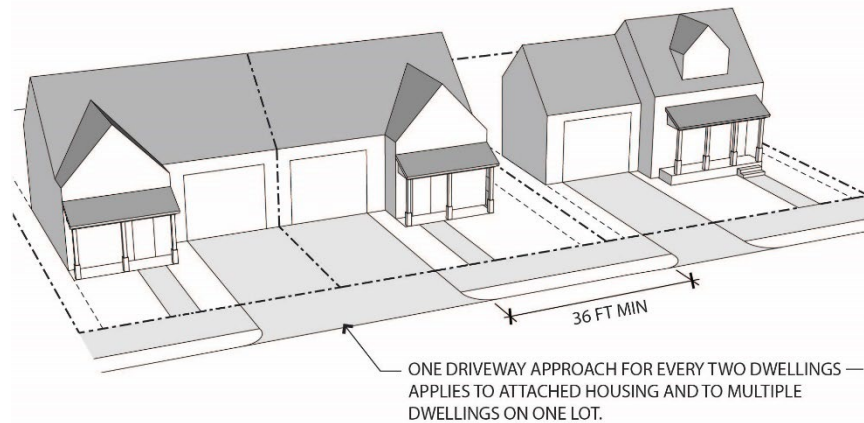
c. Placement of the garage or carport to the side of or behind the primary structure would create a safety hazard.

Upon meeting one of these conditions, the garage or carport shall follow all other design standards as practicable.

5. Parking areas shall not be located between the Front Facade and the street except for driveways that lead to an allowable vehicle parking facility. (R)

Figure 17C.111.335-B. Paired Driveways and Minimum Spacing

FIGURE 17C.110.335-B: Paired Driveways and Minimum Spacing



[add another image to show shared/paired driveways for detached housing]

Section 17C.111.450 Pitched Roofs

[repealed]

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17C.230.020 Vehicle Parking Summary Table

Parking requirements are summarized in Table 17C.230.020-1.

<b>TABLE 17C.230.020-1                      SUMMARY OF PARKING REQUIREMENTS [1]</b>				
<b>RESIDENTIAL CATEGORIES</b>				
<b>USE                      CATEGORY</b>	<b>SPECIFIC USE</b>	<b>MINIMUM                      REQUIRED</b>	<b>MAXIMUM                      ALLOWED:                      CC,                      DOWNTOWN,                      FBC ZONES                      [2]</b>	<b>MAXIMUM                      ALLOWED:                      RA, R1, R2, RMF,                      RHD, O, OR, NR,                      NMU, CB, GC,                      INDUSTRIAL                      ZONES [2]</b>
Group Living		None	<b>CC:</b> 4 per 1,000 sq. ft. of floor area  <b>Downtown:</b> 3 per 1,000 sq. ft. of floor area  <b>FBC:</b> 2 per 500 sq. ft. of floor area	No maximum
Residential Household Living				



COMMERCIAL CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Adult Business		None	<b>CC:</b> 4 per 1,000 sq. ft. of floor area  <b>Downtown:</b> 3 per 1,000 sq. ft. of floor area  <b>FBC:</b> 2 per 500 sq. ft. of floor area	1 per 200 sq. ft. of floor area
Commercial Outdoor Recreation				30 per acre of site
Commercial Parking				None
Drive-through Facility				None
Major Event Entertainment				1 per 5 seats or per CU review
Office				1 per 200 sq. ft. of floor area
Quick Vehicle Servicing				1 per 200 sq. ft. of floor area
Retail Sales and Service	Retail, Personal Service, Repair-oriented			1 per 200 sq. ft. of floor area
	Restaurants and Bars			1 per 60 sq. ft. of floor area
	Health Clubs, Gyms, Lodges, Meeting Rooms and similar continuous entertainment, such as Arcades and Bowling Alleys			1 per 180 sq. ft. of floor area
	Temporary Lodging	1.5 per rentable room; for associated uses such as Restaurants, see above		
	Theaters	1 per 2.7 seats or 1 per 4 feet of bench area		

	Retail sales and services of large items, such as appliances, furniture and equipment			1 per 200 sq. ft. of floor area
Mini-storage Facilities				Same as Warehouse and Freight Movement
Vehicle Repair				1 per 200 sq. ft.

**INDUSTRIAL CATEGORIES**

<b>USE CATEGORY</b>	<b>SPECIFIC USE</b>	<b>MINIMUM REQUIRED</b>	<b>MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]</b>	<b>MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]</b>
Industrial Services, Railroad Yards, Wholesale Sales		None	<b>CC:</b> 4 per 1,000 sq. ft. of floor area  <b>Downtown:</b> 3 per 1,000 sq. ft. of floor area  <b>FBC:</b> 2 per 500 sq. ft. of floor area	1 per 200 sq. ft. of floor area
Manufacturing and Production				1 per 200 sq. ft. of floor area
Warehouse and Freight Movement				1 per 200 sq. ft. of floor area
Waste-related				Per CU review

INSTITUTIONAL CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Basic Utilities		None	<b>CC:</b> 4 per 1,000 sq. ft. of floor area  <b>Downtown:</b> 3 per 1,000 sq. ft. of floor area  <b>FBC:</b> 2 per 500 sq. ft. of floor area	None
Colleges				1 per 200 sq. ft. of floor area
Community Service				exclusive of dormitories, plus 1 per 2.6 dorm room
Daycare				1 per 200 sq. ft. of floor area
Medical Centers				1 per 200 sq. ft. of floor area
Parks and Open Areas				1 per 200 sq. ft. of floor area
Religious Institutions				Per CU review for active areas
Schools	Grade, Elementary, Junior High			2.5 per classroom
	High School			10.5 per classroom

OTHER CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Agriculture		None	<b>CC:</b> 4 per 1,000 sq. ft. of floor area  <b>Downtown:</b> 3 per 1,000 sq. ft. of floor area  <b>FBC:</b> 2 per 500 sq. ft. of floor area	None or per CU review
Aviation and Surface Passenger Terminals				Per CU review
Detention Facilities				Per CU review
Essential Public Facilities				Per CU review
Wireless Communication Facilities				None or per CU review
Rail Lines and Utility Corridors				None

[1] The Planning Director may approve different amounts of parking spaces under the exceptions listed in SMC 17C.230.130.

[2] Parking provided within a parking structure is not counted towards the maximum allowed per SMC 17C.230.120(B)(2).

## Section 17C.230.100 General Standards

### A. ~~((Where the Standards Apply))~~ Applicability.

The standards of this chapter apply to all parking areas in ~~((RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, Downtown, CC, industrial, and FBC zones))~~ all zones, whether required by this code or put in for the convenience of property owners or users. Parking areas include those accessory to a use, part of a commercial parking use, or for a park and ride facility in the basic utilities use category. Some zoning categories have unique parking standards as provided in Table 17C.230.120-1.

### ~~((B.—Occupancy.~~

~~All required parking areas must be completed and landscaped prior to occupancy of any structure except as provided in chapter 17C.200 SMC, Landscaping and Screening.)~~

### ~~((C))~~B.((Calculations of Amounts of Required and Allowed Parking)) Calculation.

1. When computing parking spaces based on floor area, floor area dedicated for parking is not counted.
2. The number of parking spaces is computed based on the uses on the site. When there is more than one use on a site, the required or allowed parking for the site is the sum of the required or allowed parking for the individual uses. ~~((For joint use parking, see SMC 17C.230.110(B)(2).))~~  
~~((3.—If the maximum number of spaces allowed is less than or equal to the minimum number required, then the maximum number is automatically increased to one more than the minimum.))~~  
~~((4))~~3. If the maximum number of spaces allowed is less than one, then the maximum number is automatically increased to one.
- ~~((5))~~4. When the calculation of required or allowed parking results in a decimal fraction, the number of parking spaces required or allowed is rounded up to the next whole number.

