



Spokane Plan Commission Agenda

Wednesday, June 25, 2025

2:00 PM

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

Virtual Meeting Link - See Next Page 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"> 1. Roll Call 2. Approve 6/11/2025 meeting minutes 3. City Council Liaison Report 4. Community Assembly Liaison Report 5. President Report 6. Secretary Report 7. Transportation Commission Liaison Report 8. Approval of current agenda 	Planning Staff All CM Kitty Klitzke Mary Winkes Jesse Bank Spencer Gardner Ryan Patterson All
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Workshops:

2:20 – 2:40	1. Climate Planning Phase 1 Wrap-Up	Maren Murphy
2:40 – 2:45	2. *Addressing Code Revisions, Request for Hearing: SMC 17D.050A.040, SMC 17D.050A.050, SMC 17D.050A.100, SMC 17D.050A.160	Spencer Gardner Spencer Gardner
2:45 – 3:15	3. Streets, Alleys, and Driveways Adjustments: SMC 17A.020.030, SMC 17A.020.040, SMC 17A.020.120, SMC 17A.020.160, SMC 17G.010.130, SMC 17H.010.015, SMC 17H.010.090	
3:15 – 3:45	4. PlanSpokane 2046: Chapter Review Update	Kevin Freibott

Adjournment: The next PC meeting will be held on Wednesday, July 9, 2025

*Items denoted with an asterisk may include final action taken by the Commission. Written public comments will be accepted on these items up to one hour prior to the start of the meeting. Verbal testimony may also be accepted during the meeting.

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 Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Fourth Wednesday - Plan Commission Meeting Information

Wednesday, June 25, 2025

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 4th Wednesday meeting](#)

Meeting ID:
224 747 524 410

Meeting ID: 224 747 524 410
Passcode: 697m6DR7

Passcode:
697m6DR7

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

Join with a video conferencing device

cityofspokane@m.webex.com

Video Conference ID: 112 253 098 1

[More info](#)

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. Written public comments will be accepted on these items up to one hour prior to the start of the meeting.

The audio proceedings of the Plan Commission meetings will be recorded and are available online.

Plan Commission & Committees

Upcoming Agenda Items (All items are subject to change)

July 9, 2025 - Plan Commission (90 minutes available) Hybrid		
Workshop		
Time	Item	Presenter
2:00 –2:20	Meeting Briefing	Plan Commission
2:20 - 3:20	Housing work for PlanSpokane 2046: Racially Disparate Impacts and Housing (tentative)	Maren Murphy
TBD	Housing work for PlanSpokane 2046: Housing by Income band (tentative)	Kevin Freibott
3:20 to 3:50	Excelsior Wellness Development Agreement Workshop	Kevin Freibott

July 23, 2025 - Plan Commission (90 minutes available) Hybrid		
Workshop		
Time	Item	Presenter
2:00 –2:20	Meeting Briefing	Plan Commission
TBD	Cannon Hill Park Addition Historic District	Megal Duvall/Nathan South
2:20 – 3:20	PlanSpokane 2046: Chapter Review	Staff
TBD	Off-premises signs (tentative)	Adam McDaniel

August 13, 2025 - Plan Commission (90 minutes available) Hybrid		
Workshop		
Time	Item	Presenter
2:00 - 2:20	Meeting Briefing	Plan Commission
2:20 - 3:20	PlanSpokane 2046: Chapter Review	Staff
3:20 - 3:45	TBD	
3:45 - 4:00	Transition to Chambers	
Hearing Items		
4:00 - TBD	Hearing on Excelsior Wellness Development Agreement	Kevin Freibott

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Spokane Plan Commission - Draft Minutes

Wednesday, June 11, 2025

Hybrid Meeting in Council Briefing Center & Microsoft Teams Teleconference

Meeting Minutes: Plan Commission Workshop called to order at 2:01 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:

- Commission Members Present: Ryan Patterson, David Edwards, Greg Francis, Amber Lenhart, Carole Shook, Tyler Tamoush, Tim Williams, Jill Yotz
- Commission Members Not Present: Jesse Bank
- *Quorum Present:* Yes
- Non-Voting Members Present: Mary Winkes (Community Assembly Liaison)
- Non-Voting Members Not present: Kitty Klitzke (Council Member Liaison)
- Staff Members Present: Angie McCall, Spencer Gardner, Tirrell Black, Kevin Freibott, KayCee Downey, Colin Quinn-Hurst, Brandon Whitmarsh, Tim Thompson, Maren Murphy, Tyler Kimbrell, Sarah Sirott, Nicole White

Minutes: Minutes from 5/28/2025 approved unanimously.

