

# SAS STEERING COMMITTEE

## *Regular Meeting*

**Date:** November 7, 2023

**Time:** 5:30 pm

Hybrid – Council Briefing Center / Zoom

(Virtual meeting link – see below for information)

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## Agenda Items

### **Administrative Business – no oral testimony will be taken**

- Approval of October 3, 2023 Minutes
- Sustainability Initiative Manager Report (5 minutes)
- Chair Report (10 minutes)

### **Workshops – no oral testimony will be taken**

- Review of nominations of one-year terms of Chair & Vice Chair position 1 (15 minutes)
- Discussion of proposed ORD C36454 Solar Permitting Fees (5 minutes)
- Discussion of proposed changes to Resolution 2022-0019 (45 minutes)

### **Written Public Testimony**

- All email addressed to the Steering Committee and sent to [sas@spokanecity.org](mailto:sas@spokanecity.org) will be distributed to the Steering Committee.

### **Next Meeting**

- Tuesday, November 15, 2023 6:00-7:00 pm – Study Session

Join Zoom Meeting

<https://us06web.zoom.us/j/87476308813?pwd=NEFvTFBBWGNzbDFtS00wbWgzWXRBZz09>

Meeting ID: 874 7630 8813

Passcode: 798409

One tap mobile

+16694449171,,87476308813#,,, \*798409# US

+13462487799,,87476308813#,,, \*798409# US (Houston)

Dial by your location

+1 669 444 9171 US  
+1 346 248 7799 US (Houston)  
+1 719 359 4580 US  
+1 720 707 2699 US (Denver)  
+1 253 205 0468 US  
+1 253 215 8782 US (Tacoma)  
+1 646 558 8656 US (New York)  
+1 646 931 3860 US  
+1 689 278 1000 US  
+1 301 715 8592 US (Washington DC)  
+1 305 224 1968 US  
+1 309 205 3325 US  
+1 312 626 6799 US (Chicago)  
+1 360 209 5623 US  
+1 386 347 5053 US  
+1 507 473 4847 US  
+1 564 217 2000 US

Meeting ID: 874 7630 8813

Passcode: 798409

Find your local number: <https://us06web.zoom.us/j/kVmue7OJb>

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# SAS STEERING COMMITTEE

## Minutes

*October 3, 2023*

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**Call to Order:** 6:00 pm

### **ATTENDANCE:**

*Steering Committee Members:* Chair Larry Luton, Esther Angell, Sarah Burruss, Brian Henning, Matt Hollon, Mindy Howard, Staci Maier, Rowena Pineda, Pragya Rai, Naghmana Sherazi

*Not Present:* Dave Garegnani, Michelle Howard, Jennifer Thomas

*Staff:* Council Sustainability Initiatives Manager Kelly Thomas

*Public:* Larry Andrews, Kerri Brooks, Jim Hedemark

## Agenda Items

### **ADMINISTRATIVE BUSINESS:**

Kelly gave her Sustainability Initiative Manager report and updated the SC on the last EJEW meeting, and also announced that the October 18 study session was cancelled.

Larry gave the Chair's report. He announced that we will have elections in December for the Chair and one of the Vice Chair positions, both of which are a term of one year and expire at the end of this year. The SC will take nominations that are due by November 7. He also reported that two people have thus far applied for the Steering Committee vacancies, which is still open. He reminded that Council President Kinnear wants the Steering Committee to be involved in the selection and screening process, which means we'll have to update our founding resolution.

### **WORKSHOPS:**

#### ***Roundtable Discussion of the General Facilities Charges Letter of Support and Voting:***

Members were asked to vote using our 5-point scale (see below as reminder):

1. I can say an unqualified "yes" to the decision.
2. I find the decision acceptable.
3. I can live with the decision, but I'm not especially enthusiastic about it.
4. I do not fully agree with the decision, but I do not choose to block it.
5. I do not agree with the decision, and I feel we should explore other options.

- Sarah Burruss: 1
- Stacie Maier: neutral (non-voting per Avista policy)
- Brian Henning: 2
- Esther Angell: 2
- Larry Luton: 1
- Matt Hollon: 1
- Mindy Howard: 2
- Naghmana Sherazi: 2
- Rowena Pineda: 2
- Pragya Rai: pass
- Other comments: Jim Hedemark asked Larry Andrews to speak on his behalf. Larry Andrews said reducing water pipes will also contribute to water conservation, and that there are certain requirements for fire loads. Kerri Brooks said she agreed with Brian Henning's reasoning.

#### ***Continuing Discussion of Priorities from Working Groups:***

Stacie Maier said her top priorities were: 1) tree canopy work, and wondered how do we align with Priority Spokane; 2) re-use of existing buildings from BE 1.7. Wanted to know more about that, and said that the State has a clean buildings energy code, and looks at EUI (energy use intensity) measurements.

Esther Angell cited urban canopy (with federal funding); green corps; and water resources (reducing pumping from the aquifer).

There were some additional comments from those who'd already stated their priorities in the previous meeting:

Rowena commented that we need to increase our community input prior to decision making. For instance, with tree canopy and other priorities, we need to ask how it's addressing health disparities, and how it's being measured. What is the impact to environmental justice?

Sarah Burruss wants to change her priorities to: 1) river flow; 2) bike paths; and 3) encouraging the re-use of existing buildings over building new.

Larry Luton also wanted to change his priorities and pull out tree canopy and replace it with BE 1.7, to reuse existing buildings. He said he'll keep as his other two "people-oriented communities" and waste reduction for all City events.

A question was asked whether the area of agreement on BE 1.7 was for home insulation.

Brian Henning wanted to add BE 2.6, to subsidize home energy efficiency retrofits for affordable housing units.



Mindy Howard noted that environmental justice is a consideration, and that all of these priorities are important actually, because we are in a crisis.

Kelly Thomas will review the SAP for what is already being done in the City.

