



# Spokane Plan Commission Agenda

Wednesday, October 08, 2025

2:00 PM

Hybrid - Council Briefing Center/Microsoft 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.
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## Commission Briefing Session:

2:00 – 2:15	<ol style="list-style-type: none"><li>1. Roll Call</li><li>2. Approve <a href="#">9/24/2025</a> meeting minutes</li><li>3. City Council Report</li><li>4. Community Assembly Liaison Report</li><li>5. President Report</li><li>6. Secretary Report</li><li>7. Transportation Commission Liaison Report</li><li>8. Approval of current agenda</li></ol>	Planning Staff All CM Kitty Klitzke Mary Winkes Jesse Bank Maren Murphy Ryan Patterson
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## Workshops:

2:15 – 3:30	1. <a href="#">Division TOD Node Concepts</a>	Colin Quinn-Hurst, Alex Dupey/MIG, Rishi Dhody/MIG
3:30 – 3:45	2. <a href="#">Co-Living SMC Update</a>	Brandon Whitmarsh
3:45 – 4:00	3. Transition to Chambers	

## Hearing:

4:00 – TBD	1. <a href="#">*Noticing Requirement Updates</a> <a href="#">SMC 17G.020.060</a> , <a href="#">17G.020.070</a> , <a href="#">17G.025.010</a> , <a href="#">17G.025.020</a> , <a href="#">17G.061.010</a> , <a href="#">17G.061.210</a>	Spencer Gardner
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**Adjournment: The next PC meeting will be held on Wednesday, October 22, 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](mailto: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.

## Second Wednesday - Plan Commission Meeting Information

Wednesday, October 08, 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.

<p>Meeting ID: 220 747 363 981</p> <p>Passcode: Sk3sc6L3</p>	<p><b>Microsoft Teams</b> <a href="#">Need help?</a></p> <p><b><a href="#">2nd Wednesday Plan Commission</a></b></p> <p><b>Meeting ID: 220 747 363 981</b></p> <p><b>Passcode: Sk3sc6L3</b></p> <p><b>Join on a video conferencing device</b></p> <p>Tenant key: <a href="mailto:cityofspokane@m.webex.com">cityofspokane@m.webex.com</a></p> <p><b>Video ID: 119 411 774 7</b></p> <p><a href="#">More info</a></p>
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### How to participate in virtual public testimony:

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

[SIGN UP](#)

The form will be **open from 8:00am on 10/1/2025, until 1:00 p.m. on 10/8/2025**. Hearings begin at 4:00 p.m. When it is your turn to testify, Plan Commission President will call your name, and you can begin your testimony. You will have 3 minutes to speak.

Please note that public comments will be taken during the meeting, but the public is encouraged to continue to submit their comments or questions in writing to: [plancommission@spokanecity.org](mailto:plancommission@spokanecity.org). 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)

October 22, 2025 - Plan Commission (90 minutes available) Hybrid		
Workshop		
Time	Item	Presenter
2:00 – 2:20	Meeting Briefing	Plan Commission
2:20 - 3:45	PlanSpokane 2046: Draft EIS review	Tirrell Black, BERK
3:45 – 4:00	Transition to Chambers	
Hearing Items		
4:00 – 4:30	Z23-499COMP – Capital Improvement Program	Kevin Freibott & Jessica Stratton
4:30 – 5:00	Co-Living SMC Update	Brandon Whitmarsh

November 12, 2025 - Plan Commission (90 minutes available) Hybrid		
Workshop		
Time	Item	Presenter
2:00 – 2:20	Meeting Briefing	Plan Commission
2:20 – 3:20	Draft EIS continued alternative discussion	Tirrell & BERK
3:20 – 3:45	Introduction to the Critical Areas Ordinance Update	Ryan Shea

**November 26, 2025 - Plan Commission (90 minutes available) Hybrid (Cancelled for Holiday)**

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# Spokane Plan Commission - Draft Minutes

Wednesday, September 24, 2025

Hybrid Meeting in Council Briefing Center & Microsoft Teams Teleconference

Meeting Minutes: Plan Commission Workshop called to order at 2:01 pm by President Jesse Bank.

**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: Jesse Bank, Ryan Patterson, David Edwards, Greg Francis, Amber Lenhart, Carole Shook, Tim Williams, Jill Yotz
- Board Members Not Present: Tyler Tamoush
- Non-Voting Members Present: CM Kitty Klitzke (Council Member Liaison)
- Non-Voting Members Not present: Mary Winkes (Community Assembly Liaison)
- *Quorum Present:* Yes
- Staff Members Present: Spencer Gardner, Angie McCall, Elizabeth Rivera, Kevin Freibott, Maren Murphy, Brandon Whitmarsh, KayCee Downey, Jessica Stratton, Emily King, Sarah Sirott, Megan Kapaun, Amanda Beck

**Minutes:** Minutes from 9/10/2025 approved unanimously.

## **Briefing Session:**

- **Community Assembly Liaison Report - Mary Winkes (Absent)**
  - No report due to absence.
- **Transportation Commission Liaison Report - Ryan Patterson**
  - Ryan stated that SRTC is recruiting for a citizen committee. Applications open on October 13<sup>th</sup>.
  - STA (Spokane Transit Authority) had a big service change this past week.
  - Asphalt strike is officially over, and some projects may still be pushed from this year into next year.
  - This upcoming week, September 29 - October 5, is the statewide [Week Without Driving](#).
  - Reports were given including the Transportation Projects Update regarding Capital Improvements. There were a few non-project studies on that list including studying speed limit reduction, a sidewalk pilot, and an impact fee update.
    - SRTC gave a report on their upcoming Horizon 2050 Metro Plan. This will be made available to the public at the end of October.
    - There was an update on the Shared Streets Projects.
    - They spoke about the Transportation Chapter in the Comp Plan and a draft of it will be available to the Plan Commission come November or December of this year.
    - There was a hearing on Traffic Calming Project Selection, but no action was taken.
- **President Report - Jesse Bank**
  - President Bank stated that he will give his time to other reports.
- **Secretary Report - Spencer Gardner**
  - Spencer stated that there is a candidate for the open Plan Commissioner position that will be voted upon around October 20<sup>th</sup> by Council. His name is Kyle Madsen (architect), and he was interviewed by Council on Monday.
  - He also mentioned that those of you who received a notification that you need to complete OPMA training please do so.

- **Council Liaison Report - Kitty Klitzke**
  - CM Klitzke spoke about dealing with a specific street vacation. She mentioned that if any commissioners had any innovative ideas, she would welcome hearing them offline.

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

**Workshop(s):**

- Z25-499COMP - Capital Improvement Program
  - Presentation provided by staff members Kevin Freibott & Jessica Stratton.
  - Questions asked and answered.
  - Discussion ensued.
- PlanSpokane 2046: Chapter Review
  - Presentation provided by staff members Kevin Freibott & KayCee Downey.
  - Questions asked and answered.
  - Discussion ensued.
- Introduction: Co-Living SMC Update
  - Presentation provided by staff member Brandon Whitmarsh.
  - Questions asked and answered.
  - Discussion ensued.
  - Request for Hearing
    - Motion: I [Greg Francis] move that we take this to hearing pending that we actually see a Workshop on October 8<sup>th</sup>. Seconded by Jill Yotz.
    - Motion passes 8-0-0.
- RDI/Displacement Follow-Up
  - Presentation provided by staff member Maren Murphy.
  - Questions asked and answered.
  - Discussion ensued.

Workshop Adjourned at 3:50 PM.

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

Plan Commission Hearing called to order at 4:00 pm by President Jesse Bank.

**Attendance for Plan Commission Hearing(s):**

- Commission Members Present: Jesse Bank, Ryan Patterson, David Edwards, Greg Francis, Amber Lenhart, Carole Shook, Tim Williams, Jill Yotz
- Commission Members Not Present: Tyler Tamoush
- *Quorum Present:* Yes
- Non-Voting Members Present: None
- Staff Members Present: Angie McCall, Spencer Gardner, Elizabeth Rivera, Megan Duvall, Kevin Freibott, Megan Kapaun, Logan Camporeale

**Hearing(s):**

- Cannon Hill Park Addition Historic District
  - Presentation provided by staff member Megan Duvall

- Applicant, Nathan South, gave testimony.
- Public Testimony:
  - i. Betsy Bradley
- Public Testimony was closed by President Bank.
- Motion stated below and seconded.
- Deliberation began.
- Questions asked and answered.

**Motion**

- *I [Ryan Patterson] move that we recognize SMC 17D.100.285 and recommend it to City Council for approval. Seconded by Greg Francis.*
- Motion passes 7-1-0.

Hearing Adjourned at 4:52 PM.

The next regularly scheduled Plan Commission meeting is scheduled for Wednesday, October 8, 2025.

**BRIEFING PAPER**  
**Spokane Plan Commission**  
**Division Street Transit Oriented Development Plan**  
**October 8, 2025**

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**SUBJECT:** This plan, led by a coalition of Planning Services staff, the Spokane Transit Authority (STA), Spokane County and a consultant team led MIG, Inc. establishes community-supported strategies for fostering Transit Oriented Development, or TOD, along the Division Street corridor. Key focus areas of this project include:

- Mixed-use and infill development: Creating opportunities for a variety of employment, services, retail and residential development.
- Better mobility: Improving connections between neighborhoods, key destinations and high-frequency transit stations along Division Street.
- Better and safer public spaces: Improving sidewalks, mid-block connections, and crossings to allow people to get around safely and comfortably.

**BACKGROUND:** Funded by the Federal Transit Administration's Pilot Program for Transit Oriented Development, this grant program enabled project partners to hire a consultant team led by MIG, Inc. supported by Kittelson & Associates and Leland Consulting Group. MIG leads project management, public engagement, existing conditions analyses, development of station area concepts, and delivery of regulatory recommendations. Kittelson & Associates undertakes transportation assessments and recommendations. Leland Consulting Group analyzes development potential and economic feasibility.

To-date, the team produced an existing conditions analysis, a community visioning report, selection of key station locations for further analysis, and recently delivered node development concepts. These station-area concept plans focus on four key transit "nodes," envisioning development scenarios for roughly ¼-mile planning areas surrounding selected high-frequency transit stations on Division Street. Station-area plans identify potential development types, connectivity recommendations, infrastructure recommendations, and massing visualizations.

Based on these concepts, the project will deliver regulatory recommendations to align with the City's Comprehensive Plan as part of the 2026 Periodic Update. At the September 10 meeting of the Plan Commission, Planning Services staff will provide a preview of the node development concepts that will be covered in-depth by the project team at the Plan Commission's October 8 meeting.

**NEXT STEPS:** Following this meeting, the consultant team will deliver station-area concepts for public review and input, including pop-up tabling, an online feedback form, and a Public Meeting on October 22 from 5pm to 8pm at the Wonder Building, 835 N. Post Street.

Based on feedback received through this process, the team will develop regulatory recommendations necessary to support these planned concepts. These will be presented for agency, community and Plan Commission review and input prior to delivery of the final Division Street Transit-Oriented Development Plan at the end of 2025.



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## **Briefing Paper**

### **Co-living Housing Code Update**

PC Workshop, October 8, 2025

TO:

Plan Commission President Bank and Plan Commissioners

### **RE: October 8, 2025, Plan Commission Workshop**

Thank you for your feedback on co-living at your September 24, 2025, Workshop. I will be at Plan Commission again on October 8<sup>th</sup> for a workshop where we can discuss some of the questions brought up at the last meeting as well as review the proposed code language ahead of the hearing scheduled on October 22, 2025.

As a reminder, in 2024, the state legislature adopted [HB 1998: Co-living Housing](#), which requires the City of Spokane to allow co-living housing development in more areas. The intent of this proposal is to clarify where co-living development is allowed and what standards apply to them, in accordance with HB 1998 (2024), which was codified as [RCW 36.70A.535](#).

At your last workshop, the following discussion points were brought up:

1. Differences between Group Living and Residential Household Living.
2. Open space requirements.
3. Short-term rentals.
4. Standards for kitchens and bathrooms.