Briefing Session:

- **Commission President Report - VP Ryan Patterson in President Bank's Absence**
 - Of possible interest, it looks as though the planning department at EWU has been paying for advertising on YouTube for their planning program while touting all of the things that Spokane has done. They have been stating that this will give students an opportunity to join in city and surrounding area affairs. They also mention that many students stay in Spokane but also get employed with other cities.
- **Transportation Commission Liaison Report - Ryan Patterson**
 - No report as there was not a Transportation Commission meeting since the last Plan Commission meeting.
- **City Council Liaison Report - Kitty Klitzke (Absent)**
 - No report due to absence.
- **Community Assembly Liaison Report - Mary Winkes**
 - Mary reported that Tirrell Black and Kevin Freibott presented to the Community Assembly what is going on with the Neighborhood Chapter of the Comprehensive Plan and the process in general. Afterwards there was some discussion as to whether they wanted to give input individually or a collective CA response. This will be decided at the next meeting. There may end up being a committee formed to review it.
- **Secretary Report - Spencer Gardner**
 - Spencer stated that we just finished a Minecraft activity with Frances Scott Elementary School. The kids loved it, and it was quite a success. We may look to do a similar type of outreach in the fall when school starts up again.
 - Spencer also noted that President Bank is absent today and sends his apologies, but he will be back to his regular schedule after this.

- Reminder that there is a hearing today on the Complete Streets Ordinance after the workshops.
- ADU amendments were adopted a week and a half ago unanimously by City Council making that complete.
- He reminded everyone that we had to make modifications to the dates of the subcommittee meetings including: Meeting #4 was inadvertently scheduled on the Juneteenth holiday (June 19th) and was moved to June 18th, Meeting #5 was scheduled for June 30th and was moved to July 3rd, Meeting #6 has not changed and is scheduled for July 17th.

Current Agenda: The current agenda was approved unanimously.

Workshop(s):

- PlanSpokane 2046: Update
 - Presentation provided by staff member Tirrell Black.
 - Questions asked and answered.
 - Discussion ensued.
- Addressing Code Revisions
 - Presentation provided by staff member Spencer Gardner.
 - Questions asked and answered.
 - Discussion ensued.
- Division Transit Oriented Development
 - Presentation provided by staff member Colin Quinn-Hurst.
 - Questions asked and answered.
 - Discussion ensued.
- East Central/5th Avenue Subarea Plan Update
 - Presentation provided by staff member Maren Murphy.
 - Questions asked and answered.
 - Discussion ensued.

Workshop Adjourned at 3:48 PM.

Hybrid Meeting in City Hall Council Chambers & Microsoft Teams Teleconference for Plan Commission Hearing

Meeting Minutes: Plan Commission Hearing called to order at 4:00 pm by Vice President Ryan Patterson.

Attendance for Plan Commission Hearing:

- Commission Members Present: VP Ryan Patterson, David Edwards, Greg Francis, Amber Lenhart, Carole Shook, Tyler Tamoush, Tim Williams, Jill Yotz
- Commission Members Not Present: Jesse Bank
- *Quorum Present: Yes*
- Non-Voting Members Present: Mary Winkes (Community Assembly Liaison)
- Non-Voting Members Not Present: CM Kitty Klitzke
- Staff Members Present: Angie McCall, Spencer Gardner, Jon Snyder, Colin Quinn-Hurst, Sarah Sirott

Hearing:

- Complete Streets Ordinance
 - Presentation provided by Jon Snyder.
 - Questions asked and answered.
 - Discussion ensued.
 - Public Testimony: Paul Kropp
 - Public Testimony was closed by VP Patterson.

Motion 1

- *I [Commissioner Greg Francis] move to recommend adoption of the changes to the Complete Streets Ordinance as written and presented. Seconded by Commissioner Williams.*
- Commissioner Shook made the suggestion that we [the Plan Commission] consider striking the “paving the unpaved streets” as part of the street project definition [page 5 of the proposed Complete Streets Ordinance Section 17H.020.015 Definitions – Street Project].
- Discussion ensued and clarifying questions answered.
- Commissioner Shook rescinded her suggestion as previously mentioned.
- Deliberation continued and questions asked and answered.

Motion 2 - Amendment

- *I [Commissioner Greg Francis] move to add to the findings of fact that city staff shall review Mr. Kropp’s language suggestions for 17H.020.055.A1, A2, A3 and A4. Seconded by Commissioner Tamoush.*
- Additional deliberation ensued.
- **Amendment voice vote does not pass: 2-6-0.**

Commissioner Francis’ original motion (documented as Motion 1) passes 7-0-1.

Hearing Adjourned at 4:56 PM.

The next regularly scheduled Plan Commission meeting is scheduled for Wednesday, June 25, 2025.

BRIEFING PAPER
City of Spokane
Plan Commission
Workshop
June 25, 2025

Subject

City staff and the lead consultant, BERK, will provide an overview of the Climate Planning Phase 1 outcomes, including a preview of the Final Climate Risk and Vulnerability Assessment (CRVA) that is due to Commerce by June 30, 2025. The CRVA is a framework for data analysis to identify the likelihood of future climate hazards and their potential impacts and vulnerabilities for Spokane, including exposure, sensitivity, and adaptive capacity that contribute to overall climate risk. Climate planning is part of the City’s general periodic update requirement for the comprehensive plan, Plan Spokane 2046. The Final CRVA is expected to be available on the City website by the end of June: <https://my.spokanecity.org/climateplanning>.