Brian Hennings agreed that that effort will help and that we should update the SAP with what's already happened.

Larry Luton echoed that, and also encouraged all to look at the "annotated" list of working group priorities that he circulated, as it has resource links that he identified.

Rowena liked the "crosswalk" of our priorities with what the City is already doing. Noted that Kelly should also check on identifying funding sources.

Brian Henning expressed an interest in having Spencer Gardner come to speak about HB 1181 and how the City is implementing that work. (HB 1181 adds a climate goal to the Growth Management Act (GMA) and requires local comprehensive plans to have a climate element with resilience and greenhouse gas emissions mitigation sub-elements.)

**ADJOURNMENT:**

Meeting adjourned at 7:00 pm.

**PREPARED BY:**

Kelly Thomas

**APPROVED BY:**

## Sustainability Action Subcommittee (SAS) Steering Committee (SC) Job Descriptions

### SC Chair – 1-year term with possibility of re-election

1. Provides leadership and guidance to the group.
2. Creates monthly agenda in consultation with the Manager of Sustainability Initiatives and vice chairs.
3. Facilitates the monthly meetings.
4. Delegates tasks to SC members as appropriate.
5. Acts as liaison between the SC and SAS – must attend SAS monthly meetings regularly.
6. Coordinates updates and recommendations with any workgroups. (This is a shared responsibility with the Manager of Sustainability Initiatives.)
7. Agrees to read and understand relevant documents: Sustainability Action Plan, SAS related resolutions and ordinances, etc.
8. Coordinates SAS recommendations to City Council – both reports and presentations.
9. Keeps the committee focused on the topics at hand and address committee members who consistently take the group off-topic.
10. Establish a welcoming environment that invites a variety of perspectives into the discussion.

### SC Vice Chair (2 seats) – 1-year and 2-year term with possibility of re-election

1. Provide feedback and input on meeting agendas.
2. Provide feedback to the chair on what aspects of the SC processes are working and what needs improving.
3. In the event the chair is absent or unavailable, the vice chair steps in to perform the duties of the chair until the chair returns.
4. Agrees to read and understand relevant documents: Sustainability Action Plan, SAS related resolutions and ordinances, etc.
5. Works with the chair and other vice chair to keep the committee focused on the topics at hand.

### City Council Manager of Sustainability Initiatives

1. Acts as liaison between the SC and the City Council.
2. Notices public meetings and meeting cancellations.
3. Posts agendas and minutes.
4. Takes minutes or delegates this task for each SC meeting.
5. Consults with SC and SC leadership to provide guidance and support as needed.
6. Attends all SC meetings or appoints a qualified staff person to attend meeting if unable to attend themselves.


**Agenda Sheet for City Council Meeting of:**

02/28/2022

**Date Rec'd**

2/16/2022

**Clerk's File #**

RES 2022-0019

**Renews #****Cross Ref #****Submitting Dept**

CITY COUNCIL

**Contact Name/Phone**

KARA ODEGARD X6702

**Project #****Contact E-Mail**

KODEGARD@SPOKANECITY.ORG

**Bid #****Agenda Item Type**

Resolutions

**Requisition #****Agenda Item Name**

0320 - REINSTATING THE SUSTAINABILITY ACTION SUBCOMMITTEE

**Agenda Wording**

A Resolution reinstating the Sustainability Action Subcommittee under the City Council's Public Infrastructure, Environment, and Sustainability Committee.

**Summary (Background)**

After three years of operation and the passage of the Sustainability Action Plan in October 2021, the Sustainability Action Subcommittee is being reconstituted with structural & governance changes. The primary changes include the creation of a steering committee and the format of the subcommittee's decision-making process.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact**

Neutral \$

**Budget Account**

#

Select \$

#

Select \$

#

Select \$

#

**Approvals**
**Dept Head**

ALLERS, HANNAHLEE

**Division Director****Finance****Legal****For the Mayor**
**Additional Approvals**
**Purchasing**
**Council Notifications**
**Study Session\Other**

2/14 Urban Experience

**Council Sponsor**

Kinnear, Stratton

**Distribution List**

Adopted by Spokane City Council  
on: 02/28/2022

DocuSigned by:

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City Clerk

## Committee Agenda Sheet

### Urban Experience

<b>Submitting Department</b>	City Council
<b>Contact Name &amp; Phone</b>	Kara Odegard 509-828-3507
<b>Contact Email</b>	<a href="mailto:kodegard@spokanecity.org">kodegard@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Lori Kinnear; CM Karen Stratton
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Resolution Reinstating the SAS
<b>Summary (Background)</b>	After three years of operation and the passing of the Sustainability Action Plan in October 2021, the Sustainability Action Subcommittee is being reconstituted with structural & governance changes. The primary changes include the creation of a steering committee and the format of the subcommittee's decision-making process.
<b>Proposed Council Action &amp; Date:</b>	Adoption of resolution
<b>Fiscal Impact:</b> Total Cost: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:	

Expense Occurrence    ☐ One-time    ☐ Recurring

Other budget impacts: (revenue generating, match requirements, etc.) none

### **Operations Impacts**

What impacts would the proposal have on historically excluded communities? Specific membership criteria for the SAS steering committee includes designated seats for historically underrepresented communities including low-income, youth, and communities considered high-risk to the impacts of climate change.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

Collection of this data and the engagement of historically excluded communities is the primary focus of the Environmental Justice & Equity Workgroup, which is an official workgroup of the SAS. Furthermore, the Sustainability Action Plan, which guides the work of the SAS, specifically identifies prioritizing actions to create equity and resiliency among communities most at-risk due to climate change and other environmental factors.

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

Regular GHG Inventories (every 3 years), engagement with communities impacted, community health data, SAP reviews for meeting plan objectives.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Reconstituting the SAS aligns with the Implementation Plan chapter of the Sustainability Action Plan.