Below are additional considerations for each of these topics, along with attached draft code language. I will be asking for feedback and final direction for each of these topics at the next workshop so they can be integrated into the package of proposed code amendments brought to you at your hearing. Any proposed code changes not related to the four items on this list are required by state law and, while edits to the language will be accepted, changes to intent cannot be.

#### **Group Living vs Residential Household Living**

Currently, the distinction between Group Living ([SMC 17C.19.100](#)) and Residential Household Living ([SMC 17C.190.110](#)) could be clearer. Co-living could fall under either category, depending on what services are provided to residents. For example, services like group dining are currently a trigger for co-living to fall under Group Living. On September 24<sup>th</sup>, there was also a discussion on how restrictive the Group Living use was. Group Living uses are allowed up to six residents in



the RA and R1 zones or twelve residents in the R2, RMF, and RHD zones. Any Group Living use that does not meet those occupancy limits, based on the underlying zone, would be permitted through the conditional use process ([SMC 17C.320](#)).

[RCW 36.70A.535](#) requires that the City does not treat co-living differently than similar scale multi-unit residential development. The proposed code amendments expand the definition of Residential Household Living to be inclusive of co-living development to ensure standards are applied equally. The Group Living category would be reserved for any residential use that does not meet the definition of Residential Household Living. This would mean that most residential development not providing care, treatment, or training in addition to lodging would be allowed outright in residential zones. Any residential development providing those services would either be Group Living, with the existing occupancy limitations and conditional use process, or Community Service, which is also a conditional use in the RA, R1, and R2 zones or allowed outright in the RMF and RHD zones.

### Open Space

Recognizing the ability of this style of housing development to provide unsubsidized housing affordable to households making as low as 50% Area Median Income (AMI), Staff proposed no open space requirements.<sup>1</sup> During our discussion at the last workshop, Plan Commission echoed support for this proposal. To achieve this, the draft proposal adds a footnote to the Open Space section of [SMC 17C.11.205-2](#) exempting sleeping units in a co-living development from open space requirements.

### Short-term Rentals

The initial Staff proposal brought to you at the last workshop applied the same limitations on the proportion of short-term rentals within co-living development as any other residential development in the same underlying zone. This would mean that co-living would allow a maximum of 20% of units in the residential zones and 30% of units in any other zone to be short-term rentals. A number of Plan Commissioners voiced their opposition to allowing short-term rentals in co-living developments at all, concerned that allowing short-term rentals could impact the affordability of the units. Attached below with the other draft amendments is an option to amend [SMC 17C.316.040](#) and [SMC 17C.316.050](#) to prohibit short-term rentals in co-living developments. For Commissioners who wish to allow short-term rentals in co-living development, if the potential amendments to SMC 17C.316 are not included in the proposal, the limitations of 20% in the residential zones and 30% in other zones would apply. I will be requesting the Plan Commission decide which option to bring forward for the hearing.

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<sup>1</sup> [Washington State Department of Commerce Co-living Guidance](#) (February 2025)

### Standards for Kitchens and Bathrooms

The final discussion point was whether the proposal included standards for kitchens or bathrooms. The initial proposal did not include these standards. The RCW does not specify any requirements other than that some combination of private or communal cooking and sanitation facilities be provided to residents. After consulting with our building department, the Building Code does have requirements on communal sanitation facilities. Once the occupancy of a structure is calculated, based on the square footage and the type of use, the Building Code requires one water closet (toilet) and one lavatory (sink or fixture for washing) for every 10 people. If bathrooms are not provided in individual sleeping units, these standards would apply.

While the Building Code does have requirements for sanitation facilities, it does not have requirements for cooking facilities. I have reviewed other communities' proposals to meet this legislation, and some communities do provide additional standards for kitchens and bathrooms while others do not. Olympia and Kirkland do not apply any standards to co-living other than those required by State law. Similar to parking or open space, having no standards on this topic could lead to more affordability.

On the other hand, The South Sound Housing Affordability Partners, made up of ten jurisdictions including Puyallup and Gig Harbor, adopted the most prescriptive standards. The standards are as follows:

- A. Sleeping units shall be subject to the following standards:
  - 1. All sleeping units shall be no more than 300 square feet.
  - 2. Sleeping units may include kitchenettes, but shall not include kitchens.
  - 3. Sleeping units must include a private bathroom.
  - 4. All sleeping units must have access by interior or covered exterior walkway to a shared kitchen.
- B. Shared kitchens shall be subject to the following standards:
  - 1. At least one shared kitchen shall be provided for every fifteen sleeping units.
  - 2. As least one shared kitchen shall be provided on each floor that also contains sleeping units.

The current proposal does not contain any additional standards for sleeping units or kitchens. If Plan Commissioners wish to include any additional standards, we can discuss them at the workshop for inclusion in the draft code brought to the hearing on October 22, 2025.

### Project Timeline

As a reminder, this proposal is being brought to a Plan Commission Hearing on October 22, 2025, with anticipated adoption by City Council in December to meet the implementation deadline of December 31, 2025.



### Draft Proposed Code Language

Draft amendments to full code sections are attached below. The following table provides an overview of the changes as they relate to each section of the Spokane Municipal Code.

Topic	Proposal
<b>Definitions</b>	<a href="#">SMC 17A.020.030</a> <ul style="list-style-type: none"> <li>Add “co-living”</li> </ul> <a href="#">SMC 17A.020.190</a> <ul style="list-style-type: none"> <li>Add “sleeping unit”</li> <li>Remove “Single-room occupancy (SRO)”</li> </ul>
<b>Location</b>	<a href="#">SMC 17C.111.115</a> <ul style="list-style-type: none"> <li>Replace “SRO” with “co-living” and permit co-living in R1, R2, RMF, and RHD.</li> </ul>
<b>Open Space</b>	<a href="#">SMC 17C.111.205-2</a> <ul style="list-style-type: none"> <li>No open space requirements for sleeping units in co-living developments.</li> </ul>
<b>Density</b>	<a href="#">SMC 17C.111.210</a> <ul style="list-style-type: none"> <li>Sleeping units in co-living development are counted as one-quarter of a dwelling unit for the purpose of calculating density.</li> </ul>
<b>Applicability of Design Standards</b>	<a href="#">SMC 17C.111.300</a> <ul style="list-style-type: none"> <li>Apply the single-unit and middle housing design standards to all co-living developments in the R1 and R2 zones.</li> </ul> <a href="#">SMC 17C.111.400</a> <ul style="list-style-type: none"> <li>Apply the multi-unit design standards to all co-living developments in the RMF or RHD zones.</li> </ul>

<b>Group Living Use</b>	<p><a href="#">SMC 17C.190.100</a></p> <ul style="list-style-type: none"> <li>• Remove language no longer permitted by state law from Group Living regarding definition of household</li> <li>• Limit short-term rentals to the maximums prescribed in SMC 17C.316.040 and SMC 17C.316.050</li> </ul>
<b>Residential Household Living Use</b>	<p><a href="#">SMC 17C.190.110</a></p> <ul style="list-style-type: none"> <li>• Expand Residential Household Living to include co-living.</li> <li>• Dining service allowed for co-living, as it is already allowed for other residential uses.</li> <li>• Limit short-term rentals to the maximums prescribed in SMC 17C.316.040 and SMC 17C.316.050</li> </ul>
<b>Short-term Rentals</b>	<p><a href="#">SMC 17C.316.040</a></p> <ul style="list-style-type: none"> <li>• Prohibit short-term rentals in co-living development in residential zones. A co-living development with a short-term rental would be considered a Retail Sales and Services use, which is prohibited in residential zones.</li> </ul> <p><a href="#">SMC 17C.316.050</a></p> <ul style="list-style-type: none"> <li>• Prohibit short-term rentals in co-living development in non-residential zones. A co-living development with a short-term rental would be considered Retail Sales and Services.</li> </ul>

Feel free to reach out to me with any questions or concerns ahead of the workshop on October 8, otherwise I look forward to talking with you then.

Thank you,

Brandon Whitmarsh, Planner II, [Bwhitmarsh@spokanecity.org](mailto:Bwhitmarsh@spokanecity.org), (509) 625 – 6846

Project Website: <https://my.spokanecity.org/projects/co-living-housing-code-update/>

## 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.

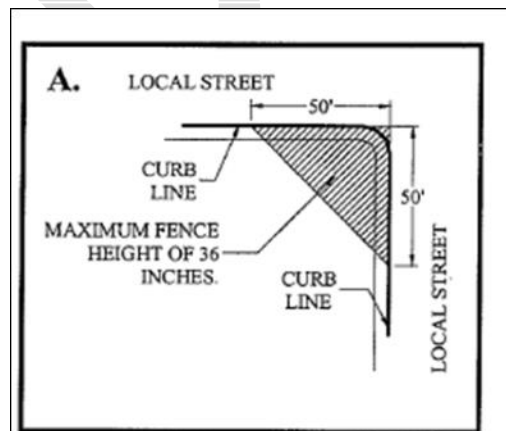
The width of a street from curb to curb minus the width of on-street parking lanes.

N. Clear Pedestrian Zone.

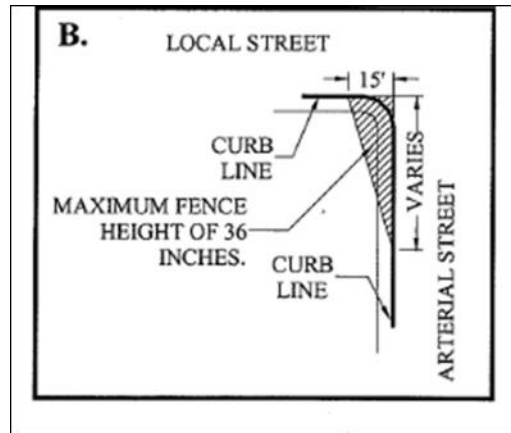
Area reserved for pedestrian traffic; typically included herein as a portion of overall sidewalk width to be kept clear of obstructions to foot traffic.

O. Clear View Triangle

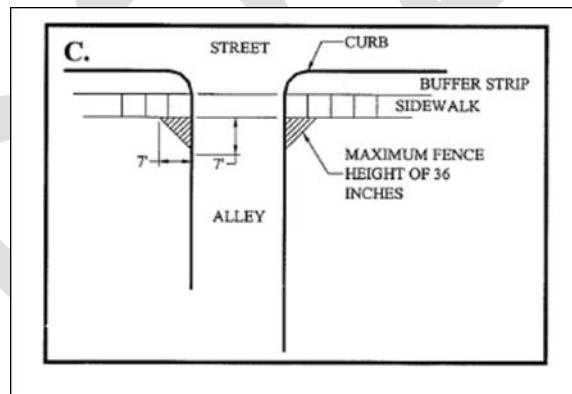
1. A clear view maintained within a triangular space at the corner of a lot so that it does not obstruct the view of travelers upon the streets.



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.



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.



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-living.

A residential development with sleeping units that are independently rented and lockable and provide living and sleeping space with residents sharing kitchen facilities with other sleeping units in the building (RCW 36.70A.535).

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.

BB. 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.

CC. 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.

DD. 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.

EE. 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.

FF. 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.

GG. 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).

HH. 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.

II. 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.

JJ. 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.

KK. 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.

LL. 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.

MM. 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.

NN. Container.

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

OO. 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.

PP. 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.

QQ. 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.

RR. 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.

SS. Copy.

See SMC 17C.240.015.

TT. Cottage Housing.

A grouping of residential units with a common open space.

UU. Council.

The city council of the City of Spokane.

VV. 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.

WW. Courtyard apartments.

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

XX. 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.

YY. Creep.

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

ZZ. Critical Amount.

The quantity component of the definition of critical material.

AAA. Critical Aquifer Recharge Areas (CARA).

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

BBB. 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.

CCC. 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.

DDD. Critical Material.

8. 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.

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

EEE. 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.

FFF. 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.

GGG. 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.