Additional project materials are available on the City website including background resources.



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 WA Dept. of Commerce grant funds for Phase 1 of climate planning on February 26, 2024 (RES 2024-0142). 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.

Action:

The Plan Commission will be engaged throughout the process and key phases, including integration into the Comprehensive Plan.

BRIEFING PAPER
City of Spokane
Plan Commission
Workshop
June 25, 2025

Relevant Climate Planning Links:

City of Spokane	
Spokane Comprehensive Plan	https://my.spokanecity.org/shapingspokane/comprehensive-plan/
Spokane Climate Planning Project Page	https://my.spokanecity.org/climateplanning
Spokane Climate Engagement Plan	https://static.spokanecity.org/documents/planspokane/climate-planning/climate-resilience-community-engagement-plan-august-2024.pdf
Spokane Climate Planning Engage HQ	https://engage.spokane.gov/
Spokane Environmental Programs	https://my.spokanecity.org/publicworks/environmental/
Spokane Parks Master Plan	https://my.spokanecity.org/parksrec/master-plan/
WA Dept. of Commerce	
Commerce Climate Planning	https://www.commerce.wa.gov/growth-management/climate-planning/
Commerce Guidance for Climate Planning	https://deptofcommerce.box.com/s/fpq3h0lbwln2ctqjg7ig802h54ie19jx
Commerce Menu of Measures	https://deptofcommerce.box.com/s/n34kivgzn9rfe74jfz2vvzxqlrv7j9m9
Commerce Climate Policy Explorer	https://experience.arcgis.com/experience/dd012fae9fad4a309b0d89e3c13016e5/page/Basic/

BRIEFING PAPER
City of Spokane
Plan Commission Workshop
Planning and Economic Development
June 25, 2025

Subject

With recent changes to the City's zoning code to allow Middle Housing, there is increasing pressure for redevelopment of infill sites. In some cases, development proposals have occurred where there are not enough addresses available to assign an addresses to new development. The City has been able to navigate these situations through voluntary solutions, but City Council has indicated a desire to provide clear policy for these situations.

Predictable addressing is crucial for emergency services, who often have to find addresses without prior knowledge of a neighborhood. Before any proposal is finalized, Planning will be working with Police, Fire, and Spokane Regional Emergency Communications (SREC) to ensure the proposed changes are compliant with national standards and meet the needs of first responders.

Impact

Addressing problems in the future could pose a barrier to new infill housing. Having a defined, predictable set of standards will help everyone to deal with addressing issues expeditiously.

Action

Approval to proceed with a hearing is requested.

17D.050A.040 Definitions

- ~~((A. “Address” means a property location identification with the following format, and typically in the following order: address number, directional prefix, roadway name, roadway type, building designator, and unit designator (e.g., “123 W. Main St., Apt. 456”). The following elements are required: address number, roadway name, and roadway type. The following elements may be optional: directional prefix, building designator, and unit designator.~~
- ~~B. “Addressing Authority” means the Development Services Center.~~
- ~~C. “Address Number” means the numeric designation for an addressable structure or unit.~~
- ~~D. “Addressable” means a property required to be assigned an address under this chapter.~~
- ~~E. “Addressable Property, Addressable Structures, Addressable Sites or Addressable Units” means, generally, the habitable or legally occupied structure, or a lot, parcel, or tract, but may also include other structures or sites as determined necessary by the relevant addressing authority.~~
- ~~F. “Addressing Database” means the computerized format for tracking assigned roadway names and addresses within the City of Spokane.~~
- ~~G. “Addressing Grid System” is the address number and directional system in a particular area such as a grid system, block system, plat, or subdivision.~~
- ~~H. “Administrator” means the Development Services Center Manager.~~
- ~~I. “Building Designator” means a single character alphabetic descriptor for a single building within a multiple unit complex (e.g., “123 W. Main St., Bldg. A”).~~
- ~~J. “Department” means the Development Services Center.~~
- ~~K. “Directional Prefix” means a single or double character alphabetic descriptor within a roadway name consisting of any combination of the cardinal directions of North, South, East, and West, generally used in specific roadway naming schemes (i.e., N, S, E, W, NE, NW, SE, SW).~~
- ~~L. “E911 Director” means the manager of the local 911 service.~~
- ~~M. “Non-conforming Address or Roadway Name” means an address or roadway name that is not in compliance with this chapter.~~
- ~~N. “Multiple Units” means the presence of two or more addressable structures, addressable sites, or addressable units on a single Spokane County tax parcel or group of undivided interest parcels.~~
- ~~O. “Multiple Unit Complex” means an apartment, condominium, or business complex where there exist multiple buildings on a single site, and two or more buildings include multiple units.~~
- ~~P. “Multiple Unit Structure” means a single structure which contains two or more units.~~
- ~~Q. “Non-conforming Roadway Name Sign” means a roadway name sign that is not in compliance with this chapter.~~
- ~~R. “Regional Public Safety Spatial Database” means the spatial format for tracking all assigned roadway names and addresses within Spokane County. This system is~~