## RESOLUTION NO. 2022-0019

A Resolution reinstating the Sustainability Action Subcommittee under the City Council's Public Infrastructure, Environment, and Sustainability Committee.

**WHEREAS**, per SMC 15.05.010, the official policy of the City of Spokane is "to acknowledge and recognize the occurrence of human-caused climate change. The City also recognizes the vast scientific consensus regarding this matter, and acknowledges that the potential impacts of climate change pose a real threat to the health and well-being of Spokane's citizens"; and

**WHEREAS**, to implement this policy, the City has decided, under SMC 15.05.030, to "utilize the City of Spokane Sustainability Action Plan ... as a framework for developing and implementing the City's efforts related to climate change mitigation and adaptation and energy security"; and

**WHEREAS**, the City Council adopted the updated Sustainability Action Plan (SAP) by resolution on October 25<sup>th</sup>, 2021; and

**WHEREAS**, the City Council has also codified, in SMC 15.05.060, various reporting requirements concerning the status and progress of the City's efforts to implement the City's Sustainability Action Plan, and

**WHEREAS**, the City's Comprehensive Plan Goal NE 9 (Sustainable Economy) states that the City intends to "[e]nhance the natural environment to support a thriving sustainable economy"; and

**WHEREAS**, the City Council has the authority to create ad hoc committees or subcommittees for a designated term or for a specific task by City Council resolution, under City Council Rule of Procedure 9.4; and

**WHEREAS**, Rule 9.4 also provides that the resolution which creates the ad hoc committee can set forth "matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee".

**WHEREAS**, in 2018, the City Council formally created the Sustainability Action Subcommittee (SAS) by Resolution 2018-0110 for the primary purpose of updating the City's Sustainability Action Plan.

**WHEREAS**, in the intervening time since the SAS was created, interest in public participation has increased considerably and the need to create a steering committee has become evident.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby reconstitutes the Sustainability Action Subcommittee (SAS) as an ad hoc subcommittee of the City Council's Public Infrastructure, Environment, and Sustainability Committee.

**BE IT FURTHER RESOLVED**, the role of the SAS is to:

- a) collaborate with City Council Office to make recommendations on policy and budget initiatives; and
- b) make recommendations for issue-specific implementation plans, based on the recommendations in the Plan adopted under Resolution No. 2021-0087 and the expertise of the community-led workgroups; and
- c) investigate and make periodic reports to the Council on the progress of the City's efforts toward meeting the City's climate and energy goals as well as other provisions as laid out in the Plan; and
- d) identify sources for financing the underpinning recommendations in the Plan; and
- e) make periodic reports to the Council on the progress of the City's efforts toward meeting the City's 100% renewable energy and greenhouse gas emissions reductions goals as well as other objectives set-forth in the Plan; and
- f) recommend any necessary changes to the Spokane Municipal Code and other necessary policy actions to advance initiatives outlined in the Plan; and
- g) collaborate and consult with other City Council subcommittees, City staff, any technical advisory group(s), and City's boards and commissions established by the City Administration in developing the framework and guidance for the implementation of this Plan; and
- h) engage in such other specific tasks as assigned or referred to the subcommittee by the City Council; and
- i) engage in an ongoing conversation about sustainability and climate change with the community and how the community can participate in actions in support of the Plan; and
- j) organize itself into such working groups as are necessary to accomplish the purposes listed above; and

**BE IT FURTHER RESOLVED**, that the City Council shall appoint members to the SAS Steering Committee of 13-17 voting members, who shall serve without

compensation. A three-council member workgroup consisting of at least the Council President and the Chairperson of the Public Infrastructure, Environment Committee shall propose initial nominations and any subsequent nominations for replacement members. The steering committee will provide directional decisions for the SAS. The membership as a whole shall reflect a broad range of opinion, experience, socio-economic levels, races, ages, and expertise with the objective of implementing the Sustainability Action Plan. To achieve this purpose, it may include but is not limited to:

- a) At least one and not more than two members of the 2009 Mayor's Task Force on Sustainability; and
- b) At least one and not more than two representatives of an energy utility serving customers in the city of Spokane; and
- c) At least one faculty member from a local college or university with expertise in sustainability action planning or climate change; and
- d) At least one and not more than two members or representatives of local or regional business or technology companies with a history of implementing sustainability initiatives; and
- e) At least one and not more than two representatives of the public health community knowledgeable about climate change related health impacts; and
- f) At least one and not more than two members or representatives of local environmental or climate action advocacy groups; and
- g) At least one and not more than two representatives of low-income residents; and
- h) At least one and not more than two students from a high school, college or university located within the city of Spokane; and
- i) At least one member with knowledge, experience, and/or education in the fields of finance or economics; and
- j) At least one and not more than two members of communities considered high-risk from climate impacts; and
- k) At least one member and not more than two members of labor or other organizations that represent workers substantially impacted by the City of Spokane Sustainability Plan; and
- l) One member of the City Council may serve on the Sustainability Action Subcommittee as a non-voting member.

**BE IT FURTHER RESOLVED**, that each of the ten SAS workgroups (Buildings & Energy, Transportation, Planning & Land Use, Waste & Recycling, Water Resources, Natural Environment, Health & Wellbeing, Environmental Justice & Equity, Communications, and Sustainable Workforce) will have one advisory vote to aid the steering committee in their decision-making.

**BE IT FURTHER RESOLVED**, that the SAS steering committee shall elect leadership from its own members. Each member of the steering committee will have one vote for decision-making. Decisions shall be made by consensus using the SAS's five-point scale and process as outlined below.



Voting Scale:

1. I can say an unqualified "yes" to the decision.
2. I find the decision acceptable.
3. I can live with the decision, but I'm not especially enthusiastic about it.
4. I do not fully agree with the decision, but I do not choose to block it.
5. I do not agree with the decision, and I feel we should explore other options.