### ~~((D.—Use of Required Parking Spaces.~~

~~Required parking spaces must be available for the use of residents, customers, or employees of the use. Fees may be charged for the use of required parking spaces, except for group living and residential household living uses. Required parking spaces may not be assigned in any way to a use on another site, except for joint parking situations. Required parking spaces must be made available to employees; it cannot be restricted only to customers. See SMC~~

~~17C.230.110(B)(2). Also, required parking spaces may not be used for the parking of equipment or storage of goods or inoperable vehicles.~~

~~E. Proximity of Parking to Use.~~

- ~~1. Required parking spaces for all industrial and commercial zones, except center and corridor zones, must be located on the site of the use or in parking areas whose closest point is within four hundred feet of the site. In center and corridor zones, parking is required to be located within six hundred feet of the use.~~
- ~~2. Required parking spaces for uses in the RA, R1, R2, and RMF zones must be located on the site of the use. Required parking for the uses in the RHD zone must be located on the site of the use or in parking areas whose closest point is within four hundred feet of the site.~~

~~F. Stacked Parking.~~

~~Stacked or valet parking is allowed if an attendant is present to move vehicles. If stacked parking is used for required parking spaces, some form of guarantee must be filed with the City ensuring that an attendant will always be present when the lot is in operation. The requirements for minimum or maximum spaces and all parking area development standards continue to apply for stacked parking.~~

~~G. On-Street Parking.~~

~~The minimum number of required parking spaces may be reduced by the number of on-street parking spaces immediately adjacent to a site's public right-of-way frontages, located on the same side of the street. The street must be paved, with sidewalks that are ADA accessible. Each complete twenty linear foot section of right-of-way where parallel parking is permitted is considered a parking space. Where parallel, diagonal or other on-street parking is marked on the street or officially designated by other means; the number of complete parking spaces that are adjacent on the same side of the street to the site's frontage are counted. An on-street parking space shall not be counted if it is restricted in its use as a designated loading, taxi or other special use zone or if parking is prohibited for more than five hours any twenty four-hour period. When calculating the number of required bicycle parking spaces per SMC 17C.230.200, the number of vehicle off-street parking spaces that would be required before this reduction is applied is the figure that is used.))~~

~~((H))C. Curb Cuts.~~

Curb cuts and access restrictions are regulated by the City engineering services department. Other zoning standards or design ~~((guidelines))~~ standards may apply.

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## Section 17C.230.110 Minimum Required Parking Spaces

### ~~((A.—Purpose.~~

~~The purpose of required parking spaces is to provide enough parking to accommodate the majority of traffic generated by the range of uses, which might locate at the site over time. As provided in subsection (B)(3) of this section, bicycle parking may be substituted for some required parking on a site to encourage transit use and bicycling by employees and visitors to the site. The required parking numbers correspond to broad use categories, not specific uses, in response to this long-term emphasis. Provision of carpool parking, and locating it close to the building entrance, will encourage carpool use.~~

### ~~B.—Minimum Number of Parking Spaces Required.~~

~~1.—The minimum number of parking spaces for all zones is stated in Table 17C.230.120-1. Table 17C.230.130-1 states the required number of spaces for use categories. The standards of Table 17C.230.120-1 and Table 17C.230.130-1 apply unless specifically superseded by other portions of the city code.~~

### ~~2.—Joint Use Parking.~~

~~Joint use of required parking spaces may occur where two or more uses on the same or separate sites are able to share the same parking spaces because their parking demands occur at different times. Joint use of required nonresidential parking spaces is allowed if the following documentation is submitted in writing to the planning and economic development services director as part of a building or zoning permit application or land use review:~~

- ~~a.—The names and addresses of the uses and of the owners or tenants that are sharing the parking.~~
- ~~b.—The location and number of parking spaces that are being shared.~~
- ~~c.—An analysis showing that the peak parking times of the uses occur at different times and that the parking area will be large enough for the anticipated demands of both uses; and~~
- ~~d.—A legal instrument such as an easement or deed restriction that guarantees access to the parking for both uses.~~

~~3.—Bicycle parking may substitute for up to twenty-five (25) percent of required vehicle parking. For every four (4) short-term bicycle parking spaces, the motor vehicle parking requirement is reduced by one space.~~



~~For every one (1) long-term bicycle parking space, the motor vehicle parking required is reduced by one space. Vehicle parking associated with residential uses may only be substituted by long-term bicycle parking. Existing parking may be converted to take advantage of this provision. Required bicycle parking spaces may be used to substitute for vehicle parking.~~

#### ~~4. Existing Uses.~~

~~The off-street parking and loading requirements of this chapter do not apply retroactively to established uses; however:~~

- ~~a. the site to which a building is relocated must provide the required spaces; and~~
- ~~b. a person increasing the floor area, or other measure of off-street parking and loading requirements, by addition or alteration, must provide spaces as required for the increase, unless the requirement under this subsection is five spaces or fewer.~~

#### ~~5. Change of Use.~~

~~When the use of an existing building changes, additional off-street parking and loading facilities must be provided only when the number of parking or loading spaces required for the new use(s) exceeds the number of spaces required for the use that most recently occupied the building. A "credit" is given for the most recent use of the property for the number of parking spaces that would be required by the current parking standards. The new use is not required to compensate for any existing deficit.~~

- ~~a. If the proposed use does not generate the requirement for greater than five additional parking spaces more than the most recent use then no additional parking spaces must be added.~~
- ~~b. For example, a non-conforming building with no off-street parking spaces most recently contained an office use that if built today would require three off-street parking spaces. The use of the building is proposed to be changed to a restaurant that would normally require six spaces. The three spaces that would be required of the existing office use are subtracted from the required number of parking spaces for the proposed restaurant use. The remainder is three spaces. Since the three new spaces is less than five spaces no off-street parking spaces would be required to be installed in order to change the use of the building from an office use to a restaurant use.~~

~~6. Uses Not Mentioned.~~

~~In the case of a use not specifically mentioned in Table 17C.230.130-1, the requirements for off-street parking shall be determined by the planning and economic development services director. If there is/are comparable uses, the planning and economic development services director's determination shall be based on the requirements for the most comparable use(s). Where, in the judgment of the planning and economic development services director, none of the uses in Table 17C.230.130-1 are comparable, the planning and economic development services director may base his or her determination as to the amount of parking required for the proposed use on detailed information provided by the applicant. The information required may include, but not be limited to, a description of the physical structure(s), identification of potential users, and analysis of likely parking demand.~~

~~C. Carpool Parking.~~

~~For office, industrial, and institutional uses where there are more than twenty parking spaces on the site, the following standards must be met:~~

- ~~1. Five spaces or five percent of the parking spaces on site, whichever is less, must be reserved for carpool use before nine a.m. on weekdays. More spaces may be reserved, but they are not required.~~
- ~~2. The spaces will be those closest to the building entrance or elevator, but not closer than the spaces for disabled parking and those signed for exclusive customer use.~~
- ~~3. Signs must be posted indicating these spaces are reserved for carpool use before nine a.m. on weekdays.)~~

A. No Minimum Required.

Except as provided herein, there is no required minimum number of off-street parking spaces.

B. Conditional Use.

A requirement to provide a minimum number of off-street parking spaces may be included as a condition in a Conditional Use permit.

## Section 17C.230.120 Maximum Required Parking Spaces

### A. Purpose.

Limiting the number of spaces allowed promotes efficient use of land, enhances urban form, encourages use of alternative modes of transportation, provides for better pedestrian movement, and protects air and water quality. The maximum ratios in this section vary with the use the parking ((it)) is accessory to. ~~((These maximums will accommodate most auto trips to a site based on typical peak parking demand for each use.))~~

### B. Maximum Number of Parking Spaces Allowed.

Standards in a plan district or overlay zone may supersede the standards in this subsection or the amounts listed in Table 17C.230.020-1.

#### 1. Surface Parking.

The maximum number of parking spaces allowed is stated in Table ~~((17C.230.120-1 and Table 17C.230.130-1))~~ 17C.230.020-1, except as specified in subsection (B)(2) of this section.