~~maintained by the Regional Public Safety Geographic Information Systems (RPSGIS) Committee for use in countywide public safety-related applications.~~

- ~~S. "Roadway" means a public or private way on which vehicles travel, encompassing all roadway types.~~
- ~~T. "Roadway Name" means the word or words either existing, or in the case of new or renamed roadways, which are approved by the Development Services Center, used in conjunction with a directional prefix, and/or a roadway type to identify a public or private roadway.~~
- ~~U. "Roadway Type" means an abbreviated word used in conjunction with a roadway name to describe the character of the roadway and will be in accordance with USPS Publication No. 28 Appendix C1. The following are allowable roadway types:~~
 - ~~1. Alley (Aly): a narrow service roadway that serves rear lots and where platted width is less than twenty feet.~~
 - ~~2. Avenue (Ave): a through local, collector or arterial roadway generally running east-west.~~
 - ~~3. Boulevard (Blvd): a roadway with exceptional width, length and scenic value, typically with a landscaped median dividing the roadway; or an arterial or major collector roadway that lies diagonally to the east-west, north-south grid system.~~
 - ~~4. Circle (Cir): a local or collector roadway having ingress and egress from the same roadway. See also "Loop".~~
 - ~~5. Court (Ct): a dead end or cul-de-sac that will not become an extension or a continuation of either an existing or future roadway, not longer than six hundred feet in length.~~
 - ~~6. Drive (Dr): a lengthy collector or arterial that does not have a definite directional course.~~
 - ~~7. Highway (Hwy): used to designate state or federal roadways only.~~
 - ~~8. Lane (Ln): a roadway used as a private local access within a development.~~
 - ~~9. Loop (Loop): a local or collector roadway having ingress and egress from the same roadway. See also "Circle".~~
 - ~~10. Parkway (Pkwy): a thoroughfare designated as a collector or arterial, with a median reflecting the park-like character implied in the name.~~
 - ~~11. Place (Pl): a permanently dead-end roadway, terminating in a cul-de-sac, or short through roadway, not longer than six hundred fifty feet in length.~~
 - ~~12. Road (Rd): typically reserved for roadways located outside the boundary of a city or town, and may be found within city/town limits due to past annexations or when a new roadway is in alignment with or within one hundred twenty five feet of an existing county road.~~
 - ~~13. Street (St): a through local, collector or arterial roadway generally running north-south.~~
 - ~~14. Way (Way): a curvilinear roadway.~~

~~V. “Unit” means a specific dwelling or commercial space amongst a larger group of dwellings or commercial spaces (e.g., apartment, suites, etc.).~~

~~W. “Unit Designator” means a secondary address number that is used to identify a separate unit on a single lot, parcel, tract of land, or within a multiple unit complex. A unit designator at a minimum shall consist of a unit type and a numeric identifier (e.g., 10126 W. Rutter Pkwy., Apt. 2). See also: “Multiple Units”, “Multiple Unit Complex”, “Multiple Unit Structure”)~~

~~X. “Unit Type” means an abbreviated word used in conjunction with a unit designator to describe the character of the unit and will be in accordance with USPS Publication No. 28 Appendix C2. The following are allowable unit types:~~

- ~~1. “Apt” for Apartment,~~
- ~~2. “Bsmt” for Basement,~~
- ~~3. “Bldg” for Building,~~
- ~~4. “Dept” for Department,~~
- ~~5. “Dorm” for Dormitory,~~
- ~~6. “Fl” for Floor,~~
- ~~7. “Frnt” for Front,~~
- ~~8. “Hngr” for Hanger,~~
- ~~9. “Lbby” for Lobby,~~
- ~~10. “Lot” for Lot,~~
- ~~11. “Lowr” for Lower Level,~~
- ~~12. “Ofc” for Office,~~
- ~~13. “Pier” for Pier,~~
- ~~14. “Rear” for Rear,~~
- ~~15. “Rm” for Room,~~
- ~~16. “Slip” for Slip,~~
- ~~17. “Spc” for Space,~~
- ~~18. “Stop” for Stop,~~
- ~~19. “Ste” for Suite,~~
- ~~20. “Trlr” for Trailer,~~
- ~~21. “Unit” for Unit,~~
- ~~22. “Uppr” for Upper Level.~~

~~Y. “Utility Site” means a parcel containing any type of utility service, located on a legal parcel of land with no association to a building and, requiring periodic maintenance or readings by utility company personnel.)~~

A. Limited Application.

Definitions provided here are given solely for purposes of administering this chapter. The Administrator may refer to definitions provided in SMC 17A.020 in the absence of a specific definition within this chapter, or for further clarity.