Voting Process:

If all the responses from the steering committee members are 1, 2, 3, or 4, there is consensus, and the recommendation or decision moves forward. If the majority of the members answers 1-4, and one or more member answers 5, then the decision will move forward with a minority or dissenting report written by those members who voted 5. Minority reports will only be written for recommendations to council and not for internal SAS decisions. If less than 60% of the steering committee votes 1-4, the decision does not move forward.

**BE IT FINALLY RESOLVED**, that the SAS meeting as a full group and its steering committee shall conduct its meetings consistent with the Open Public Meetings Act and the Public Records Act.

Passed by the City Council this 28th day of February, 2022.

DocuSigned by:



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City Clerk

Approved as to form:

DocuSigned by:



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Assistant City Attorney

DS





**Agenda Sheet for City Council Meeting of:**  
10/30/2023

<b>Date Rec'd</b>	9/29/2023
<b>Clerk's File #</b>	ORD C36454
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	DEVELOPMENT SERVICES CENTER
<b>Contact Name/Phone</b>	TAMI PALMQUIST 6157
<b>Contact E-Mail</b>	TPALMQUIST@SPOKANECITY.ORG
<b>Agenda Item Type</b>	First Reading Ordinance
<b>Agenda Item Name</b>	4700 - SOLAR PERMIT FEES

**Agenda Wording**

An ordinance relating to the waiver of certain permitting fees for solar energy systems and electric vehicle charging stations set forth Spokane Municipal Code and adding fees, amending SMC 08.02.031, SMC 08.02.034, SMC 15.05.040, and SMC 15.05.05

**Summary (Background)**

In an effort to support and encourage renewable energy within the City of Spokane, Council approved an ordinance on March 5, 2018, which waived the building and construction permit fees related to the installation of solar energy systems. In the recent years the number of solar permits has increased significantly. This places a burden on the DSC and Fire Dept. to perform this work while not being adequately compensated.

Lease? NO	Grant related? NO	Public Works? NO
<b>Fiscal Impact</b>		<b>Budget Account</b>

Neutral	\$	#
Select	\$	#
Select	\$	#
Select	\$	#

<b><u>Approvals</u></b>		<b><u>Council Notifications</u></b>	
<b><u>Dept Head</u></b>	PALMQUIST, TAMI	<b><u>Study Session\Other</u></b>	PIES 2/27/23, Finance 4/17/23
<b><u>Division Director</u></b>	MACDONALD, STEVEN	<b><u>Council Sponsor</u></b>	CM Bingle, CM Cathcart
<b><u>Finance</u></b>	ORLOB, KIMBERLY	<b><u>Distribution List</u></b>	
<b><u>Legal</u></b>	PICCOLO, MIKE	tpalmquist@spokanecity.org	
<b><u>For the Mayor</u></b>	JONES, GARRETT	idahl@spokanefire.org	
<b><u>Additional Approvals</u></b>		jrichman@spokanecity.org	
<b><u>Purchasing</u></b>		smacdonald@spokanecity.org	
		akiehn@spokanecity.org	

# Agenda Sheet

## Public Safety & Community Health Committee

<b>Submitting Department</b>	Development Services Center & Fire Department												
<b>Contact Name</b>	Tami Palmquist & Lance Dahl												
<b>Contact Email &amp; Phone</b>	<a href="mailto:tpalmquist@spokanecity.org">tpalmquist@spokanecity.org</a> , 625-6157 <a href="mailto:ldahl@spokanecity.org">ldahl@spokanecity.org</a> , 625-7040												
<b>Council Sponsor(s)</b>	CM Bingle, CM Cathcart												
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 10 min												
<b>Agenda Item Name</b>	Solar Permit Fees												
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>In an effort to support and encourage renewable energy within the City of Spokane, Council approved an ordinance on March 5, 2018, which waived the building and construction permit fees related to the installation of solar energy systems.</p> <p>In the recent years the number of solar permits has increased significantly. This places a burden on the DSC and Fire Dept. to perform this work while not being adequately compensated.</p> <table border="1" style="margin-left: auto; margin-right: auto; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th></th><th>2019</th><th>2020</th><th>2021</th><th>2022</th><th>2023</th></tr> </thead> <tbody> <tr style="background-color: #FFCC00;"> <td><b>Solar Permits</b></td><td>73</td><td>82</td><td>221</td><td>605</td><td>435 YTD</td></tr> </tbody> </table>		2019	2020	2021	2022	2023	<b>Solar Permits</b>	73	82	221	605	435 YTD
	2019	2020	2021	2022	2023								
<b>Solar Permits</b>	73	82	221	605	435 YTD								
<b>Proposed Council Action</b>	Repeal SMC 15.05.040 Solar Energy Systems item B. permit fee waiver.												
<b>Fiscal Impact</b> Total Cost: <u>No cost</u> Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring  Specify funding source: N/A Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Other budget impacts: (revenue generating, match requirements, etc.) See Attachments													
<b>Operations Impacts</b> (If N/A, please give a brief description as to why)													
What impacts would the proposal have on historically excluded communities? None.													
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? We do not collect data on disparities.													
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? The departments will continue to collect permit record data that can be compiled at any time to see if the impact of reinstating the fees results in a reduction of permits being pulled.													
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? Having the departments operate at a loss puts the City at risk of not being able to deliver services at the level citizens deserve.													

The actual **Permit/Inspection** and **Plan Review Fees** shown in the Job Value Examples will vary in accordance with the existing sliding scale identified in [SMC 08.02.031\(A\)](#).

The **Flat Fee Proposal** will require updates to [SMC 08.02.031](#) as a separate Solar Permit/Inspection Fee does not currently exist.