HHH. 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.061.110(D)(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.

### III. Critical Review Applicant.

A person or entity seeking a critical review action.

### JJJ. Critical Review Officer – Authority.

- 1. The building official or other official designated by the director of public works and utilities.
- 2. or 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.

### KKK. 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.

LLL. 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.

MMM. Curb Ramp.

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

NNN. 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.



## Section 17A.020.190 “S” Definitions

A. Salmonid.

Belonging to the family of Salmonidae, including the salmons, trouts, chars, and whitefishes.

B. Sandwich Board Sign.

See SMC 17C.240.015.

C. Scrub-shrub Wetland.

An area of vegetated wetland with at least thirty percent of its surface area covered by woody vegetation less than twenty feet in height at the uppermost strata.

D. Secondary Building Walls.

Exterior building walls that are not classified as primary building walls.

E. Secondary Containment.

A means of spill or leak containment involving a second barrier or tank constructed outside the primary container and capable of holding the contents of the primary container.

F. Sediment.

Mineral or organic matter deposited as a result of erosion.

G. Sedimentation.

The settling and accumulation of particles such as soil, sand, and gravel, suspended in water or in the air.

H. SEPA Rules.

Chapter 197-11 WAC adopted by the department of ecology.

I. Service Area.

A geographic area defined by the City, which encompasses public facilities that are part of a plan.

J. Serviceable.

Means presently useable.

K. Setback.

The minimum distance required between a specified object, such as a building and another point. Setbacks are usually measured from lot lines to a specified object. In addition, the following setbacks indicate where each setback is measured from:

1. “Front setback” means a setback that is measured from a front lot line.

2. "Rear setback" means a setback that is measured from a rear lot line.
3. "Side setback" means a setback that is measured from a side lot line.
4. "Street setback" means a setback that is measured from a street lot line.

L. Sex Paraphernalia Store.

A commercial establishment that regularly features sexual devices and regularly advertises or holds itself out, in any medium, as an establishment that caters to adult sexual interests. This definition shall not be construed to include:

1. Any pharmacy, drug store, medical clinic, any establishment primarily dedicated to providing medical or healthcare products or services; or
2. Any establishment located within an enclosed regional shopping mall.

M. Sexual Device.

Any three dimensional object designed for stimulation of the male or female human genitals, anus, buttocks, female breast, or for sadomasochistic use or abuse of oneself or others and shall include devices commonly known as dildos, vibrators, penis pumps, cock rings, anal beads, butt plugs, nipple clamps, and physical representations of the human genital organs. Nothing in this definition shall be construed to include devices primarily intended for protection against sexually transmitted diseases or for preventing pregnancy.

N. Shall.

Unless the context indicates otherwise, the term "shall" means:

1. In reference to the obligations imposed by this title upon owners or occupants of premises or their agents, a mandatory obligation to act, or when used with a negative term to refrain from acting, in compliance with this code at the risk of denial of approval or civil or criminal liability upon failure so to act, the term being synonymous with "must";
2. With respect to the functions of officers and agents of the City, a direction and authorization to act in the exercise of sound discretion; or
3. The future tense of the verb "to be."

O. Shallow Groundwater.

Naturally occurring water within an unconfined (water table) aquifer, partially confined aquifer or perched groundwater aquifer, and which is present at depth of fifteen feet or less below the ground surface, at any time, under natural conditions.

P. Shared Use Pathway.

A non-motorized transportation pathway shared by pedestrians, scooters and bicyclists. May be located next to a street or in a separate right-of-way.

Q. Shorelands.

Or "shoreline areas" or "shoreline jurisdiction" means all "shorelines of the state" and "shorelands" as defined in RCW 90.58.030. Those lands extending landward for two hundred feet in all directions as measured on a horizontal plane from the ordinary high-

water mark; floodways and contiguous floodplain areas landward two hundred feet from such floodways; and all wetlands and river deltas associated with the streams, lakes, and tidal waters which are subject to the provisions of the entire shoreline master program; the same to be designated as to location by the department of ecology.

R. Shoreline and Ecosystems Enhancement Plan and Program.

See SMC 17E.020.090, Habitat Management Plans.

S. Shoreline Buffer.

1. A designated area adjacent to the ordinary high-water mark and running landward to a width as specified by this regulation intended for the protection or enhancement of the ecological function of the shoreline area.
2. The buffer will consist primarily of natural vegetation or planted vegetation which maintains or enhances the ecological functions of the shoreline area.
3. The term “buffer area” has the same meaning as “buffer.”

T. Shoreline Enhancement.

Any alteration of the shoreline that improves the ecological function of the shoreline area or any aesthetic improvement that does not degrade the shoreline ecological function of the shoreline.

U. Shoreline Environment Designations.

The categories of shorelines established by local shoreline master programs in order to provide a uniform basis for applying policies and use regulations within distinctively different shoreline areas. The basic recommended system classifies shorelines into four distinct environments (natural, conservancy, rural, and urban). See WAC 173-16-040(4).

V. Shoreline Habitat and Natural Systems Enhancement Projects.

1. Shoreline habitat and natural systems enhancement projects include those activities proposed and conducted specifically for the purpose of establishing, restoring, or enhancing habitat for propriety species in shorelines.
2. Provided that the primary purpose of such actions is clearly restoration of the natural character and ecological functions of the shoreline, projects may include shoreline modification actions such as:
3. Modification of vegetation,
4. Removal of nonnative or invasive plants,
5. Shoreline stabilization, dredging, and filling.

W. Shoreline Jurisdiction.

See “Shorelands.”

X. Shoreline Letter of Exemption.

Authorization from the City which establishes that an activity is exempt from shoreline substantial development permit requirements under SMC 17E.060.300 and WAC 173-14-040, but subject to regulations of the Act and the entire shoreline master program.

Y. Shoreline Master Program.

1. The comprehensive use plan for a described area, and the use regulations together with maps, diagrams, charts, or other descriptive material and text, a statement of desired goals, and standards developed in accordance with the policies enunciated in RCW 90.58.020.
2. For the City of Spokane, the shoreline master program includes the:
3. Shoreline Goals and Policies (Comprehensive Plan Chapter 14),
4. Shoreline Regulations (chapter 17E.060 SMC),
5. City of Spokane Shoreline Restoration Plan (stand-alone document), and
6. Shoreline Inventory and Analysis (Comprehensive Plan Volume III).

Z. Shoreline Mixed Use.

Combination of water-oriented and non-water oriented uses within the same structure or development area.

AA. Shoreline Modifications.

Those actions that modify the physical configuration or qualities of the shoreline area, usually through the construction of a physical element such as a dike, breakwater, pier, weir, dredged basin, fill, bulkhead, or other shoreline structure. They can include other actions, such as clearing, grading, or application of chemicals.

BB. Shoreline Protection.

1. Structural and nonstructural methods to control flooding or address erosion impacts to property and dwellings or other structures caused by natural processes, such as current, flood, wind, or wave action.
2. The terms “Shoreline protection measure” and this term have the same meaning.
3. Substantial enlargement of an existing shoreline protection improvement is regarded as new shoreline protection measure.

CC. Shoreline Recreational Development.

Recreational development includes commercial and public facilities designed and used to provide recreational opportunities to the public. Water-dependent, water-related and water-enjoyment recreational uses include river or stream swimming areas, boat launch ramps, fishing areas, boat or other watercraft rentals, and view platforms

DD. Shoreline Restoration.

1. The re-establishment or upgrading of impaired ecological shoreline processes or functions. This may be accomplished through measures including, but not limited to, re-vegetation, removal of intrusive shoreline structures and removal or treatment of toxic materials.
2. Restoration does not imply a requirement for returning the shoreline area to aboriginal or pre-European settlement conditions.

EE. Shoreline Stabilization.

Structural or non-structural modifications to the existing shoreline intended to reduce or prevent erosion of uplands or beaches. They are generally located parallel to the shoreline

at or near the ordinary high-water mark. Other construction classified as shore defense works include groins, jetties, and breakwaters, which are intended to influence wave action, currents, and/or the natural transport of sediments along the shoreline.

FF. Shoreline Structure.

A permanent or temporary edifice or building, or any piece of work artificially built or composed of parts joined together in some definite manner, whether installed on, above, or below the surface of the ground or water, except for vessels.

GG. Shorelines Hearings Board (SHB).

The shorelines hearings board is a quasi-judicial body with powers of de novo review authorized by chapter 90.58 RCW to adjudicate or determine the following matters:

1. Appeals from any person aggrieved by the granting, denying, or rescinding of a permit issued or penalties incurred pursuant to chapter 90.58 RCW.
2. Appeals of department rules, regulations, or guidelines; and
3. Appeals from department decisions to approve, reject, or modify a proposed master program or program amendment of local governments which are not planning under RCW 36.70A.040.

HH. Short Plat – Final.

The final drawing of the short subdivision and dedication, prepared for filing for record with the Spokane county auditor and containing all elements and requirements set forth in this chapter and chapter 58.17 RCW.

II. Short Plat – Preliminary.

1. A neat and approximate drawing of a proposed short subdivision showing the general layout of streets, alleys, lots, blocks, and other elements of a short subdivision required by this title and chapter 58.17 RCW.
2. The preliminary short plat shall be the basis for the approval or disapproval of the general layout of a short subdivision.

JJ. Short Subdivision.

A division or redivision of land into nine or fewer lots, tracts, parcels, or sites for the purpose of sale, lease, or transfer of ownership. (RCW 58.17.020(6)).

KK. Sign.

See SMC 17C.240.015.

LL. Sign – Animated Sign.

See SMC 17C.240.015.

MM. Sign – Electronic Message Center Sign.

See SMC 17C.240.015.

NN. Sign Face.

See SMC 17C.240.015.

OO. Sign – Flashing Sign.

See SMC 17C.240.015.

PP. Sign Maintenance.

See SMC 17C.240.015.

QQ. Sign – Off-premises.

See SMC 17C.240.015.

RR. Sign Repair.

See SMC 17C.240.015.

SS. Sign Structure.

See SMC 17C.240.015.

TT. Significant Vegetation Removal.

The removal or alteration of trees, shrubs, and/or ground cover by clearing, grading, cutting, burning, chemical means, or other activity that causes significant ecological impacts to functions provided by such vegetation.

1. The removal of invasive or noxious weeds does not constitute significant vegetation removal.
2. Tree pruning, not including tree topping, where it does not affect ecological functions, does not constitute significant vegetation removal.

UU. Single Unit Residential Building (or “Single-unit Residential”).

A dwelling containing only one dwelling unit.

~~((VV. Single-room Occupancy Housing (SRO):~~

~~A structure that provides living units that have separate sleeping areas and some combination of shared bath or toilet facilities:~~

- ~~1. The structure may or may not have separate or shared cooking facilities for the residents:~~
- ~~2. SRO includes structures commonly called residential hotels and rooming houses.))~~

VV. Site.

Any parcel of land recognized by the Spokane County assessor’s office for taxing purposes. A parcel may contain multiple lots.

WW. Site – Archaeological.

1. A place where a significant event or pattern of events occurred. It may be the:

- a. Location of prehistoric or historic occupation or activities that may be marked by physical remains; or
  - b. Symbolic focus of a significant event or pattern of events that may not have been actively occupied.
- 2. A site may be the location of a ruined or now non-extant building or structure if the location itself possesses historic, cultural, or archaeological significance.

XX. Site, Parent.

The initial aggregated area containing a development, and from which individual lots may be divided.

YY. Sixplex.

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

AAA. Sleeping Unit.

A single unit that provides rooms or spaces for one or more persons, includes permanent provisions for sleeping and can include provisions for living, eating, and either sanitation or kitchen facilities, but not both.

ZZ. Slump.

The intermittent movement (slip) of a mass of earth or rock along a curved plane.

AAA. SMC.

The Spokane Municipal Code, as amended.

BBB. Soil.

The naturally occurring layers of mineral and organic matter deposits overlaying bedrock. It is the outer most layer of the Earth.