#### 2. Structure Parking.

Parking provided within a building or parking structure is not counted when calculating the maximum parking allowed.

((

<b>TABLE 17C.230.120-1</b>		
<b>PARKING SPACES BY ZONE [1]</b>		
<b>(Refer to Table 17C.230.130-1 for Parking Spaces Standards by Use)</b>		
<b>ZONE</b>	<b>SPECIFIC USES</b>	<b>REQUIREMENT</b>
RA, R1, R2, RMF, RHD O, OR, NR, NMU, CB, CC, Industrial	All Land Uses	Minimum and maximum standards are shown in Table 17C.230.130-1.
CC1, CC2, CC3, CC4 [2]	Nonresidential	There is no minimum parking requirement. Maximum ratio is 4 stalls per 1,000 gross square feet of floor area.
	Residential	There is no minimum parking requirement.

		Maximum ratio is 4 stalls per 1,000 gross square feet of floor area.
Downtown [2]	Nonresidential	There is no minimum parking requirement. Maximum ratio is 3 stalls per 1,000 gross square feet of floor area.
	Residential	There is no minimum parking requirement. Maximum ratio is 3 stalls per 1,000 gross square feet of floor area.
FBC [2]	All Land Uses	See SMC 17C.123.040, Hamilton Form Based Code for off-street parking requirements.
Overlay	All Land Uses	No off-street parking is required. See the No Off-Street Parking Required Overlay Zone Map 17C.230-M2 and No Off-Street Parking Required Overlay Zone Map 17C.230-M3.
<p>[1] Standards in a plan district or overlay zone may supersede the standards of this table.  [2] See exceptions in SMC 17C.230.130, CC and Downtown Zone Parking Exceptions.</p>		

))

## Section 17C.230.130 Parking Exceptions

~~((A. Parking is not required for commercial or institutional uses.~~

~~B. The Planning Director may approve ratios that are higher than the maximum ((or lower than the minimum)) if sufficient factual data is provided to indicate that a different amount is appropriate. The applicant assumes the burden of proof. Approval of parking above the maximum shall be conditioned upon increasing the amount of required landscaping by thirty percent. ((Approval of parking below the minimum shall be conditioned upon the project contributing towards a pedestrian and transit supportive environment both next to the immediate site and in the surrounding area.)) When determining if a different amount of parking is appropriate, the Director shall consider the proximity of the site to frequent transit service, the intensity of the zoning designation of the site and surrounding sites, and the form of the proposed use.))~~

The Planning Director may approve ratios that are higher than the maximum if sufficient factual data is provided to indicate that a different amount is appropriate. The applicant assumes the burden of proof. Approval of parking above the maximum shall be conditioned upon increasing the amount of required landscaping by thirty percent. When determining if a different amount of parking is appropriate, the Director shall consider the proximity of the site to frequent transit service, the intensity of the zoning designation of the site and surrounding sites, and the form of the proposed use.

~~((C. If property owners and businesses establish a parking management area program with shared parking agreements, the Planning Director may reduce or waive parking requirements.~~

~~D. Existing legal nonconforming buildings that do not have adequate parking to meet the standards of this section are not required to provide off-street parking when remodeling which increases the amount of required parking occurs within the existing structure.~~

~~E. Attached Housing.~~

~~The following exceptions apply only to attached housing (defined in SMC 17A.020.010) in the RMF and RHD zones. Distances are measured in a straight line between the zone/overlay boundary to the lot line of the site containing the development.~~

- ~~1. On a lot at least partially within one thousand three hundred twenty feet of CC, CA, or DT zone or CC3 zoning overlay, the minimum number of off-street vehicle parking spaces required is fifty percent less than the minimum required for Residential Household Living in Table 17C.230.130-4.~~

2. On a lot farther than one thousand three hundred twenty feet of a CC, CA, or DT zone or CC3 zoning overlay, the minimum number of off-street vehicle parking spaces required is thirty percent less than the minimum required for Residential Household Living in Table 17C.230.130-1.

F. Parking is not required for residential development on sites located within one-half mile of a transit stop.

<b>TABLE 17C.230.130-1</b> <b>PARKING SPACES BY USE [1]</b> (Refer to Table 17C.230.120-1 for Parking Space Standards by Zone) CU = Conditional Use			
<b>RESIDENTIAL CATEGORIES</b>			
<b>USE CATEGORIES</b>	<b>SPECIFIC USES</b>	<b>MINIMUM PARKING</b>	<b>MAXIMUM PARKING</b>
Group Living	-	None	None
Residential Household Living	-	None	None
<b>COMMERCIAL CATEGORIES</b>			
<b>USE CATEGORIES</b>	<b>SPECIFIC USES</b>	<b>MINIMUM PARKING</b>	<b>MAXIMUM PARKING</b>
Adult Business	-	None	1 per 200 sq. ft. of floor area
Commercial Outdoor Recreation	-	None	30 per acre of site
Commercial Parking	-	Not applicable	None
Drive-through Facility	-	Not applicable	None
Major Event Entertainment	-	None	1 per 5 seats or per CU review
Office	General Office	None	1 per 200 sq. ft. of floor area
	Medical/Dental Office	None	1 per 200 sq. ft. of floor area
Quick Vehicle Servicing	-	None	1 per 200 sq. ft. of floor area
Retail Sales and Service	Retail, Personal	None	1 per 200 sq. ft. of floor area

	Service,- Repair-oriented		
	Restaurants and Bars	None	1 per 60 sq. ft.- of floor area
	Health Clubs, Gyms, Lodges, Meeting Rooms and similar continuous entertainment, such as Arcades and Bowling Alleys	None	1 per 180 sq. ft.- of floor area
	Temporary Lodging	None	1.5 per rentable room;- for associated uses such as Restaurants,- see above
	Theaters	None	1 per 2.7 seats or 1 per 4 feet of bench area
	Retail sales and services of large items, such as appliances, furniture and equipment	None	1 per 200 sq. ft.- of floor area
Mini-storage Facilities	-	None	Same as Warehouse and Freight Movement
Vehicle Repair	-	None	1 per 200 sq. ft.- of floor area
<b>INDUSTRIAL CATEGORIES</b>			
<b>USE CATEGORIES</b>	<b>SPECIFIC USES</b>	<b>MINIMUM PARKING</b>	<b>MAXIMUM PARKING</b>
Industrial Services, Railroad Yards, Wholesale Sales	-	None	1 per 200 sq. ft.- of floor area
Manufacturing and Production	-	None	1 per 200 sq. ft.- of floor area
Warehouse and Freight Movement	-	None	1 per 200 sq. ft.- of floor area

Waste-related	-	Per CU review	Per CU review
<b>INSTITUTIONAL CATEGORIES</b>			
<b>USE CATEGORIES</b>	<b>SPECIFIC USES</b>	<b>MINIMUM PARKING</b>	<b>MAXIMUM PARKING</b>
Basic Utilities	-	None	None
Colleges	-	None	1 per 200 sq. ft. of floor area exclusive of dormitories, plus 1 per 2.6 dorm room
Community Service	-	None	1 per 200 sq. ft. of floor area
Daycare	-	None	1 per 200 sq. ft. of floor area
Medical Centers	-	None	1 per 200 sq. ft. of floor area
Parks and Open Areas	-	None	Per CU review for active areas
Religious Institutions	-	None	1 per 60 sq. ft. of main assembly area
Schools	Grade, Elementary, Junior High	None	2.5 per classroom
	High School	None	10.5 per classroom
<b>OTHER CATEGORIES</b>			
<b>USE CATEGORIES</b>	<b>SPECIFIC USES</b>	<b>MINIMUM PARKING</b>	<b>MAXIMUM PARKING</b>
Agriculture	-	None or per CU review	None or per CU review
Aviation and Surface Passenger Terminals	-	Per CU review	Per CU review
Detention Facilities	-	Per CU review	Per CU review
Essential Public Facilities	-	Per CU review	Per CU review
Wireless Communication Facilities	-	None or per CU review	None or per CU review



Rail Lines and Utility Corridors	-	None	None
<del>[1] The Planning Director may approve different amounts of parking spaces under the exceptions listed in SMC 17C.230.130.</del>			

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DRAFT

## Section 17C.230.140 Development Standards

### A. Purpose.

The parking area layout standards are intended to promote safe circulation within the parking area and provide for convenient entry and exit of vehicles.

