



NOTICE OF PUBLIC MEETING
NEIGHBORHOOD PROJECT ADVISORY COMMITTEE
WEST QUADRANT TAX INCREMENT FINANCING DISTRICT

MEETING OF
WEDNESDAY, August 6, 2025
4:00 PM TO 5:00 PM

Please be advised that the next regular meeting of the Neighborhood Project Advisory Committee for the West Quadrant Tax Increment Financing District will be held on **Wednesday, August 6 at 4:00 PM** at **Spokane City Hall, 808 W Spokane Falls Blvd** in the **Tribal Conference Room** in the First Floor Lobby. A link to the meeting is provided below. The public is encouraged to attend either in person, online, or by phone. Connection instructions are included in the attached agenda and below:

An Online/Telephone Option is Available via Microsoft TEAMS
(software download may be required)

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 291 137 164 093 Passcode: bbFZ2x

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

Or call in (audio only)

[+1 323-618-1887,,357638756#](#) United States, Los Angeles

Phone Conference ID: 357 638 756#

WQTIF Neighborhood Project Advisory Committee (NPAC) Agenda

August 6, 2025 | 4:00 PM to 5:00 PM | City Hall, 1st Floor, Tribal Conference Room

Attendees: Members of the Committee, Open to the Public

Discussion Items *(all times are approximate)*

1. Welcome and Introductions (All) 4:00 pm (5 mins)
2. Approval of June Meeting Minutes (All)..... 4:05 pm (5 mins)
3. New Request: Traffic Improvements in West Central (Colin Quinn-Hurst) ... 4:10 pm (40 mins)
4. NPAC Forms Update and Preview (Kevin Freibott) 4:50 pm (5 mins)
5. Open Forum 4:55 pm (5 mins)

*Open Forum is an opportunity for citizens to discuss items of interest that **are not on the current agenda for discussion**. Topics should consider the activities/ responsibilities of the NPAC and should not include political campaign topics. Each speaker may be limited to three minutes if several people wish to speak, subject to the Chairperson's determination. If you wish to speak at the open forum, please email Kevin Freibott at kfreibott@spokanecity.org **in advance** to request a slot.*

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



West Quadrant TIF Neighborhood Project Advisory Committee Meeting Minutes

June 4, 2025

Committee Members Present: EJ Iannelli (Chair), Kimberly Lawrence (Vice-Chair), Alan Chatham, Liz Marlin, Fran Papenleur, Amanda Richardson, Wende Wilber **Absent:** None.

Staff Present: Kevin Freibott (Planning & Economic Development)

The meeting began at 4:01 PM.

1. **Welcome and Introductions** – Introductions were made. No action was taken.
2. **Approval of Meeting Minutes** – April minutes were discussed. Minutes were approved as drafted (M: M. Wilber, S: M. Chatham, Unan.).
3. **LB Stone Request** – The applicant gave an update on the status of the project and updated the total costs requested from the TIF. Questions were asked and answered. Item was tabled by the Chair for consideration of the next item (see item 4 below), after which the item was picked up again for discussion. A motion was made to recommend funding \$156,202 for sidewalks, landscaping & irrigation, and streetlights (M: M. Wilber, S: M. Lawrence). During deliberation, M. Papenleur offered a friendly amendment to reduce the amount to \$111,000, which was accepted by the mover and second. After limited additional deliberation, the amended motion passed unanimously in a roll call vote.
4. **Financial Update and 2025 Revenue Projection** – M. Freibott gave the revenue projection for 2025, based on the report by the County Assessor. Questions were asked and answered. No action was taken.
5. **Open Forum** – M. Chatham reported he continues to seek a second member from Riverside Neighborhood, as does M. Freibott. M. Lawrence asked M. Freibott about the status of forms and procedures. M. Wilber noted that the TIF should consider funding to leverage future grant applications.

The meeting was adjourned at 5:06 PM (M: Lawrence, S: M. Richardson).



MEMO

Date: July 31, 2025

To: Neighborhood Project Advisory Committee (NPAC)

From: Kevin Freibott, Senior Planner

Re: General Procedures for Private Requests for TIF Funds

As the NPAC and staff coordinate on the preparation of forms for use by private applicants who wish to request TIF funding, and in consideration of the work already undertaken by the NPAC and its members on this front, I felt it would be helpful to outline the approximate process a request of this nature must follow before it can receive TIF funding.

The graphic on the following page gives an excellent overview of the process. This graphic is color coded according to the entity with primary responsibility or authority for each step, but please note that City staff *must* be involved throughout the *entire* process.