CCC. Sound Contours.

A geographic interpolation of aviation noise contours as established by the 2010 Fairchild AFB Joint Land Use Study and placed on the official zoning map. When a property falls within more than one noise zone, the more restrictive noise zone requirements shall apply for the entire property.

DDD. Sound Transmission Class (STC).

A single-number rating for describing sound transmission loss of a wall, partition, window or door.

EEE. Special Drainage District (SDD).

An area associated with shallow groundwater, intermittent standing water, or steep slopes where infiltration of water and dispersion of water into the soils may be difficult or delayed,

creating drainage or potential drainage problems. SDDs are designated in SMC 17D.060.130.

FFF. Special Event Sign.

See SMC 17C.240.015.

GGG. Species of Concern.

Species native to Washington State listed as state endangered, state threatened, state sensitive, or state candidate, as well as species listed or proposed for listing by the U.S. Fish and Wildlife Service or the National Marine Fisheries Service.

HHH. Specified Anatomical Areas.

They are human:

1. Genitals, pubic region, buttock, and female breast below a point immediately above the top of the areola, when such areas are less than completely and opaquely covered;
2. Male genitals in a discernibly turgid state, even if completely and opaquely covered.

III. Specified Sexual Activities.

Any of the following:

1. Human genitals in a state of sexual stimulation or arousal;
2. Acts of human masturbation, sexual intercourse, or sodomy; and
3. Fondling or other erotic touching of human genitals, pubic region, buttock, or female breast.

JJJ. Spokane Regional Stormwater Manual (SRSM).

A technical document establishing standards for stormwater design and management to protect water quality, natural drainage systems, and down-gradient properties as urban development occurs.

KKK. Spokane Register of Historic Places.

The register maintained by the historic preservation office, which includes historic landmarks and districts in the City and County.

LLL. Sports Field.

An open area or stadium in which scheduled sports events occur on a regular basis. Sports events include both competitive and noncompetitive events such as track and field activities, soccer, baseball, or football games.

MMM. Stabilization.

The process of establishing an enduring soil cover of vegetation or mulch or other ground cover and may be in combination with installation of temporary or permanent structures.

NNN. Stacked flat.

Dwelling units in a residential building of no more than three stories in which each floor may be separately rented or owned.

OOO. Standard Plans.

Refers to the City of Spokane's standard plans.



PPP. Standard References

Standard engineering and design references identified in SMC 17D.060.030.

QQQ. Start of Construction

Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

RRR. State Candidate Species.

Fish and wildlife species that WDFW will review for possible listing as state endangered, threatened, or sensitive.

SSS. State Endangered Species.

Any wildlife species native to the State of Washington that is seriously threatened with extinction throughout all or a significant portion of its range within the state.

TTT. State Register.

The register maintained pursuant to chapter 195, Laws of 1977, 1st ex. sess., section 6 (chapter 27.34 RCW).

UUU. State Sensitive Species.

Any wildlife species native to the State of Washington that is vulnerable or declining and is likely to become endangered or threatened throughout a significant portion of its range within the state without cooperative management or removal of threats.

VVV. State Threatened Species.

Any wildlife species native to the State of Washington that is likely to become an endangered species within the foreseeable future throughout a significant portion of its range within the state without cooperative management or removal of threats.

WWW. Stealth Facilities.

Any cellular telecommunications facility that is designed to blend into the surrounding environment. Examples of stealth facilities include:

1. Architecturally screened roof-mounted antennas;
2. Building-mounted antennas painted to match the existing structure;
3. Antennas integrated into architectural elements; and
4. Antenna structures designed to look like light poles, trees, clock towers, bell steeples, or flag poles.

XXX. Stewardship.

Acting as supervisor or manager of the City and County's historic properties.

YYY. Stormwater.

1. Any runoff flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.
2. “Stormwater” further includes any locally accumulating ground or surface waters, even if not directly associated with natural precipitation events, where such waters contribute or have a potential to contribute to runoff onto the public right-of-way, public storm or sanitary sewers, or flooding or erosion on public or private property.

ZZZ. Stormwater Management Program (SWMP).

A set of actions and activities designed to reduce the discharge of pollutants from the regulated MS4 to the maximum extent practicable and to protect water quality, and comprising the components listed in S5 or S6 of the Eastern Washington Phase II Municipal Permit (WAR04-6505) and any additional actions necessary to meet the requirements of applicable TMDLs.

AAAA. Story.

That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except:

1. The topmost story is that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above;
2. That portion of a building between the eaves and the ridge, when over twenty feet in height, is considered a story;
3. That portion of a building below the eaves which exceeds fourteen feet in height is considered a story, each fourteen feet of height (or major part of fourteen feet) being an additional story; and
4. A basement or unused under-floor space is a story if the finished floor level directly above is either more than:
  - a. Six feet above grade for more than half of the total perimeter, or
  - b. Twelve feet above grade at any point.

BBBB. Stream.

A naturally occurring body of periodic or continuously flowing water where the:

1. Mean annual flow is greater than twenty cubic feet per second; and
2. Water is contained within a channel (WAC 173-22-030(8)).

CCCC. Street.

See “Public Way”(SMC 17A.020.160).

DDDD. Street Classifications.

1. Arterial and local access streets are classified in section 4.5 of the comprehensive plan as follows:
  - a. Principal arterial.
  - b. Minor arterial.
  - c. Collector arterial.
  - d. Local access street.
  - e. Parkway.
2. Definitions of all of the above classifications are included herein. Private streets are not classified but are defined under SMC 17A.020.160, “P” Definitions.

EEEE. Street Frontage.

- The lot line abutting a street.
- FFFF. Strobe Light.  
A lamp capable of producing an extremely short, brilliant burst of light.
- GGGG. Structural Alteration.  
See SMC 17C.240.015.
- HHHH. Structure.  
Any object constructed in or on the ground, including a gas or liquid storage tank that is principally above ground.
1. Structure includes:
    - a. Buildings,
    - b. Decks,
    - c. Fences,
    - d. Towers,
    - e. Flag poles,
    - f. Signs, and
    - g. Other similar objects.
  2. Structure does not include paved areas or vegetative landscaping materials.
  3. For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.
- IIII. Structure – Historic.  
A work made up of interdependent and interrelated parts in a definite pattern of organization. Generally constructed by man, it is often an engineering project.
- JJJJ. Subdivision.  
A division or redivision of land into ten or more lots, tracts, or parcels for the purpose of sale, lease, or transfer of ownership (RCW 58.17.020).
- KKKK. Subject Property.  
The site where an activity requiring a permit or approval under this code will occur.
- LLLL. Sublevel Construction Controls.  
Design and construction requirements provided in SMC 17F.100.090.
- MMMM. Submerged Aquatic Beds.  
Wildlife habitat area made up of those areas permanently under water, including the submerged beds of rivers and lakes and their aquatic plant life.
- NNNN. Substantial Damage – Floodplain.  
Damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-existing condition would equal or exceed fifty percent of the market value of the structure before the damage occurred.
- OOOO. Substantial Development.  
For the shoreline master program, shall mean any development of which the total cost or fair market value exceeds the dollar amount set forth in RCW 90.58 and WAC 173-26 for any improvement of property in the shorelines of the state.
- PPPP. Substantial Improvement – Floodplain.
1. This definition includes structures that have incurred “substantial damage,” regardless of the actual work performed.

2. Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty percent of the assessed value of the structure either:
  - a. Before the improvement or repair is started, or
  - b. If the structure has been damaged and is being restored, before the damage occurred.
3. For the purposes of this definition, “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.
4. The term does not, however, include either any:
  - a. Project for improvement of a structure to correct previously identified existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
  - b. Alteration of a “historic structure” provided the alteration will not preclude the structure’s continued designation as a “historic structure.”

QQQQ. Suffix.

Describes the roadway type and is located after the root roadway name (i.e., street, avenue, court, lane, way, etc.). The appropriate suffix shall be used in accordance with SMC 17D.050A.040(U).

## Section 17C.111.115 Housing Types Allowed

### A. Purpose.

Housing types allowed in each zone are consistent with the intended intensity and scale of the zone, as described in section 17C.111.030. The standards allow options to increase housing variety and opportunities, and to promote affordable and energy-efficient housing. Other housing types, including large multifamily buildings, are allowed in the higher intensity zones under the RMF and RHD categories.

### B. The kinds of housing types allowed in the residential zones are stated in Table 17C.111.115-1.

<b>TABLE 17C.111.115-1</b> <b>RESIDENTIAL ZONE HOUSING TYPES ALLOWED</b> <b>(Click here to view PDF)</b>					
<b>P – Permitted</b> <b>N – Not Permitted</b> <b>CU – Conditional Use review required</b>	<b>RA</b>	<b>R1</b>	<b>R2</b>	<b>RMF</b>	<b>RHD</b>
Single-Unit Residential Building	P	P	P	P	P
Middle housing [1]	N	P	P	P	P
Accessory Dwelling Unit (ADU) [2]	P	P	P	P	P
Manufactured Home [3]	P	P	P	P	P
Mobile Home Parks [3]	CU	CU	P	P	P
<del>((Single Room Occupancy (SRO)))Co-living</del>	N	<del>((N))P</del>	<del>((N))P</del>	P	P
Group Living	See SMC 17C.330.100				
Multi-Unit Residential Building [1]	N	P	P	P	P
Short Term Rentals [4]	P/CU	P/CU	P/CU	P/CU	P/CU
Notes: [1] See SMC 17A.020.130 for definitions of middle housing and multi-unit residential building. [2] See chapter 17C.300 SMC, Accessory Dwelling Units. [3] See chapter 17C.345 SMC, Manufactured Homes and Mobile Home Parks. [4] See chapter 17C.316 SMC, Short Term Rentals.					

Note: On September 22, 2025, City Council adopted Ordinance C36750, resolving a clerical error in Table 17C.111.205-2. The version of SMC 17C.111.205 reflected below, and amended through this proposal, represent the version of these tables adopted in C36750, which will be in effect before City Council takes action on this item in December 2025.

## 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
DENSITY STANDARDS					
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
LOT DIMENSIONS FOR SUBDIVISIONS AND SHORT SUBDIVISIONS					
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 [4]	40 ft.	15 ft.	15 ft.	15 ft.	15 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
MINIMUM LOT DIMENSIONS FOR UNIT LOT SUBDIVISIONS					
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
LOT COVERAGE					
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] Requirements associated with driveways such as minimum approach separation and driveway coverage maximums may limit driveways on narrow lots.
- [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.	55 ft.	75 ft.

Minimum Setbacks					
Front [3]	15 ft.	10 ft.	10 ft.	10 ft.	10 ft.
Interior side lot line - lot width 40 ft or less [4] [5]	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	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.
Maximum building height	25 ft.	25 ft.	25 ft.	25 ft.	25 ft.
Minimum side lot line setbacks [4] [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]	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
<b>OPEN SPACE [7][8]</b>					
Minimum outdoor area per unit [(8)9]	250 sq. ft.	250 sq. ft.	250 sq. ft.	Studio: 48 sq. ft. per unit  1-bedroom:	Studio: 48 sq. ft. per unit  1-bedroom:



				75 sq. ft. per unit	75 sq. ft. per unit
				2+ bedrooms: 150 sq. ft. per unit	2+ bedrooms: 100 sq. ft. per unit
					Sites 20,000 sq ft. or less: 36 sq. ft. per unit
Minimum common outdoor area per unit as a substitute for private area - first six units	200 sq. ft.	200 sq. ft.	200 sq. ft.	Studio: 48 sq. ft. per unit	Studio: 48 sq. ft. per unit
				1- bedroom: 75 sq. ft. per unit	1- bedroom: 75 sq. ft. per unit
				2+ bedrooms: 150 sq. ft. per unit	2+ bedrooms: 100 sq. ft. per unit
					Sites 20,000 sq ft. or less: 36 sq. ft. per unit
Minimum common outdoor area per unit as a substitute for private area - all units after six	150 sq. ft.	150 sq. ft.	150 sq. ft.	Studio: 36 sq. ft. per unit	Studio: 36 sq. ft. per unit
				1- bedroom: 48 sq. ft. per unit	1- bedroom: 48 sq. ft. per unit
				2+ bedrooms:	2+ bedrooms:

				48 sq. ft. per unit	48 sq. ft. per unit  Sites 20,000 sq ft. or less: 25 sq. ft. per unit
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Notes:

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

[2] Base zone height may be modified according to [SMC 17C.111.230](#), Height.

