

**CITY COUNCIL MEETINGS  
RULES – PUBLIC DECORUM**

**Strict adherence to the following rules of decorum by the public will be observed and adhered to during City Council meetings, including open forum, public comment period on legislative items, and Council deliberations:**

- 1. No Clapping!**
- 2. No Cheering!**
- 3. No Booing!**
- 4. No public outbursts!**
- 5. Three-minute time limit for comments made during open forum and public testimony on legislative items!**
- 6. No person shall be permitted to speak at open forum more often than once per month.**

**In addition, please silence your cell phones when entering the Council Chambers!**

Further, keep the following City Council Rules in mind:

**Rule 2.2      Open Forum**

- 2.2.4 The open forum is a limited public forum and all matters discussed shall relate to affairs of the City. No person may use the open forum to speak on such matters and in such a manner as to violate the laws governing the conduct of municipal affairs. No person shall be permitted to speak on matters related to the current or advance agendas, potential or pending hearing items, or ballot propositions for a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not make personal comment or verbal insults about any individual.
- 2.2.6 In an effort to encourage wider participation in open forum so that the Council can hear a wide array of citizen comment, no person shall be permitted to speak at open forum more often than once per month. However, this limitation has no effect on the public comment rules concerning items on the Council's current legislative agenda, special consideration items, hearing items, and other items before the City Council requiring Council action that are not adjudicatory or administrative in nature, as specified in Rules 5.3 and 5.4.

**Rule 5.4      Public Testimony Regarding Legislative Agenda Items – Time Limits**

- 5.3.1 Members of the public may address the Council regarding items on the Council's legislative agenda, special consideration items, hearing items and other items before the City Council requiring Council action that are not adjudicatory or administrative in nature. This rule shall not limit the public's right to speak during the open forum.
- 5.3.2 No one may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide his or her address as a condition of recognition. In order for a council member to be recognized by the Chair for the purpose of obtaining the floor, the council member shall either raise a hand or depress the call button on the dais until recognized by the Council President.
- 5.3.3 Each person speaking at the public microphone shall verbally identify him(her)self by name and, if appropriate, representative capacity.
- 5.3.4 Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded and documents submitted for the record are identified and marked by the Clerk.
- 5.3.5 In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, including but not limited to demonstrations, banners, applause, profanity, vulgar language, or personal insults will be permitted.
- 5.3.6 A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.
- 5.3.7 When addressing the Council, members of the public shall direct all remarks to the Council President and shall confine remarks to the matters that are specifically before the Council at that time.
- 5.3.8 When any person, including members of the public, City staff and others are addressing the Council, council members shall observe the same decorum and process, as the rules require among the members inter se. That is, a council member shall not engage the person addressing the Council in colloquy, but shall speak only when granted the floor by the Council President. All persons and/or council members shall not interrupt one another. The duty of mutual respect set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order* shall extend to all speakers before the City Council. The council president pro-tem shall be charged with the task of assisting the council president to insure that all individuals desiring to speak, be they members of the public, staff or council members, shall be identified and provided the opportunity to speak.

# THE CITY OF SPOKANE



## ADVANCE COUNCIL AGENDA

MEETING OF MONDAY, NOVEMBER 21, 2016

### MISSION STATEMENT

TO DELIVER EFFICIENT AND EFFECTIVE SERVICES  
THAT FACILITATE ECONOMIC OPPORTUNITY  
AND ENHANCE QUALITY OF LIFE.

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBER BREEAN BEGGS

COUNCIL MEMBER LORI KINNEAR

COUNCIL MEMBER KAREN STRATTON

COUNCIL MEMBER MIKE FAGAN

COUNCIL MEMBER CANDACE MUMM

COUNCIL MEMBER AMBER WALDREF

CITY COUNCIL CHAMBERS  
CITY HALL

808 W. SPOKANE FALLS BLVD.  
SPOKANE, WA 99201

## CITY COUNCIL BRIEFING SESSION

Council will adopt the Administrative Session Consent Agenda after they have had appropriate discussion. Items may be moved to the 6:00 p.m. Legislative Session for formal consideration by the Council at the request of any Council Member.

SPOKANE CITY COUNCIL BRIEFING SESSIONS (BEGINNING AT 3:30 P.M. EACH MONDAY) AND LEGISLATIVE SESSIONS (BEGINNING AT 6:00 P.M. EACH MONDAY) ARE BROADCAST LIVE ON CITY CABLE CHANNEL FIVE AND STREAMED LIVE ON THE CHANNEL FIVE WEBSITE. THE SESSIONS ARE REPLAYED ON CHANNEL FIVE ON THURSDAYS AT 6:00 P.M. AND FRIDAYS AT 10:00 A.M.

The Briefing Session is open to the public, but will be a workshop meeting. Discussion will be limited to Council Members and appropriate Staff and Counsel. There will be an opportunity for the expression of public views on any issue not relating to the Current or Advance Agendas during the Open Forum at the beginning and the conclusion of the Legislative Agenda.

### ADDRESSING THE COUNCIL

- No one may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet as a condition of recognition.
- Each person speaking at the public microphone shall print his or her name and address on the sheet provided at the entrance and verbally identify him/herself by name, address and, if appropriate, representative capacity.
- If you are submitting letters or documents to the Council Members, please provide a minimum of ten copies via the City Clerk. The City Clerk is responsible for officially filing and distributing your submittal.
- In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, modes of expression such as demonstration, banners, applause and the like will not be permitted.
- A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.

**SPEAKING TIME LIMITS:** Unless deemed otherwise by the Chair, each person addressing the Council shall be limited to a three-minute speaking time.

**CITY COUNCIL AGENDA:** The City Council Advance and Current Agendas may be obtained prior to Council Meetings from the Office of the City Clerk during regular business hours (8 a.m. - 5 p.m.). The Agenda may also be accessed on the City website at [www.spokanecity.org](http://www.spokanecity.org). Agenda items are available for public review in the Office of the City Clerk during regular business hours.

**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 Spokane City Council Chamber 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.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Christine Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [ccavanaugh@spokanecity.org](mailto:ccavanaugh@spokanecity.org). Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-7083 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

If you have questions, please call the Agenda Hotline at 625-6350.

# BRIEFING SESSION

(3:30 p.m.)

(Council Chambers Lower Level of City Hall)

(No Public Testimony Taken)

Council Reports

Staff Reports

Committee Reports

Advance Agenda Review

Current Agenda Review

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## ADMINISTRATIVE SESSION

Roll Call of Council

## CONSENT AGENDA

### REPORTS, CONTRACTS AND CLAIMS

### RECOMMENDATION

- |  |                             |               |
|--|-----------------------------|---------------|
| 1. Interlocal Agreement with Spokane County and Spokane County Superior Court for the sharing of 2017-2019 Jury Management Service for Municipal Court from January 2, 2017 through December 31, 2019.<br><b>Howard Delaney</b>  | Approve                     | OPR 2016-0896 |
| 2. Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through _____, 2016, total \$_____, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$_____. | Approve & Authorize Payment | CPR 2016-0002 |
| 3. City Council Meeting Minutes: _____, 2016.  | Approve All                 | CPR 2016-0013 |

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## EXECUTIVE SESSION

(Closed Session of Council)

(Executive Session may be held or reconvened during the 6:00 p.m. Legislative Session)



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## **CITY COUNCIL SESSION**

(May be held or reconvened following the 3:30 p.m. Administrative Session)  
(Council Briefing Center)

This session may be held for the purpose of City Council meeting with Mayoral nominees to Boards and/or Commissions. The session is open to the public.

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## **LEGISLATIVE SESSION**

(6:00 P.M.)  
(Council Reconvenes in Council Chamber)

**WORDS OF INSPIRATION**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF COUNCIL**

**ANNOUNCEMENTS**

(Announcements regarding Changes to the City Council Agenda)

**NO BOARDS AND COMMISSIONS APPOINTMENTS**

**ADMINISTRATIVE REPORT**

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## **COUNCIL COMMITTEE REPORTS**

(Committee Reports for Finance, Neighborhoods, Public Safety, Public Works, and Planning/Community and Economic Development Committees and other Boards and Commissions)

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## **OPEN FORUM**

This is an opportunity for citizens to discuss items of interest not relating to the Current or Advance Agendas nor relating to political campaigns/items on upcoming election ballots. This Forum shall be for a period of time not to exceed thirty minutes. After all the matters on the Agenda have been acted on, unless it is 10:00 p.m. or later, the open forum shall continue for a period of time not to exceed thirty minutes. Each speaker will be limited to three minutes, unless otherwise deemed by the Chair. If you wish to speak at the forum, please sign up on the sign-up sheet located in the Chase Gallery.

Note: No person shall be permitted to speak at Open Forum more often than once per month (Council Rule 2.2.6).

# LEGISLATIVE AGENDA

## SPECIAL BUDGET ORDINANCES

(Require Five Affirmative, Recorded Roll Call Votes)

Ordinance No. C35454 amending Ordinance No. C35322 passed by the City Council November 23, 2015, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2016, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2016, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Park Fund

FROM: Unappropriated Reserves, \$51,200;

TO: Other Improvements, same amount.

**Mark Buening**

(This action provides funding to contract with TD & H Engineering for project management, inspection and administrative services of the Witter Pool deck construction project.)

## NO EMERGENCY ORDINANCES

## RESOLUTION & FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

RES 2016-0094 Recognizing the Infill Development Steering Committee Summary Report and Recommendation as a guide for future program development and potential regulatory implementation measures.

**Nathan Gwinn**

ORD C35304 Vacating the West 25 feet of Pearl Street from the North line of Sharp Avenue to the South line of the alley between Sinto Avenue and Sharp Avenue; and the West 25 feet of Pearl Street from the North line of Sinto Avenue to the South line of the alley between Mission Avenue and Sinto Avenue in Section 17, Township 25 North, Range 43 East, Willamette Meridian, Spokane, Washington, as requested by Vincent Dressel. (First Reading held October 5, 2015) **Eldon Brown**

## FIRST READING ORDINANCES

(No Public Testimony Will Be Taken)

ORD C35455 Of the City of Spokane, Washington, adopting a six-year Citywide Capital Improvement Program for the years 2017 through 2022, and amending section 5.5 capital facilities program (CFP) of the City of Spokane Comprehensive Plan. **Crystal Marchand**

FURTHER ACTION DEFERRED

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## NO SPECIAL CONSIDERATIONS

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### HEARING

(If there are items listed you wish to speak on, please sign your name on the sign-up sheets in the Chase Gallery.)

### RECOMMENDATION

- |     |  |                                    |               |
|-----|--|------------------------------------|---------------|
| H1. | Hearing on 2017 Proposed Budget. (Continued from November 16, 2016, Agenda)<br><b>Tim Dunivant</b> | Hold Hrg. & Cont. to<br>11/28/2016 | FIN 2016-0001 |
|-----|--|------------------------------------|---------------|
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**Motion to Approve Advance Agenda for November 21, 2016**  
(per Council Rule 2.1.2)

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### OPEN FORUM (CONTINUED)

This is an opportunity for citizens to discuss items of interest not relating to the Current or Advance Agendas nor relating to political campaigns/items on upcoming election ballots. This Forum shall be for a period of time not to exceed thirty minutes. After all the matters on the Agenda have been acted on, unless it is 10:00 p.m. or later, the open forum shall continue for a period of time not to exceed thirty minutes. Each speaker will be limited to three minutes, unless otherwise deemed by the Chair. If you wish to speak at the forum, please sign up on the sign-up sheet located in the Chase Gallery.

Note: No person shall be permitted to speak at Open Forum more often than once per month (Council Rule 2.2.6).

### ADJOURNMENT

The November 21, 2016, Regular Legislative Session of the City Council is adjourned to November 28, 2016.

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### NOTES



# Agenda Sheet for City Council Meeting of: 11/21/2016

<b>Date Rec'd</b>	11/3/2016
<b>Clerk's File #</b>	OPR 2016-0896
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	MUNICIPAL COURT
<b>Contact Name/Phone</b>	HOWARD 509-625-4450 DELANEY, COURT ADMINISTRATOR
<b>Contact E-Mail</b>	HDELANEY@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Contract Item
<b>Agenda Item Name</b>	MUNICIPAL COURT JURY MANAGEMENT CONTRACT

## Agenda Wording

Interlocal Agreement with Spokane County and Spokane County Superior Court for the sharing of 2017-2019 Jury Management Service for Spokane Municipal Court from January 2, 2017 to December 31, 2019.

## Summary (Background)

This agreement is between the City, County and Superior Court, whereby the Court provides shared jury management services between the county Superior Court, county District Court and Spokane Municipal Court. This results in better use of court resources and more efficient utilization of called juries.

<b>Fiscal Impact</b>		<b>Budget Account</b>
Select	\$	#
Select	\$	#
Select	\$	#
Select	\$	#
<b>Approvals</b>		<b>Council Notifications</b>
<b>Dept Head</b>	DELANEY, HOWARD	<b>Study Session</b>
<b>Division Director</b>	SZAMBELAN, SHELLEY	<b>Other</b>
<b>Finance</b>	KECK, KATHLEEN	<b>Distribution List</b>
<b>Legal</b>	DALTON, PAT	mszambelan@spokanecity.org
<b>For the Mayor</b>	SANDERS, THERESA	hdelaney@spokanecity.org
<b>Additional Approvals</b>		aharte@spokanecity.org/tjones@spokanecity.org
<b>Purchasing</b>		korlob@spokanecity.org
		acallan@spokanecounty.org
		jemacio@spokanecounty.org
		hwaley@spokanecity.org/jfaught@spokanecity.org

**INTERLOCAL AGREEMENT FOR COSTS INCIDENT  
TO JURY MANAGEMENT SERVICES IN THE CITY OF SPOKANE  
(January 1, 2017-December 31, 2019)**

**THIS AGREEMENT**, made and entered into by and among **Spokane County**, a political subdivision of the State of Washington, having offices for the transaction of business at 1116 West Broadway, Spokane, Washington 99260, hereinafter referred to as "COUNTY," the **City of Spokane**, a municipal corporation of the State of Washington, having offices for the transaction of business at 808 West Spokane Falls Blvd., Spokane, Washington 99201, hereinafter referred to as "CITY" and **Spokane County Superior Court**, having offices for the transaction of business at 1116 West Broadway, Spokane, Washington 99260, hereinafter referred to as the "COURT," jointly hereinafter referred to as the "PARTIES."

