



**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

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**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

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

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*Attendees: Members of the Committee, Open to the Public*

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## **Discussion Items** *(all times are approximate)*

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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](mailto: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](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.



## 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).

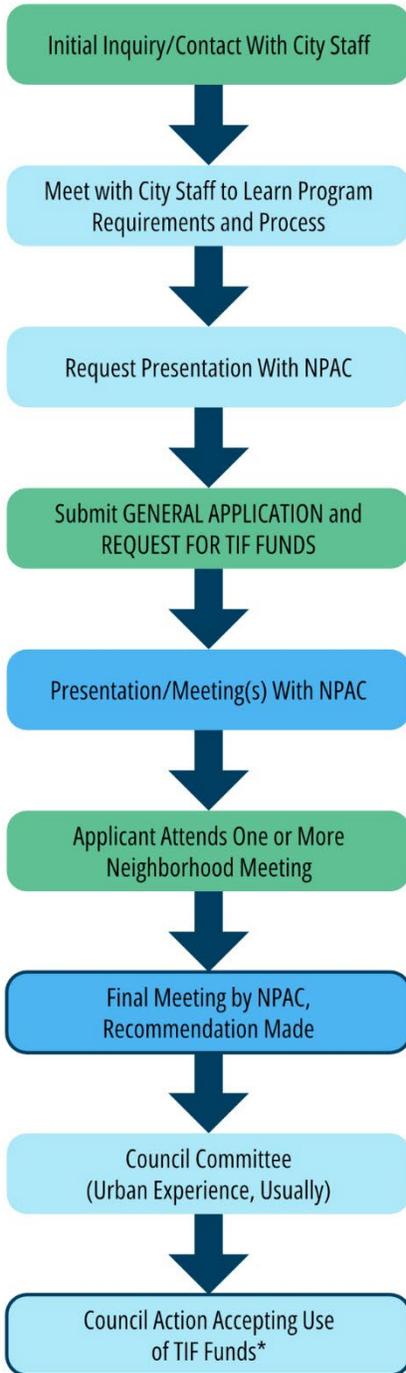
Factors that can extend the timeline, some of which are outside City control, include:

- 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.

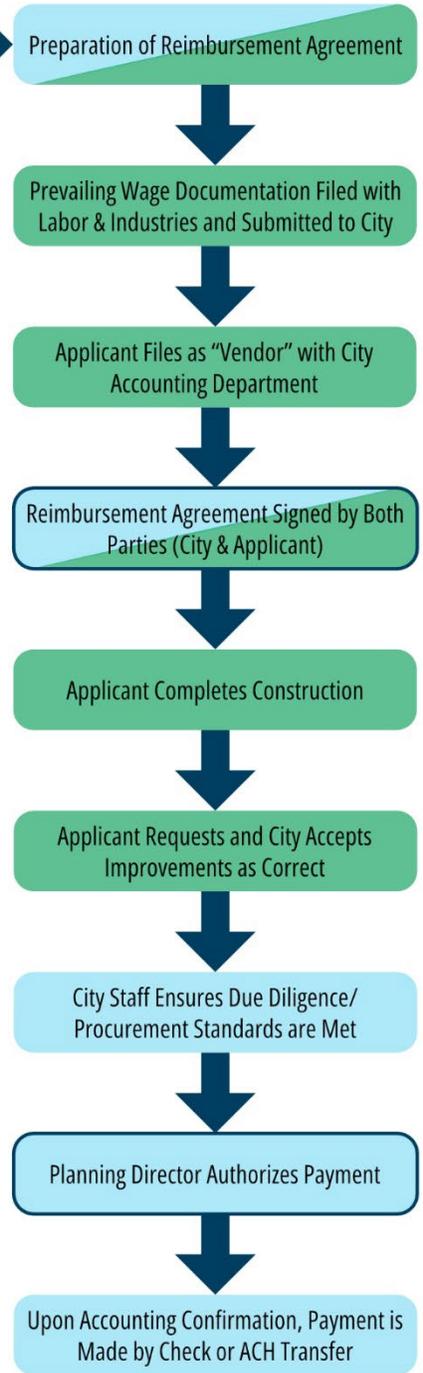
Following this memo, please find a draft of the new **Request for TIF Funds** and the currently adopted **General Application** required of all requests of the City.

## 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): \_\_\_\_\_





# General Application

Rev.20180104

## DESCRIPTION OF PROPOSAL

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

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## APPLICANT

Name: \_\_\_\_\_

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

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

## PROPERTY OWNER

Name: \_\_\_\_\_

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

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

## AGENT

Name: \_\_\_\_\_

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

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

Assessor's Parcel Numbers: \_\_\_\_\_

Legal Description of Site: \_\_\_\_\_