[3] Certain elements such as covered porches may extend into the front setback. See [SMC 17C.111.235](#), Setbacks.

[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.

[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\(C\)](#).

[6] Accessory structures may be subject to an additional side setback adjacent to streets as specified in [17C.111.240\(C\)\(5\)](#).

[7] Residential units with a continuous pedestrian route as defined in SMC Section 17C.111.420(B) from the property boundary to a public park within 800 feet shall have a minimum of not more than 36 square feet of open space per unit.

[\[8\] Sleeping units in a co-living development do not require open space.](#)

[\[\(\(8\)\)9\]](#) Common outdoor area may be substituted for private outdoor area according to [SMC 17C.111.310](#).

TABLE 17C.111.205-3 DEVELOPMENT STANDARDS FOR PROPERTIES QUALIFYING FOR DEVELOPMENT BONUS [1] [2]					
	RA	R1	R2	RMF	RHD
LOT COVERAGE					
Maximum total building coverage	N/A	80%	90%	100%	100%
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

Notes:

[1] Standards not addressed in this table are consistent with the general standards in Tables 17C.111.205-1 and 17C.111.205-2.

[2] Criteria to qualify for Development Bonuses is outlined in [SMC 17C.111.225](#).

DRAFT

## 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, the service capacity is not wasted and that the City's housing goals are met.

### B. Unless specifically exempted, all residential development shall meet the minimum and maximum densities provided in Table 17C.111.205-1.

### C. Gross Density Used.

The calculation of density for a subdivision or residential development is based on the total (gross) area of the subject property.

### D. Critical Areas May Be Subtracted.

Land within a critical area (see definitions under chapter 17A.020 SMC) may be, but is not required to be, subtracted from the calculation of density.

### E. 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.

### F. Sleeping Units in Co-Living Development.

When calculating required or allowed density for co-living housing, sleeping units are treated as one-quarter of a dwelling unit. For example, when a calculation results in a density of 4 dwelling units on a site, a density of 16 sleeping units is allowed or required on the site.

### ~~((F))~~G. 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, when a calculation results in 4.35 units, the number is rounded up to five units.

### ~~((G))~~H. 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 or dedicated to right-of-way, divided by the square footage of one acre (43,560 square feet), multiplied by the density number from Table 17C.111.205-1 equals maximum number of units allowed or minimum number of units required.

Example of determining the minimum number of units with a minimum density of 4 units/acre on a 135,036 square foot (3.1 acre) site:

$( 135,036 \text{ square ft} / 43,560 \text{ square ft/acre} ) * 4 \text{ units/acre} = 12.4 \text{ units (rounded up to 13 units)}$

Example of determining the maximum number of units with a maximum density of 20 units/acre on a 112,400 square foot (2.58 acre) site encumbered by 21,780 square feet (0.5 acre) of Critical Areas (see Title 17E):

$[( 112,400 \text{ square feet} - 21,780 \text{ square feet} ) / 43,560 \text{ square ft/acre} ] * 20 \text{ units/acre} = 41.6 \text{ units (rounded up to 42 units)}$

If calculating density for co-living development, multiply the result of the minimum and maximum density calculations by four.

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

**((H-))L** 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-))L** 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.

**((H-))K** Exceptions to Minimum Density Requirements.

3. 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.
4. Land Divisions with Existing Structures.  
When a land division is proposed on a lot below the minimum density and with an existing dwelling unit, any new lots created shall meet these density requirements. A lot which retains an existing primary structure may continue its nonconforming density.

**((K-))L** 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).

~~((L-))~~M. 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-))~~N. 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.111.300 Single-Unit Residential and Middle Housing Design Standards**

Except as specified in this section, all new development of single-unit residential and middle housing must address the following design standards, administered pursuant to SMC 17C.111.015, Design Standards Administration. When existing single-unit residential or middle housing development is expanded or additional dwelling units are added, only those portions of the development that are new or renovated must meet the standards in this section. Co-living development in the R1 and R2 zones is subject to these standards. Manufactured Home Parks are not subject to these standards.

## Section 17C.111.400 Multi-Unit Design Standards

### A. Purpose.

Multi-unit housing at intensities above Middle Housing types is often more intensive than single-unit or Middle Housing development and can have different design considerations. These standards are intended to address the specific needs of multi-unit housing; mitigate impacts to light, air, visual intrusions, and noise; and assist these buildings in complementing surrounding development. These standards may also be used to make higher density housing more livable communities.

### B. Applicability.

These standards apply to multi-unit development, including co-living, in the RMF and RHD zones where permitted unless otherwise noted.



## Section 17C.190.100 Group Living

### A. Characteristics.

Group Living is characterized by the residential occupancy of a structure by a group of people who do not meet the definition of Residential Household Living. ~~(( The size of the group will be larger than the average size of a household.))~~ Tenancy is primarily arranged on a month-to-month basis, or for a longer period. ~~(( Uses where tenancy may be arranged for a shorter period are not considered residential. They are considered to be a form of transient lodging (see the Retail Sales and Service and Community Service categories).))~~ Generally, Group Living structures have a common eating area for residents. The residents may or may not receive any combination of care, training or treatment, as long as they also reside at the site.

### B. Accessory Uses.

Accessory uses commonly found are recreational facilities, parking of autos for the occupants and staff, and parking of vehicles for the facility.

### C. Examples.

Examples include ~~(( dormitories, communes, fraternities and sororities, monasteries and convents.))~~ nursing and convalescent homes, assisted living facilities, confidential shelters, ~~(( congregate residences.))~~ residential care facility for adults or youth, and alternative or post incarceration facilities. Group Living may include dormitories, communes, fraternities and sororities, monasteries and convents, and congregate residences that do not meet the definition of co-living.

### D. Exceptions.

1. Residential structures occupied by persons with disabilities requiring reasonable accommodations pursuant to the federal or state law are included in the Residential Household Living category.
2. Lodging ~~((where tenancy may be arranged for periods less than one month))~~ where the proportion of units rented on a short-term basis exceeds the limits in SMC 17C.316 for the underlying zone is considered a hotel or motel use and is classified in the Retail Sales and Service category. However, in certain situations, lodging where tenancy may be arranged for periods less than one month may be classified as a Community Service use such as short-term housing or mass shelters.  
~~((3. — Lodging where the residents meet the definition of “household,” and where tenancy is arranged on a month-to-month basis, or for a longer period is classified as Residential Household Living.))~~
- ~~((4.))~~ 3. Facilities for people who are under judicial detainment and are under the supervision of detention/incarceration officers are included in the Detention Facilities category.

## Section 17C.190.110 Residential Household Living

### A. Characteristics.

Residential Household Living is characterized by the residential occupancy of a dwelling or sleeping unit by a household. Tenancy is primarily arranged on a month-to-month basis, or for a longer period. ~~((Uses where tenancy may be arranged for a shorter period are not considered residential. They are considered to be a form of transient lodging (see the Retail Sales and Service and Community Service categories.))~~ Apartment or co-living complexes that have accessory services such as food service, dining rooms, and housekeeping are included as Residential Household Living. ~~((Single room occupancy housing (SROs) that does not have totally self-contained dwelling units is also included if at least two-thirds of the units are rented on a monthly basis. SROs may have a common food preparation area, but meals are prepared individually by the residents.))~~ Residential structures occupied by persons with disabilities requiring reasonable accommodations pursuant to the federal or state law are included in the Residential Household Living category.

### B. Accessory Uses.

Accessory uses commonly found are recreational activities, raising of pets, hobbies, and parking of the occupants' vehicles. Home occupations, accessory dwelling units, short-term rentals, and bed and breakfast facilities are accessory uses that are subject to additional development standards of the zoning code.

### C. Examples.

Uses include single-family residences, duplexes, middle housing, apartments, condominiums, retirement center apartments, manufactured housing, co-living, and other structures with self-contained dwelling or sleeping units. ~~((Examples also include living in SROs if the provisions are met regarding length of stay and separate meal preparation.))~~

### D. Exceptions.

1. Lodging ~~((in a dwelling unit or SRO where less than two-thirds of the))~~ where the proportion of units ~~((are))~~ rented on a ~~((monthly))~~ short-term basis exceeds the limits in SMC 17C.316 for the underlying zone is considered a hotel or motel use and is classified in the Retail Sales and Service category.  
~~((2. SROs that contain programs that include common dining are classified as Group Living.))~~
- ~~((3.))~~ 2. Guest houses that contain kitchen facilities are prohibited as accessory to Residential Household Living uses.
- ~~((4.))~~ 3. In certain situations, lodging where tenancy may be arranged for periods less than one month may be classified as a Community Service use, such as short-term housing or mass shelter.
4. Lodging providing any combination of care, training, or treatment is considered Group Living.

## Section 17C.316.040 Short-Term Rentals in Residential Zones

### A. Allowed Structure Types.

A short-term rental is allowed only in a conforming residential structure or a residential dwelling unit within a mixed-use building. A short-term rental is an administrative permit.

### B. Maximum number of short-term rental units.

### C. Maximum short-term rental units are calculated by structure rather than per lot. The maximum number of short-term rental units within residential zones shall not exceed those listed below.

1. One short-term rental is allowed in a detached single-family structure, accessory dwelling unit, or an attached single-family structure. One short-term rental is allowed in one of the units of a duplex.

a. One short-term rental is allowed in both a detached or attached single-family structure and an accessory dwelling unit, subject to the owner occupancy requirements in Section 17C.300.110(B) SMC.

2. No short-term rentals are allowed in co-living developments.

~~((2-))~~3. All other multifamily or mixed-use buildings are limited to a maximum percentage of short-term rental units dependent on the below requirements:

b. Buildings that are fire sprinklered may have no more than twenty percent (20%) of the total number of residential units as short-term rentals within the building. All calculations will be rounded up to the nearest full unit.

c. Buildings that are not fire sprinklered must comply with current building and fire code regulations.

d. When calculating the maximum number of units results in a fraction, the units allowed are rounded up to the next whole number.

### D. Standards.

A variance to the following standards is prohibited.

1. All short-term rentals must comply with the consumer safety and liability insurance requirements as listed in Chapter 64.37 RCW.

2. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:

a. Meets the current building code requirements for a sleeping room;

b. Meets current fire code requirements;

c. Common areas, such as but not limited to living rooms, lofts, or closets shall not qualify as sleeping accommodations for the purposes of determining maximum occupancy.

3. Number of residents and guests. The total number of residents and guests occupying a dwelling unit that includes a short-term rental may not exceed any lawful limits on occupant load per square foot or generally applicable health and safety provisions as established by applicable building or fire code, as provided in RCW 35.21.682.

4. Parking. See Spokane Municipal Code Chapter 17C.230 Parking and Loading
5. Advertising. All advertisements for the short-term rental must list short-term rental permit number and is subject to sign requirements of Chapter 17C.240 Signs.

E. Permit Required.

The owner of a short-term rental must obtain a permit. The permit requires the owner to agree to abide by the requirements of this section and to comply with the requirements outlined in Chapter 64.37 RCW.

1. Notification.

- a. The owner or operator must prepare a notification letter that:
  - i. Describes the operation and the number of bedrooms that will be rented to overnight guests; and
  - ii. Includes information on how to contact the owner or operator by phone.
- b. Mail or deliver the notification letter to all recognized organizations and owners of property abutting and directly across the street from the short-term rental upon issuance of short-term rental permit.