**W I T N E S S E T H:**

**WHEREAS**, pursuant to the provisions of RCW 36.32.120(6), the Spokane County Board of County Commissioners has the care of County property and the management of County funds and business; and

**WHEREAS**, chapter 39.34 RCW (Interlocal Cooperation Act), authorizes counties and cities to contract with each other to perform certain functions which each may legally perform; and

**WHEREAS**, the COURT maintains a Jury Management System ("System"); and

**WHEREAS**, the CITY is desirous of using the COURT'S System for its Municipal Court; and

**WHEREAS**, in conjunction with the CITY'S use of the System, the CITY agrees to pay a percentage of the administrative costs for such System, to include (1) personnel, computer equipment/printer and supply costs; (2) printing and postage costs; (3) State Industrial Insurance costs; and (4) juror fees, mileage, bus and parking costs, and (5) indirect costs.

**NOW, THEREFORE**, for and in consideration of the mutual promises set forth hereinafter, the PARTIES do mutually agree as follows:

**SECTION NO. 1: PURPOSE**

The purpose of this Agreement is to set forth the PARTIES' understanding of the terms and conditions under which the COURT will provide System services to the CITY. For the purpose of this Agreement, the System is described as summoning, qualifying, organizing, tracking, providing and compensating jury panels for the CITY'S Municipal Court. The terminology CITY'S Municipal Court shall mean that Court used by the CITY to meet its responsibilities under RCW 39.34.180.

## **SECTION NO. 2: DURATION**

This Agreement shall be effective at 12:01 A.M. on January 1, 2017, and run through 11:59 P.M. December 31, 2019, unless one or all of the PARTIES give notice of termination as provided for in Section No. 5 and Section No. 10 of this Agreement.

## **SECTION NO. 3: COST OF SERVICES AND PAYMENTS**

The CITY shall pay the COUNTY the actual costs for its use of the System as outlined below.

- A. **Reimbursement.** Costs of the System shall be comprised of two components, namely (1) costs for each jury panel requested, and (2) administrative costs for management of the System.

**(1) Costs for each jury panel requested.**

Costs for each jury panel requested shall be the actual costs to include jury fee, mileage, and all other costs directly attributable to the specific jury requested. These costs shall be the responsibility of the CITY once a jury is requested regardless of whether it is ever empanelled.

**(2) Administrative costs for management of the System.**

Administrative costs of the System shall include all costs incurred by the COURT in operating/providing the System for any calendar year to include:

Item (a): court personnel, Information Services Department personnel, computer equipment/printer and supply costs. Personnel costs will include (i) all cost of giving (COLA) adjustments as authorized by the COUNTY for persons providing the System and/or (ii) salary increases,

Item (b): Printing and postage costs,

Item (c): State Industrial Insurance costs,

Item (d): Cost for bus passes for jurors summoned on CITY cases, and

Item (e): Indirect costs.

Any increase in any administrative costs will be reflected in the current year's costs.

The CITY'S share of the administrative costs under Item 2 (a) above will be calculated by taking the total costs for Item 2 (a) for any calendar year and dividing it by the total number of jury panels requested in Superior, District and Municipal Court by all users of the System. This will provide a per jury panel administrative costs for Item 2 (a). The

CITY will then pay this per jury administrative costs for Item 2 (a) for each jury panel it has requested.

The CITY'S share of the administrative costs under Item 2 (b) shall be determined by using the percentage of juror days served by Superior, District, and Municipal Courts in any calendar year. The CITY shall pay its proportionate share of such cost based on the number of juries requested.

The CITY'S share of the administrative costs under Item 2 (c) shall be determined by taking the per hour juror rate which the COURT pays for State Industrial Insurance and multiplying it by the total number of juror hours for persons who served as jurors for the CITY.

The CITY's share of the administrative costs under Item 2 (d) shall include the actual cost of bus passes for jurors summoned on CITY cases as well as the actual cost of parking on public lots within the Spokane County Courthouse complex for jurors called in to serve on CITY cases.

The CITY's share of the administrative costs under Item 2 (e) shall be determined by multiplying the indirect cost percentage calculated by the COUNTY Indirect Cost Plan by all other costs listed in this Agreement.

- B. **Payment.** The COUNTY will invoice the CITY for its actual use of the System on or before January 15, 2017 and successive years for the use of the System in the preceding year. Payment by the CITY will be due thirty (30) days after receipt of the COUNTY'S invoice. At the sole option of the COUNTY, a penalty may be assessed on any late payment by the CITY based on lost interest earnings had the payment been timely paid and invested in the Spokane County Treasurer's Investment Pool. The CITY also agrees to pay juror fees and mileage on a monthly basis, parking costs on a monthly basis, state industrial insurance yearly along with administration costs. Indirect costs will be added to each monthly and annual billing.

#### **SECTION NO. 4: SERVICES PROVIDED**

The COUNTY, through the COURT, shall operate and provide the System to the CITY. The System is generally described as computer system maintenance, summoning, qualifying, organizing, tracking, providing and compensating jury panels for the CITY'S Municipal Court.

#### **SECTION NO. 5: NOTICE**

All notices or other communications given hereunder shall be deemed given on: (i) the day such notices or other communications are received when sent by personal delivery; or (ii) the third day following the day on which the same have been mailed by certified mail delivery, receipt requested and postage prepaid addressed to PARTIES at the address set forth below, or at such other address as the PARTIES shall from time-to-time designate by notice in writing to the other PARTIES:

COUNTY: Spokane County Chief Executive Officer or his/her authorized representative  
1116 West Broadway Avenue  
Spokane, Washington 99260

COURT: Spokane Superior Court Presiding Judge  
Spokane County Superior Court  
1116 West Broadway Avenue  
Spokane, Washington 99260

CITY: City of Spokane Mayor or authorized representative  
City Hall  
808 West Spokane Falls Boulevard  
Spokane, Washington 99201

Spokane Municipal Court Presiding Judge  
Spokane Municipal Court  
1110 West Mallon Avenue  
Spokane, Washington 99260

#### **SECTION NO. 6: COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one and the same.

#### **SECTION NO. 7: ASSIGNMENT**

No Party may assign, in whole or in part, its interest in this Agreement without the approval of all other PARTIES.

#### **SECTION NO. 8: LIABILITY**

The COUNTY shall indemnify, defend and hold harmless the CITY, its officers and employees from all claims, demands, or suits in law or equity arising from the COUNTY'S/COURT'S intentional or negligent acts or breach of its obligations under the Agreement. The COUNTY'S duty to indemnify shall not apply to loss or liability caused by the intentional or negligent acts of the CITY, its officers and employees.

The CITY shall indemnify, defend and hold harmless the COUNTY/COURT, their officers and employees from all claims, demands, or suits in law or equity arising from the CITY'S intentional or negligent acts or breach of its obligations under the Agreement. The CITY'S duty to indemnify shall not apply to loss or liability caused by the intentional or negligent acts of the COUNTY/COURT, their officers and employees.

If the comparative negligence of the PARTIES and their officers and employees is a cause of such damage or injury, the liability, loss, cost, or expense shall be shared between the PARTIES



in proportion to their relative degree of negligence and the right of indemnity shall apply to such proportion.

Where an officer or employee of a Party is acting under the direction and control of the other Party, the Party directing and controlling the officer or employee in the activity and/or omission giving rise to liability shall accept all liability for the other Party's officer or employee's negligence.

Each Party's duty to indemnify shall survive the termination or expiration of the Agreement. Each Party waives, with respect to the other Party only, its immunity under RCW Title 51, Industrial Insurance. The PARTIES have specifically negotiated this provision.

#### **SECTION NO. 9: RELATIONSHIP OF THE PARTIES**

The PARTIES intend that an independent contractor relationship will be created by this Agreement. No agent, employee, servant or representative of the COUNTY/COURT shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose. Likewise, no agent, employee, servant or representative of the CITY shall be deemed to be an employee, agent, servant or representative of the COUNTY/COURT for any purpose.

#### **SECTION NO. 10: MODIFICATION, WITHDRAWAL, NON-RENEWAL AND TERMINATION**

This Agreement may be modified in writing by mutual agreement of the PARTIES.

Any Party may withdraw from this Agreement upon a minimum of ninety (90) days written notice to the other PARTIES of intent to withdraw. Any Party may terminate this Agreement upon a breach by the other Party, provided the Party seeking to terminate the Agreement shall provide at least 30 days written notice and an opportunity to cure by the breaching Party.

Upon withdrawal or termination, the CITY shall be obligated to pay for only those System services rendered prior to the date of withdrawal or termination.

The withdrawal of the CITY from this Agreement shall not impose a requirement on the COUNTY/COURT to provide for the funding or handling of System services for cases that are filed after the effective date of withdrawal.

#### **SECTION NO. 11: PROPERTY AND EQUIPMENT**

The ownership of all property and equipment utilized by any Party to meet its obligations under the terms of this Agreement shall remain with such Party.

#### **SECTION NO. 12: VENUE STIPULATION**

This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is mutually understood and agreed by each Party that this Agreement

shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement, or any provision hereto, shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

#### **SECTION NO. 13: SEVERABILITY**

It is understood and agreed among the PARTIES that if any parts, terms or provisions of this Agreement are held by the courts to be illegal, the validity of the remaining portions or provisions shall not be affected and the rights and obligations of the PARTIES shall not be affected in regard to the remainder of the Agreement. If it should appear that any part, term or provision of this Agreement is in conflict with any statutory provision of the State of Washington, then the part, term or provision thereof that may be in conflict shall be deemed inoperative and null and void insofar as it may be in conflict therewith and this Agreement shall be deemed to modify or conform to such statutory provision.

#### **SECTION NO. 14: HEADINGS**

The section headings appearing in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to define, limit or extend the scope or intent of the sections to which they pertain.

#### **SECTION NO. 15: ALL WRITINGS CONTAINED HEREIN/BINDING EFFECT**

This Agreement contains terms and conditions agreed upon by the PARTIES. The PARTIES agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Agreement. No changes or additions to this Agreement shall be valid or binding upon the PARTIES unless such change or addition is in writing, executed by the PARTIES.

This Agreement shall be binding upon the PARTIES hereto, their successors and assigns.

#### **SECTION NO. 16: AUDIT/RECORDS**

The COUNTY AND COURT shall maintain for a minimum of three years following final payment all records related to its performance of the Agreement. The COUNTY and COURT shall provide access to authorized CITY representatives at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

#### **SECTION NO. 17: NON-DISCRIMINATION**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual

orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

#### **SECTION NO. 18: EXECUTION AND APPROVAL**

The PARTIES warrant that the officers/individuals executing below have been duly authorized to act for and on behalf of the Party for purposes of confirming this Agreement.

#### **SECTION NO. 19: COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

#### **SECTION NO. 20: THIRD PARTY BENEFICIARIES**

This Agreement is intended for the benefit of the COURT, CITY and COUNTY and not for the benefit of any third parties.

#### **SECTION NO. 21: RCW 39.34 REQUIRED CLAUSES**

##### **A. PURPOSE**

See Section No. 1 above.

##### **B. DURATION**

See Section No. 2 above.

##### **C. ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS**

No new or separate legal or administrative entity is created to administer the provisions of this Agreement.

##### **D. RESPONSIBILITIES OF THE PARTIES.**

See provisions above.

##### **E. AGREEMENT TO BE FILED.**

The CITY shall file this Agreement with its City Clerk. The COUNTY shall file this Agreement with its County Auditor or place it on its web site.

F. FINANCING.

Each Party shall be responsible for the financing of its contractual obligations under its normal budgetary process.

G. TERMINATION.

See Section No. 10 above.

**IN WITNESS WHEREOF**, the PARTIES have caused this Agreement to be executed on the date and year opposite their respective signature blocks.

**DATED:** \_\_\_\_\_

SPOKANE COUNTY SUPERIOR COURT:

By: \_\_\_\_\_

Title: \_\_\_\_\_

**DATED:** \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS  
OF SPOKANE, COUNTY, WASHINGTON

\_\_\_\_\_  
SHELLY O'QUINN

ATTEST:

\_\_\_\_\_  
AL FRENCH

\_\_\_\_\_  
Ginna Vasquez  
Clerk of the Board

\_\_\_\_\_  
TODD MIELKE

**DATED:** \_\_\_\_\_

CITY OF SPOKANE

Attest:

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

Approved as to form:

Approved as to form:

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

\_\_\_\_\_  
Deputy Civil Prosecutor

**DATED:** \_\_\_\_\_

CITY OF SPOKANE MUNICIPAL COURT:

By: \_\_\_\_\_

Title: \_\_\_\_\_



**Agenda Sheet for City Council Meeting of:**  
11/21/2016

<b>Date Rec'd</b>	11/4/2016
<b>Clerk's File #</b>	ORD C35454
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	PARKS - FINANCE/BUDGET
<b>Contact Name/Phone</b>	MARK BUENING 625-6544
<b>Contact E-Mail</b>	MBUENING@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Emergency Budget Ordinance
<b>Agenda Item Name</b>	1400 - EBO RE: AMENDING ORDINANCE NO. C-35322 FOR TD & H ENGINEERING

**Agenda Wording**

Recommend approval of EBO amending Ordinance No. C-35185 to provide funding to contract with TD & H Engineering in the amount of \$51,200.

**Summary (Background)**

EBO to provide funding to contract with TD & H Engineering in the amount of \$51,200 for project management, inspection and administrative services of the Witter Pool deck construction project.