### B. ~~((Where These Standards Apply))~~ Applicability.

The standards of this section apply to all vehicle areas whether required or excess parking.

### C. Improvements.

#### 1. Paving.

In order to control dust and mud, all vehicle areas must be surfaced with a minimum all-weather surface. Such surface shall be specified by the city engineer. Alternatives to the specified all-weather surface may be provided, subject to approval by the city engineer. The alternative must provide results equivalent to paving. All surfacing must provide for the following minimum standards of approval:

- a. Dust is controlled.
- b. Stormwater is treated to City standards; and
- c. Rock and other debris is not tracked off-site.

The applicant shall be required to prove that the alternative surfacing provides results equivalent to paving. ~~((If, after construction, the City determines that the alternative is not providing the results equivalent to paving or is not complying with the standards of approval, paving shall be required.))~~

#### 2. Striping.

All parking areas, except for stacked parking, must be striped in conformance with the parking dimension standards ~~((of subsection (E)))~~ of this section, except parking for ~~((single-family residences, duplexes, and accessory dwelling units))~~ Single-Unit Residential Buildings, Accessory Dwelling Units, or Middle Housing developments of no more than six units.

#### 3. Protective Curbs Around Landscaping.

All perimeter and interior landscaped areas directly adjacent to parking aisles, parking spaces, or an abutting sidewalk must have continuous, cast in place, or extruded protective curbs along the edges. Curbs separating landscaped areas from parking areas may allow stormwater runoff to pass through them. Tire stops, bollards or other protective barriers may be used at the front ends of parking spaces. Curbs may be perforated or have gaps or breaks. Trees must have adequate protection from car doors as well as car bumpers. This provision does not apply to ~~((single family residence, duplexes and accessory dwelling units))~~ Single-Unit Residential Buildings, Accessory Dwelling Units, or Middle Housing developments of no more than six units.

D. Stormwater Management.

Stormwater runoff from parking lots is regulated by the engineering services department.

E. Parking Area Layout.

1. Access to Parking Spaces.

All parking areas, except stacked parking areas, must be designed so that a vehicle may enter or exit without having to move another vehicle.

2. Parking Space and Aisle Dimensions.

a. Parking spaces and aisles ~~((in RA, R1, R2, RMF, RHD, FBC CA4, O, OR, NR, NMU, CB, GC, and industrial zones must))~~ shall meet the minimum dimensions contained in Table 17C.230.140-1.

~~((b. Parking spaces and aisles in Downtown CC, and FBC CA1, CA2, CA3 zones must meet the minimum dimensions contained in Table 17C.230.140-2.))~~

~~((e))~~b. In all zones, on dead end aisles, aisles shall extend five feet beyond the last stall to provide adequate turnaround.

3. Parking for Disabled Persons.

The city building services department regulates the following disabled person parking standards and access standards through the building code and the latest ANSI standards for accessible and usable buildings and facilities:

a. Dimensions of disabled person parking spaces and access aisles.

- b. The minimum number of disabled person parking spaces required.
  - c. Location of disabled person parking spaces and circulation routes.
  - d. Curb cuts and ramps including slope, width and location; and
  - e. Signage and pavement markings.
4. A portion of a standard parking space may be landscaped instead of paved, as follows:
- a. The landscaped area may be up to two feet of the front of the space as measured from a line parallel to the direction of the bumper of a vehicle using the space, as shown in Figure ~~((17C.230-3))~~ [17C.230.140-1](#). Any vehicle overhang must be free from interference from sidewalks, landscaping, or other required elements.

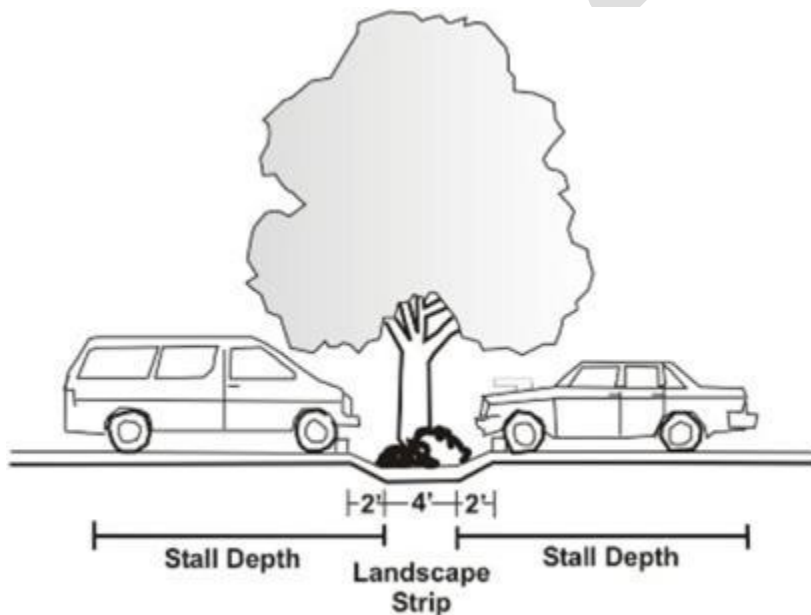


Figure 17C.230-3 Landscaped area at front of parking space

[Note: Remove image and replace with the one below]

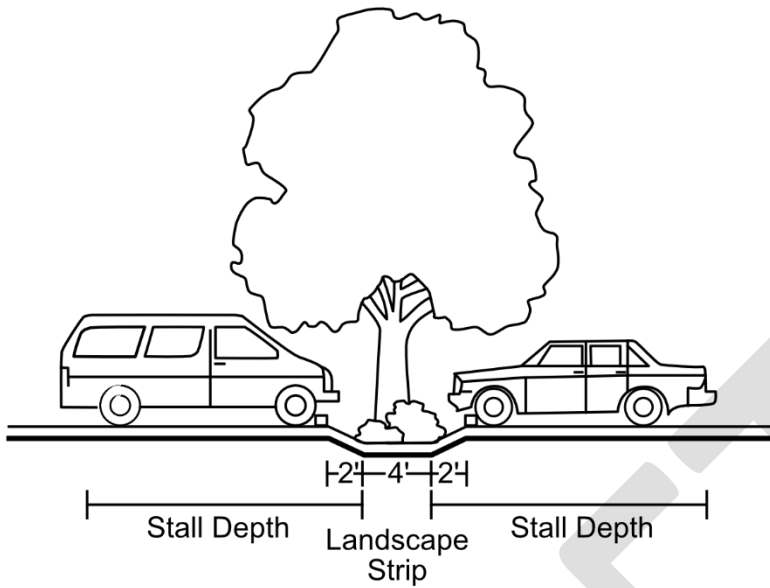


Figure 17C.230-3 Landscaped area at front of parking space

- b. Landscaping must be ground cover plants; and
- c. The landscaped area counts toward parking lot interior landscaping requirements and toward any overall site landscaping requirements. However, the landscaped area does not count toward perimeter landscaping requirements.

5. Engineering Services Department Review.

The engineering services department reviews the layout of parking areas for compliance with the curb cut and access restrictions of chapter 17H.010 SMC.