2. Required information for permit.

- a. Completed application form bearing the address of the property, the name, signature, address, and telephone number of the owner and operator if operator is not also an owner and emergency contact.
- b. A short-term rental application and permit fee established by SMC 08.02.066.
- c. A copy of the owner's current City of Spokane business license.
- d. A copy of the notification letter and a list with the names and addresses of all property owners and organizations that received the letter.
- e. A site plan and floor plan.
- f. A completed and notarized Life Safety Compliance form.

F. Renewal of and Revoking a Short-Term Rental Permit.

A short-term rental permit must be renewed per the procedures in 08.01 SMC and can be revoked according to the outlined procedures for failure to comply with the regulations of this chapter.

1. A permit may be revoked for activities on site such as nuisances, littering, or public disturbance as listed under Title 10 SMC
2. For revocation of permit the owner or operator receives one warning of violation. Non-compliance or a repeat of non-compliance in a 12 month period shall result in revocation of permit and a civil infraction.
3. When a short-term rental permit has been revoked, a new short-term rental permit will not be issued to the owner at that site for 2 years.

G. Existing Approved Permits and Unit Caps.

Existing approved short-term rental permits, which were active and approved prior to July 1, 2023, shall be allowed to grandfather the short-term rental use subject to the below requirements.

1. The short-term rental permit must be active and approved prior to July 1, 2023.
2. If the permit is not renewed a new short-term rental permit will be required and the unit cap stated in 17C.316.040(B) will be applicable.
3. A grandfathered short-term rental permit may not further expand their short-term rental use beyond what is existing in the approved permit, nor may it expand beyond what would be permitted under 17C.316.040.

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## Section 17C.316.050 Short-Term Rentals in Other Zones

### A. Allowed Structure Types.

A short-term rental is allowed only in a conforming residential structure or a residential dwelling unit within a mixed-use building. All other structures must complete the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC.

### B. Maximum number of short-term rental units.

Maximum short-term rental units are calculated by structure rather than per lot.

1. One short-term rental is allowed in a detached single-family structure, accessory dwelling unit, or an attached single-family structure. One short-term rental is allowed in one of the units of a duplex.

a. One short-term rental is allowed in both a detached or attached single-family structure and an accessory dwelling unit, subject to the owner occupancy requirements in Section 17C.300.110(B) SMC.

~~2.~~ **No short-term rentals are allowed in co-living developments.**

~~((2-))~~3. All other multifamily or mixed-use buildings are limited to a maximum percentage of short-term rental units dependent on the below requirements:

a. Buildings that are fire sprinklered may have no more than thirty percent (30%) of the total number of residential units as short-term rentals within the building. All calculations will be rounded up to the nearest full unit.

b. Buildings that are not fire sprinklered must go through the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC.

c. When calculating the maximum number of units results in a fraction, the units allowed are rounded up to the next whole number.

### C. Standards.

1. All short-term rentals must comply with the consumer safety and liability insurance requirements as listed in Chapter 64.37 RCW.

2. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:

a. Meets the current building code requirements for a sleeping room

b. Meets current fire code requirements;

c. Common areas, such as but not limited to living rooms, lofts, or closets shall not qualify as sleeping accommodations for the purposes of determining maximum occupancy.

3. Number of residents and guests. The total number of residents and guests occupying a dwelling unit that includes a short-term rental may not exceed any lawful limits on occupant load per square foot or generally applicable health and safety provisions as established by applicable building or fire code, as provided in RCW 35.21.682.

4. Parking. See Spokane Municipal Code Chapter 17C.230 Parking and Loading.

5. Advertising. All advertising for the short-term rental must include short-term rental permit number and is subject to sign requirements of Chapter 17C.240 Signs.

D. Permit Required.

The owner or operator of a short-term rental must obtain a permit. The permit requires the owner and operator to agree to abide by the requirements of this section and to comply with the requirements outlined in Chapter 64.37 RCW.

1. Required information for permit.
  - a. Completed application form bearing the address of the property, the name, signature, address, and telephone number of the owner and operator if operator is not also an owner, and an emergency contact.
  - b. A short-term rental application and permit fee established by SMC 08.02.066.
  - c. A copy of the owner's current City of Spokane business license.
  - d. A site plan and floor plan.
  - e. A completed and notarized Life Safety Compliance form.

E. Renewal of and Revoking a Short-Term Rental Permit.

A short-term rental permit must be renewed per the procedures in Chapter 08.01 SMC and can be revoked according to the outlined procedures for failure to comply with the regulations of this chapter.

1. A permit may be revoked for activities on site such as nuisances, littering, or public disturbance as listed under Title 10 SMC.
2. For revocation of permit the owner or operator receives one warning of violation. Non-compliance or a repeat of non-compliance in a 12-month period shall result in revocation of permit and a civil infraction.

When a short-term rental permit has been revoked, a new short-term rental permit will not be issued to the owner at that site for 2 years.

**BRIEFING PAPER**  
**City of Spokane**  
**Plan Commission Hearing**  
**October 8, 2025**

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**Subject**

Noticing requirements for amendments to the Comprehensive Plan and development code.

**Description of Proposal**

The proposed amendments would streamline and modernize noticing requirements. Specifically, the amendments would identify specific types of noticing and provide a table that identifies the steps in the adoption process where different types of notice are required. The proposal does not substantially modify noticing requirements from what is currently required except in three cases:

1. Newspaper noticing is proposed to be removed for Comp Plan and development code amendments. It is a significant expense to notice hearings in the newspaper and the public tends to learn about hearing items through other means, including email lists, the City website, project-specific communications, and published Plan Commission agendas.
2. Items that are exempt from SEPA are proposed to be exempted from normal noticing requirements. Topics such as simple code cleanups and updates to administrative procedures are generally SEPA-exempt. Substantial changes to the development code, such as modifying height limits or changing the allowed uses in a zone are subject to SEPA and would continue to require noticing as before. For items that are SEPA-exempt, the distribution of Plan Commission agendas would meet noticing requirements.
3. Noticing requirements for plats would be reduced from two newspaper notices on successive weeks to a single newspaper notice at least 10 days prior to the hearing (this matches the requirement in RCW 58.17.090).

**Background**

Noticing requirements have not been substantially updated since 2011. The requirements are not clearly defined and there are some conflicts that leave requirements open to interpretation.

**Impact**

Expected benefits include:

1. Streamlining and modernizing the noticing requirements will ensure everyone has a shared understanding.
2. Limiting newspaper notice will reduce costs to the Planning and Economic Development department.
3. Allowing SEPA-exempt items to simplify noticing requirements will reduce the burden on staff and make it easier to maintain code through routine cleanup amendments.
4. Simplifying noticing for plats will reduce costs to developers and slightly shorten the timeline for approval.

**Action**

Plan Commission will have the opportunity to make a recommendation to City Council at the scheduled hearing.



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

### A. Threshold Review

#### 1. Pre-application Conference.

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

#### 2. Map Amendments.

In the case of a map amendment, the applicant shall make reasonable efforts to schedule a meeting with the impacted neighborhood council(s) and document any support or concerns by said neighborhood councils(s).

#### 3. Threshold Review Application Deadline.

Applications for threshold review initiated by the public must be submitted between September 1 and October 31 in order to be considered for inclusion in that cycle's Annual Comprehensive Plan Amendment Work Program. Planning staff shall have 30 days following application submittal to request additional information in order to make sure the application is counter complete.

#### 4. Determination of Completeness.

Following determination of completeness, staff will notify the applicant in writing that it is counter complete. In the case of a map amendment, staff will notify the neighborhood council(s) in which they are located.

### B. Notification.

All applications shall follow the notification requirements of SMC 17G.020.070.

~~((B))~~C. Final Review.

1. Final Review Application. An application shall not move ahead for final review unless it is added to the Annual Comprehensive Plan Amendment Work Program by the City Council pursuant to SMC 17G.020.025, and a final review application fee has been submitted as provided in SMC 17G.020.050(D). Final review applications and fees must be submitted no later than fifteen (15) days following the City Council's decision to place an amendment proposal on the Annual Comprehensive Plan Amendment Work Program.

2. Review by City Staff and Agencies.

Once the Comprehensive Plan Amendment Work Program is set by City Council and staff have received the full application(s) and fee(s), full review of proposals may begin. ~~((City staff shall notify interested city departments and agencies of all proposals on the docket and request review and comments.))~~ SEPA review and in-depth staff analysis of the proposals may require additional information and studies (such as a traffic study) which the applicant may be required to provide. Timely review is dependent on the applicant's timely response to requests for information and studies and compliance with notice requirements. Related proposals are reviewed in groups according to 17G.020.030(H)(2) and (I)(1). Based on findings from the SEPA review and staff and agency analysis, the applicant may be required to conduct additional studies. If required studies are not completed sufficiently in advance of the end of the comment period to allow for adequate staff and public review, the Planning Director may defer consideration of those applications will be postponed until the next applicable amendment cycle.

3. Notice of Application/SEPA.

When the review described in subsection (C) above is complete, staff sends a form of notice of application to the applicant. Applicants ~~((must complete all notice requirements 17G.020.070(D) or 17G.020.070(E)))~~ shall be responsible for completing the Individual Notice, Sign Notice, and Neighborhood Council Notice as provided in 17G.020.070 within thirty days of the date the notice of application is provided by staff. This is a combined notice, also announcing that the proposal will be reviewed under the State Environmental Policy Act (SEPA) and comments will be accepted on environmental issues and any documents related to the proposal. ~~((If the Planning Director or his/her designee decides an amendment proposal could potentially affect multiple sites, staff may~~

~~require that the notice of application reference all potentially affected sites.))~~

4. Public Comment Period.

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

5. Plan Commission Consideration.

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

6. SEPA Determination.

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

7. Notice of SEPA Determination and Plan Commission Hearing.

Applicants shall be responsible for completing the Individual Notice, Sign Notice, and Neighborhood Council Notice for the Plan Commission hearing as provided in 17G.020.070 within thirty days of receipt of noticing materials provided by staff. ~~((The combined notice of SEPA determination~~

~~and notice of plan commission hearing must be published fourteen days prior to the plan commission's hearing on the amendment proposals.))~~ If the SEPA determination on an application is appealed, the plan commission and hearing examiner hearings on the file both proceed ahead on parallel tracks. If the hearing examiner's reversal of a Planning Director's decision regarding SEPA imposes requirements that would delay further consideration of the proposal, that application is then deferred for further plan commission consideration until the next applicable amendment cycle.

8. Staff Report.

Prior to the Plan Commission hearing, staff prepares its final report, which address SEPA and provide an analysis regarding the merits of the amendment proposal. Copies of the report are provided to the applicant as well as plan commission members, and made available to any interested person for the cost of reproduction. In addition, a copy of the proposed amendment application and the staff report is sent to the Washington state department of commerce and other state agencies for their sixty-day review, per RCW 36.70A106, WAC 365-195-620.

9. Plan Commission Hearing.

The plan commission's public hearing takes place after the SEPA decision has been issued. The hearing will usually occur within thirty days of the end of the public comment period.

10. Plan Commission Recommendation.

The plan commission bases its recommendation on the guiding principles, final review criteria, public input, conclusions from any required studies, the staff report, and the SEPA determination. The plan commission's findings, conclusions and recommendations are forwarded to the city council within thirty days of their decision on their recommendation. The plan commission's recommendation may take the form of one of the following:

- a. Approval based on support for the proposal and recognition that it is consistent with the comprehensive plan applicable guiding principles, and amendment review criteria.
  - i. The plan commission may also decide to condition their approval recommendation upon modification of the proposal.

If the proposal is modified substantially, an additional hearing is required. One possible modification might be to expand the geographic scope of a privately initiated amendment in order to allow for consideration of nearby property, similarly situated property or area-wide impacts.

b. Denial for the following reason(s):

- i. The proposal is not consistent with applicable guiding principles and/or amendment review criteria.
- ii. A majority of the plan commission believes the proposal would be more appropriately and effectively addressed through another aspect of the planning department's work program (neighborhood planning, writing new regulations, etc.).
- iii. The plan commission did not receive enough information from the applicant to be able to reach a decision based on the merits of the proposal.