<b><u>Fiscal Impact</u></b>		<b><u>Budget Account</u></b>
Expense	\$ 51,200	# 1400-99999-99999
Revenue	\$ 51,200	# 1400-54100-94000-56301
Select	\$	#
Select	\$	#
<b><u>Approvals</u></b>		<b><u>Council Notifications</u></b>
<b><u>Dept Head</u></b>	CONLEY, JASON K.	<b><u>Study Session</u></b>
<b><u>Division Director</u></b>	EADIE, LEROY	<b><u>Other</u></b>
<b><u>Finance</u></b>	KECK, KATHLEEN	<b><u>Distribution List</u></b>
<b><u>Legal</u></b>	DALTON, PAT	
<b><u>For the Mayor</u></b>	SANDERS, THERESA	
<b><u>Additional Approvals</u></b>		
<b><u>Purchasing</u></b>		

ORDINANCE NO C35454

An ordinance amending Ordinance No. C-35322, passed the City Council November 23, 2015, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2016, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2016, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2016 budget Ordinance No. C-35322, as above entitled, and which passed the City Council November 23, 2015, it is necessary to make changes in the appropriations of the Park and Recreation Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Park and Recreation Fund, and the budget annexed thereto with reference to the Park and Recreation Fund, the following changes be made:

From:	1400-99999-99999	Park Fund	<u>\$51,200</u>
		Unappropriated Reserves	
To:	1400-54100-94000-56301	Park Fund	<u>\$51,200</u>
		Other Improvements	

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to budget for Witter Pool deck repair needs not anticipated during the 2016 budget process, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest: \_\_\_\_\_  
City Clerk

Approved as to form: \_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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

09/23/16  
33

# AGENDA SHEET FOR PARKBOARD MEETING OF: September 8th, 2016



Submitting Division  
Parks & Recreation

Contact Person  
Carl Strong

Phone No.  
363-5415

## DEPARTMENT

- ☐ Finance
- ☐ Operations
- ☐ Recreation/Golf
- ☐ Riverfront Park
- ☐ Parks & Recreation

## COMMITTEE

- ☐ Riverfront
- ☐ Golf
- ☒ Recreation
- ☐ Land
- ☐ Urban Forestry
- ☐ Finance

CLERK'S FILE  
RENEWS  
CROSS REF  
ENG  
BID  
REQUISITION

OPR 2016-0768

## AGENDA WORDING:

Approve contract with TD & H Engineering in the amount of \$51,200 for project management, inspection and administrative services of the Witter Pool deck construction project.

Cap. Proj. # 16-17

RECEIVED  
SEP 23 2016

## BACKGROUND:

(Attach additional sheet if necessary)

The deck at Witter pool has sunk and been fixed numerous times with superficial remedies. The contract with TD & H is for project management, inspection and administration of the construction work on the Witter Pool Deck.

CITY CLERK'S OFFICE

## RECOMMENDATION:

### Fiscal Impact:

Expenditure: \$51,200

Revenue: N/A

### Budget Account:

1400-54100-94000-56501

**ATTACHMENTS:** Include in Packets:  
On file for Review in Office of City Clerk

## SIGNATURES:

Requestor - Carl Strong

Dept. Mgr. - Al Vorderbruggen

Director of Parks and Recreation

Parks Accounting - Nicole Edwards

Legal Dept. -

**DISTRIBUTION:** Parks: Accounting  
Parks: Pamela Clarke  
Budget Manager: Tim Dunivant  
Requester: \_\_\_\_\_

Thea Prince

Nicole Edwards  
Connie Wahl

cstrong@spokanecity.org

## PARK BOARD ACTION:

APPROVED BY  
SPOKANE PARK BOARD:

Sept. 8, 2016





**City of Spokane Parks and Recreation**

**Department**

**CONSULTANT AGREEMENT**

Title: **Project Management Services**

This Agreement is made and entered into by and between the **City of Spokane Parks and Recreation Department** as ("City"), a Washington municipal corporation, and **TD&H Engineering**, whose address is 303 East 2<sup>nd</sup> Avenue, Spokane, Washington 99212, as ("Consultant").

*WHEREAS, the purpose of this Agreement is to provide oversight inspections and administration for the Witter Pool Deck Repair; and*

*WHEREAS, the Consultant was selected from the Architectural and Engineering Roster under Project #AE137-16.*

*-- NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Consultant mutually agree as follows:*

**1. TERM OF AGREEMENT.**

The term of this Agreement begins on September 13, 2016, and ends on December 31, 2016 unless amended by written agreement or terminated earlier under the provisions.

**2. TIME OF BEGINNING AND COMPLETION.**

The Consultant shall begin the work outlined in the "Scope of Work" ("Work") on the beginning date, above. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

**3. SCOPE OF WORK.**

The General Scope of Work for this Agreement is described in Consultant's Exhibit A, which is attached to and made a part of this Agreement.

The Work is subject to City review and approval. The Consultant shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Consultant's progress.

**4. PAYMENT.**

Total compensation for Consultant's services under this Agreement shall not exceed **FIFTY ONE THOUSAND TWO HUNDRED AND NO/100 DOLLARS (\$51,200.00)**, unless modified by a written amendment to this Agreement.

**5. REIMBURSABLES**

If the Agreement specified reimbursables to be compensated by the City, the following limitations apply. If no travel or direct charges are identified and allowed in the Agreement, the City shall provide no reimbursement.

- A. City will reimburse the Consultant at actual cost for expenditures that are pre-approved by the City in writing and are necessary and directly applicable to the work required by this Contract provided that similar direct project costs related to the contracts of other clients are consistently accounted for in a like manner. Such direct project costs may not be charged as part of overhead expenses or include a markup. Other direct charges may include, but are not limited to the following types of items: travel, printing, cell phone, supplies, materials, computer charges, and fees of subconsultants.
- B. The billing for third party direct expenses specifically identifiable with this project shall be an itemized listing of the charges supported by copies of the original bills, invoices, expense accounts, subconsultant paid invoices, and other supporting documents used by the Consultant to generate invoice(s) to the City. The original supporting documents shall be available to the City for inspection upon request. All charges must be necessary for the services provided under this Contract.
- C. The City will reimburse the actual cost for travel expenses incurred as evidenced by copies of receipts (excluding meals) supporting such travel expenses, and in accordance with the City of Spokane Travel Policy, details of which can be provided upon request.
- D. **Airfare:** Airfare will be reimbursed at the actual cost of the airline ticket. The City will reimburse for Economy or Coach Fare only. Receipts detailing each airfare are required.
- E. **Meals:** Meals will be reimbursed at the Federal Per Diem daily meal rate (*excluding the "Incidental" portion of the published CONUS Federal M&I Rate*) for the city in which the work is performed. *Receipts are not required as documentation.* The invoice shall state "the meals are being billed at the Federal Per Diem daily meal rate", and shall detail how many of each meal is being billed (e.g. the number of breakfasts, lunches, and dinners). The City will not reimburse for alcohol at any time.
- F. **Lodging:** Lodging will be reimbursed at actual cost incurred up to a maximum of the published General Service Administration (GSA) Cost Index for the city in which the work is performed (*the current maximum allowed reimbursement amount can be provided upon request*). Receipts detailing each day / night lodging are required. The City will not reimburse for ancillary expenses charged to the room (e.g. movies, laundry, mini bar, refreshment center, fitness center, sundry items, etc.)
- G. **Vehicle mileage:** Vehicle mileage will be reimbursed at the Federal Internal Revenue Service Standard Business Mileage Rate in affect at the time the mileage expense is incurred (currently that rate is 56.5 cents per mile.) Please note: payment for mileage for long distances traveled will not be more than an equivalent trip round-trip airfare of a common carrier for a coach or economy class ticket.
- H. **Rental Car:** Rental car expenses will be reimbursed at the actual cost of the rental. Rental car receipts are required for all rental car expenses. The City will reimburse for a standard car of a mid-size class or less. The City will not reimburse for ancillary expenses charged to the car rental (e.g. GPS unit).
- I. **Miscellaneous Travel** (e.g. parking, rental car gas, taxi, shuttle, toll fees, ferry fees, etc.): Miscellaneous travel expenses will be reimbursed at the actual cost incurred. Receipts are required for each expense of \$10.00 or more.
- J. **Miscellaneous other business expenses** (e.g. printing, photo development, binding): Other miscellaneous business expenses will be reimbursed at the actual cost incurred and may not include a mark up. Receipts are required for all miscellaneous expenses that are billed.

**Subconsultant:** Subconsultant expenses will be reimbursed and may include a four percent (4%) mark up. Copies of all Subconsultant invoices that are rebilled to the City are required.

## **6. PAYMENT PROCEDURES.**

The Consultant may submit invoices to the City as frequently as once per month during progress of work, for partial payment for work completed to date. Payment shall be made by the City to the Consultant upon the City's receipt of an invoice containing the information listed below.

<b>Invoices shall be submitted to:</b>
<p>CITY OF SPOKANE  PARKS AND RECREATION DEPARTMENT  5th Floor – City Hall  808 West Spokane Falls Boulevard  Spokane, WA 99201</p>
<b>Invoices under this Contract shall clearly display the following information (sub-consultants' invoices shall also include this information):</b>
<ul style="list-style-type: none"> <li>• Invoice Date and Invoice Number</li> <li>• PARKS AND RECREATION DEPARTMENT</li> <li>• Project Coordinator: Carl Strong (Please do not put name in the address portion of the invoice)</li> <li>• Department Contract No. OPR # _____</li> <li>• Contract Title: <b>Project Management Services</b></li> <li>• Period covered by the invoice</li> <li>• Employee's name and classification</li> <li>• Employee's all-inclusive hourly rate excluding fixed fee and # of hours worked</li> <li>• Total labor costs per Project</li> <li>• Itemization of direct, non-salary costs (per Project, if so allocated)</li> <li>• The following Sub-Consultant payment information will be provided <i>[if needed]</i> (attach Sub-Consultant invoices as backup): <ul style="list-style-type: none"> <li>○ Amount Paid to all Sub-Consultants for the invoice period (list separate totals for each Sub-Consultant).</li> <li>○ Cumulative To-Date amount paid to all Sub-Consultants (list separate totals for each Sub-Consultant).</li> </ul> </li> <li>• Cumulative costs per Project and for the total Agreement</li> </ul>

## 7. TAXES, FEES AND LICENSES.

- A. Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Consultant's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. Where required by state statute, ordinance or regulation, Consultant shall pay and maintain in current status all taxes necessary for performance. Consultant shall not charge the City for federal excise taxes. The City will furnish Consultant an exemption certificate where appropriate.
- C. The Director of Finance and Administrative Services may withhold payment pending satisfactory resolution of unpaid taxes and fees due the City.
- D. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

## 8. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

## 9. ADDRESSES FOR NOTICES AND DELIVERABLE MATERIALS.

Deliver all official notices under this Agreement to:

If to the City:	If to the Consultant:
Parks and Recreation Department - City of Spokane 5th Floor – City Hall 808 West Spokane Falls Boulevard Spokane, Washington 99201	TD&H Engineering Contact: _____ TD&H Engineering 303 E. 2 <sup>nd</sup> Avenue Spokane, Washington 99202

## 10. SOCIAL EQUITY REQUIREMENTS.

- A. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Consultant agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Consultant. Consultant shall seek inclusion of woman and minority business for subcontracting. A woman or minority business is one that self-identifies to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington.

## 11. INDEMNIFICATION.

The Consultant shall indemnify and hold the City and the State and their officers and employees harmless from all claims, demands, or suits at law or equity, including but not limited to attorney's fees and litigation costs asserted by third parties for bodily injury (including death) and/or property damage which arise from the Consultant's negligence or willful misconduct under this Agreement; provided that nothing herein shall require a Consultant to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the conduct of the City, its agents, officers and employees and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the Consultant's agents or employees and (b) the City, its agents, officers and employees, this indemnity provision with respect to (1) claims or suits based upon such negligence, (2) the costs to the City of defending such claims and suits, etc.; shall be valid and enforceable only to the extent of the negligence of the Consultant, its agents or employees. The Consultant specifically assumes potential liability for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the state industrial insurance law, or Title 51 RCW. The Consultant recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnification provided for in this section shall survive any termination or expiration of this Agreement.

The parties agree that the City is fully responsible for its own negligence, including negligent plant operations controlled by the City, and for its material breaches of this Contract. It is not the intent of this Section to limit this understanding.

## 12. INSURANCE.

The Consultant shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of Washington.

The Contractor represents that it and its employees, agents and subcontractors, in connection with the Contract, are protected against the risk of loss by the insurance coverages required in the contract documents. The policies shall be issued by companies that meet with the approval of the City Risk Manager. The policies shall not be canceled without at least minimum required written notice to the City as Additional Insured.



### **13. AUDIT.**

Upon request, the Consultant shall permit the City and any other governmental agency ("Agency") involved in the funding of the Work to inspect and audit all pertinent books and records. This includes work of the Consultant, any subconsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available upon reasonable notice of a request by the City, including up to three (3) years after final payment or release of withheld amounts. Such inspection and audit shall occur in Spokane County, Washington, or other reasonable locations mutually agreed to by the parties. The Consultant shall permit the City to copy such books and records at its own expense. The Consultant shall ensure that inspection, audit and copying rights of the City is a condition of any subcontract, agreement or other arrangement under which any other persons or entity may perform Work under this Agreement.

### **14. INDEPENDENT CONSULTANT.**

- A. The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due. The Consultant may perform work for other parties; the City is not the exclusive user of the services that the Consultant provides.
- B. If the City needs the Consultant to Work on City premises and/or with City equipment, the City may provide the necessary premises and equipment. Such premises and equipment are exclusively for the Work and not to be used for any other purpose.
- C. If the Consultant works on the City premises using City equipment, the Consultant remains an independent Consultant and not a City employee. The Consultant will notify the City Project Manager if s/he or any other Workers are within ninety (90) days of a consecutive 36-month placement on City property. If the City determines using City premises or equipment is unnecessary to complete the Work, the Consultant will be required to work from its own office space or in the field. The City may negotiate a reduction in Consultant fees or charge a rental fee based on the actual costs to the City, for City premises or equipment.

### **15. KEY PERSONS.**

The Consultant shall not transfer or reassign any individual designated in this Agreement as essential to the Work, nor shall those key persons, or employees of Consultant identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Consultant's employment, the Consultant shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Consultant from its obligations under this Agreement.