- Prior to the Solar Fee Waiver adopted under [SMC 15.05.040](#), building permits required in association with the Electrical Solar Permit were based on the Job Value.
- The **\$75 Plan Review Fee** proposed is based on the SMC 08.02.031(C)(5) for an estimated 1hr or less of plan review and the associated overhead costs determined during our 2008 Fee Study and is on par with the Residential Job Value Review Fee for the estimated average job value.
- The **\$150 Permit Inspection Fee** proposed would be equal to the Single-Family Residence Safety Inspection Fee for 2-or-more trade categories. (See [SMC 08.02.031\(S\)\(3\)](#))
  - This fee should be sufficient for most installations and the 2-3 inspection visits likely to be required for solar installations.
  - This fee also keeps our fees competitive with those of the County whose fees are \$190-\$290 depending on mounting method + a separate electrical permit applied for through L&I.

Separate Building and Electrical Inspections are required which previously involve the need for multiple permits. We have combined the Building and Electrical Permits into a single Solar Permit *similar to our Sign Permits* to provide customers with a simpler process and save them from paying the extra \$25.00 processing fee for the extra permit.

The **Energy Storage System (ESS) Fee** does not currently exist and is being requested due to increased demand for these and recognition of the need to inspect them in accordance with IRC 324 and NFPA 70. ESS may include batteries and require ventilation, protection from vehicle impact, appropriate UL Listing, and commissioning.

Staff has been working with **SolarApp+** to bring a simplified review process to our community for residential installations. This will allow residential solar contractors to apply directly to SolarApp+ for an almost instant review at a \$25 fee paid directly to SolarApp+. Once approved they will enter their approval code into our permit system, therefore bypassing plan review and going straight to inspection. No additional review fees will be required if the contractor chooses to use SolarApp+. We hope to have this live by the end of the year.

## ORDINANCE NO. C36454

An ordinance relating to the waiver of certain permitting fees for solar energy systems and electric vehicle charging stations set forth in the Spokane Municipal Code and adding fees, amending SMC 08.02.031, SMC 08.02.034, SMC 15.05.040, and SMC 15.05.050.

**WHEREAS**, the City of Spokane's Sustainable Action Plan was adopted in 2009; and

**WHEREAS**, the City of Spokane's Sustainable Action Plan identifies renewable energy as a strategy to improve efficiency and sustainability; and

**WHEREAS**, in 2018, the City worked with local energy experts to adopt a goal of 100% renewable electricity by 2030; and

**WHEREAS**, the City of Spokane City Council adopted two new sections 15.05.040 and 15.05.050 of the Spokane Municipal Code with the inclusion of a fee waiver to incentive the use of renewable energy sources; and

**WHEREAS**, when this ordinance was considered the City Council at the time did not complete a financial impact assessment of the Development Services Center enterprise fund, or identify a funding source to make the enterprise fund whole.

**NOW THEREFORE**, the City of Spokane does ordain:

**Section 1.** That section 15.05.040 of the Spokane Municipal Code is hereby amended as follows:

### Section 15.05.040 Solar Energy Systems

- A. The City of Spokane is committed to increasing the use of renewable energy citywide to become more resilient and reduce reliance on fossil-fuel based energy.

~~((B. — All City of Spokane building and construction permit fees imposed in connection with the installation of a solar energy system pursuant to chapter 08.02, SMC shall be waived until the majority of energy sourced in Washington state is derived from renewable resources. The permit fee waiver is limited to the building and construction of a solar energy system. The permit fee waiver does not apply to permits and fees not connected to the solar energy system.))~~

**Section 2.** That section 15.05.050 of the Spokane Municipal Code is hereby amended as follows:

### Section 15.05.050 Electric Vehicles



- A. The City of Spokane is committed to increasing the purchase, conversion to, and use of alternative vehicle fuels such as biodiesel, natural gas, and electricity.

~~((B. All City of Spokane building and construction permit fees required for the installation of an electric vehicle charging stations shall be waived until the majority of energy sourced in Washington state is sourced from renewable resources.))~~

-

- B. The City of Spokane shall assist the Spokane Regional Transportation Council, Spokane Transit Authority, and county and regional governments to transition to electric fleet and other renewable energy-powered public transit options.

**Section 3.** That section 08.02.031 of the Spokane Municipal Code is hereby amended as follows:

[Section 08.02.031](#) Building Code

- A. Building Permit.

Building permit fees are based on the value of the work to be done as follows:

VALUE OF WORK

(in dollars)

FEE

(in dollars)

1 – 500

28.00

501 - 2,000

28.00 plus 3.00 for each 100 over 500

2,001 - 25,000

73.00 plus 13.00 for each 1,000 over 2,000

25,001 - 50,000

372.00 plus 10.00 for each 1,000 over 25,000

50,001 - 100,000

622.00 plus 7.00 for each 1,000 over 50,000

100,001 - 500,000

972.00 plus 5.00 for each 1,000 over 100,000

500,001 - 1,000,000

2,972.00 plus 4.00 for each 1,000 over 500,000

1,000,001 - 99,999,999

4,972.00 plus 3.00 for each 1,000 over 1,000,000

**B. Valuation.**

1. The value of construction for purposes of calculating the amount of the fee is determined by using the:
  - a. most current building valuation data from the International Code Council (ICC) as published and updated by the ICC twice annually; or
  - b. contract valuation, whichever is greater.
2. "Gross area" when used in conjunction with the ICC building valuation data to determine valuation of a project is the total area of all floors, measured from the exterior face, outside dimension, or exterior column line of a building, including basements and balconies but excluding unexcavated areas.
3. The fee is based on the highest type of construction to which a proposed structure most nearly conforms, as determined by the building official.
4. For roofing permits, the value is determined to be:
  - a. one hundred fifty dollars per square for recovering roofs;
  - b. two hundred dollars per square for roofing projects when existing layers of roofing are torn off and a new layer is installed;
  - c. two hundred fifteen dollars per square for roofing projects when existing layers of roofing are torn off, new sheeting is installed, and a new layer of roof is installed;

d. or the contract valuation if it is greater.