11. City Council.

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

Denied amendments shall have to wait one year before being resubmitted unless the proposed amendment is substantially modified.

12. Changes Made.

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

## Section 17G.020.070 (~~Notification~~) Public and Agency Notice and Comment

### A. Definitions.

Table 17G.020.070-1 provides the definitions for terms used within this section. Definitions provided here shall be limited to the purposes of this section.

Note: add Table 17G.020.070-1

Table 17G.020.070-1 Definitions	
Term	Definition
Agency Comment	A comment period during which review and feedback is solicited from the parties included in Agency Notice
Agency Notice	Distribution of project details, including SEPA checklist, via email to the parties identified in SMC 17G.061.120(B)(3)
Commerce Notice	Notification to the WA State Department of Commerce as required by RCW 36.70A.106
Electronic Notice	Distribution through an official electronic contact list, which may be a project-specific contact list, if available, or a general information list such as the Plan Commission email list.
Direct Notice	Notice to parties of record through email or other direct means of communication.
Individual Notice	As provided in SMC 17G.061.210
Neighborhood Council Notice	Written notice to neighborhood councils impacted by a proposal, including all neighborhood councils within 600 feet of a site-specific proposal.
Public Comment	A comment period during which review and feedback is solicited from the general public
Sign Notice	As provided in SMC 17G.061.210

### ~~((A. Application Deadline.~~

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

B. Private ((Applicant)) Applications.

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

1. A private applicant assumes all responsibility for the costs and timely accomplishment of notice requirements related to their amendment proposal.
- 2; For private applications, the applicant shall submit affidavits of publication/posting/mailing of all notices to the Department.

~~((C. Text Changes.~~

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

~~D. Map Changes.~~

~~Notice of application and notice of plan commission public hearings related to comprehensive land use plan map amendments or area-wide rezones require legal notice in the newspaper, and notice in the Official Gazette, written notice to neighborhood councils impacted by the map change and prominent display on the planning services department Web site. If initiated by private application, additional requirements include individual notice, and posted notice, as specified in SMC 17G.061.210. In the case of an amendment proposal that could potentially affect multiple sites, requirements for individual notice shall apply to all potentially affected sites. The applicant submits affidavits of publication/posting/mailing of the notice of public hearing to the planning services department at least ten days prior to the hearing.~~

~~E. City Council Hearing.~~

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

F. City Council Decisions.

~~City council decisions regarding comprehensive plan text or map amendments, development regulation text adoption or amendments, area-wide rezones or other land use decisions, regardless of whether initiated by private application, are legislative actions, and as such, only require notice in the Official Gazette. They do not require individual notice, even if numerous map changes could result from such an amendment. However, the city council may decide to provide notice of their decisions on site-specific or area-wide land use amendment proposals according to SMC 17G.061.320.~~

G. Duration, Content of Notice.

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

C. Summary Table.

Table 17G.020.070-2 provides the noticing requirements for each noticing milestone.

**Note: add Table 17G.020.070-2**

Table 17G.020.070-2 Participation Milestones		
Milestone	Timing/Duration	Required Notice
Project initiation	No later than sixty days prior to adoption, unless expedited review is requested.	Commerce Notice
Agency Comment [1]	Fourteen (14) calendar days. Notice at beginning of comment period.	Agency Notice
Public Comment [1]	Thirty (30) calendar days. Notice at beginning of comment period.	All applications
		Electronic Notice
		Additional requirements for site-specific applications
		Neighborhood Council Notice Sign Notice Individual Notice



Plan Commission hearing	Notice no later than ten (10) days prior to hearing.	All applications
		Electronic Notice Direct Notice Official Gazette
		Additional requirements for site-specific applications
		Neighborhood Council Notice Sign Notice Individual Notice
City Council hearing	Notice no later than ten (10) days prior to hearing.	All applications
		Electronic Notice Direct Notice Official Gazette
		Additional requirements for site-specific applications
		Neighborhood Council Notice
Project completion	No later than ten (10) days after City Council adoption.	Commerce Notice
Footnotes: [1] Agency Comment and Public Comment are permitted to proceed concurrently but are not required to do so		

D. Notice Contents.

Contents of all notices shall be consistent with the relevant requirements of SMC 17G.061.210.

E. Duration of Sign Notice.

For signage related to a comment period, the signage shall remain in place for the duration of the comment period. For signage related to a hearing, the signage shall remain in place until the hearing has commenced.

F. Individual Notice on Multiple Sites.

In the case of a site-specific proposal that applies to multiple sites, requirements for Individual Notice shall apply to all affected sites.

G. SEPA.

The noticing milestones and timelines of this section shall be sufficient for fulfilling the public notice requirements of SEPA so long as the information and materials provided in notices meet the requirements of SEPA.

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

~~At least sixty days prior to final adoption, copies of proposed amendments to the comprehensive plan or development regulations (e.g., application, staff report, draft ordinance) must be provided to the Washington state) department of commerce (Commerce) for their review and comment. In addition, copies of adopted amendments must be transmitted to Commerce within ten days after final adoption (RCW 36.70A.106, WAC 365-195-620).))~~

## Section 17G.025.010 Text Amendments to the Unified Development Code

### A. Purpose.

This section provides for orderly and transparent modifications to the Unified Development Code with significant opportunities for public review and participation.

### B. Definitions.

#### 1. Construction Standards.

The following chapters of the Spokane Municipal Code are referred to herein as Construction Standards:

- a. Chapter 17F.040 SMC (International Building Code, International Residential Code, International Energy Conservation Code);
- b. Chapter 17F.050 SMC (National Electrical Code);
- c. Chapter 17F.080 SMC (International Fire Code)
- d. Chapter 17F.090 SMC (International Mechanical Code)
- e. Chapter 17F.100 SMC (Uniform Plumbing Code)

### C. Applicability.

The requirements of this section apply to all proposed modifications to Title 17 SMC.

### D. Amendments to Construction Standards.

#### 1. Adoption Process.

Amendments to Construction Standards do not follow the remainder of this section. Instead, they follow City Council's regular legislative process. When a proposal combines modifications to Construction Standards with other proposed amendments to Title 17 SMC, the portion pertaining to

Construction Standards is not subject to the same approval process but should be clearly identified in public notices.

2. Application of State Code.

Adoption of changes to the Construction Standards is also subject to the following sections of state code:

- a. RCW 43.21C, if any;
- b. RCW 19.27.040; and
- c. RCW 19.27.060.

3. State Building Code Council.

Changes to Construction Standards that apply to single-dwelling or multi-dwelling residential buildings shall be submitted for the approval of the State Building Code Council pursuant to RCW 19.27.074(1)(b).

E. Initiation.

Proposals to amend Title 17 SMC may be initiated by any of the following pursuant to the procedures set forth in this chapter:

1. Property owner(s) or their representatives;
2. Any citizen, agency, neighborhood council, or other party; or
3. A City department, the Plan Commission, or the City Council.

F. Proposals Initiated by Persons or Entities other than a City department, the Plan Commission, or the City Council.

1. Applications.

Amendment proposals shall be submitted on an application form(s) provided by the City. Application fees are specific in chapter 8.02 SMC.

2. Privately-initiated amendment applications must be submitted no later than October 31 each year and shall be subject to the threshold review and docketing procedures set forth in SMC 17G.020.025, using the following criteria:

- a. The proposed amendment presents a matter appropriately addressed through an amendment to Title 17 SMC; and

- b. The proposed amendment does not raise policy or land use issues that are more appropriately addressed by an ongoing work program approved by the City Council or by a neighborhood/subarea planning process; and
  - c. The proposed amendment can be reasonably reviewed within the resources and time frame of the Annual Comprehensive Plan Amendment Work Program; and
  - d. The proposed amendment is consistent with the comprehensive plan. The proposed amendment must also be consistent with policy implementation in the Countywide Planning Policies, the GMA, and other state or federal law; and
  - e. The proposed amendment is not the same as or substantially similar to a proposal that was considered in the previous year's threshold review process, but was not included in the Annual Comprehensive Plan Amendment Work Program, unless additional supporting information has been generated; or
  - f. State law required, or a decision of a court or administrative agency has directed such a change.
- 3. If the proposed text amendment is included on the Annual Comprehensive Plan Amendment Work Program, the application should be placed on ~~((the next available plan commission))~~ a future Plan Commission agenda for a workshop.
- G. ~~((Notice of Intent to Adopt and SEPA Review))~~ Public Participation  
  
~~((Proposals to amend Title 17 SMC may be subject to SEPA review, unless categorically exempt. When a draft of the amendment proposal and SEPA checklist are available for review by the public, a notice describing the amendment proposal should be published in the City Gazette at time of Plan Commission workshop review, or earlier if possible.))~~ Public participation, appropriate to the scope or potential impact of the proposal, should be undertaken as outlined in SMC ~~((17G.020.080))~~ 17G.025.020.
- H. ~~((Notice of Public Hearing))~~ Public Notice.

~~Amendments to Title 17 SMC require a public hearing before the plan commission.~~

~~1. Contents of Notice.~~

~~A notice of public hearing shall include the following:~~

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

2. ~~Distribution of Notice.~~

~~The department shall distribute the notice to the applicant, newspaper, City Hall and the main branch of the library. The applicant is then responsible for following the public notice requirements outlined in SMC 17G.061.210 Public Notice.))~~

Public notice shall be given as provided in SMC 17G.025.020.

I. Plan Commission Recommendation – Procedure.

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

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

J. Approval Criteria.

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

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

K. City Council Action.

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

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

L. Transmittal to the State of Washington.

~~((At least sixty days prior to final action being taken by the city council, the Washington Department of Commerce ("Commerce") shall be provided with a copy of the amendments in order to initiate the sixty-day comment period.))~~ No later than ten days after adoption of the proposal, a copy of the final decision shall be forwarded to ~~((Commerce))~~ the Washington Department of Commerce.

The following new section is proposed to be created.

## 17G.025.020 Public and Agency Notice and Comment

### Definitions.

Table 17G.025.020-1 provides the definitions for terms used within this section. Definitions provided here shall be limited to the purposes of this section.

Table 17G.025.020-1 Definitions	
Term	Definition
Agency Comment	A comment period during which review and feedback is solicited from the parties included in Agency Notice
Agency Notice	Distribution via email to the parties identified in SMC 17G.061.120(B)(3)
Commerce Notice	Notification to the WA State Department of Commerce as required by RCW 36.70A.106
Electronic Notice	Distribution through an official electronic contact list, which may be a project-specific contact list, if available, or a general information list such as the Plan Commission email list.
Direct Notice	Notice to parties of record through email or other direct means of communication.
Public Comment	A comment period during which review and feedback is solicited from the general public

#### Exemptions.

Moratoria or interim zoning ordinances adopted under RCW 36.70A.390 shall not be required to follow the standards of this section.

Amendment proposals which are categorically exempt from SEPA shall be included in regular Plan Commission and City Council notices and agendas, which shall provide sufficient public notice. SEPA-exempt proposals shall not be required to follow the remaining standards of this section.

Amendments to the Construction Standards as provided in SMC 17G.025.010 shall not be required to follow the standards of this section.

#### Participation Milestones.

Table 17G.025.020-2 Participation Milestones		
Milestone	Timing/Duration	Required Notice
Project initiation	No later than sixty days prior to adoption, unless expedited review is requested.	Commerce Notice
Agency Comment [1]	Fourteen (14) calendar days. Notice at beginning of comment period.	Agency Notice

Public Comment [1]	Fourteen (14) calendar days. Notice at beginning of comment period.	Electronic Notice
Plan Commission hearing	Notice no later than ten (10) days prior to hearing.	Electronic Notice Direct Notice Official Gazette
City Council hearing	Notice no later than ten (10) days prior to hearing.	Electronic Notice Direct Notice Official Gazette
Project completion	No later than ten (10) days after City Council adoption.	Commerce Notice
Footnotes: [1] Agency Comment and Public Comment are permitted to proceed concurrently but are not required to do so		

#### Contents of Notice.

In the early stages of a proposal, some information may not be available. In such cases, information should be provided in as much detail as possible. Notices to the public shall contain the following information when available:

- a brief description of the proposal;
- identification of all SMC sections that are proposed to be modified, removed, or added;
- description of the SEPA status;
- statement of the right of any person to submit written comments and, if applicable, to appear at the public hearing to give oral comments on the proposal;
- if applicable, the date, time, and place of the public hearing.