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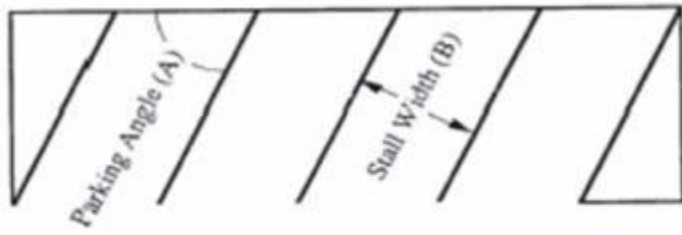
<b>Table 17C.230.140-1</b> <b>RA, R1, R2, RMF, RHD, FBC CA4, O, OR, NMU, CB, GC and Industrial Zones</b> <b>Minimum Parking Space and Aisle Dimensions [1, 2]</b>					
Angle (A)	Width (B)	Curb Length (C)	1-way Aisle Width (D)	2-way Aisle Width (D)	Stall Depth (E)
0° (Parallel)	8 ft.	20 ft.	12 ft.	22 ft.	8 ft.
30°	8 ft. 6 in.	17 ft.	12 ft.	22 ft.	15 ft.
45°	8 ft. 6 in.	12 ft.	12 ft.	22 ft.	17 ft.
60°	8 ft. 6 in.	9 ft. 9 in.	16 ft.	22 ft.	18 ft.
90°	8 ft. 6 in.	8 ft. 6 in.	22 ft.	22 ft.	18 ft.

Notes:  
[1] See Figure 17C.230-4.  
[2] Dimensions of parking spaces for the disabled are regulated by the building code. See SMC 17C.230.140(E)(3).

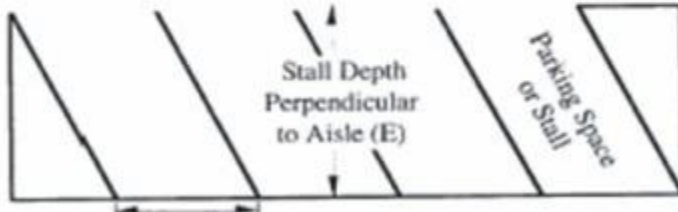
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<b>Table ((17C.230.140-2)) 17C.230.140-1</b> <b>((Downtown, CC, NR, FBC CA1, CA2, and CA3 Zones))</b> <b>Minimum Parking Space and Aisle Dimensions [1, 2]</b>					
Angle (A)	Width (B)	Curb Length (C)	1-way Aisle Width (D)	2-way Aisle Width (D)	Stall Depth (E)
0° (Parallel)	8 ft.	20 ft.	12 ft.	20 ft.	8 ft.
30°	8 ft. 6 in.	17 ft.	12 ft.	20 ft.	15 ft.
45°	8 ft. 6 in.	12 ft.	12 ft.	20 ft.	17 ft.
60°	8 ft. 6 in.	9 ft. 9 in.	16 ft.	20 ft.	17 ft. 6 in.
90°	8 ft. 6 in.	8 ft. 6 in.	20 ft.	20 ft.	16 ft.

Notes:  
((([1] See Figure 17C.230-4.))  
[1] See Figure 17C.230.140-2.  
[2] Dimensions of parking spaces for the disabled are regulated by the building code. See SMC 17C.230.140(E)(3).



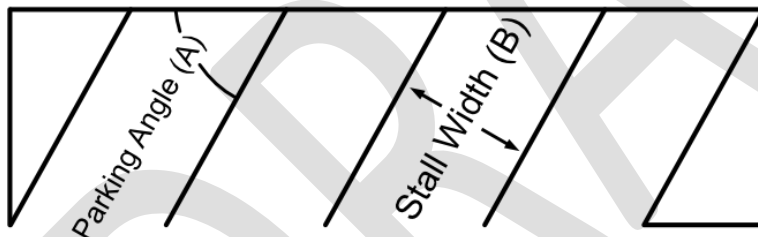
Aisle (D)



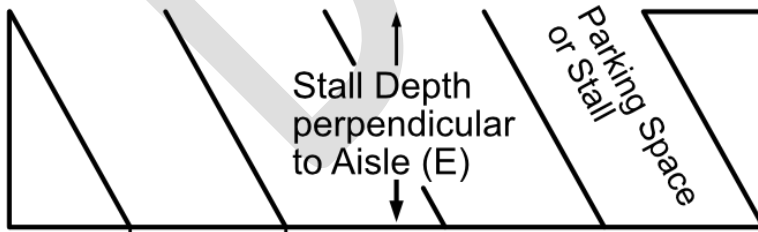
Curb Length (C)

Figure 17C.230-4 Parking Dimension Factors

[Note: Remove image and replace with the one below]



Aisle (D)

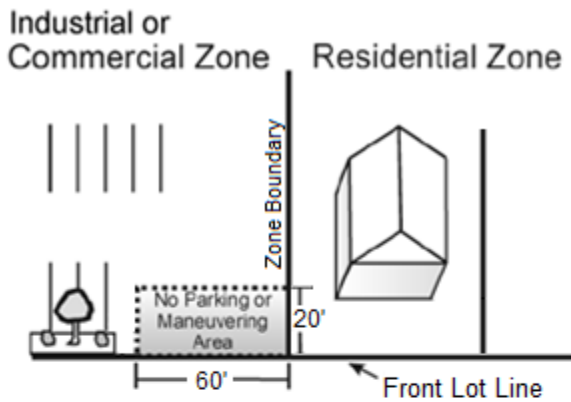


Curb Length (C)

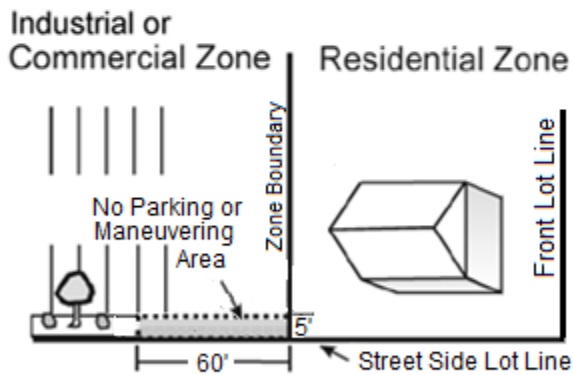
Figure 17C.230-4 Parking Dimension Factors

F. Parking Area Setbacks and Landscaping.

1. For parking areas on sites abutting residential zoning districts, parking spaces or maneuvering areas for parking spaces, other than driveways that are perpendicular to the street, are required to be setback a distance equal to the setback specified in SMC 17C.230.145(C)(1) of the adjacent residential zoning district for the first sixty feet from the zoning district boundary (Figure ((17C.230-5)) 17C.230.140-3).



A. Setback adjacent to front lot line.

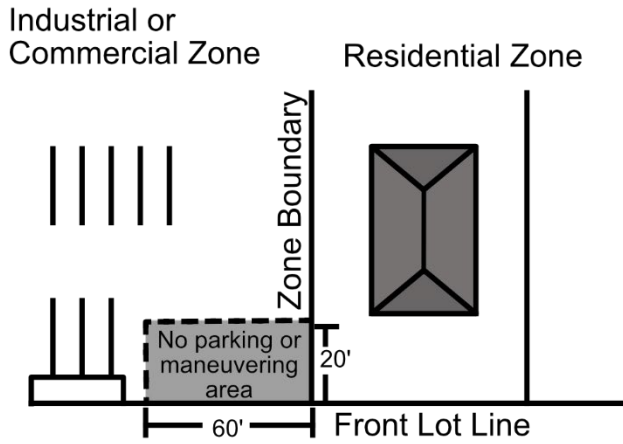


B. Setback adjacent to street side lot line.

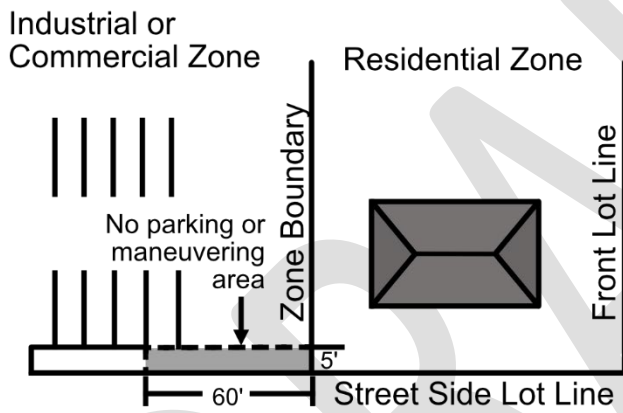
Figure 17C.230-5 Parking Area Setback

[Note: Remove image and replace with the one below]





**A. Setback adjacent to front lot line**



**B. Setback adjacent to street lot line.**

Figure 17C.230-5 Parking Area Setback

2. All landscaping must comply with the standards of chapter 17C.200 SMC, Landscaping and Screening.

## Section 17G.080.040 Short Subdivisions

**Commented [GS1]:** Reinstate limitations that you can't plat adjacent properties sequentially

### A. Predevelopment Meeting

A predevelopment meeting is ~~((required if the proposal is located in the central business district, unless waived by the director, and is))~~ recommended ~~((for all other proposals))~~ for new short subdivisions prior to submittal of the application.