### **16. ASSIGNMENT AND SUBCONTRACTING.**

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall ensure that all subconsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the consultant from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

## **17. CITY ETHICS CODE.**

- A. Consultant shall promptly notify the City in writing of any person expected to be a Consultant Worker (including any Consultant employee, subconsultant, principal, or owner) and was a former City officer or employee within the past twelve (12) months.
- B. Consultant shall ensure compliance with the City Ethics Code by any Consultant Worker when the Work or matter related to the Work is performed by a Consultant Worker who has been a City officer or employee within the past two (2) years.
- C. Consultant shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official that is intended, or may appear to a reasonable person to be intended, to obtain or give special consideration to the Consultant. Promotional items worth less than \$25 may be distributed by the Consultant to a City employee if the Consultant uses the items as routine and standard promotional materials. Any violation of this provision may cause termination of this Agreement. Nothing in this Agreement prohibits donations to campaigns for election to City office, so long as the donation is disclosed as required by the election campaign disclosure laws of the City and of the State.

## **18. NO CONFLICT OF INTEREST.**

Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any City officer or employee who was or will be involved in the consultant selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As used in this Section, the term Consultant includes any worker of the Consultant who was, is, or will be, involved in negotiation, drafting, signing, administration or performance of the Agreement. The term "close family relationship" refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City officer or employee described above.

## **19. ERRORS AND OMISSIONS, CORRECTIONS.**

Consultant is responsible for professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on the behalf of the Consultant under this Agreement in the delivery of a final work product. The standard of care applicable to Consultant's services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar services at the time said services are performed. The Final Work Product is defined as a stamped, signed work product. Consultant, without additional compensation, shall correct or revise errors or mistakes in designs, drawings, specifications, and/or other consultant services immediately upon notification by the City. The obligation provided for in this Section regarding acts or omissions resulting from this Agreement survives Agreement termination or expiration.

## **20. INTELLECTUAL PROPERTY RIGHTS.**

- A. Copyrights. The Consultant shall retain the copyright (including the right of reuse) to all materials and documents prepared by the Consultant for the Work, whether or not the Work is completed. The Consultant grants to the City a non-exclusive, irrevocable, unlimited, royalty-free license to use copy and distribute every document and all the materials prepared by the Consultant for the City under this Agreement. If requested by the City, a copy of all drawings, prints, plans, field notes, reports, documents, files, input materials, output materials, the media upon which they are located (including cards, tapes, discs, and other storage facilities), software program or packages (including source code or codes, object codes, upgrades, revisions, modifications, and any related materials) and/or any other related documents or materials developed solely for and paid for by the City to perform the Work, shall be promptly delivered to the City.
- B. Patents: The Consultant assigns to the City all rights in any invention, improvement, or discovery, with all related information, including but not limited to designs, specifications, data, patent rights and findings developed with the performance of the Agreement or any subcontract. Notwithstanding the above, the Consultant does not convey to the City, nor does the City obtain, any right to any document or material utilized by the Consultant created or produced separate from the Agreement or was pre-existing material (not already owned by the City), provided that the Consultant has identified in writing such material as pre-existing prior to commencement of the Work. If pre-existing materials are incorporated in the work, the Consultant

grants the City an irrevocable, non-exclusive right and/or license to use, execute, reproduce, display and transfer the pre-existing material, but only as an inseparable part of the work.

- C. The City may make and retain copies of such documents for its information and reference with their use on the project. The Consultant does not represent or warrant that such documents are suitable for reuse by the City or others, on extensions of the project or on any other project, and the City releases the Consultant from liability for any unauthorized reuse of such documents.

## 21. CONFIDENTIALITY.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act*) all materials received or created by the City of Spokane are **public records**. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other bid material. Some records or portions of records are legally *exempt from disclosure* and can be redacted or withheld. The Public Records Act (RCW 42.56 and RCW 19.10) describes those exemptions. Consultant must familiarize themselves with the Washington State Public Records Act (PRA) and the City of Spokane's process for managing records.

The City will try to redact anything that seems obvious in the City opinion for redaction. For example, the City will black out (redact) Social Security Numbers, federal tax identifiers, and financial account numbers before records are made viewable by the public. However, this does not replace your own obligations to identify any materials you wish to have redacted or protected, and that you think are so under the Public Records Act (PRA).

**Protecting your Materials from Disclosure (Protected, Confidential, or Proprietary):** You must determine and declare any materials you want exempted (redacted), and that you also believe are eligible for redaction. This includes but is not limited to your bid submissions, contract materials and work products.

**Contract Work Products:** If you wish to assert exemptions for your contract work products you must notify the City Project Manager at the time such records are generated.

Please note the City cannot accept a generic marking of materials, such as marking everything with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not exempt an entire page unless each sentence is entitled to exemption; instead, identify paragraphs or sentences that meet the RCW exemption criteria you are relying upon.

**City's Response to a Public Records Act Requests:** The City will prepare two versions of your materials:

**Full Redaction:** A public copy that redacts (blacks out) both the exemptions (such as social security numbers) identified by the City and also materials or text you identified as exempt. The fully redacted version is made public upon contract execution and will be supplied with no notification to you.

**Limited Redaction:** A copy that redacts (blacks out) only the exemptions (such as social security numbers) identified by the City. This does not redact (black out) exemptions you identified. The Limited Redaction will be released only after you are provided "third party notice" that allows you the legal right under RCW 42.56.540 to bring a legal action to enjoin the release of any records you believe are not subject to disclosure.

If any requestor seeks the Limited Redacted or original versions, the City will provide you "third party notice", giving ten business days to obtain a temporary restraining order while you pursue a court injunction. A judge will determine the status of your exemptions and the Public Records Act.

## 22. DISPUTES.

Any dispute or misunderstanding that may arise under this Agreement, concerning the Consultant's performance, shall first be through negotiations, if possible, between the Consultant's Project Manager and the City's Project Manager. It shall be referred to the Director and the Consultant's senior executive(s). If such officials do not

agree upon a decision within a reasonable period of time, either party may decline or discontinue such discussions and may then pursue the legal means to resolve such disputes, including but not limited to mediation, arbitration and/or alternative dispute resolution processes. Nothing in this dispute process shall mitigate the rights of the City to terminate the Agreement. Notwithstanding all of the above, if the City believes in good faith that some portion of the Work has not been completed satisfactorily, the City may require the Consultant to correct such work prior to the City payment. The City will provide to the Consultant an explanation of the concern and the remedy that the City expects. The City may withhold from any payment otherwise due, an amount that the City in good faith finds to be under dispute, or if the Consultant provides no sufficient remedy, the City may retain the amount equal to the cost to the City for otherwise correcting or remedying the work not properly completed. Waiver of any of these rights is not deemed a future waiver of any such right or remedy available at law, contract or equity.

### **23. TERMINATION.**

- A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- C. For City's Convenience: The City may terminate this Agreement without cause and including the City's convenience, upon written notice to the Consultant. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than ninety (90) business days prior to the effective date of termination.
- D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.
- E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

### **24. EXPANSION FOR NEW WORK.**

This Agreement scope may be expanded for new work. Any expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP as intended work for the Agreement) must comply with all the following limitations and requirements: (a) the New Work is not reasonable to solicit separately; (b) the New Work is for reasonable purpose; (c) the New Work was not reasonably known either the City or Consultant at time of contract or else was mentioned as a possibility in the solicitation (such as future phases of work, or a change in law); (d) the New Work is not significant enough to be reasonably regarded as an independent body of work; (e) the New Work would not have attracted a different field of competition; and (f) the change does not vary the essential identified or main purposes of the Agreement. The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not New Work subject to these limitations, such as additional phases of Work anticipated at the time of solicitation, time extensions, Work Orders issued on an On-Call



contract, and similar. New Work must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

## **25. MISCELLANEOUS PROVISIONS.**

- A. Amendments: No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of each of the parties hereto.
- B. Binding Agreement: This Agreement shall not be binding until signed by both parties. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
- C. Americans with Disabilities Act (ADA): Specific attention by the designer is required in association with the Americans with Disabilities Act (ADA) 42 U.S.C. 12101-12213 and 47 U.S.C. 225 and 611, its requirements, regulations, standards and guidelines, which were updated in 2010 and are effective and mandatory for all State and local government facilities and places of public accommodation for construction projects including alteration of existing facilities, as of March 15, 2012. The City advises that the requirements for accessibility under the ADA, may contain provisions that differ substantively from accessibility provisions in applicable State and City codes, and if the provisions of the ADA impose a greater or equal protection for the rights of individuals with disabilities or individuals associated with them than the adopted local codes, the ADA prevail unless approval for an exception is obtained by a formal documented process. Where local codes provide exceptions from accessibility requirements that differ from the ADA Standards; such exceptions may not be permitted for publicly owned facilities subject to Title II requirements unless the same exception exists in the Title II regulations. It is the responsibility of the designer to determine the code provisions.
- D. The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- E. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in the Superior Court of Spokane County.
- F. Remedies Cumulative: Rights under this Agreement are cumulative and nonexclusive of any other remedy of law or in equity.
- G. Captions: The titles of sections or subsections are for convenience only and do not define or limit the contents.
- H. Severability: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- I. Waiver: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- J. Additional Provisions: This Agreement may be modified by additional terms and conditions ("Special Conditions") which shall be attached to this Agreement as Exhibit C. The parties agree that the Special Conditions shall supplement the terms and conditions of the Agreement, and in the event of ambiguity or conflict with the terms and conditions of the Agreement, these Special Conditions shall govern.
- K. Entire Agreement: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Consultant. If conflict occurs between contract documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this contract to afford the City the maximum benefits.
- L. Negotiated Agreement: The parties acknowledge this is a negotiated agreement, that they have had this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship.

M. No personal liability: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Contract, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

**CONSULTANT**

By [Signature] 9/19/16  
Signature Date

Steven Marsh, P.E.  
Type or Print Name

Vice President  
Title

**CITY OF SPOKANE**

By [Signature] 9/20/16  
Signature Date

LEROY EADIE  
Type or Print Name

Public & Rec. Director  
Title

Attest:

[Signature]  
City Clerk

Approved as to form:

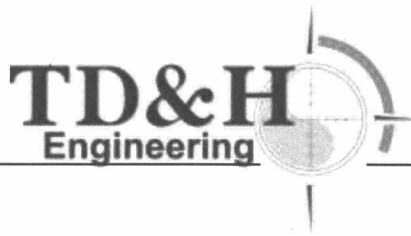
[Signature]  
Assistant City Attorney

**Attachments:** Consultants Proposal dated September 6, 2016



16-2079

## EXHIBIT A

September 6<sup>th</sup>, 2016**VIA E-MAIL**

Mr. Carl Strong  
Assistant Director of Recreation  
City of Spokane Parks & Recreation  
2304 East Mallon Ave  
Spokane, WA 99202

**RE: Witter Swimming Pool Deck Repair  
Construction Survey, Inspection and Administration Scope of Work and Cost Proposal**

Dear Mr. Strong:

TD&H Engineering is pleased to submit this proposal for construction inspection and administration for the Witter Swimming Pool Deck Repair. Our proposal is based on the project criteria, scope of services, deliverables, and assumptions made as described in the following sections of the proposal. Please review this carefully and let us know if we need to modify our proposal.

**Project Criteria**

The Witter Swimming Pool will close around Labor Day and construction will commence after the pool closes. The total contract time is 30 work days, which is 6 weeks.

**Scope of Work**

TD&H Engineering will provide the following:

1. Attend, participate, and take the lead role in the pre-construction meeting.
2. Review and approve material submittals
3. Attend weekly construction meetings and required safety meetings.
4. Provide weekly statement of working days.
5. Complete Inspector's Daily Report (IDR) for everyday inspection takes place for detailed documentation of construction and construction methods.
6. Take numerous photographs during construction to develop a photo log of construction.
7. Provide 16 hours of construction staking and surveying.
8. Provide one, full time construction representatives for a 6 week construction contract.
9. Provide necessary materials testing.
10. Prepare change orders for the City's authorization.
11. Prepare pay estimates.
12. Provide supervision and administration as necessary.
13. Prepare record drawings.

Mr. Carl Strong  
September 6<sup>th</sup>, 2016  
Page 2 of 2

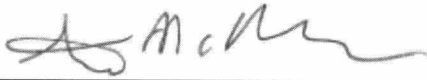
14. Provide final inspections and records.

The total estimated fee for construction inspection and administration is \$51,200.

Please contact me if you have any questions.

Sincerely,

**TD&H ENGINEERING, INC.**

A handwritten signature in dark ink, appearing to read "S. Marsh", written over a horizontal line.

Steven N. Marsh, PE  
Vice President / Regional Manager

## EXHIBIT B

S16-027 Witter Pool Repair					9/6/2016	
Activity Type/ Task	Type	Project Status/ Resource	PM / Reference	Resource Hours/ Units	Billing Rate	Resource Contract
<b>Witter Pool Repair</b>						
<b>CONSTRUCTION ADMINISTRATION &amp; INSPECTION</b>						
Labor	Registered Land Surveyor	Work Hold	SNM	431.0		51,200
Construction Staking	Registered Land Surveyor	Darryl F. Witter		20.0	115.00	2,300
Labor	Engineer III	Darryl F. Witter				
Pre-Construction Meeting	Engineer III	Harlan S. Engberg		342.0	115.00	39,330
Submittal Review and Approval	Engineer III	Harlan S. Engberg		16.0		
Full Time Inspection (30 days @ 9 hrs/day)	Engineer III	Harlan S. Engberg		270.0		
Project Closeout	Engineer III	Harlan S. Engberg		40.0		
Labor	Engineer IV	Steven N. Marsh		29.0	160.00	4,640
Project Management (10% of Construction Budget)	Engineer IV	Steven N. Marsh		29.0		
Labor	Engineering Technician			40.0	95.00	3,800
As-Built Drawings	Engineering Technician			40.0		
Expense	Travel - TD&H vehicle mileage			150.0	0.70	105
Expense	Computer Usage - CAD			40.0	10.00	400
Expense	Total Station - Robotic - Hourly			20.0	30.00	600
Expense	Contingency					25



**Agenda Sheet for City Council Meeting of:**  
11/21/2016

<b>Date Rec'd</b>	11/8/2016
<b>Clerk's File #</b>	RES 2016-0094
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	PLANNING
<b>Contact Name/Phone</b>	NATHAN GWINN 625-6893
<b>Contact E-Mail</b>	NGWINN@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Resolutions
<b>Agenda Item Name</b>	0650 - PLANNING - RESOLUTION FOR INFILL DEVELOPMENT PROJECT RECOMMENDATION

**Agenda Wording**

A Resolution recognizing the Infill Development Steering Committee Summary Report and recommendation as a guide for future program development and potential regulatory implementation measures.