#### SEPA.



The noticing milestones and timelines of this section shall be sufficient for fulfilling the public notice requirements of SEPA so long as the information and materials provided in notices meet the requirements of SEPA.

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

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

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

Manufactured Home Permit	Excluded	-	-	-	-	Building Official	-	180 days
Sign Permit	Excluded	-	-	-	-	Building Official	-	180 days
Residential Building Permit	Excluded	-	-	-	-	Building Official	-	180 days
Remodel Permit	Excluded	-	-	-	-	Building Official	-	180 days
ENGINEERING SERVICES								
Address Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
Approach Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
Design Deviation – Street Design	Excluded	-	-	-	-	Engineering Director	-	180 days
Encroachment Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
LID Formation	Excluded	-	-	-	-	Engineering Director	-	180 days
Obstruction Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
Road Closure	Excluded	-	-	-	-	Engineering Director	-	180 days
Sidewalk Permit	Excluded	-	-	-	-	Engineering Director	-	180 days
Stormwater Design Acceptance	Excluded	-	-	-	-	Engineering Director	-	180 days
Street Vacation	Excluded	-	<u>((-))</u> <u>Individual</u> <u>Sign</u> <u>Posted</u>	-	-	Engineering Director	-	180 days
PLANNING AND ECONOMIC DEVELOPMENT SERVICES								
Accessory Dwelling Unit (ADU)	Excluded	-	-	-	-	Planning Director	-	180 days

Administrative Exemptions	Excluded	-	-	-	-	Planning Director	-	180 days
Administrative Interpretations/Determinations	Excluded	-	-	-	-	Planning Director	-	180 days
Binding Site Plan (BSP) – Preliminary	Type II	-	Individual Sign Posted	-	Project name Proposed use Acreage # of lots	Planning Director	-	5 years
Binding Site Plan (BSP) – Final	Excluded	-	-	-	-	Planning Director	-	N/A
Boundary Line Adjustment (BLA)	Excluded	-	-	-	-	Planning Director	-	N/A
Certificate of Compliance (CC) – Hearing Examiner	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use	Hearing Examiner	-	N/A
Certificate of Compliance (CC) – Planning Director	Type II	-	Individual Sign Posted	-	Project name Proposed use	Planning Director	-	N/A
Conditional Use Permit (CUP) – Hearing Examiner	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use	Hearing Examiner	-	3 years
Conditional Use Permit (CUP) – Planning Director [3]	Type II	-	Individual Sign Posted	-	Project name Proposed use	Planning Director	-	3 years
Floodplain Development with SEPA	Type I	Individual Sign Posted	Individual Sign Posted	-	Proposed use	Planning Director	-	180 days
Floodplain Variance	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use	Hearing Examiner	-	3 years
Home Occupation	Excluded	-	-	-	-	Planning Director	-	N/A

Long Plat – Preliminary	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted Newspaper	Project name Proposed use Acreage # of lots	Hearing Examiner	-	5 years
Long Plat – Final	Excluded	-	-	-	-	Planning Director	-	N/A
Planned Unit Development (PUD) – Preliminary	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use Acreage # of lots	Hearing Examiner	-	5 years [5]
Planned Unit Development (PUD) – Final	Excluded	-	-	-	-	Planning Director	Yes	N/A
Shoreline Exemption/Determination/Interpretation	Excluded	-	-	-	-	Planning Director	-	Must comply with WAC 173-27-90
Shoreline Substantial Development Permit (SDP)	Type II	-	Individual Sign Posted	-	Project name Proposed use	Planning Director	-	Must comply with WAC 173-27-90
Shoreline Variance	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use	Hearing Examiner	-	Must comply with WAC 173-27-90
Shoreline Conditional Use Permit (CUP)	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use	Hearing Examiner	-	Must comply with WAC 173-27-90
Short Plat – Preliminary with Standard Review and SEPA	Type II	-	Individual Sign Posted	-	Project name Proposed use Acreage # of lots	Planning Director	-	5 years
Short Plat – Preliminary with Standard Review and No SEPA	Type II	-	Individual Sign [4] Posted [4]	-	Project name Proposed use	Planning Director	-	5 years

					Acreage # of lots			
Short Plat – Preliminary with Minor Review	Type II	-	-	-	-	Planning Director	-	5 years
Short Plat – Final	Excluded	-	-	-	-	Planning Director	-	N/A
Skywalk	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	-	Hearing Examiner	Yes	Up to 25 year agreement
Variance	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use Proposed standard	Hearing Examiner	-	3 years
Rezone	Type III	Individual Sign Posted	Individual Sign Posted	Individual Sign Posted	Project name Proposed use Proposed zone	Hearing Examiner	Yes	3 years

Footnotes

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

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

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

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

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

## 17G.061.210 Public Notice

### A. Purpose.

Public notice informs interested parties of the application at proper stages of the approval process and ensures opportunity for appropriate comment. Notice occurs through various means depending on the type of application and proposed action.

### B. General.

1. The types of notice for various categories of permit applications and actions are listed in Table 17G.061.010-1. The specified types of notice are used for community meetings, notice of application, notice of public hearing, notice of decision, and notice of appeals, as applicable.
2. It is the responsibility of the applicant to provide public notice and file a statutory declaration as evidence of compliance.

### C. Types of Notice.

#### 1. Individual Notice.

Individual notice is given in writing by regular U.S. mail or by personal service. Notice shall be given to the following parties:

- a. All owners and taxpayers of record, as shown by the most recent Spokane County assessor's record, and occupants of addresses of property located within a four-hundred-foot radius of any portion of the boundary of the subject property, including any property that is contiguous and under the same or common ownership and control (RCW 36.70B.040(2)). The department may expand the mailing to include areas adjacent to the access easements and areas on the opposite side of rights-of-way, rivers and other physical features;
- b. Any person who has made a written request to receive such notice, including any registered neighborhood organization as defined in chapter 17A.020 SMC representing the surrounding area;
- c. Any agency with jurisdiction identified by the director.
- d. 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, at the address for such neighborhood council designee(s) that is on file with the City's department of neighborhood services.

2. Sign Notice.

Sign notice is given by installation of a sign on the site of the proposal adjacent to the most heavily traveled public street and located so as to be readable by the public. ~~((The director may require more than one sign if the site fronts on more than one arterial or contains more than three hundred feet of frontage on any street.))~~

- a. The director may require more than one sign if the site fronts on more than one arterial or contains more than three hundred feet of frontage on any street.
- b. The director may waive or reduce signage requirements where placement of signage is impractical. Considerations include and are not limited to:

- i. where a sign cannot be placed on or adjacent to the site, and placement in the public right of way would restrict pedestrian or vehicle travel;
- ii. where weather or vandalism results in the destruction of signage;

~~((a))~~c. The notice sign ~~((must))~~ shall meet the following specifications:

- i. It measures a minimum of four feet by four feet, but sign size may be increased in order to contain all of the required information.
- ii. It is constructed of material of sufficient weight and strength to withstand normal weather conditions.
- iii. It is white with red lettering.

3. Posted Notice.

Posting of the notice as a letter, identical in form and content to individual written notice, shall be posted at "official public notice posting locations," including:

- a. The ~~((main City public library and the))~~ branch library within or nearest to the area subject to the pending action;
- b. The space in City Hall officially designated for posting notices; and

- c. Any other public building or space that the city council formally designates as an official public notice posting location, including electronic locations.

4. Newspaper Notice.

Newspaper notice is published in a legal newspaper of general circulation. The contents of the newspaper notice are as prescribed in subsection (D) of this section, unless otherwise provided for. Newspaper notices are published ~~((on the same day of two consecutive weeks, the first))~~ no later than ~~((the number of days specified for the particular application type specified in this chapter))~~ ten days prior to the hearing, unless otherwise provided for.

5. Other Notice.

The hearing examiner, with respect to permit applications for non-site specific issues, such as essential public facilities, may require or provide for such alternative or additional notice as deemed necessary and appropriate to serve the public interest. A notification plan may be required of the applicant by the hearing examiner indicating the form and time of notice appropriate to the scope and complexity of the proposed project.

D. Contents of Notice.

1. Individual, Newspaper, and Posted Notice.

The following information shall be included:

- a. All application types:
  - i. Location of the property sufficient to clearly locate the site.
  - ii. Description of the proposed action and required permits.
  - iii. Name, address, and office telephone number of the City official from whom additional information may be obtained.
  - iv. Applicant name and telephone number.
  - v. Statement that any person may submit written comments and appear at the public hearing, if applicable.
  - vi. A statement that comments will be received on environmental issues, any environmental documents related to the proposed action, the SEPA status, and the appeal deadline for SEPA.



- vii. A statement that written comments and oral testimony at a hearing will be made a part of the record, if applicable.
  - viii. A statement, in bold type, that only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision.
  - ix. Date and time by which any written comments must be received on the notice of application; and
  - x. Date of the application and date of the notice of complete application.
- b. An application requiring a community meeting shall also include a notice of community meeting with the date, time, and place of the meeting.
  - c. An application requiring a public hearing shall also include a notice of public hearing with the date, time, and place of the hearing.

## 2. Sign Notice.

Sign notices must contain the following information:

- a. The first line of text on the sign in four-inch letters reads: "NOTICE OF COMMUNITY MEETING" or the applicable notice type.
- b. The second line of text on the sign in three-inch letters reads: "PROPOSED CONDITIONAL USE PERMIT, File #Z----- -CUP" or some other appropriate description of the proposed action.
- c. The third line of text on the sign in three-inch letters reads: "COMMUNITY MEETING ON/PUBLIC HEARING ON/COMMENTS DUE BY (date, time, and location)."
- d. The subsequent line(s) of text, in three-inch letters, contain additional details appropriate to the application type as ((~~indicated for the project type in Table 17G.061.010-1~~)) required by staff.
- e. The applicant (or agent) name and phone number, the SEPA status, and the deadline for appeal of the SEPA determination.
- f. The last line of text on the sign in three-inch letters reads: "FOR INFORMATION: (City contact telephone number and web page address where additional project information may be found)."
- g. The following figures illustrate posted notice signs:

<b>Example "A"</b>
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NOTICE OF PUBLIC HEARING  
PROPOSED ZONE CHANGE, FILE #Z2003-01-ZC  
PUBLIC HEARING ON : 1/1/2004 AT 9:00 A.M.  
LOCATED: COUNCIL BRIEFING RM., CITY HALL  
Proposed Zone: C1  
Proposed Use: Warehouse  
Applicant/Agent: John Doe, Phone (509) 999-0001  
SEPA: DNS, appeal deadline 12/24/03  
FOR INFORMATION: (509) 625-6300  
<https://my.spokanecity.org/projects/example/>

**Example "B"**

NOTICE OF SEPA/APPLICATION  
BUILDING PERMIT, FILE #B0300001  
PUBLIC COMMENT DUE : 1/1/2004 AT 9:00 A.M.  
LOCATED: COUNCIL BRIEFING RM., CITY HALL  
Proposed Use: Commercial  
Applicant/Agent: John Doe, Phone (509) 999-0001  
SEPA: DNS, appeal deadline 12/24/03  
FOR INFORMATION: (509) 625-6300  
<https://my.spokanecity.org/projects/example/>

E. Removal of Public Notice.

1. Posted notices shall be removed within seven days after the close of the public hearing or by the due date of the decision on a ministerial permit.
2. If a posted notice remains on a site more than fourteen days after the time limitation stated above, the City shall remove and dispose of the sign and charge the applicant or other person responsible for the notice.