B. Definitions.

1. "Address" means a property location identification with the following format, and typically in the following order: address number, directional prefix, roadway name, roadway type, building designator, and unit designator (e.g., "123 W. Main St., Apt. 456"). The following elements are required: address number, roadway name, and roadway type. The following elements may be optional: directional prefix, building designator, and unit designator.
2. "Addressing Authority" means the Development Services Center.
3. "Address Number" means the numeric designation for an addressable structure or unit.
4. "Addressable" means a property required to be assigned an address under this chapter.
5. "Addressable Property, Addressable Structures, Addressable Sites or Addressable Units" means, generally, the habitable or legally occupied structure, or a lot, parcel, or tract, but may also include other structures or sites as determined necessary by the relevant addressing authority.
6. "Addressing Database" means the computerized format for tracking assigned roadway names and addresses within the City of Spokane.
7. "Addressing Grid System" is the address number and directional system in a particular area such as a grid system, block system, plat, or subdivision.
8. "Administrator" means the Development Services Center Manager.
9. "Building Designator" means a single character alphabetic descriptor for a single building within a multiple unit complex (e.g., "123 W. Main St., Bldg. A").
10. "Department" means the Development Services Center.
11. "Directional Prefix" means a single or double character alphabetic descriptor within a roadway name consisting of any combination of the cardinal directions of North, South, East, and West, generally used in specific roadway naming schemes (i.e., N, S, E, W, NE, NW, SE, SW).
12. "E911 Director" means the manager of the local 911 service.
13. "Non-conforming Address or Roadway Name" means an address or roadway name that is not in compliance with this chapter.
14. "Multiple Units" means the presence of two or more addressable structures, addressable sites, or addressable units on a single Spokane County tax parcel or group of undivided interest parcels.

15. “Multiple Unit Complex” means an apartment, condominium, or business complex where there exist multiple buildings on a single site, and two or more buildings include multiple units.
16. “Multiple Unit Structure” means a single structure which contains two or more units.
17. “Non-conforming Roadway Name Sign” means a roadway name sign that is not in compliance with this chapter.
18. “Regional Public Safety Spatial Database” means the spatial format for tracking all assigned roadway names and addresses within Spokane County. This system is maintained by the Regional Public Safety Geographic Information Systems (RPSGIS) Committee for use in countywide public safety-related applications.
19. “Roadway” means a public or private way on which vehicles travel, encompassing all roadway types.
20. “Roadway Name” means the word or words either existing, or in the case of new or renamed roadways, which are approved by the Development Services Center, used in conjunction with a directional prefix, and/or a roadway type to identify a public or private roadway.
21. “Roadway Type” means an abbreviated word used in conjunction with a roadway name to describe the character of the roadway and will be in accordance with USPS Publication No. 28 Appendix C1. The following are allowable roadway types:
 - a. Alley (Aly): a narrow service roadway that serves rear lots and where platted width is less than twenty feet.
 - b. Avenue (Ave): a through local, collector or arterial roadway generally running east-west.
 - c. Boulevard (Blvd): a roadway with exceptional width, length and scenic value, typically with a landscaped median dividing the roadway; or an arterial or major collector roadway that lies diagonally to the east-west, north-south grid system.
 - d. Circle (Cir): a local or collector roadway having ingress and egress from the same roadway. See also “Loop”.
 - e. Court (Ct): a dead end or cul-de-sac that will not become an extension or a continuation of either an existing or future roadway, not longer than six hundred feet in length.
 - f. Drive (Dr): a lengthy collector or arterial that does not have a definite directional course.
 - g. Highway (Hwy): used to designate state or federal roadways only.
 - h. Lane (Ln): a roadway used as a private local access within a development.
 - i. Loop (Loop): a local or collector roadway having ingress and egress from the same roadway. See also “Circle”.

- j. Parkway (Pkwy): a thoroughfare designated as a collector or arterial, with a median reflecting the park-like character implied in the name.
 - k. Place (Pl): a permanently dead-end roadway, terminating in a cul-de-sac, or short through roadway, not longer than six hundred fifty feet in length.
 - l. Road (Rd): typically reserved for roadways located outside the boundary of a city or town, and may be found within city/town limits due to past annexations or when a new roadway is in alignment with or within one hundred twenty five feet of an existing county road.
 - m. Street (St): a through local, collector or arterial roadway generally running north-south.
 - n. Way (Way): a curvilinear roadway.
22. “Unit” means a specific dwelling or commercial space amongst a larger group of dwellings or commercial spaces (e.g., apartment, suites, etc.).
23. “Unit Designator” means a secondary address number that is used to identify a separate unit on a single lot, parcel, tract of land, or within a multiple unit complex. A unit designator at a minimum shall consist of a unit type and a numeric identifier (e.g., 10126 W. Rutter Pkwy., Apt. 2). See also: “Multiple Units”, “Multiple Unit Complex”, “Multiple Unit Structure”)
24. “Unit Type” means an abbreviated word used in conjunction with a unit designator to describe the character of the unit and will be in accordance with USPS Publication No. 28 Appendix C2. The following are allowable unit types:
- a. “Apt” for Apartment,
 - b. “Bsmt” for Basement,
 - c. “Bldg” for Building,
 - d. “Dept” for Department,
 - e. “Dorm” for Dormitory,
 - f. “Fl” for Floor,
 - g. “Frnt” for Front,
 - h. “Hngr” for Hanger,
 - i. “Lbby” for Lobby,
 - j. “Lot” for Lot,
 - k. “Lowr” for Lower Level,
 - l. “Ofc” for Office,
 - m. “Pier” for Pier,
 - n. “Rear” for Rear,
 - o. “Rm” for Room,