**Summary (Background)**

This proposal is a guide to promote desired infill development in appropriate locations. As part of a separate process, future public participation would be required for any changes proposed to development regulations. The Spokane City Plan Commission recommended approval of the proposal on October 12, 2016.

<b><u>Fiscal Impact</u></b>		<b><u>Budget Account</u></b>	
Neutral	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
<b><u>Approvals</u></b>		<b><u>Council Notifications</u></b>	
<b><u>Dept Head</u></b>	KEY, LISA	<b><u>Study Session</u></b>	
<b><u>Division Director</u></b>	MALLAHAN, JONATHAN	<b><u>Other</u></b>	CHE 11/7/16
<b><u>Finance</u></b>	KECK, KATHLEEN	<b><u>Distribution List</u></b>	
<b><u>Legal</u></b>	RICHMAN, JAMES	Engineering Admin	
<b><u>For the Mayor</u></b>	SANDERS, THERESA	ngwinn@spokanecity.org	
<b><u>Additional Approvals</u></b>		jrichman@spokanecity.org	
<b><u>Purchasing</u></b>		lmeuler@spokanecity.org	
		ascott@spokanecity.org	
		tblack@spokanecity.org	
		lkey@spokanecity.org	

**BRIEFING PAPER**  
**City of Spokane**  
**Planning and Development / Infill Development Project**  
**October 27, 2016**

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**Subject**

A Plan Commission Infill Development Steering Committee examined what changes are needed to regulations and programs to encourage infill development in appropriate locations, with particular emphasis on residential development in and near Downtown.

**Background**

The Comprehensive Plan provides a vision for growth that includes a variety of residential housing types, preservation of existing housing stock, and development on vacant sites that is well-designed, varied in form, compatible with surrounding uses, and will reinforce or improve the established neighborhood character.

The City passed zoning updates following a multi-year [infill housing task force](#) in 2012, including new standards to improve the fit of infill development in existing neighborhoods, and new tools such as streamlined permitting of townhouse subdivision development and other options on small or narrow sites, mainly in higher-density residential zones. Infill development is the development of vacant lots and parcels within an already built up area. Following adoption of the new regulations, promotion of the new infill development tools was minimal, resulting in lack of use.

The steering committee and Planning staff engaged stakeholders in a series of focus group meetings in May and June, 2016, to discuss infill-related issues with finance and real estate professionals; developers and architects; non-profit developers; tiny housing proponents; community organizations; and neighborhood council representatives. The steering committee then generated 24 recommendations related to next-level planning efforts to promote desired infill development in appropriate locations. Following a public hearing on October 12, 2016, the Plan Commission voted unanimously to recommend that the City Council accept the infill steering committee's Summary Report and Recommendation as a guide for future program development and potential regulatory implementation measures.

To view public comment received since the last steering committee meeting, visit:

<\\cosfile4\\AllShare\\Planning\\Infill\\combined-comments-since-9-22-2016.pdf>

To view the full report, visit Project Documents at the link below:

<https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>

**Action**

A City Council resolution is proposed to accept the Infill Development Steering Committee's Summary Report and Recommendation. The item would be placed on Advance Agenda and briefed on November 14, with first reading and public comment taken as part of the legislative meeting on November 21. Following adoption of the proposed resolution, the Plan Commission and City Council would meet jointly to discuss how to prioritize and implement the strategies recommended by the steering committee in the Plan Commission's work program.

## RESOLUTION NO. 2016-0094\_\_\_\_\_

### **A Resolution recognizing the Infill Development Steering Committee Summary Report and Recommendation as a guide for future program development and potential regulatory implementation measures.**

WHEREAS, The City Council passed Resolution 2016-0039 on April 25, 2016, requesting that an examination by the Infill Housing Task Force, in conjunction with City staff, be conducted for the possibilities of tiny houses such as accessory dwellings, cottage housing, and other means for those who seek alternative housing and a simpler lifestyle; and,

WHEREAS, The City of Spokane's Infill Development Project is engaged in identification of issues regarding infill development and the development of strategies to overcome obstacles to such development; and,

WHEREAS, High-quality infill development can create positive economic impacts for communities; and,

WHEREAS, The communication objectives for the Infill Development Project are to examine a range of potential programs and regulatory changes that could be implemented to help describe today's development standards, increase public awareness of the infill mechanisms and products, engage in dialogue with stakeholders that results in productive recommendations to increase opportunities for development and new housing, develop an easy-to-follow report and recommendations for future action based on the project's findings, and monitor the effectiveness of infill development strategies developed through this process; and,

WHEREAS, The City hosted six focus group meetings, held between May and June 2016, for the purpose of soliciting community input on neighborhood specific and citywide interests, challenges and opportunities, which included, among the six meetings, a tiny housing focus group; and,

WHEREAS, Additional input was gathered through an open house, held August 30, 2016, through an online survey, and through individual presentations upon request to the Mayor's Housing Quality Task Force, to five neighborhood councils, and to working groups of the Downtown Spokane Partnership; and,

WHEREAS, The Summary Report and Recommendation were prepared by project staff in conjunction with the assigned steering committee, based on a review of existing conditions related to infill development, a review of relevant existing adopted policies and regulations, and input from stakeholders and the public at large; and,

WHEREAS, The Summary Report and Recommendation contains a series of strategies that the City of Spokane and others may pursue to further the Infill Development Project's objectives; and,

WHEREAS, It is recognized that additional legislative action with robust public engagement will be required for all strategies that involve changes to adopted policy and regulations of the City of Spokane and that such changes will need to be incorporated into subsequent work plans of the Plan Commission and/or considered in conjunction with ongoing or upcoming major planning efforts such as the Comprehensive Plan Update and update to the Downtown Spokane Plan; and,



WHEREAS, Appropriate notice of the Plan Commission hearing was published in the Spokesman Review on September 28, and October 5, 2016; and,

WHEREAS, The City Plan Commission held a public hearing on October 12, 2016 to obtain public comments on the proposed Summary Report and Recommendations; and, by a unanimous vote, recommended the acceptance of the Summary Report and Recommendation as a guide for future program development and potential regulatory implementation measures.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL that the Infill Development Steering Committee's Summary Report and Recommendation is recognized as a guide for future program development and potential regulatory implementation measures to maximize the community benefits, success and economic development opportunities of the city of Spokane and help ensure that infill development:

- Provides a desirable mixture of affordable housing options to people of all income levels, and sustainably realizes density objectives; and,
- Is designed to maintain and encourage attractive neighborhood character; and,
- Is consistent with the City of Spokane's Comprehensive Plan, adopted neighborhood and subarea plans; and,
- Is consistent with existing neighborhood character, and/or the neighborhood character envisioned in adopted neighborhood plans; and,

BE IT ALSO RESOLVED, that each recommendation is advanced for further consideration, while further internal and interdepartmental review will be required for identifying the scope, budget, and probable timeframes for each; and,

BE IT FURTHER RESOLVED, that the City Council, recognizing the urgency of moving these recommendations forward, shall meet jointly at the earliest available collaborative meeting with the Plan Commission to discuss the manner in which all the strategies recommended by the steering committee may be prioritized and implemented in the Plan Commission's work program.

ADOPTED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

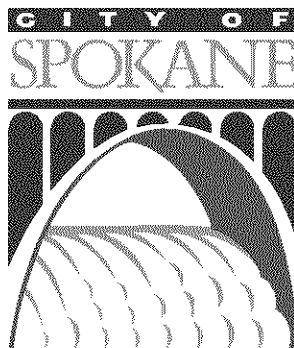
\_\_\_\_\_  
City Clerk

Approved as to form:

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

Infill Development Project  
Summary Report and Recommendation

Spokane City Plan Commission  
Infill Development Steering Committee



October 6, 2016

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## Infill Development Steering Committee Members

Ben Stuckart, Spokane City Council President  
Lori Kinnear, Spokane City Council District 2, Liaison to Plan Commission  
Patricia Kienholz, Plan Commissioner  
Michael Baker, Plan Commissioner  
Mike Ekins, Interface Commercial Capital  
Kay Murano, Spokane Low Income Housing Consortium  
Darryl Reber, Inland Empire Residential Resources  
Michael Cathcart, Spokane Home Builders Association  
Asher Ernst, Infill Developer  
Evan Verduin, Make Architecture & Design  
David Shockley, Spokane Preservation Advocates  
Greg Francis, Plan Commission Community Assembly Liaison  
Kitty Klitzke, Futurewise  
Gail Prosser, Business Owner  
Andrew Rolwes, Downtown Spokane Partnership  
Patrick Rooks, Community Assembly Representative

## Former Members

Cindy Algeo, Spokane Low Income Housing Consortium  
Kathryn Burk-Hise, Spokane Preservation Advocates

# Problem Definition

## Purpose

By 2037, Spokane is projected to grow to a population of more than 236,000 by adding 20,000 new residents (Spokane County Planning Technical Advisory Committee, 2015, p. 9). The City's Comprehensive Plan supports locating these new residents closer to the city core and near designated centers and corridors by filling in and redeveloping vacant and underutilized land near these areas.

This project's purpose is to investigate what options the community has to effectively remove barriers and challenges for development on vacant land in the city core, consistent with the City of Spokane's adopted plans. This project seeks to answer the following question. What resources do we need to make **infill development** as viable to finance, design, build, occupy, and maintain as greenfield development is on the city's outer fringes?

Each year, Spokane experiences infill development – that is, new buildings on vacant spaces, both in built-up areas of the city, and in adjacent land that is designated for urban growth. This activity proves a local market demand exists for new homes and businesses built in close proximity to others. Is it occurring at the levels and in the locations expected by the City's Comprehensive Plan? Is development well-designed to allow higher intensities, without detracting from the character of the existing conditions? Does it offer housing that is affordable to the full variety of income levels, and is it built to sufficient quality for the population?

The most recent addition of infill development tools were created in 2012, following the work of an infill housing task force that met in 2008 and 2011. Those tools were adopted into code but were only minimally applied by the development community. One obstacle to encouraging and promoting these methods appears to be a lack of knowledge and/or confusion regarding how investors, developers, and the general public perceive how the development tools apply.

The city has limited available land and a growing population. Without the ability to provide new housing and business within the core of the city, growth would occur in a manner that results in sprawling development on the urban fringe – a condition which is costlier to the community to provide and maintain public infrastructure. When development is removed from proximity to jobs and services, it affects individual lives as well, resulting in decreased livability, increased travel time, and fewer transportation options.

The City's adopted goals regarding desired development patterns and infill are further described below in Section 2, Goals and Evaluation Criteria.

## Permit History

Permits issued by the City of Spokane may be tracked by location. The City's Comprehensive Plan focuses new growth around a number of centers and corridors. These areas are envisioned to have mixed-use development and significantly higher housing densities than other areas designated for commercial or residential uses. These areas are also likely to be surrounded by built-up areas, where any development will be essentially infill. Centers fall into categories of different scales: from smaller neighborhood and district centers, to larger employment centers and the Downtown regional center.

Project staff reviewed building permit data for new construction and various forms of residential and non-residential construction that indicated possible infill development, but excluding accessory structures such as garages or permits with valuations of less than \$100,000 (other than single-family homes). Over the ten-year

period from 2006 to 2015, there were 17 permits for selected categories of new construction issued Downtown (Table 1). Most of these were for non-residential buildings.

In other centers and corridors over the same period, 205 permits were issued for new construction. Of these, 94 permits were for detached or attached housing (such as townhomes) in centers.

Over the same time period of ten years ending in 2015, more than 5,200 housing units were permitted citywide (Table 2). (During most of these years, less than 100 residences were demolished in Spokane, with an average of about 60 per year over the last five years). In Downtown over the ten-year period, there were 55 dwelling units permitted, and 756 units in all other centers and corridors. About 3,000 units, or more than half of the total, were built farther than one-quarter mile from centers or corridors.

### **Preliminary Inventories of Vacant and Underdeveloped Land**

Spokane County and its cities use a regionally adopted methodology to conduct a Land Quantity Analysis (“LQA,” City of Spokane, 2015b). The LQA selection method excludes City owned property and other property needed for a public purpose. Also, the LQA considers any property with an assessed improvement value of \$500 or less to be vacant. For the purposes of sampling for the infill development project, parcels of land with assessed improvement values of \$25,000 or less were considered “vacant or underdeveloped,” using 2016 Spokane County Assessor data, and land in industrial areas was excluded from the analysis.

The modified selection process resulted in a parcel set and maps (Maps 2 through 5) showing the selected sites simply as various “development opportunities.” A number of positive characteristics were also applied to the sites. Parcels in the selection were assigned a combined score based on whether any portion was within a specified distance of the following features, with one point awarded for each feature:

- City of Spokane Water Distribution– Sites at least partially within 350 feet of water lines
- City of Spokane Sanitary Sewer– Sites at least partially within 350 feet of sewer lines
- Centennial Trail – Sites at least partially within one-quarter mile of the Trail
- City of Spokane Existing Bikeway – Sites at least partially within one-quarter mile of an existing bikeway
- City of Spokane Planned Bikeway – Sites at least partially within one-quarter mile of a planned bikeway
- Spokane Transit Authority’s Planned High Performance Transit Network – Sites at least partially within one-quarter mile of the following proposed routes:
  - G1 – Monroe/Grand-29th-Regal
  - G2 – Central City Line
  - G3 – Sprague
  - R1 – Division
  - B1 – Cheney (only west of the Plaza was selected)
  - B2 – I-90 East (only east of the Plaza was selected)
- Sites at least partially within Centers and Corridors

### **Development Opportunities in Centers: Infill Sites**

As stated above, centers fall into categories of different scales: from smaller neighborhood and district centers, to larger employment centers and the Downtown regional center.

The preliminary results of the trial development opportunities methodology, regarding present opportunities in centers and corridors, suggest that there are more than 220 acres of such vacant or undeveloped parcels within centers, about 60 acres of which is located Downtown with approximately 160 acres located in centers and corridors elsewhere in the city (Table 3).