The purpose of a predevelopment meeting is to acquaint the applicant with the applicable provisions of this chapter, minimum submission requirements and other plans or regulations, which may impact the proposal.

### B. Preliminary Short Plat Application and Map Requirements

1. Applications for approval of a preliminary short subdivision shall be filed with the director. All applications shall be submitted on forms provided for such purpose by the department. The director may waive specific submittal requirements determined to be unnecessary for review of the application. The application shall include the following:
  - a. The general application.
  - b. The supplemental application.
  - c. The environmental checklist, if required under chapter 17E.050 SMC.
  - d. Title report no older than thirty days from issuance from the title company.
  - e. The filing fees as required under chapter 8.02 SMC.
  - f. ~~((The required number of documents, plans or maps))~~ One electronic copy of the proposed preliminary plat map drawn to a minimum scale of one-inch equals one hundred feet ~~((, on a sheet twenty four by thirty six inches, as set forth in the application checklist))~~.
  - g. A written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested; and
  - h. Additional application information which may be requested by the permitting department and may include, but is not limited to, the following: geotechnical studies, hydrologic studies, critical area studies, noise studies, air quality studies, visual analysis and transportation impact studies.
  - i. One copy of the predevelopment conference notes (if applicable); and
  - j. One copy of the notification district map, if required.

## 2. Contents of Preliminary Short Plat Map

The preliminary short plat shall be prepared by a land surveyor and shall show the following:

- a. Plat name and the name of any subdivision to be replatted.
- b. The name, mailing address and phone number of the owner and the person with whom official contact should be made regarding the application.
- c. Surveyor's name, mailing address, and phone number.
- d. Legal description.
- e. Section, township, and ~~((rang))~~ range
- f. Vicinity map.
- g. North arrow, scale and date.
- h. Datum plane.
- i. Acreage.
- j. Number of lots, proposed density, and number of housing units.
- k. Zoning designation.
- l. The boundary lines of the proposed subdivision.
- m. City limits and section lines.
- n. Park or open space (if proposed).
- o. Existing topography at two-foot maximum interval.
- p. The boundaries and approximate dimensions of all blocks and lots, along with the following information:
  - i. the numbers proposed to be assigned each lot and block;
  - ii. the dimensions, square footage, and acreage of all proposed lots and tracts; and
  - iii. for residential lots zoned R1 or R2, the ~~((proposed Middle Housing types, included single-unit detached houses, and))~~ total number of proposed units on ~~((all))~~ each proposed ~~((lots))~~ lot.
- q. Proposed names of streets.
- r. The location and widths of streets, alleys, rights-of-way, easements (both public and private), turn around and emergency access, parks and open spaces.
- s. Conditions of adjacent property, platted or unplatted, and if platted, giving the name of the subdivision. If the proposed short plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown along with any and all recorded covenants and easement

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

C. Review of Preliminary Short Plat

1. The application shall be reviewed in accordance with the procedures set forth in chapter 17G.061 SMC for a Type II application, except an application that meets the requirements for minor engineering review as provided in subsection (2) of this section shall be excluded from the public notice requirements contained in SMC 17G.06210 and public comment period under SMC 17G.061.220.
2. Minor Engineering Review.
  - a. A preliminary short plat application may qualify for a Minor Engineering Review if it meets all of the following conditions:
    - i. The application is categorically exempt from chapter 43.21C RCW (SEPA);
    - ii. There is direct water and sewer main lot frontage on an existing and improved public right-of-way;
    - iii. No extensions of public water, sewer, or other utility services will be needed;
    - iv. No public easements for water, sewer, or other utility service exists on the lot;

- v. The lot is not situated in a Special Drainage District as defined in SMC 17D.060.130; and
  - vi. Public utility mains do not exist on the lot.
- b. The City Engineer is authorized to ~~((waiver))~~ waive conditions ii through vi of ~~((the-subjection))~~ subsection (a) if the application substantially meets the intent of the Minor Engineering Review.

D. Public Notice And Public Comment.

All public notice of the application and opportunities for public comment shall be given in accordance with the procedures set forth in chapter 17G.061 SMC for a Type II application.

1. Exceptions.

- a. A short plat that meets the requirements of Minor Engineering Review as provided in subsection (C)(2) of this section shall not require a notice of application.
- b. A short plat that is categorically exempt from SEPA and results in four or fewer lots shall not require a posted or signed notice of application.

E. Preliminary Short Plat Approval Criteria.

Prior to approval of a short plat application, the director shall find the application to be in the public use and interest, conform to applicable land use controls and the comprehensive plan of the City, and the approval criteria set forth in chapter 17G.061 SMC. The director has the authority to approve or disapprove a proposed preliminary short plat under the provisions of this chapter, subject to appeal as provided in chapters 17F.050 and 17G.061 SMC.

F. Final Short Plat Review Procedure

1. The subdivider shall submit to the director for review the following:
- a. A final short plat, prepared by a registered land surveyor licensed in the state of Washington, consistent with the approved preliminary short plat.
  - b. A title report less than thirty days old confirming that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication.

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

G. Final Short Plat Map Requirements

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

- 1. A final short plat shall contain all the information required of the preliminary plat, except the following:
  - a. Show existing buildings.
  - b. Show existing utility lines and underground structures.
  - c. Show the topographical elevations; or
  - d. Contain the names and addresses of adjoining landowners.

2. The final short plat shall include the following:

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

Signed \_\_\_\_\_ (Seal)"

- b. A certification by the city treasurer, as applicable:

- i. "I hereby certify that the land described by this plat, as of the date of this certification, is not subject to any local improvement assessments. Examined and approved, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City of Spokane Treasurer"

- ii. "I hereby certify that the land described by this plat, as of the date of this certificate, is not subject to any delinquent local improvement assessment. Future installments, if any, shall remain due and payable and it shall be the responsibility of the owners to initiate the segregation of the LID assessment. Examined and approved, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City of Spokane Treasurer"

- iii. "A preliminary local improvement assessment exists against this property. It shall be the responsibility of the owner's to initiate the segregation of the LID assessment. After this assessment is finalized, it shall be due and payable. Examined and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City of Spokane Treasurer"

c. The certification by the planning director, as follows:

"This plat has been reviewed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ and is found to be in full compliance with all the conditions of approval stipulated in the Hearing Examiner's/Planning Director's approval of the preliminary plat # - -PP/SP.