- p. “Slip” for Slip,
- q. “Spc” for Space,
- r. “Stop” for Stop,
- s. “Ste” for Suite,
- t. “Trlr” for Trailer,
- u. “Unit” for Unit,
- v. “Uppr” for Upper Level.

25. “Utility Site” means a parcel containing any type of utility service, located on a legal parcel of land with no association to a building and, requiring periodic maintenance or readings by utility company personnel.

Section 17D.050A.050 Roadways to Which Naming Requirements Apply

- A. New or unnamed existing roadways providing access to four (4) or more addressable parcels, structures, or units shall be named.
- B. Existing roadways for which renaming has been authorized by the City to promote the purpose of this chapter shall be renamed as provided for in the City Charter and the Spokane Municipal Code.
- C. Preapproved road names shall be identified on plat documents at the time of Final Plat submittal.

~~((D.—Only traveled ways that qualify as roadways may be named; except that alleys in the downtown zones may be named.))~~

~~((E))~~D. All roadways shall be named regardless of whether the ownership is public or private. Without limitation, this includes all roadways that are created within plats, short plats, binding site plans, PUDs and manufactured/mobile home parks.

~~((F))~~E. Driveways, alleys, access to parking areas and other traveled surfaces that are not considered roadways may ~~((not))~~ be named ~~((, but may have directions identified with the following method:))~~ at the discretion of the Administrator.

~~((1.—Arrow signs indicating building or address ranges within an apartment complex or campus may be placed at the entrances and along the non-roadway traveled ways to locate the buildings.))~~

Section 17D.050A.100 Addressing Standards

- A. Each property owner who has addressable property and has not been assigned an address has a responsibility to apply to the Addressing Authority for a physical address.
- B. Application for each address assignment prior to the issuance of a building permit shall include, at a minimum: a site map showing any proposed or existing structures, driveways, and road approach locations and shall be accompanied by an application, as determined by the Addressing Authority.
- C. The numbering of addressable properties or structures along each roadway shall begin at the appropriate grid point of origin and continue in sequence. No address shall be out of sequence in relation to the adjacent addresses.
- D. Each block along a roadway may have up to one hundred address numbers. The hundred series shall change upon crossing a roadway intersection or in best possible alignment with the established address grid if applicable, with the exception of intersecting driveways and/or alleys. The hundred series along a public roadway shall not change upon crossing a private roadway, unless deemed necessary by the Addressing Authority. Private roadways wholly contained within plats shall be assigned hundred series as if they were public roadways.
- E. Addresses along a roadway shall have even numbers on one side of the roadway and odd numbers on the other side as defined in the addressing grid.
- F. Individual address numbers shall be assigned to fit within the block range of the roadway segment to which the address is assigned (e.g. a new address that is assigned to the 200 block of Main St., must be assigned a number between 200 and 299). Individual addresses should be assigned to be consistent with adjacent blocks of the same N-S or E-W orientation.

~~((G. Properties only accessible via a shared driveway shall be assigned an address based on the point of origin of the driveway from the connecting roadway and shall be sequential, with the following exceptions:))~~

G. Addressable property or structures shall be assigned an address based upon the named travel way from which vehicular access to the property or structure is obtained, with the following exceptions:

1. Commercial and Public Facility structures may be assigned an address based upon the roadway the main entrance faces and not necessarily the access roadway.

2. Residential structures on corner lots, or with vehicular access via an alley or driveway, may be assigned an address based upon the roadway the main entrance faces and not necessarily the ~~((access roadway))~~ travel way providing vehicular access.
- H. Fractional addresses shall not be used (e.g., “100 ½ W. Main St.”).
- I. Address numbers shall not contain any non-numeric characters (e.g., “118a” or “118b”).

J. Addressing on Shared Driveways and Other Non-Roadways.

1. A road name may be assigned to shared driveways, alleys, access ways to parking areas, and other traveled surfaces that are not considered roadways at the discretion of the Administrator.
2. The requirements in SMC 17D.050A.120 Multiple Units may be used. The administrator may require arrow signs indicating building or address ranges within a grouping of buildings to be placed at entrances and along non-roadway traveled ways to aid in locating buildings.