The roughly 60 acres of identified vacant and underdeveloped properties located Downtown are contained on many separate parcels of various sizes. Six of these parcels are larger than 33,000 square feet, or approximately three quarters of an acre, offering relatively large-scale opportunities for multi-story new development. Ninety-three parcels are less than 5,000 square feet, offering smaller scale opportunities, and the remaining 192 parcels are between 5,000 and 33,000 square feet in size.

For the 160 acres located outside Downtown, within the city's other centers and corridors, there are 24 vacant and underdeveloped parcels, containing about 100 acres, that are each larger than 33,000 square feet. One hundred four parcels, encompassing roughly five acres, are smaller than 5,000 square feet, and 284 parcels, encompassing approximately 55 acres, are between 5,000 and 33,000 square feet.

### **Vacant and Underdeveloped Parcel Size Categories**

The different size categories are important to inform what type of development can be expected to occur. Sites less than 5,000 square feet in size may be the right size for some types of development in centers, such as attached housing or a small commercial uses. Also, these sites may be aggregated with adjacent property to build something more substantial.

Sites larger than 5,000 square feet, however, are probably sufficiently large to build any form of development permitted in that particular location. The largest buildings built near Downtown Spokane in recent years have reached 4 to 6 stories and consisted of multi-family residential buildings, mixed-use buildings, and commercial buildings. One recent example built over the last year in the Hamilton Corridor is the Matilda Building, east of Gonzaga University. This mixed-use building was built on 1.8 acres, utilizing four-story concrete construction in a zone with an allowed height of 55 feet.

### **Limitations and Further Study**

This information provides only a partial picture of development opportunities in centers and corridors. Further block-by-block analysis and field verification would be required to more accurately inventory the development opportunities. The Matilda Building site itself was not captured by the analysis because the value of previously existing improvements that were demolished during re-development caused assessed improvement value to exceed the \$25,000 selected threshold. It should be noted that there is a time lag between when changes are made to a given property, and when that change is reflected in the Assessor data. A different practice of comparing land value and assessed improvement value could potentially be applied to such larger sites to predict the presence of additional developable sites.

Another example of the method's limitations is evident on the enlarged view of the development opportunities map in the east portion of Downtown (Map 5), where many instances of additional infill space are shown adjacent to building footprints on partially developed property. In other areas of the city, large, partially developed parcels might also include areas for infill. These areas cannot be captured by the development opportunities method using assessed value of improvements alone because the portion of the parcel that has developed exceeds the \$25,000 threshold, regardless of the fact that a portion of the site is vacant and relatively unimproved. Conversely, many identified sites in centers and corridors may be unusable for development due to difficulties associated with the physical site, past uses, or other factors. Subarea planning in selected centers would provide more certain information.

## **Development Opportunities Outside and Around Centers**

The mapping study described above also found additional vacant and underdeveloped land indicating potential infill growth near centers and corridors in Spokane and its adjacent joint planning areas<sup>1</sup> within the urban growth area. Maps 2 through 5 display the positive characteristics of these lands described above, including proximity to zoned centers and corridors, and to public transit. More than 390 acres of vacant and underdeveloped land comprised parcels that were outside but at least partially within one-quarter mile of both the edges of centers and corridors, and of transit routes.

Large recent construction projects in such areas near Downtown include the 940 North Ruby Apartments, built on a 0.8-acre site in 2015. These apartments are a residential building, six stories high (5-over-1 construction), with parking on the main floor, in a zone with an allowed height of 150 feet. Nearby, the 315 West Mission Apartments were built this year on 0.8 acres. They are of three-story wood construction, in a zone with an allowed height of 150 feet. In another area near Downtown, both the residential and commercial portions of Kendall Yards continue to develop with three-story commercial and mixed-use buildings and a variety of single-family, attached housing, and multi-family residential buildings, reaching as high as four stories.

## **Development Opportunities in Other Locations**

More than 4,000 acres of additional vacant and underdeveloped land was found farther than one-quarter mile from the city's centers and corridors, both within the city and its adjacent joint planning areas within the urban growth area, using the 2016 assessed improvement value data. Of this land, about 25 percent is located on parcels that are at least partially within one-quarter mile of transit routes. Some of these sites will be infill opportunities, while others are "greenfield" sites, located in undeveloped areas.

Some additional land owned by agencies will become available for development by others over the planning horizon of the Comprehensive Plan. The City of Spokane is currently creating a disposition policy with the City Council for review of assets that would, potentially, result in some City-owned parcels becoming available for purchase. These parcels, of course, would be excluded from the analysis above because they are owned by the City and thus automatically excluded.

The project team reviewed housing density and parcel size in the Residential Single-family (RSF) zoning district. These maps (Maps 6 through 9) are provided for information. As described below, the Comprehensive Plan designates density depending on location, and for residential areas, often the Comprehensive Plan designates both maximum and minimum densities. The information may be useful for further inquiries into appropriate considerations for unique neighborhood context, while the challenge remains for much of the city and neighborhood subareas to achieve those designated densities for the efficient provision of services and infrastructure.

## **Process and Stakeholder Input**

### **Steering Committee Members/Former Infill Housing Task Force Members**

In early 2016, a subcommittee of four City Plan Commissioners met to discuss the project's process structure. In May, the subcommittee was expanded to include a designated project steering committee of 16 individuals, each representing professions or organizations that have interest in infill development. Two of

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<sup>1</sup> Joint planning areas are defined in the Countywide Planning Policies as "areas designated as Urban Growth Areas assigned to a city or town for future urban development but located in the unincorporated county where a coordinated planning process between the cities, towns and the County will be conducted" (Spokane County, 2011, p. 47).

these committee members formerly served as infill housing task force members in 2011. As an essential component of the project, the committee comprised a core group of dedicated stakeholder representatives to facilitate the development of constructive recommendations.

### **Focus Groups**

Six different focus groups, made up of a large number of stakeholder representatives, met with the steering committee members and Planning Services Department project staff in May and June 2016. These meetings enabled a series of focused discussion of issues that various functional groups of stakeholders have in common, though they may be distinct from other types of professionals or organizations. Attendance at each of the focus groups ranged between 15 and 24 stakeholders (not including project staff, steering committee members, and other interested members of the public), with interest areas focusing on finance and real estate; architecture and for-profit developers; non-profit developers; tiny housing; community organizations (including public agencies); and, neighborhood representatives. Four of the steering committee members attended all six focus group meetings.

Following the focus group meeting series, the steering committee participated in four workshops to develop preliminary recommendations. A number of recurring themes emerged at the focus group meetings and workshops. One of these themes was greater housing diversity, or the development of a variety of housing types, such as small single-family lots, attached housing (townhouses), clustering, manufactured housing, and “tiny” housing, for a mixture of family incomes and situations. The project participants identified the ability to separately own units in more locations in Spokane as a principal means of achieving more of these housing options.

Financial incentives and other partnerships, between the public and private sectors, and among agencies, was another theme. Participants supported continuing the City of Spokane’s existing target area incentive strategy as a means of encouraging infill. This strategy uses planning for revitalization and targeted areas in the city, such as Downtown, to support and enhance the development process in these areas.

The third major theme captured in the meetings was that of information brokering and public education. Participants identified a need for broader knowledge of where developable parcels are located, what resources are available to developers and the public, and how infill development can be successful and beneficial to the community.

Finally, a fourth major theme was neighborhood context. Each neighborhood values its individual character; impacts from higher intensity development may be perceived differently in different areas of the city. To improve infill development’s cohesion with neighborhood context, participants identified the use of more effective transition regulations and buffers, additional design standards, and enhanced communication between neighbors, developers, and the City to help improve design and maintain neighborhood character.

The steering committee’s recommendations were prepared based on the focus group meetings and workshops to assess the potential of new implementation measures using the goals and evaluation criteria described below. The recommendations suggest specific further actions based on the suggestions and major themes that the committee believes should be carried forward by the Plan Commission and staff. This report and recommendations provide these recommendations that include potential code amendments, education and promotion strategies, incentive programs, and areas for further study.

As prescribed in the Project Charter, recommendations from the infill development steering committee will be implemented under a separate process, with staff assignments, development timing, and Plan Commission workshop scheduling to be determined, based on further discussion about the scope of each recommendation.



**Public Open House and Online Survey**

An open house was held August 30, 2016, in Spokane City Hall. The steering committee presented 25 preliminary recommendations for public consideration and discussion. Project staff collected comments and conducted an online survey. The results of the open house and survey are attached in Appendix B, Public Participation.

**Plan Commission and City Council**

The Plan Commission and City Council will hold public workshops and hearings in September and October. These events will provide additional opportunities to receive and consider additional public comments.

# Goals and Evaluation Criteria

## Guidance from the Project Charter and Comprehensive Plan

City Planning Department staff, along with a subcommittee of the Plan Commission and others, met between January and April 2016 to discuss the mission and goals of the project.

The team's mission is to enable and promote quality infill development in a manner that meets adopted policies in the City's Comprehensive Plan and other defined criteria. This development should provide a desirable mixture of affordable housing options to people of all income levels (Comprehensive Plan Goals H1 and H2); preserve existing housing stock where appropriate (Policy H3); sustainably realize density objectives (Goal LU 3); be designed to maintain and encourage attractive neighborhood character (Policy DP 3.8); be consistent with the Comprehensive Plan, adopted neighborhood plans and subarea plans; and be consistent with existing neighborhood character, and/or the neighborhood character envisioned in adopted neighborhood plans.

The goals of the project are to:

1. Communicate and review today's development standards and tools with descriptive graphics to illustrate implementation potential;
2. Develop recommendations to increase clarity and effectiveness of existing residential infill regulations;
3. Explore opportunities to better promote and encourage infill housing development in desired locations through potential changes in policies, code amendments, education and promotion strategies, and/or incentive programs;
4. Evaluate what, if any, further changes are needed to implement the City's Comprehensive Plan policies, and neighborhoods' visions as reflected in adopted neighborhood and subarea plans, for development of vacant or underdeveloped lots and parcels within an already built-up area; and
5. Establish a system to monitor trends in permit counts and valuation by area, and evaluate performance relative to the economy.

Finally, the project was organized according to four distinct phases to address its implementation. The first phase is to communicate and review today's standards. The second phase is gathering stakeholder input. Third, the project would identify citywide opportunities, and fourth, the project would identify geographic- or location-specific opportunities. Accordingly, the committee's recommendations are arranged according to these last two phases, citywide and location based, to acknowledge and assist this phasing.

## Recommendation Impact/Feasibility Criteria

The project's purpose and desired communication outcomes from the public participation program (Appendix B) were used by groups within the committee in initial consideration during the workshops of the suggestions of the focus groups.

Impact is rated according to the following criteria:

- **How well does the recommendation address the infill project's purpose:**
  - Enable and promote quality development on vacant and underdeveloped lots and parcels in developed areas of the city and its urban growth area in a manner that:
    - Provides a desirable mixture of affordable housing options to people of all income levels, and sustainably realizes density objectives;
    - Is designed to maintain and encourage attractive neighborhood character;
    - Is consistent with the City of Spokane Comprehensive Plan, as well as adopted neighborhood plans and subarea plans; and,

- Is consistent with existing neighborhood character, and/or the neighborhood character envisioned in adopted neighborhood plans.
- **How well does the recommendation address one or more of the project's communication objectives:**
  - Produce useful documents to describe today's development standards and tools.
  - Increase public awareness of the infill tools and allowable development products.
  - Dialogue with stakeholders that results in productive recommendations to increase opportunities for development and new housing on vacant or underdeveloped sites in built-up areas.
  - Develop an easy-to-follow report and recommendations for future action based on the project's findings.
  - Develop a plan for monitoring the effectiveness of infill development strategies developed through this process.

Feasibility is rated according to these following criteria:

- **How likely is the recommendation to be accomplished/implemented?**
  - Financial feasibility: Does the recommendation require new financial investment? Will it be possible to fund it? How?
  - Operational & legal feasibility: Is the recommendation legally and practically feasible?
  - Political feasibility: Are there political considerations that would prevent the recommendation from being viable? Is it sustainable in the event of a major leadership change?
  - Social feasibility: Would the recommendation be supported by the public?
  - Community partners: Are there community partners who are willing/able to collaborate?