#### C. Building Plan Review.

1. Plan review fees are sixty-five percent of the building permit fee as calculated from the table rounded up to the next whole dollar amount for:
  - a. all commercial building permits;
  - b. all industrial building permits;
  - c. all mixed use building permits; and
  - d. new multi-family residences with three or more units.
2. Plan review fees are one hundred percent of the building permit fee as calculated from the table for fast-track projects.
3. Plan review fees are twenty-five percent of the building permit fee as calculated from the table rounded up to the next whole dollar amount for new:
  - a. single-family residences; and
  - b. duplexes.
4. Plan review fees are twenty-five dollars for:
  - a. new buildings that are accessory structures for single-family residences and duplexes to include garages, pole buildings, greenhouses, sheds that require a permit, etc.; and
  - b. additions to existing single family residences and duplexes to include living space, garages, sunrooms, decks, etc.
5. Plan review fees for additional review required by changes, additions, or revisions to plans are seventy-five dollars per hour or fraction thereof.
6. The building official may elect to assess plan review for remodeling single family residences and duplexes when required. This amount will be not be higher than the twenty-five percent of the building fee as calculated in the table rounded to the nearest whole dollar charged on a new single-family residence or duplex.

#### D. Demolition

Demolition permit fees are:



1. Single-family residence, duplex and accessory structures: Thirty-five dollars each.
2. Other structures: Thirty-five dollars for every thousand square feet, to a maximum fee of three hundred fifty dollars.
3. The processing fee is twenty-five dollars.
4. For historic landmarks and contributing buildings within an historic district or located within the Downtown Boundary Area: five hundred dollars.
5. All demolition permit fees received by the city are to be deposited in the historic preservation incentives fund established by [SMC 07.08.152](#).

E. Fencing.

1. The permit fee is twenty dollars per one hundred linear feet, or fraction thereof.
2. The processing fee and review fee is twenty-five dollars.

F. Grading.

1. Grading permit fees are as follow:

**VOLUME**

**(in cubic yards)**

**FEE**

**(in dollars)**

100 or less

28.00

101 - 1,000

28.00 plus 12.00 for each 100 over 100

1,001 - 10,000

136.00 plus 10.00 for each 1,000 over 1,000

10,001 - 100,000

226.00 plus 45.00 for each 10,000 over 10,000

100,001 and more

631.0 plus 25.00 for each 10,000 over 100,000

2. Grading plan review fees are as follow:

**VOLUME**

**(in cubic yards)**

**FEE**

**(in dollars)**

50 or less

None

51 – 100

20.00

101 - 1,000

25.00

1,001 - 10,000

35.00

10,001 - 100,000

35.00 plus 17.00 for each 10,000 over 10,000

100,001 - 200,000

188.00 plus 10.00 for each 10,000 over 100,000

200,001 and more

288.0 plus 5.00 for each 10,000 over 200,000

3. Failure to obtain a grading permit is a class one infraction under [SMC 1.05.150](#).

4. The processing fee is twenty-five dollars.

#### G. Sign Permits.

1. Sign permit fees are:
  - a. thirty dollars for each wall sign, projecting sign and incidental sign; or
  - b. seventy-five dollars for each pole sign, including billboards and off-premises signs.
2. The building services plan review fee is fifty dollars and is in addition to the sign permit fee for pole signs in excess of one hundred square feet or more than thirty feet high.
3. The planning services review fee is fifty dollars for all signs.
4. The processing fee is twenty-five dollars.

#### H. Factory-built Housing.

1. The installation fee for factory-built housing is fifty dollars per section.
2. A foundation or basement requires a separate building permit.
3. Decks, carports and garages require a separate building permit.
4. The development services review fee is fifty dollars.
5. The processing fee is twenty-five dollars.

#### I. Manufactured (Mobile) Home.

1. The installation fee for a manufactured (mobile) home is fifty dollars per section.
2. A basement requires a separate building permit.
3. Decks, carports and garages require a separate building permit.
4. The development services review fee is fifty dollars.
5. The processing fee is twenty-five dollars.

#### J. Temporary Structures.

Permit fees for temporary structures are:

1. One hundred dollars for the first one hundred eighty days; and
2. Five hundred dollars for the second one hundred eighty days.
3. No third session will be allowed.
4. The development services review fee is fifty dollars.
5. The processing fee is twenty-five dollars.

K. Relocation.

1. The fee for a building relocation inspection for bond determination is seventy-five dollars.
2. The development services review fee is fifty dollars.
3. The processing fee is twenty-five dollars.
4. Any repairs or alterations required for relocation are handled by various building permits and the fees for such building permits are in addition to the relocation permit fee.

L. Early Start and Fast Track Approval.

The fee for an early start or fast track building permit approval is twenty-five percent of the building permit fee rounded to the next whole dollar amount and is in addition to any other required fees.

M. Certificate of Occupancy.

1. There is no separate fee for the issuance of a certificate of occupancy following final inspection under a permit so long as the fee for the permit is at least fifty dollars; otherwise, the minimum fee for a building permit and certificate of occupancy is fifty dollars plus a twenty-five dollar processing fee.
2. The fees for the issuance of a certificate of occupancy not resulting from work done under permit are as provided in [SMC 8.02.060](#).
3. The building official will assess a fee not to exceed one hundred percent of the building permit fee for the issuance or extension of any temporary certificate of occupancy. The minimum fee will be:

- a. two hundred twenty-five dollars plus a twenty-five dollar processing fee when the building permit fee exceeds this amount;
- b. equal to the amount of the building permit fee when the building permit fee is less than two hundred fifty dollars.

N. Swimming Pools.

1. The building and plumbing permit fee for a swimming pool is:
  - a. seventy-five dollars for those accessory to a single-family residence; and
  - b. one hundred dollars for all others.
2. The planning services review fee is twenty-five dollars.
3. The processing fee is twenty-five dollars.
4. Mechanical, electrical and fence permits are additional.