Regarding expected timelines for this process, there are simply too many variables to accurately estimate the time a project may require. Factors that greatly shorten this process include:

- Requesters who have already received public monies in the past.
- Requesters who have already received TIF funds in the past.
- Projects that have already been explored or identified by other City projects (i.e. the 25 by 2025 program or the improvements discussed in the West Central Infrastructure Study).
- Projects that are entirely publicly funded.
- Projects that *only* involve construction of qualified TIF improvements (such as projects that only affect the City's Right-of-Way).

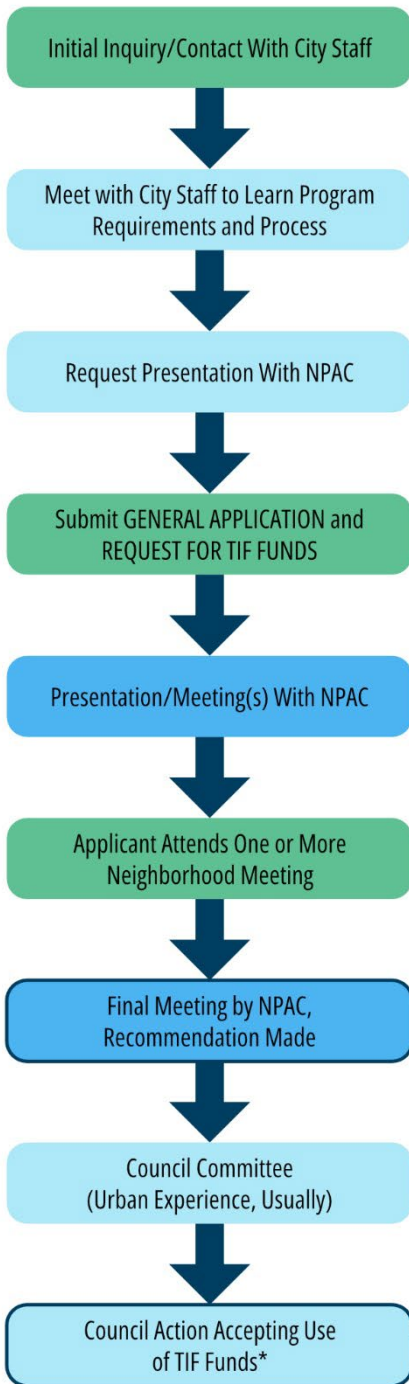
Factors that can extend the timeline, some of which are outside City control, include:

- Controversial projects with significant public opposition.
- Requesters who are not familiar with or experienced with public funding and its requirements.
- Projects that are not clear and concise, requiring revotes by NPAC and/or City Council.
- Requesters who have never registered with the City as a "vendor."
- Requesters who are not used to filing prevailing wage certification with WA Labor & Industries.
- Lengthy contract negotiations for the reimbursement agreement.

It's also important to understand that the process laid out on the next page does not apply to projects initiated and built by the City itself. Known as "public" projects, the timeline can be significantly shorter for public projects, as some steps are not required, such as a reimbursement agreement.

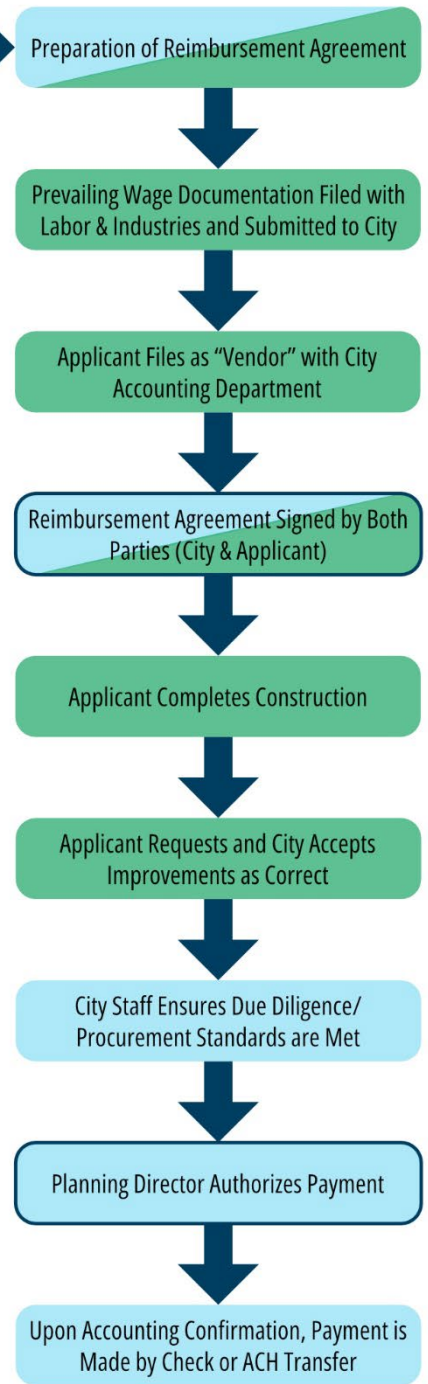
Following this memo, please find a draft of the new **Request for TIF Funds** and the currently adopted **General Application** required of all requests of the City.