K. New Addresses in Residential Infill Development.

Infill development in densely-built locations with pre-existing addressing may involve situations where there aren't enough open numbers within the existing address range on a street. In such cases, the following options shall be considered:

1. The standards for multiple units in SMC 17D.050A.120 may be used to provide addresses.
2. Addressing for nearby parcels on the block face may be modified.
3. The Administrator shall determine which method to employ, with an emphasis on consistency and predictability for emergency service providers and other agencies.

Section 17D.050A.160 Deviations from Literal Compliance

The Administrator may grant minor deviations from literal compliance with the requirements of this chapter ~~(, with the approval of the Spokane City Council)~~. Such deviations are intended to provide relief from literal compliance with specific provisions

of this chapter in instances where there is an obvious practical problem with doing so, while still adequately addressing the property for location by emergency service providers and to promote the other purposes of this chapter.

DRAFT

BRIEFING PAPER
City of Spokane
Plan Commission Workshop
Planning and Economic Development
June 25, 2025

Subject

A recent plat was rejected because of issues with the development code relating to the classification of streets, alleys, and driveways. This proposed set of code amendments is intended to clarify the classification of these travel ways and provide clearer definitions of each.

Impact

Additional plat applications are expected in the near future that will need these clarifications in order to be approved.

Action

Approval to proceed to hearing is requested.

17A.020.030 “C” Definitions

~~((W. —Commercial Driveway.~~

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

17A.020.040 “D” Definitions

QQ. Driveway.

An all-weather surface ~~((driveway structure as shown in the standard plans.))~~
providing access onto a property from the public right-of-way. Driveways may serve a single parcel or be shared among multiple parcels.

1. Commercial Driveway.

A driveway serving any non-residential development, or serving a residential development more intense than Middle Housing.

17A.020.120 “L” Definitions

T. Lot Lines.

The property lines along the edge of a lot or site.

1. “Front lot line” means a lot line, or segment of a lot line, that abuts a street.
 - a. On a corner lot, the front lot line is the shortest of the lot lines that abut a street. If two or more street lot lines are of equal length, then the applicant or property owner can choose which lot line is to be the front.
 - b. However, a through lot has two front lot lines regardless of whether the street lot lines are of equal or unequal length. The Planning Director shall determine how to apply access requirements and design standards to front lot lines on a through lot.
2. “Rear lot line” means a lot line that is opposite a front lot line.
 - a. A triangular lot has two side lot lines but no rear lot line.
 - b. For other irregularly shaped lots, the rear lot line is all lot lines that are most nearly opposite the front lot line.

3. "Side lot line" means a lot line that is neither a front nor rear lot line.
 - a. On a corner lot, the longer lot line, which abuts a street, is a side lot line.
4. "Side street lot line" means a lot line that is both a side lot line and a street lot line.
5. "Street lot line" means a lot line, or segment of a lot line, that abuts a street.
 - a. "Street lot line" does not include lot lines that abut an alley.
 - b. On a corner lot, there are two (or more) street lot lines.
 - c. Street lot lines can include front lot lines and side lot lines.

17A.020.160 "P" Definitions

TT. Private Access.

See Driveway.

~~((BBB))~~CCC. Public Way.

1. A dedicated "public way" is a tract of land:
 - a. conveyed or reserved by deed,
 - b. dedicated by plat, or
 - c. acquired by decree of court,
 - d. which has been accepted and dedicated by action of the city council to the public right-of-way and for secondary use as an easement for public utilities.
2. An "alley" is a public way, usually not exceeding ~~((sixteen))~~ twenty feet (20') in width, designed or intended to provide ~~((secondary))~~ additional access to abutting properties.

17G.010.130 Alleys

- A. When constructed, alleys shall be provided at the rear or side of lots.
- B. Where alleys are existing, or provided in new subdivisions and short subdivisions, on-site parking spaces shall be accessed from the alley and not the street unless approved by director of engineering.
- C. Dead-end alleys shall be avoided wherever possible~~((, but if unavoidable,))~~ and approved by the City Engineer. They shall be designed with adequate turn-around

- facilities or alternative connections acceptable to the ~~((director of engineering services))~~ City Engineer at the dead-end.
- D. All new alleys shall be constructed in conformance with the standard plans.
 - E. Public alleys shall be located in public right-of-way. ~~((If public utilities are to be located in an alley, the alley must be located in public right-of-way.))~~
 - F. Private alleys may be located in a tract or on an easement. Tracts must be owned in common by the owners of the property served by the private alley or by a homeowner's association and must be designated on the plat as a special purpose tract. A maintenance agreement must be recorded with the Spokane county auditor that commits the owner(s) to maintain all elements of the private alley.
 - G. New alleys shall have a paved width of at least twelve feet and a clear width of at least twenty feet. The twenty-foot width shall not be obstructed in any manner, including the parking of vehicles, fences or utility structures.
 - H. Stormwater from all new alleys must be collected and treated according to the city's stormwater guidelines.