O. Parking Lot and Site Work Permits.

The fee for a site work permit is charged in accordance with the fee table in subsection (A) of this section.

P. Reinspections.

The fee for reinspections for work that was not ready, or corrections previously identified but remain uncorrected, or site not accessible is seventy-five dollars per incident.

Q. Inspections Outside Normal Inspector Working Hours.

The fee for inspections outside normal inspector working hours is seventy-five dollars per hour or fraction of an hour. A minimum of two hours is payable at the time the request is made and before an inspection can be scheduled.

R. Work Done Without a Permit/Investigation Fees.

Where work has commenced without first obtaining the required permit(s), a work without permit fee equivalent to the greater of:

1. twice the inspection fee, or
2. the permit fee plus one hundred fifty dollars,

must be paid prior to the issuance of the permit(s).

#### S. Safety Inspections.

The fees for safety inspections are:

1. Commercial Buildings: Seventy-five dollars per hour or fraction of an hour with a prepaid minimum of one hundred fifty dollars.
2. Single-family Residence – Electrical only: Seventy-five dollars.
3. Single-family Residence – Two or more trade categories: One hundred fifty dollars.
4. Two-family Residence: One hundred seventy-five dollars.
5. Multifamily – Three to six units: Two hundred fifty dollars.
6. Multifamily – Seven to fifty units: Two hundred fifty dollars plus twenty-five dollars for each unit over six.
7. Multifamily – Over fifty units: One thousand three hundred fifty dollars plus ten dollars for every unit over fifty.
8. Electrical Service Reconnect - Residence - Twenty-five dollars
9. Electrical Service Reconnect - Commercial - Fifty dollars
10. Processing fee: Twenty-five dollars.

#### T. Recording Fee Use of Public Right-of-way and Large Accessory Building Agreement.

The property owner shall be charged a pass-through fee equal to the amount assessed by Spokane County when erecting a fence, retaining wall or other structure in a public right-of-way. This is a recording fee for the acknowledged agreement whereby the property owner covenants to remove the encroachment upon notice by the City. An additional twenty-five dollar processing fee is required when a permit is not issued in conjunction with the recording.

#### U. Expired Permits Over Six Months.

1. Building Permits.

- a. No inspections have been made: Permits require full resubmittal, and if a commercial project, plan review. Original valuation shall be contained in description of new permit.
- b. Footings and foundations only have been inspected and approved: Minimum of seventy-five percent of the original assessed permit fee plus new processing fees. Original valuation shall be contained in description of new permit.
- c. All rough-in inspections approved: Minimum of twenty-five percent of original permit fee plus new processing fees. Original valuation shall be contained in description of new permit.
- d. Additional work done not on original permit: New valuation shall be calculated based upon either square footage if new construction, or valuation if remodel.

## 2. Plumbing Permits.

- a. No inspections: A full new permit for all fixtures is required.
- b. Partial inspections approved: If water tests, top outs and ground plumbing have been approved, then twenty-five percent of the original itemized permit fees plus new processing fee.

## 3. Mechanical Permits.

- a. No inspections: A full new permit is required.
- b. Partial inspections: If all rough-in inspections and air tests have been approved, then twenty-five percent of the original permit fee plus new processing fee.

## 4. Electrical Permit.

- a. No inspections: A full new permit is required.
- b. Partial inspections: If all rough-in inspections and service inspections have been approved, then twenty-five percent of the original fees plus new processing fee.

## V. Processing Fee.

In addition to all of the fees identified in [SMC 8.02.031](#), the processing fee for each permit is twenty-five dollars, unless specifically stated otherwise.



#### W. Temporary Accessory Dwelling Unit (ADU) Fee Waivers.

1. In response to the ongoing local and national housing crisis, the City Council has decided to provide relief to residents and businesses by waiving all applicable fees within this section 08.02.031 associated with the construction of ADUs on lots located at least partially within ½ mile of a Center or Corridor, Context Area, or Downtown zone or CC3 zoning overlay. Distances are measured in a straight line between the zone/overlay boundary to the lot line of the site containing the development.
2. The fee waiver described in this subsection 08.02.031(W) shall expire at 5:00 p.m. on December 31, 2024.

#### X. Solar Permits.

1. For single-family residence, duplex, and associated accessory structure installations and modifications eligible for review under the adopted International Residential Codes.
  - a. Plan Review: seventy-five dollars
  - b. SFRD Inspection Fee: one hundred fifty dollars
  - c. Electrical Service Fee: assessed in accordance with SMC 08.02.032(C)(2).
2. For all other installations and alterations.
  - a. Plan Review Fee: sixty-five percent of the MFCOM Inspection Fee.
  - b. MFCOM Inspection Fee: calculated based on the table included in Section 08.02.031(A).
  - c. Electrical Service Fee: assessed in accordance with SMC 08.02.032(C)(2).
3. Additional electrical fees in accordance with SMC 08.02.032.
4. Energy Storage Systems: fifty dollars.

**Section 4.** That section 08.02.034 of the Spokane Municipal Code is hereby amended as follows:

#### Section 08.02.034 Fire Code

##### A. Storage Tanks.



The fees in connection with aboveground or underground storage tanks for critical materials as defined in [SMC 17A.020.030](#), including flammable or combustible liquids, are:

1. Installation (including installation of pumps and dispensers) of underground storage tank, per tank: seven hundred twenty eight dollars.
2. Installation of above ground storage tank, per tank:
  - a. More than sixty but less than five hundred gallons: two hundred seventy six dollars.
  - b. Five hundred gallons or more: four hundred fifty dollars.
3. Aboveground or underground storage tank removal or abandonment, per tank: two hundred ten dollars.
4. Placement of tank temporarily out of service: two hundred ten dollars.
5. Alteration or repair of a tank: two hundred seventy six dollars.