### City of Spokane Comprehensive Plan Policy

The City's Comprehensive Plan contains a land use plan map and policies to guide the City's activities in programming improvements, conducting business to form partnerships, and regulating development. A collection of relevant policies was prepared to assist in responding to the comments received in the focus group meetings. A portion of that list appears below. The full text of the City of Spokane's Comprehensive Plan may be found online:

[static.spokanecity.org/documents/business/resources/mostrequested/comp-plan-2015-full.pdf](http://static.spokanecity.org/documents/business/resources/mostrequested/comp-plan-2015-full.pdf)

The following five goals and their supporting and related policies are particularly relevant to the infill development project. These goals were used in guiding the discussions in the focus group meetings and work materials:

#### **H 1 AFFORDABLE HOUSING**

**Goal: Provide sufficient housing for the current and future population that is appropriate, safe, and affordable for all income levels.**

Related Policies:

- H 1.16 Partnerships to Increase Housing Opportunities - *Create partnerships with public and private lending institutions to find solutions that increase opportunities and reduce financial barriers for builders and consumers of affordable lower-income housing.*

#### **H 2 HOUSING CHOICE AND DIVERSITY**

**Goal: Increase the number of housing alternatives within all areas of the city to help meet the changing needs and preferences of a diverse population.**

Related Policies:

- H 2.3 Accessory Dwelling Units - *Allow one accessory dwelling unit as an ancillary use to single family owner-occupied homes in all designated residential areas as an affordable housing option.*
- H 2.7 Taxes and Tax Structure - *Support state consideration of property tax reform measures that provide increased local options that contribute to housing choice and diversity.*

### **H 3 HOUSING QUALITY**

**Goal: Improve the overall quality of the City of Spokane's housing.**

Related Policies:

- H 3.2 Property Responsibility and Maintenance - *Assist in and promote improved and increased public and private property maintenance and property responsibility throughout the city.*
- H 3.3 Housing Preservation - *Encourage preservation of viable housing.*

### **DP 3 FUNCTION AND APPEARANCE**

**Goal: Use design to improve how development relates to and functions within its surrounding environment.**

Related Policies:

- DP 1.4 New Development in Established Neighborhoods - *Ensure that new development is of a type, scale, orientation, and design that maintains or improves the character, aesthetic quality, and livability of the neighborhood.*
- DP 2.2 Zoning and Design Standards - *Utilize zoning and design standards that have flexibility and incentives to ensure that development is compatible with surrounding land uses.*
- DP 3.1 Parking Facilities Design - *Make aesthetic and functional improvements to commercial areas in order to improve their image, appeal, and sales potential.*
- DP 3.8 Infill Development - *Ensure that infill construction and area redevelopment are done in a manner that reinforces the established neighborhood character and is architecturally compatible with the surrounding existing commercial and residential areas.*

### **LU 3 EFFICIENT LAND USE**

**Goal: Promote the efficient use of land by the use of incentives, density and mixed-use development in proximity to retail businesses, public services, places of work, and transportation systems.**

Related Policies:

- LU 1.3 Single-Family Residential Areas - *Protect the character of single-family residential neighborhoods by focusing higher intensity land uses in designated centers and corridors.*
- LU 1.4 Higher Density Residential Uses - *Direct new higher density residential uses to centers and corridors designated on the land use plan map.*
- LU 3.1 Coordinated and Efficient Land Use - *Encourage coordinated and efficient growth and development through infrastructure financing and construction programs, tax and regulatory incentives, and focused growth in areas where adequate services and facilities exist or can be economically extended.*
- LU 3.2 Centers and Corridors - *Designate centers and corridors (neighborhood scale, community or district scale, and regional scale) on the land use plan map that encourage a mix of uses and activities around which growth is focused.*
- LU 3.11 Compact Residential Patterns - *Allow more compact and affordable housing in all neighborhoods, in accordance with neighborhood based design guidelines.*
- LU 3.12 Maximum and Minimum Lot Sizes - *Prescribe maximum, as well as minimum, lot size standards to achieve the desired residential density for all areas of the city.*
- LU 4.1 Land Use and Transportation - *Coordinate land use and transportation planning to result in an efficient pattern of development that supports alternative transportation modes consistent with the*

*transportation chapter and makes significant progress toward reducing sprawl, traffic congestion, and air pollution.*

- *TR 2.4 Parking Requirements - Develop and maintain parking requirements for vehicles that adequately meet the demand for parking yet discourages dependence on driving.*
- *TR 2.6 Viable Walking Alternative - Promote and provide for walking as a viable alternative to driving.*
- *TR 3.1 Transportation and Development Patterns - Use the city's transportation system and infrastructure to support desired land uses and development patterns, especially to reduce sprawl and encourage development in urban areas.*

In addition to the policy text, the Land Use Plan Map of the Comprehensive Plan guides the location of development. This is important to what housing types are generally appropriate for development based on the location. For example, the highest densities possible with attached houses, according to The Housing Partnership (2003, p. 2) are about 22 units per acre. Center and Corridor designations in the Comprehensive Plan provide for mixed-use development and high-density housing, with units per acre constrained only by building height and floor area ratio, which varies according to the type of center (Spokane Municipal Code 17C.122.080). The Comprehensive Plan targets 32 units per acre for housing in the core of neighborhood centers, such as the one at South Perry Street and 9th Avenue, and up to 22 units per acre at the perimeter (Policy LU 3.2). For employment centers such as the nearby center along Sprague Avenue, the Comprehensive Plan designates a core of 44 units per acre transitioning again to 22 units per acre at the perimeter.

### Other Adopted Policy

Subarea plans adopted as elements of the Comprehensive Plan by the City Council include the Fast Forward Spokane: Downtown Plan Update (2008). This subarea plan identifies several opportunity sites, interrelated strategies for different districts, and an overall complete streets model for implementation of a multi-modal transportation system Downtown.

## Recommendation Priorities and Evaluation

The steering committee developed the following three groups of recommendation related to next-level planning efforts around infill development. The committee presents these for future research and planning efforts that will require further inquiry into the implementation methods, and identification of time and resources needed.

**Each regulatory change proposed would require a separate, future public involvement process in addition to this recommendation by the subcommittee and acceptance by the Plan Commission and City Council.**

The committee's individual recommendations are evaluated below. Recommendations were considered a higher priority if they help implement more of the relevant goals and if they score high on the impact-feasibility matrix. Higher priorities were identified by groups within the committee using a set of criteria to that achieve both high impact and feasibility, as described at right. As a next step, further discussion is required to analyze the feasibility of each item evaluated here, as the Plan Commission, City Council, and identified agencies consider how or whether to implement these recommendations.

The evaluation matrices below are the committee's recommendations arranged in three groups. The first group is assigned to those items for new processes ranked high-impact and high-feasibility. A second group of priority recommendations does not have both high impact and high feasibility. Finally, the third group regards adjustments or commitments to existing processes.

HIGH

### FEASIBILITY

LOW

<b>Quick wins:</b> "Low Hanging Fruit" with relatively small demands that may be worth pursuing	<b>No Brainer</b> – biggest bang for your buck
<b>To be avoided:</b> Difficult to implement with little impact, rarely worth pursuing.	<b>Tough, but worth while</b>

LOW IMPACT HIGH

*Evaluation of impact and feasibility made use of the matrix above and the criteria described under the Goals and Evaluation Criteria section, above.*

**High Impact | High Feasibility Recommendations**  
New processes ranked high-impact and high-feasibility.

Recommendation	Lead Dept. or Agency, if Implemented	Location	Notes	Initial Steering Committee Evaluation		
				Goals Implemented	Impact • Addresses project purpose/objective	Feasibility • Likely to be accomplished
<b>Equal Ownership Opportunities C-7</b> Development regulations should provide equal opportunities for fee-simple divisions, owner and rental occupancy of individual higher-density housing units, such as attached housing and cottage housing, and accessory dwelling units. <ul style="list-style-type: none"> <li>Unit Lot Subdivision for New Development C-3</li> </ul> Amend unit lot subdivision policy to allow new development for separately owned units that do not directly front on a public street and that addresses lot coverage, more permissive setbacks, and allows alley-only, private driveway, or alternative access (like cluster developments) for project sites with frontage on a street. <ul style="list-style-type: none"> <li>Dimensional Standards C-8</li> </ul> Review and update dimensional and other standards such as smaller lot sizes to support attached housing and more efficient use of land, provided the overall maximum density of the development does not exceed its designated density.	City of Spokane – Planning; City Council	Citywide	Dimensional standards should be made the same for fee-simple attached housing as for multi-family structures. Examples include allowing attached housing on the same lot width as multi-family housing in the Residential High-Density (RH D) zoning district. See SMC Table 17C.110-3  There is moderate feasibility for the dimensional standards aspect of this recommendation.	H 1 Affordable H 2 Choice DP 3 Function LU 3 Efficient	High	High

Definitions: **Code Recommendations ("C")** are those that suggest changes to existing sections of Spokane Municipal Code. **Programmatic Recommendations ("P")** are those that involve changes to existing or new programs, and may initiate new sections of Spokane Municipal Code. **Improvement Recommendations ("I")** are identified improvements to include as projects in an appropriate Capital Improvement Program or Local Improvement District.

High Impact | High Feasibility Recommendations  
New processes ranked high-impact and high-feasibility.

Recommendation	Lead Dept. or Agency, if Implemented	Location	Notes	Initial Steering Committee Evaluation		
				Goals Implemented	Impact • Addresses project purpose/objective	Feasibility • Likely to be accomplished
<b>Utility Rates and Connection Fees P-11</b> Restructure utility rates and/or connection fees for multifamily development so that they do not favor single-family development over multi-family.	City of Spokane – Planning/Utilities; City Council	Citywide		H 1 Affordable H 2 Choice LU 3 Efficient	High	High
<b>Infill Development Education Campaign P-3</b> Prioritize the development and implementation of a robust Infill Development Education Campaign and Communication Plan that will increase awareness and understanding of the benefits of infill housing through consistent and ongoing communication with developers, property owners, and neighbors.  Include additional marketing tools to promote infill development and dispel myths regarding infill housing; and, develop presentation and education materials regarding infill housing and its role as a tool to development quality, attractive housing for all income levels.	City of Spokane Office of Neighborhood Services; Community, Housing and Human Services (“CHHS”) Affordable Housing Committee  Planning re: Code amendments and Affordable housing	Citywide	A key component of the Education Campaign will be citizen involvement in the education process, and not only education by agency employees.	H 1 Affordable H 2 Choice H 3 Quality DP 3 Function LU 3 Efficient	High	High
<b>Land Aggregation Entity P-7</b> Explore options to aggregate, hold, reuse, and/or resell existing and newly foreclosed, abandoned, and nuisance properties for better community use/benefit (e.g., a land bank).	City of Spokane – Office of Neighborhood Service/Asset Management; City Council  Planning re: Code Change  Private Organization	Citywide or Location-Specific	A new or existing nonprofit organization or agency might assume the role of a land bank or similar entity. A different, regulatory tool to encourage assembly of land large enough to redevelop is graduated density zoning.	H 1 Affordable H 2 Choice H 3 Quality LU 3 Efficient	High	High
<b>Cottage Housing C-10</b> Cottage housing should allow for a portion of units with a higher maximum size and the ability to attach units and mix housing types.	City of Spokane – Planning; City Council	Residential Single Family (RSF) and Residential Agricultural (RA) Zones Citywide	Minimum unit size is set by the International Building Code. SMC 17C.110.350 currently limits all cottage units to a maximum of 1,000 square feet, including any attached garage, and units must be single, detached residences. <a href="#">Link</a> to zoning map	H 1 Affordable H 2 Choice LU 3 Efficient	High	High

# Other Recommendations for New Processes

These items are ranked starting with highest feasibility to identify the 'low-hanging fruit' actions that might be readily integrated into a work program.

Recommendation	Lead Dept. or Agency, if Implemented	Location	Notes	Initial Steering Committee Evaluation		
				Goals Implemented	Impact • Addresses project purpose/objective	Feasibility • Likely to be accomplished
<b>Housing Choices Gap Analysis P-4</b> Coordinate an analysis of gaps in housing choice with the intent of identifying tools, incentives, and code amendments necessary to encourage the development of housing forms that would reduce gaps in housing choice.	City of Spokane Planning	Citywide		H 1 Affordable H 2 Choice H 3 Quality LU 3 Efficient	Moderate	High
<b>Land Management P-7d</b> Improve management of existing and newly foreclosed, abandoned, and nuisance properties through code enforcement and other measures.	City of Spokane – Office of Neighborhood Service/Asset Management; City Council	Citywide	This recommendation has a strong link to Land Aggregation Entity (P-7), which could offer more resources for cleanup of foreclosed properties. The City of Spokane (2016) Civil Enforcement Unit identified several measures to improve property management. Link to white paper. Examples: <ul style="list-style-type: none"><li>• Working with lenders/owners to clear title on properties</li><li>• Pursuing nuisance abatement</li></ul>	H 1 Affordable H 2 Choice H 3 Quality	Low	High
<b>Pocket Residential Development C-11</b> Pocket Residential Tool should be allowed outright; in Residential Single-family (RSF) or with a conditional use permit rather than through a zoning change to Residential Single-family Compact (RSF-C).	City of Spokane – Planning; City Council	Residential Single-family (RSF) Zone Citywide	Link to zoning map	H 1 Affordable H 2 Choice LU 3 Efficient	Moderate	High
<b>Transit-Oriented Parking Reductions C-5</b> Study reducing parking requirements for transit-oriented uses near bus routes with 15-minute weekday service.	City of Spokane – Planning	Near 15-Minute Weekday Transit Routes - Citywide	Currently, SMC 17C.230.130 provides that the planning director may approve reducing the minimum spaces required, considering proximity to transit. Such approvals are conditioned upon the project contributing toward a pedestrian and transit supportive environment next to the site and in the surrounding area. Parking reductions related to proximity to this type of transit should be made standard, rather than at the director's discretion.	H 1 Affordable H 2 Choice DP 3 Function LU 3 Efficient	Moderate	High
<b>Manufactured Homes C-15</b> Review and update the manufactured home age and minimum size standards on lots outside of a manufactured home park; and, explore modifications to local mobile home park size and ownership models.	City of Spokane – Planning; City Council	Citywide	Current manufactured home regulations require that only new manufactured home units are allowed outside manufactured home parks. Only a unit comprised of two or more fully enclosed parallel sections each of not less than 12 feet wide by 36 feet long (864 SF). Roofing and siding material and roof pitch are regulated, with requirements to be set upon a permanent foundation and meet State energy code. Additional residential design standards may be warranted, but would be required to apply to all homes by State law. New manufactured home parks must be at least ten acres in size. SMC 17C.345. This recommendation should be closely linked to Design Standards C-2.	H 1 Affordable H 2 Choice	Moderate	Low/Moderate
<b>Defer Development Fees C-6</b> Explore paying development fees (all development fees – permits, connection, GFCs, etc.) at the end of the project instead of the beginning to assist by reducing the carrying cost (Note: define "end of project" and explore the timing for payment of fees).	City of Spokane – planning/Utilities/ City Legal; City Council	Citywide	<ul style="list-style-type: none"><li>• Transportation impact fees currently can be deferred. This process should be looked at as an example to enacting this recommendation.</li><li>• Section 17D.075.040 C Assessment of Impact Fees</li></ul>	H 1 Affordable	High	Low



# Other Recommendations for New Processes

These items are ranked starting with highest feasibility to identify the 'low-hanging fruit' actions that might be readily integrated into a work program.