\_\_\_\_\_  
City of Spokane Planning Director"

d. The certification by the city engineer, as follows:

"Approved as to compliance with the survey data, the design of public works and provisions made for constructing the improvements and permanent control monuments this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City of Spokane Engineer"

e. The certification by the Spokane county treasurer, as follows:

"I hereby certify that the land described in this plat, as of the date of this certification, is not subject to any outstanding fees or assessments. Examined and approved \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Spokane County Treasurer"

f. The certification by the Spokane county auditor on each page of the final short plat including the time, date, book and page number of the recording of the final mylar.

g. Signature of every owner certifying that:

- i. the plat is made with the free consent and in accordance with the desires of the owners of the land;
- ii. the plat is made with the free consent and in accordance with the desires of the owners of the land;
- iii. the owners are the owners of the property and the only parties having interest in the land and is not encumbered by any delinquent taxes or assessments;
- iv. the owners adopt the plan of lots, blocks and streets shown;



- v. owner dedicates to the City and the City's permittees the easements shown for utilities and cable television purposes;
  - vi. owner dedicates to the City the streets, alleys and other public places, including slope and construction easements and waives all claims for damages against any governmental authority including, without limitation, the City which may be occasioned to the adjacent land by the establishment, construction, drainage and maintenance of any public way so dedicated; and
  - vii. owner conveys to the City as general City property the buffer strips adjoining unplatted property.
- h. The drawing shall:
- i. be a legibly drawn, printed or reproduced permanent map;
  - ii. if more than one sheet is required, each sheet shall show sheet numbers for the total sheets;
  - iii. have margins that comply with the standards of the Spokane county auditor;
  - iv. show in dashed lines the existing plat being replatted, if applicable;
  - v. show monuments in accordance with SMC 17G.080.020(H)(1);
  - vi. include any other information required by the conditions of approval; and
  - vii. include any special statements of approval required from governmental agencies, including those pertaining to flood hazard areas, shorelines, critical areas and connections to adjacent state highways.

H. Filing.

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

I. Redivision.

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

## Section 17G.080.065 Unit Lot Subdivisions

### A. Purpose.

The purpose of these provisions is to allow for the more flexible creation of lots of varying sizes and types, including for attached housing, cottage housing, and similar developments with multiple dwelling units on a parent site, while applying only those site development standards applicable to the parent site as a whole, rather than to individual lots resulting from the subdivision.

### B. Applicability.

A unit lot subdivision creates a relationship between the parent site and each lot created, referred to as a “child” lot.

1. Unit Lot Subdivisions are allowed for all residential development on parent sites of two acres or less in zones that allow residential development. Subdivisions with a commercial or other non-residential use seeking similar flexibility must be approved through another platting action under chapter 17G.080 SMC.
2. A ~~((unit lot subdivision))~~ Unit Lot Subdivision may be used in any development with two or more dwelling units meeting the standards of this section.
3. A ~~((unit lot subdivision))~~ Unit Lot Subdivision may also be used to subdivide an existing or planned accessory dwelling unit from the principal structure, subject to the additional standards in subsection ~~((F))~~ (G) of this section.
4. A ~~((unit lot subdivision))~~ Unit Lot Subdivision may be combined with a subdivision or short subdivision so long as the portion of the development utilizing this section meets the ~~((requirements))~~ standards of this section and the additional requirements of subsection (E).

### C. Application Procedure.

Unit ~~((lot subdivisions))~~ Lot Subdivisions resulting in nine or fewer lots shall be processed as short plats and all others shall be processed as subdivisions according to the associated permit types in chapter 17G.061 SMC.

### D. General Regulations.

1. ~~((A unit lot subdivision shall meet development standards applicable to the parent lot's zoning, including but not limited to))~~ The parent site as a whole

shall meet all applicable development standards with respect to its surroundings, including but not limited to:

- a. Setbacks;
- b. ~~((Lot-size))~~ Building coverage;
- c. Design standards;
- ~~((e))~~d. ~~((Building))~~ Street frontage; and
- ~~((d))~~e. ~~((Floor-area-ratio))~~ Density;

2. So long as the parent site meets the applicable standards as a whole, each child lot may deviate from site development standards including but not limited to:

- a. Setbacks;
- b. Building coverage;
- c. Street frontage; and
- d. Density.

~~((2))~~3. All buildings shall meet all applicable provisions of the building and fire code;

~~((3))~~4. Lots created through a ~~((unit lot subdivision))~~ Unit Lot Subdivision shall be subject to all applicable requirements of Title 17 SMC, except as otherwise modified by this section;

~~((4))~~5. Each child lot's area and width for purposes of subdivision may be as small as the footprint of the building situated upon it, subject to the requirements of the building and fire code;

~~((5))~~6. Portions of the parent site ~~((not subdivided for child lots))~~ designated for common use shall be identified as Tracts or other common space and owned in common by the owners of the child lots or a larger collective organization. For example, a homeowners association comprised of the owners of the child lots located within the parent site. This requirement shall be included in deed restrictions as required in subsection ~~((E))~~ (F) of this section;

~~((6))~~7. The parent site and each child lot shall make adequate provisions for ingress, egress, and utility access to and from each lot created by reserving such common areas or other easements over and across the parent site as deemed necessary to comply with all other design and development standards generally applicable to the underlying site development plan.

~~((7))~~8. Separation requirements for utilities ~~((must))~~ shall be met.

~~((8))~~9. Driveways providing vehicle access to lots shall not serve more than nine (9) units unless approved by the City Engineer.

E. Combining with Other Platting Types.

When combined with another platting type, the following additional requirements apply:

1. A parent site within a larger subdivision is defined as the contiguous acreage identified for use of the Unit Lot Subdivision rules.
2. The plat shall identify and delineate all parent sites where Unit Lot Subdivision rules are to be applied.
3. A subdivision may include multiple parent sites. The aggregate size of all parent sites shall not exceed two acres.

~~(E)~~E. Recording.

1. The plat recorded with the county auditor's office shall include the following:
  - a. Access easements, joint use and maintenance agreements, and covenants, conditions, and restrictions identifying the rights and responsibilities of property owners and/or the homeowners association for use and maintenance of common garage, parking and vehicle access areas; on-site recreation; landscaping; utilities; common open space; exterior building facades and roofs; and other similar features.
  - b. A note that approval of the subdivision was granted by the review of the site as a whole (stating the subject project file number if applicable);
  - c. A note that subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent site as a whole, and shall conform to the approved site development plan;
  - d. A note stating that if a structure or portion of a structure has been damaged or destroyed, any repair, reconstruction or replacement of the structure(s) shall conform to the approved site development plan;
  - e. A note that additional development of the individual lots may be limited as a result of the application of development standards to the parent ~~(sit)~~ site.
2. The legal description of each lot shall identify it as part of a unit lot subdivision.

~~(F)~~G. Accessory Dwelling Units.

A lot with an accessory dwelling unit may be subdivided under this section with the following additional requirements:

1. ~~((All utility lines for the accessory dwelling unit must branch from a common line on a portion of the parent site owned in common.))~~ Utility lines may cross property lines internal to the development provided that easements are placed to preserve access and protect them.
2. The plat recorded with the county auditor's office shall further specify the following:
  - a. The child lot that is associated with the accessory dwelling unit;
  - b. That the child lot associated with the accessory dwelling unit is subject to any and all additional regulations of an accessory dwelling unit under the Spokane Municipal Code.
3. The legal description of a lot for an accessory dwelling unit shall identify the lot as an accessory dwelling unit within a ~~((unit lot subdivision))~~ Unit Lot Subdivision.

## Section 17H.010.040 Initiation of Street Improvement Projects

A. Street improvements generally originate as part of the development review process. The need for street improvements is identified during one of the following processes:

1. Land use applications (zone change, platting).
2. Building permit applications.
3. Right-of-way improvement permit applications (sidewalk replacement, street improvements not part of another application).

B. During the review, the effects the proposed development will have on traffic circulation, connectivity, parking and the use of public streets and rights-of-way are determined. The required improvements may include, but are not limited to:

1. new street construction;
2. frontage improvements;
3. sidewalks;
4. street lights;
5. traffic signals;
6. signing;
7. pavement markings;
8. street trees; or
9. pedestrian and bicycle facilities.