17H.010.015 Administration

- A. The City Engineer shall administer the requirements of this chapter.
- B. The City Engineer shall determine the proper designations of streets, alleys, and driveways using professional judgment and based on the requirements provided in this chapter.

17H.010.090 Private Streets and ~~((Private Access))~~ Driveways

- ~~((A. Residential private streets are allowed only in conjunction with an approved planned unit development, binding site plan or mobile home park. Lots within a pocket residential development may have frontage on a private street or private access. The written conditions of approval for the project must permit lot frontage on a private street or private access.~~
- ~~B. Private streets and private access require the approval of the director of engineering services. New private streets are allowed only when street connectivity is unachievable, such as property that is isolated by topography or the configuration of existing lots and streets.~~
- ~~C. Pedestrian access shall be provided from the private street or private access to an existing or future street or public pathway if vehicular access cannot be provided.~~
- ~~D. Private streets or private access shall not obstruct traffic circulation or cut off future development from public access or utilities.~~
- ~~E. Streets must be public if they are designed to connect to an adjacent site, or will serve lots on an adjacent site.~~

- ~~F. Private streets shall be constructed in accordance with the design standards for public streets. Private access shall be improved in accordance with the development standards for parking lots as provided in SMC 17C.230.140.~~
- ~~G. Private streets or private access require private water and sewer systems.~~
- ~~H. Private streets or private access shall be owned in common by the owners of the property served by the private streets/private access or by a homeowners' association. The tract shall be designated on the plat as a special purpose tract. Private access may be designated by a recorded easement. A maintenance agreement shall be recorded with the Spokane county auditor that commits the owner(s) to maintain all elements of the private street. Accessibility (snow plowing, etc) shall be maintained at all times for emergency vehicles.~~
- ~~I. Transitions from public to private streets should not occur mid-block. Where a mid-block transition is unavoidable, a public turn-around designed to meet city standards shall be provided.)~~

A. General Requirements.

1. Water or sewer systems situated under a private street or driveway shall be privately owned.
2. Private streets or driveways shall be owned in common by the owners of the properties served through a common ownership instrument such as a homeowners' association.
3. Private streets shall be designated on plats as a Tract. Driveways may be designated by a recorded easement or as a Tract.
4. Pedestrian access shall be provided from the private street or driveway to an existing or future street or public pathway if vehicular access cannot be provided.
5. Private streets or driveways shall not obstruct traffic circulation or cut off future development from public access or utilities.

B. Additional Requirements for Private Streets.

1. Private streets require the approval of the City Engineer.
2. Residential private streets shall only be permitted in the following development types:
 - a. Planned Unit Development;
 - b. Binding Site Plan;
 - c. Mobile Home Park;
 - d. Unit Lot Subdivision.
3. Private streets are discouraged. The following criteria shall be considered by the City Engineer in approving a proposed private street:

- a. The private street serves a limited area; and
 - b. Connectivity to the rest of the street network is severely limited and cannot be improved through alternative alignments due to topography or the configuration of existing lots and streets.
4. Streets shall be public if they are designed to connect to an adjacent development site or will serve lots on an adjacent site.
 5. Private streets shall be constructed in accordance with the design standards for public streets.
 6. A maintenance agreement shall be recorded with the Spokane county auditor that commits the owner(s) to maintain all elements of the private street. Accessibility (snow plowing, etc) shall be maintained at all times for emergency vehicles.
 7. Mid-block transitions from public to private streets should be avoided. Where a mid-block transition is unavoidable, a public turn-around designed to meet city standards shall be provided.

C. Additional Requirements for Driveways.

1. Residential driveways serving Middle Housing development of more than nine (9) units are discouraged and require the approval of the City Engineer.
2. Commercial driveways shall be improved in accordance with the development standards provided in SMC 17C.230.140.

June 18, 2025

Spokane Plan Commission
City of Spokane

Re: June 25 Plan Commission Update on the Chapter Review Subcommittee

Dear President Bank and Plan Commissioners,

As we begin to prepare for the last of groups for the Chapter Review Subcommittee, we thought it would be good come back to the Plan Commission and report on our progress so far. As of the date of this letter, the first two groups will have met. We've finished the initial review of the following chapters and topics:

Group 1: Community Chapters & Vision Statement

Vision Statement
Neighborhoods
Local Governance
Social Health

Group 2: Environment Chapters

Natural Environment
Parks & Recreation
Shorelines (not changing)

Group 3 is set to have their first meeting on July 3, discussing the "How We Grow" Chapters, including the Urban Design & Historic Preservation, Economic Development, and Housing chapters. Their second meeting is set for July 17.

At your meeting on June 25 we plan to give you an overview of any major items we've learned about or explored. We also hope to announce a new page on PlanSpokane.org, where these chapters will live while the process of preparing the Periodic Update continues. That page isn't up yet, but we will strive to have it live before your meeting on the 25th.

We look forward to seeing everyone next week during the workshop. Please let me know if you have any questions at that time.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Freibott". The signature is fluid and cursive, with a large, sweeping flourish at the end.

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