APPROVAL FOR USE OF TIF FUNDS



**Funds are Now Approved for the Project*


PAYMENT OF TIF FUNDS TO REQUESTER



 Borders represent major decision/approval points.

Primary Responsibility/Authority for Each Step:

 Applicant / Requester

 NPAC (+ City Staff)

 City Staff (Planning)



Request for TIF Funding

DRAFT Application

Rev.20250731

In addition to the General Application, requestors for funding from the West Quadrant TIF must fill out the following form and provide it to the Planning & Economic Development Department for review and submittal to the Neighborhood Project Advisory Committee. Supplemental sheets may be attached for longer answers.

PROJECT DETAILS:

Please provide the following information regarding the overall project this request is related to. If no larger project exists, please provide as much information as possible.

Project Name: _____

Project Address or General Location: _____

Construction Dates (or Estimate): Starts (mm/yy) _____ Ends (mm/yy) _____

Total Cost of Project (Approx.): \$ _____ Total Requested from TIF: \$ _____

Other Public Sources Funding This Project (if any) and Approximate Amounts: _____

PROPOSAL DESCRIPTION:

Please describe the overall project (submit plans if available): _____

Features you hope to fund with TIF funding (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Streets & Curbs | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Crosswalks | <input type="checkbox"/> Signage & Signals | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Street Trees | <input type="checkbox"/> Lighting/Streetlights | <input type="checkbox"/> Utility Connections |
| <input type="checkbox"/> Utility Lines | <input type="checkbox"/> Planning/Design | <input type="checkbox"/> Maintenance/Operations |
| <input type="checkbox"/> Other: _____ | | |

Partner Agencies or Organizations Affiliated with this Project: _____

Related City Projects or Programs (if any): _____

COMMUNITY ENGAGEMENT:

Neighborhood Councils You Have Contacted Regarding This Proposal:

☐ Riverside

☐ West Central

☐ Emerson/Garfield

☐ Other: _____

Presentations You Have Given to Neighborhood Councils Regarding This Proposal (*provide future dates if presentations are scheduled but have not yet occurred*):

Riverside (Dates): _____ West Central (Dates): _____

Emerson/Garfield (Dates): _____

SUPPLEMENTARY QUESTIONS:

Please attach a sheet or sheets answering the following general questions to the best of your knowledge and understanding. These questions, while general in nature, will help the Neighborhood Project Advisory Committee understand your project's value, needs, and contribution to the community and your project's relationship to the TIF's intended purpose.

1. Describe the problem, challenge, and/or opportunity your project is hoping to address.
2. Describe why TIF funds are essential/needed for this project.
3. Describe the end users and/or customers of your project. Who will be impacted by your project (positively as well as negatively) and how.
4. How might your project affect the health and safety of the neighborhood and the wider community?
5. Describe the short- and long-term economic benefits of your project, including any benefits to the immediate neighborhood as well as the larger community surrounding your project. Please submit documentation if any exists.
6. Describe how your project might benefit the surrounding neighborhood in other ways. Topics to consider are historic preservation, arts and creative outlets, job creation, affordable housing, infill (development in vacant lots, dilapidated properties), recreational access or amenities, and transportation safety or connectivity.
7. How does your project relate to the City's Comprehensive Plan? Identify any concepts in the Comprehensive Plan that relate to your project, including any goals or policies your project accomplishes or relates to.

SUBMITTED BY:

Name (PRINT): _____

Signature: _____ Date: _____

☐ Applicant

☐ Property Owner

☐ Property Purchaser

☐ Agent



General Application

Rev.20180104

DESCRIPTION OF PROPOSAL

Address of Site Proposal (if not yet assigned, obtain address from Public Works before submitting application):

APPLICANT

Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY OWNER

Name: _____

Address: _____

Phone: _____ Email: _____

AGENT

Name: _____

Address: _____

Phone: _____ Email: _____

Assessor's Parcel Numbers: _____

Legal Description of Site: _____

Development Services Center 808 West Spokane Falls Boulevard, Spokane, WA 99201-3336
my.spokanecity.org | Phone: 509.625.6300 | Fax: 509.625.6822