C. Land Use Applications.

1. ~~((If the project is located on an unimproved right-of-way:)) Street Improvements on Unimproved Streets.~~

~~((a. frontage improvements plus one twelve-foot driving lane on the opposite side of the street shall be constructed;~~  
~~b. paved access to the nearest paved public street shall be provided;~~  
~~and~~  
~~c. any traffic impacts identified in a traffic study, if required, shall be mitigated.))~~

Requirements for improvements to an existing unimproved street are provided in Table 17G.010.040-1. New dedicated Right-of-way as part of a subdivision shall be constructed to full City standards.

<b>Table 17G.010.040-1</b>	
<b>Street Improvement Requirements for Land Use Applications</b>	
<b>Number of Lots and Total Land Area of Proposal</b>	<b>Improvement requirement</b>
<u>One new lot and total land area of less than ¼ acre</u>	<u>Gravel, crushed asphalt, or similar to nearest paved street [1]</u>
<u>Two to four new lots and total land area of less than ¼ acre</u>	<u>Frontage improvements plus one twelve-foot driving lane on the opposite side of the street [1]</u>
<u>More than four new lots or land area of more than ¼ acre</u>	<u>Full construction to nearest paved street</u>

[1] Completion of a paving waiver for a Local Improvement District is required.

~~((2. Frontage improvements shall be constructed and traffic impacts identified in a traffic study, if required, shall be mitigated if the project is located on a partially improved right-of-way.))~~

2. Alley Improvements on Unimproved Alleys.

Requirements for improvements to an unimproved alley are provided in Table 17G.010.040-2. New dedicated alleys as part of a subdivision shall be constructed to full City standards.

<b>Table 17G.010.040-2</b>	
<b>Alley Improvement Requirements for Land Use Applications</b>	
<b>Increase in number of lots on the block and abutting the alley</b>	<b>Improvement requirement</b>
<u>0-10% or fewer than three new lots (whichever is greater)</u>	<u>None [1]</u>
<u>10-30% or fewer than four new lots (whichever is greater)</u>	<u>Gravel, crushed asphalt, or similar to nearest Right-of-way [1]</u>
<u>More than 30% or more than four new lots (whichever is greater)</u>	<u>Full construction to nearest Right-of-way</u>

[1] Completion of a paving waiver for a Local Improvement District is required.

~~((3. Traffic impacts identified in a traffic study, if required, shall be mitigated if the project is located on a fully improved right-of-way.))~~

~~((4))3.~~ In all cases, new access locations shall be approved by the director of engineering services prior to construction.

~~((D. Residential Building Permits — Lots Platted Prior to May 15, 2006.~~

- ~~1. If the project is located on an unimproved or partially improved right-of-way:
  - ~~a. the owner shall obtain from the director of engineering services and execute, as a condition of development, a paving waiver agreement for a local improvement district (LID) street paving assessment in accordance with SMC 17H.010.045; and~~
  - ~~b. adequate emergency vehicle access in accordance with the International Fire Code must be provided to any facility, building or portion of a building hereafter constructed.~~~~
- ~~2. No additional improvements are required for projects located on a fully improved right-of-way.~~
- ~~3. An approach permit issued by the department of engineering services is required for the construction or modification of any driveway that is not shown on an approved street plan.~~

~~E. Commercial Building Permits — Lots Platted Prior to May 15, 2006.~~

- ~~1. If the project is located on an unimproved right-of-way:
  - ~~a. the owner shall obtain from the director of engineering services and execute, as a condition of development, a paving waiver agreement for a local improvement district (LID) street paving assessment in accordance with SMC 17H.010.045;~~
  - ~~b. emergency vehicle access shall be constructed in accordance with city standards and policies; and~~
  - ~~c. traffic impacts identified in a traffic study, if required, shall be mitigated.~~~~
- ~~2. Frontage improvements shall be constructed and traffic impacts identified in a traffic study, if required, shall be mitigated if the project is located on a partially improved right-of-way.~~
- ~~3. Traffic impacts identified in a traffic study, if required, shall be mitigated if the project is located on a fully improved right-of-way.~~
- ~~4. In all cases, new access locations shall be approved by the director of engineering services prior to construction.~~



~~F. Residential and Commercial Building Permits—Lots Platted After May 15, 2006.~~

- ~~1. If the project is located on an unimproved or a partially improved right-of-way:
  - ~~a. paved access to the nearest paved public street shall be provided;~~
  - ~~b. frontage improvements shall be constructed; and~~
  - ~~c. traffic impacts identified in a traffic study, if required, shall be mitigated.~~~~
- ~~2. Traffic impacts identified in a traffic study, if required, shall be mitigated if the project is located on a fully improved right of way.))~~

D. Building Permits.

1. Street Improvements on Unimproved Streets.

Requirements for improvements to an existing unimproved street are provided in Table 17G.010.040-3.

<b><u>Table 17G.010.040-3</u></b>	
<b><u>Street Improvement Requirements for Building Permits</u></b>	
<b><u>Increase in number units fronting on or providing vehicle access to the street</u></b>	<b><u>Improvement requirement</u></b>
<b><u>R1 or R2 zone, or Middle Housing in other zones</u></b>	
<b><u>0-10% or fewer than four new units (whichever is greater)</u></b>	<b><u>Gravel, crushed asphalt, or similar to nearest paved street [1]</u></b>
<b><u>10-30% or fewer than seven new units (whichever is greater)</u></b>	<b><u>Frontage improvements plus one twelve-foot driving lane on the opposite side of the street [1]</u></b>
<b><u>More than 30% or more than seven new units (whichever is greater)</u></b>	<b><u>Full construction to nearest Right-of-way</u></b>
<b><u>All zones except R1, R2, and Middle Housing</u></b>	
<b><u>All new development</u></b>	<b><u>Full construction to nearest Right-of-way</u></b>

[1] Completion of a paving waiver for a Local Improvement District is required.

2. Alley Improvements on Unimproved Alleys.

Requirements for improvements to an unimproved alley are provided in Table 17G.010.040-2.

<u>Table 17G.010.040-4</u>	
<u>Alley Improvement Requirements for Building Permits</u>	
<u>Increase in number of lots on the block and abutting the alley</u>	<u>Improvement requirement</u>
<u>R1 or R2 zone, or Middle Housing in other zones</u>	
<u>0-10% or fewer than four new units (whichever is greater)</u>	<u>None [1]</u>
<u>10-30% or fewer than seven new units (whichever is greater)</u>	<u>Gravel, crushed asphalt, or similar to nearest Right-of-way [1]</u>
<u>More than 30% or more than seven new units (whichever is greater)</u>	<u>Full construction to nearest Right-of-way</u>
<u>All zones except R1, R2, and Middle Housing</u>	
<u>All new development</u>	<u>Full construction to nearest Right-of-way</u>

[1] Completion of a paving waiver for a Local Improvement District is required.

E. Serial Permit Applications.

The City Engineer may require additional improvements in situations where multiple building permit applications on the same block are submitted serially as separate applications. Separate applications submitted by the same entity shall be considered together under this section.

F. Paving Waiver Required.

Approval under this section of any street or alley improvement below full construction to current City standards shall be predicated upon completion of a Paving Waiver for a Local Improvement District.

G. Alternative Paving Options.

1. The City Engineer may approve an alternative paving requirement. The burden of proof is on the applicant for alternative approvals. The decision shall be based on the following:

a. Conditions such as steep slopes that make paving infeasible due to secondary impacts such as stormwater retention; or

- b. Geological or other issues that make paving infeasible and for which a suitable alternative can be employed to mitigate negative impacts; or
- c. Development that will not make use of the right of way; or
- d. Use of alternative materials or designs that perform as well as the standard requirement.

H. Required Mitigations.

Traffic impacts identified in a traffic study, if required, shall be mitigated notwithstanding the current state of the street.

I. Emergency Vehicle Access.

Emergency vehicle access shall be constructed in accordance with City standards and policies.

~~((G))~~ J. Right-of-Way Improvement Permit Applications.

Applications for improvements to the public right-of-way that are not part of another application shall be evaluated on a case by case basis.

~~((H))~~ K. Where infill development occurs on partially constructed blocks, the proposed street improvements may match the existing street improvements.