**B. Installation of Fire Protection/Detection Equipment.**

1. The fees for installing, altering, or repairing fire protection and/or fire detection equipment are based on the value of the work, according to the following schedule:

**BID AMOUNT**

**(Valuation)**

**PERMIT FEE    PLAN CHECK FEE**

\$1 through \$500	\$105	\$68.25
\$501 through \$2,000	\$210	\$136.50
\$2,001 through 5,000	\$420	\$273
\$5,001 through \$10,000	\$840	\$546
\$10,001 through \$15,000	\$1,260	\$819
\$15,001 through \$20,000	\$1,470	\$955.50
\$20,001 through \$25,000	\$1,680	\$1,092
\$25,001 through \$30,000	\$1,890	\$1,228.50
\$30,001 through \$40,000	\$1,995	\$1,296.75
\$40,001 through \$50,000	\$2,100	\$1,365
\$50,001 through \$60,000	\$2,520	\$1,638
\$60,001 through \$80,000	\$2,940	\$1,911
\$80,001 through \$100,000	\$3,150	\$2,047.50
\$100,001 through \$150,000	\$3,465	\$2,252.25

\$150,001 through \$200,000	\$3,780	\$2,457
\$200,001 through \$250,000	\$4,200	\$2,730
\$250,001 through \$300,000	\$5,000	\$3,250
\$300,001 through \$350,000	\$5,800	\$3,770
\$350,001 through \$400,000	\$6,600	\$4,290
\$400,001 through \$450,000	\$7,425	\$4,826.25
\$450,001 through \$500,000	\$8,230	\$5,349.50
For valuations of \$500,001 and over, fees are calculated as follows:		
Permit Fee: Valuation multiplied by 0.0165		
Plan Check Fee: 65% of permit fee.		

2. Fees apply to initial submittal and one subsequent resubmittal if the initial submittal is not accepted. If the resubmittal is not accepted, the applicant will need to begin a new submittal.

3. Penalty.

Whenever any work for which a fire equipment permit is required is started without first obtaining a permit, the permit fees specified above are doubled and a Class 1 civil infraction may be issued.

4. Fee Refunds.

The fire official may authorize the refund of any fee erroneously paid or collected. The fire official may authorize the refunding of not more than eighty percent of the paid permit fee when no work has been done under an issued permit.

5. Valuation.

The valuation of the work done must be submitted at the time of application for a permit. The valuation is the value of the work to be done and includes all labor, material, equipment, and the like supplied and installed by the permittee to complete the work. The permittee may be asked to verify the valuation placed on the work. When the cost of any proposed work is unknown, an estimate of the cost shall be made and used to compute the permit fee. Upon completion of the work, a fee adjustment is made in favor of the City or permittee, if requested by either party.

6. Inspections.

The number of inspections for each permit is determined by the valuation, with the minimum number of inspections for a permit being two.

7. Revisions.

Fees include one revision to an approved submittal. Additional revisions will be charged at an hourly rate of one hundred five dollars.

8. Phasing

Submittals for projects that are done in phases for the construction shall follow the phasing approved as part of the building permit. Where a building permit has not been issued, the phasing shall be approved by the Fire Code Official.

C. Fire Protection System Verification.

The fee for verification that a fire protection system has been appropriately serviced by a fire department registered fire equipment servicer, for each inspection, is:

1. Thirty-eight dollars for:
  - a. sprinkler systems,
  - b. standpipe systems,
  - c. alarm systems,
  - d. rangehood systems,
  - e. inert gas extinguishing systems,
  - f. spray booths, and
2. Nineteen dollars for private fire hydrants.

D. Safety/Building & Multi-Family Inspections.

The fee for conducting safety inspections is one hundred five dollars per hour with a minimum one-hour charge, including annual life safety reviews for short-term rentals. Building and multi-family inspections will be charged according to building area per the table below:

	Building Area (sq. ft.)	Fee
A		

	<b>0 – 1,500</b>	
<b>B</b>	<b>1,501 – 3,000</b>	
<b>C</b>	<b>3,001 – 5,000</b>	
<b>D</b>	<b>5,001 – 7,500</b>	
<b>E</b>	<b>7,501 – 10,000</b>	
<b>F</b>	<b>10,001 – 12,500</b>	<b>\$44</b>
<b>G</b>	<b>12,501 – 15,000</b>	
<b>H</b>	<b>15,001 – 17,500</b>	
<b>I</b>	<b>17,501 – 20,000</b>	
<b>J</b>	<b>20,001 – 30,000</b>	
<b>K</b>	<b>30,001 – 40,000</b>	<b>\$202</b>
<b>L</b>	<b>40,001 – 50,000</b>	
<b>M</b>	<b>50,001 – 60,000</b>	

<b>N</b>	<b>60,001 – 70,000</b>	
<b>O</b>	<b>70,001 – 100,000</b>	
<b>P</b>	<b>100,001 – 150,000</b>	<b>\$512</b>
<b>Q</b>	<b>150,001 – 200,000</b>	
<b>R</b>	<b>Over 200,000</b>	

**E. Reinspections.**

The fee for conducting reinspections is one hundred five dollars per incident. This applies to inspection requests beyond the allowable inspections associated with an original permit. The reinspection fee will apply when an inspection is scheduled with the fire department and the following occurs:

1. The project or occupancy is not ready for the inspection.
2. Corrections that were previously identified remain uncorrected.
3. The site is not accessible and a return visit is required.

**F. Inspection fees as set forth in this section are appropriated for an estimated time spent equal to or less than one hour per inspection. Permittees are subject to additional inspection fees, which shall apply in a minimum of one-hour increments for each permit fee category, for additional time spent on inspection services to include code research and return site visits.**

**G. Solar Photovoltaics**

Solar photovoltaic permits be assessed at 20% of the Chart A valuation.

**PASSED** by the City Council on \_\_\_\_\_.

\_\_\_\_\_

Council President

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date