Recommendation	Lead Dept. or Agency, if Implemented	Location	Notes	Initial Steering Committee Evaluation		
				Goals Implemented	Impact • Addresses project purpose/objective	Feasibility • Likely to be accomplished
<b>Design Standards C-2</b> Create a committee of knowledgeable stakeholders who would facilitate the exploration of form-based, point-based or other system of menu options that extends design standards to all residential development types <u>(including residential structures for which the predominant use/feature is a garage/shop)</u> . The development must comply with subarea plans and city design standards (Note: Encourage a committee of developers, designers and neighbors to facilitate the creation of a form-based, point-based or menu of options system).	City of Spokane – planning; City Council	Citywide	The committee is divided on this recommendation, with some committee members believing that further study and analysis is needed on the underlined text and applicability to all residential development types.  The City/council should set aside funds to hire a consultant to work holistically on a set of design standards for all residential units, from single family to multi-family, and centers and corridors design standards.  This recommendation should be closely linked to Manufactured Homes C-15.	H 3 Quality DP 3 Function	Moderate	Moderate
<b>Foreclosure Properties P-7b</b> Find tools to make upside-down/foreclosure (zombie) properties available for re-use or redevelopment.	City of Spokane – Office of Neighborhood Services ("ONS"); CHHS; City Council  SNAP (Spokane Neighborhood Action Partners)	Citywide	This recommendation has a strong link to Land Aggregation Entity (P-7), which could offer more resources for re-use or development of foreclosed properties. The City of Spokane (2016) Civil Enforcement Unit identified several measures to redevelop foreclosure and bank real estate owned properties. <u>Link</u> to white paper. Examples: <ul style="list-style-type: none"> <li>GRIPS – a geographical real property information system to see scope and investing opportunities</li> <li>Streamlining or expediting foreclosures</li> <li>Public entity could acquire properties; give priority sales to neighbors, and credit documented landscaping and maintenance through partial lien forgiveness</li> </ul>	H 1 Affordable H 3 Quality LU 3 Efficient	High	Low
<b>Form Based Standards C-9</b> Enact a form-based strategy in appropriate locations, rather than standards for specific housing types.	City of Spokane – Planning; City Council	Likely Residential Areas near Downtown and Areas Near Centers - Citywide	Form-based standards for established neighborhoods are usually prescriptive to the desired form of construction. This strategy could be implemented through subarea planning in residential neighborhoods to allow additional housing types, such as attached, duplex, triplex, etc., as well as small retail uses, as appropriate, that respond to the neighborhood context because their form or appearance is similar. Form based strategies could include: <ul style="list-style-type: none"> <li>Removing owner-occupancy requirement for accessory dwelling units</li> <li>Creating a 4-12 Unit Building Multi-Family Zone in Transition Areas</li> </ul> This recommendation is less about use and more about form.	H 1 Affordable H 2 Choice H 3 Quality DP 3 Function LU 3 Efficient	High	Low - Moderate

# Other Recommendations for New Processes

These items are ranked starting with highest feasibility to identify the 'low-hanging fruit' actions that might be readily integrated into a work program.

Recommendation	Lead Dept. or Agency, if Implemented	Location	Notes	Initial Steering Committee Evaluation		
				Goals Implemented	Impact • Addresses project purpose/objective	Feasibility • Likely to be accomplished
<b>Financing Solutions P-10</b> To reduce barriers and encourage infill development, pursue strategies that mitigate the impact of low-value market areas on new development. Areas with large numbers of deteriorating houses can impact property appraisal of more well-kept homes and create barriers to new development.	City of Spokane – CHS/Planning/Code Enforcement; City Council  Neighborhood stakeholders	Likely Residential and/or Commercial Areas in Neighborhoods with Unusually Low Property Values	There are many potential tools available to combat the impact of low-value market areas, including, but not limited to: local target areas. The U.S. Department of Housing and Urban Development (HUD) may be a general funding source for many potential programs.  Code enforcement can impact appraisals as well – this needs to be connected/linked to any new programs impacting appraisals.	H 1 Affordable H 2 Choice H 3 Quality LU 3 Efficient	<b>High</b>	<b>Moderate</b>
<b>Integrated Parking Strategy P-1</b> Develop an Integrated Parking Strategy for Downtown Spokane. This could include expanding City Parking Services role in parking, the development of publicly owned parking structures, offering incentives for the development of structured parking or integrated structured parking, and/or developing a coalition of interested parties.	Downtown Spokane Partnership ("DSP"); City of Spokane	Downtown	Investigate potential to link to the Multiple Family Tax Exemption (C-14) recommendation and other strategies. An integrated parking strategy is currently being pursued in the University District.	H 1 Affordable DP 3 Function LU 3 Efficient	<b>High</b>	<b>Moderate</b>
<b>Incentivizing Redevelopment of Existing Surface Parking and Underdeveloped Land P-2</b> Study the feasibility of creating a non-residential highest and best use taxation, or alternative use category other than undeveloped land, to address vacant lots, underdeveloped land, and surface parking lots Downtown.	City of Spokane – City Council/Admin  Greater Spokane Incorporated; DSP	Downtown	Types of parking taxes include commercial parking taxes, which apply to priced parking, and non-residential parking taxes, which apply to both priced and unpriced parking.  House bill HB2186 proposes to enable a non-residential parking tax statewide. <a href="#">Link</a> to House Bill	H 1 Affordable DP 3 Function LU 3 Efficient	<b>Low</b>	<b>Moderate</b>
<b>Pave Unpaved Streets &amp; Alleys near Centers I-1</b> Unpaved streets and alleys, specifically alleys near Centers and Corridors and the Targeted Incentive Areas, should be paved to encourage infill development. Local Improvement Districts (LIDs) are a revenue source for paving streets and alleys in any location – reconsider recent changes to the LID ordinance that set a higher threshold for approval of LIDs.	City of Spokane – Planning/Integrated Capital management; City Council	Areas around Centers, Corridors, and the Targeted Incentive Areas	<a href="#">Link</a> to zoning map; <a href="#">Link</a> to Interactive Target Area Incentives map  LID may be the only reliable source of revenue for unpaved streets and alleys. In order to impact targeted areas, consider a wholesale re-evaluation of LID program, including resetting locally adopted requirements to State levels.	H 1 Affordable H 2 Choice H 3 Quality LU 3 Efficient	<b>High</b>	<b>Moderate</b>
<b>Increased Code Enforcement Activities P-12</b> Increase the ability of code enforcement to respond to complaints and develop other possible solutions for code violations, degrading properties and unmaintained vacant land. Explore establishing proactive code enforcement and / or revising substandard building code as possible options with ONS working with the Community Assembly as a partner.	City of Spokane – ONS / Community Assembly	Citywide		H 3 Quality	<b>High</b>	<b>Moderate</b>

## Recommendations to Ongoing Processes

These recommendations relate to adjustment to or continuation of an existing City of Spokane program or Spokane County process. The items may be monitored for effectiveness in enabling infill development.

Recommendation	Lead Dept. or Agency, if Implemented	Location	Notes	Initial Steering Committee Evaluation		
				Goals Implemented	Impact • Addresses project purpose/objective	Feasibility • Likely to be accomplished
<b>Developable Lands P-6</b> Produce and promote a developable lands inventory and map to assist developers in identifying sites with infill development potential and explore methodologies to capture data on availability of developable lands.	City of Spokane – Planning/Info. Technology; Spokane County, cities	Citywide	Available lands inventory is in process with Assoc. of Realtors and Spokane County. City of Spokane Planning Department is studying how to make existing data accessible to the public in 2016 via online mapping.	H 2 Choice H 3 Quality LU 3 Efficient	High	High
<b>Targeting Infill Incentives C-1</b> Incentivize infill within and in close proximity (quarter-mile) of historically urban and urban core centers and corridors with current and new incentives. Continue to refine some incentives to or increase incentives in these areas and support the next phase of economic development and incentive work underway at the City.	City of Spokane – Planning (Economic Development Team); City Leadership/Council	Target Areas within and near Urban and Urban Core Centers and Corridors	This recommendation should be strongly tied to both the Multiple-Family Tax Exemption C-14 and Targeted Investment Strategy P-5 recommendations. <a href="#">Link</a> to interactive Target Area Incentives map  The committee would recommend reductions to or elimination of transportation impact fees in targeted areas.	H 1 Affordable H 2 Choice H 3 Quality LU 3 Efficient	High	High
<b>Multiple-Family Tax Exemption C-14</b> Maintain and expand the Multiple-Family Tax Exemption to targeted qualifying sites. Expand the program through education. Explore extension of 12-year program to apply to workforce housing (i.e., household incomes above low-income) and consider using the City's authority under MFTE to increase opportunities for mixed-income development based on area context.	City of Spokane – Planning; City Council	Target Areas to Be Determined	<a href="#">Link</a> to the map of the Multiple Family Tax Exemption Area - SMC 08.15.030(E)  Mayor's Housing Quality Task Force discussed a recommendation that is opposite/more difficult.  This recommendation should be strongly linked to both the Targeting Infill Incentives C-1 and Targeted Investment Strategy P-5 recommendations.	H 1 Affordable H 2 Choice H 3 Quality LU 3 Efficient	High	High
<b>Targeted Investment Strategy P-5</b> Continue to identify additional potential areas for development and incentivize development in those areas, such as the targeted investment areas.	City of Spokane – Planning (Economic Development Team); City Council	Target Areas to Be Determined	The targeted investment strategy should be strongly tied to both the Targeting Infill Incentives and Multiple Family Tax Exemption recommendations.	H 2 Choice H 3 Quality LU 3 Efficient	High	High
<b>Pedestrian Infrastructure I-2</b> Increase and prioritize, when possible, public investments in streets to create walkable, safe public right-of-ways that conform to City standards and facilitate infrastructure in accordance with the City of Spokane's (2015c) Pedestrian Master Plan "Pedestrian Priority Zones" and target areas (bike/pedestrian-related infrastructure).	City of Spokane – Integrated Capital Mngmnt, Engineering and Streets/Interdepartment (LINK)	Pedestrian Priority Zones and Target Areas	This recommendation should be coordinated with work by the Plan Commission transportation subcommittee to review of Comprehensive Plan, Chapter 4, Transportation. This work should also be coordinated with the projects funded by the vehicle tab fees and selected by the Citizen's Transportation Advisory Board.	H 1 Affordable H 2 Choice H 3 Quality LU 3 Efficient	Moderate	High

Note: The committee recognized the need for the School District to identify and implement more efficient patterns of development and land use. However, it was agreed that such recommendation to the school district was outside of the purview of this sub committee's role.

## References

- Housing Partnership, The. (2003). *Filling in the spaces: Ten essentials for successful urban housing*. Retrieved September 7, 2016, from <https://static.spokanecity.org/documents/projects/infillhousing/filling-in-the-spaces.pdf>
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# Appendix A

## Maps and Tables 1 through 6

### Appendix A Contents

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**Table 1. Permits Issued in the City of Spokane, 2006-2015.**

**Description:** This table shows the City of Spokane's building permits data sorted and tallied by building class code and Center and Corridor zoning, within a quarter mile of Center and Corridor districts and summed across all zones citywide, including additional zones not listed in this table.

Building Class Code	Center Type:	Centers & Corridors (CC1, CC2, CC3, CA, DT)					CC4 Transition	Total Citywide
		Neighb. Center	Dist. Ctr./ Ctxt. A.	Empl. Center	Down-town	Total	Total	All
Detached, single-family residential unit (except manufactured homes) 101		38	1	2	1	42	1	2,287
Attached housing 102		51	2	0	0	53	0	222
Duplex 103		0	8	0	0	8	2	79
Multi-family residential building, 3 to 4 units 104		1	1	0	0	2	1	18
Multi-family residential building, 5+ units 105		16	17	1	1	35	1	92
Mixed-use (residential and commercial) 110		0	1	2	0	3	0	8
Other commercial (includes industrial buildings) or residential (includes hotels and manufactured homes)		9	37	19	15	80	0	385
<b>GRAND TOTAL</b>		<b>115</b>	<b>67</b>	<b>24</b>	<b>17</b>	<b>223</b>	<b>5</b>	<b>3,091</b>

Source: City of Spokane Permit Dataset (2006-2015)

Note: For the full names of the zones and Comprehensive Plan center types identified above, please see the applicable section below:

- [Spokane Municipal Code - Section 17C.122.020: Types of Centers/Corridors](#)
- [Spokane Municipal Code - Section 17C.122.030: Centers/Corridors – Official Zoning Map](#)
- [Spokane Municipal Code - Section 17C.123.030: Regulating & Street Section Plans](#)
- [Spokane Municipal Code - Section 17C.124.020: List of the Downtown Zones](#)

**Table 2. Housing Units Created in the City of Spokane, 2006-2015.**

**Description:** Between 2006 and 2015, development in the city of Spokane created 5,203 housing units. (This does not account for several hundred residential demolitions during the same period.) The majority of the housing units created were in the single family (44.1%) and multi-family (38.5%) building class codes. Permits within a quarter-mile of Center and Corridor zones made up 44.4% of all new housing units. The combined total of attached housing, duplexes and 3 to 4 unit multi-family permits only added up to 8.9% of permits.

Spokane's projected population in 2017 is 215,839.<sup>1</sup> The projected population in 2037 is 236,698, a growth of 20,859 people.<sup>1</sup> Spokane's average household size is 2.3 persons.<sup>2</sup> To keep pace with the projected population growth Spokane's housing market needs to create 4,534 housing units every 10 years. If the city can maintain the current housing production rate reflected in the most recent ten-year average, then it would be on target to meet the projected housing needs. Continuing the current housing production rate will become more challenging over time as the most desirable vacant lands develop and only the marginal properties remain.

Building Class Code	Center Type:	Centers & Corridors (CC1, CC2, CC3, CA1-4, DT)					CC4 Transition	Total Citywide
		Nghb. Center	Dist.Ctr./ Ctxt. A.	Empl. Center	Down- town	Total	Total	All
<b>Detached, single-family residential unit (except manufactured homes) 101</b>		36	1	2	1	40	1	2,297
<b>Attached housing 102</b>		51	2	0	0	53	0	235
<b>Duplex 103</b>		0	16	0	0	16	4	168
<b>Multi-family residential building, 3 to 4 units 104</b>		4	4	0	0	8	3	62
<b>Multi-family residential building, 5+ units 105</b>		199	332	6	51	588	6	2,006
<b>Mixed-use (residential and commercial) 110</b>		0	57	39	0	96	0	321
<b>Other commercial (includes industrial buildings) or residential (includes hotels and manufactured homes)</b>		2	4	1	3	10	0	114
<b>GRAND TOTAL</b>		<b>292</b>	<b>416</b>	<b>48</b>	<b>55</b>	<b>811</b>	<b>14</b>	<b>5,203</b>

Source: City of Spokane Permit Dataset (2006-2015)

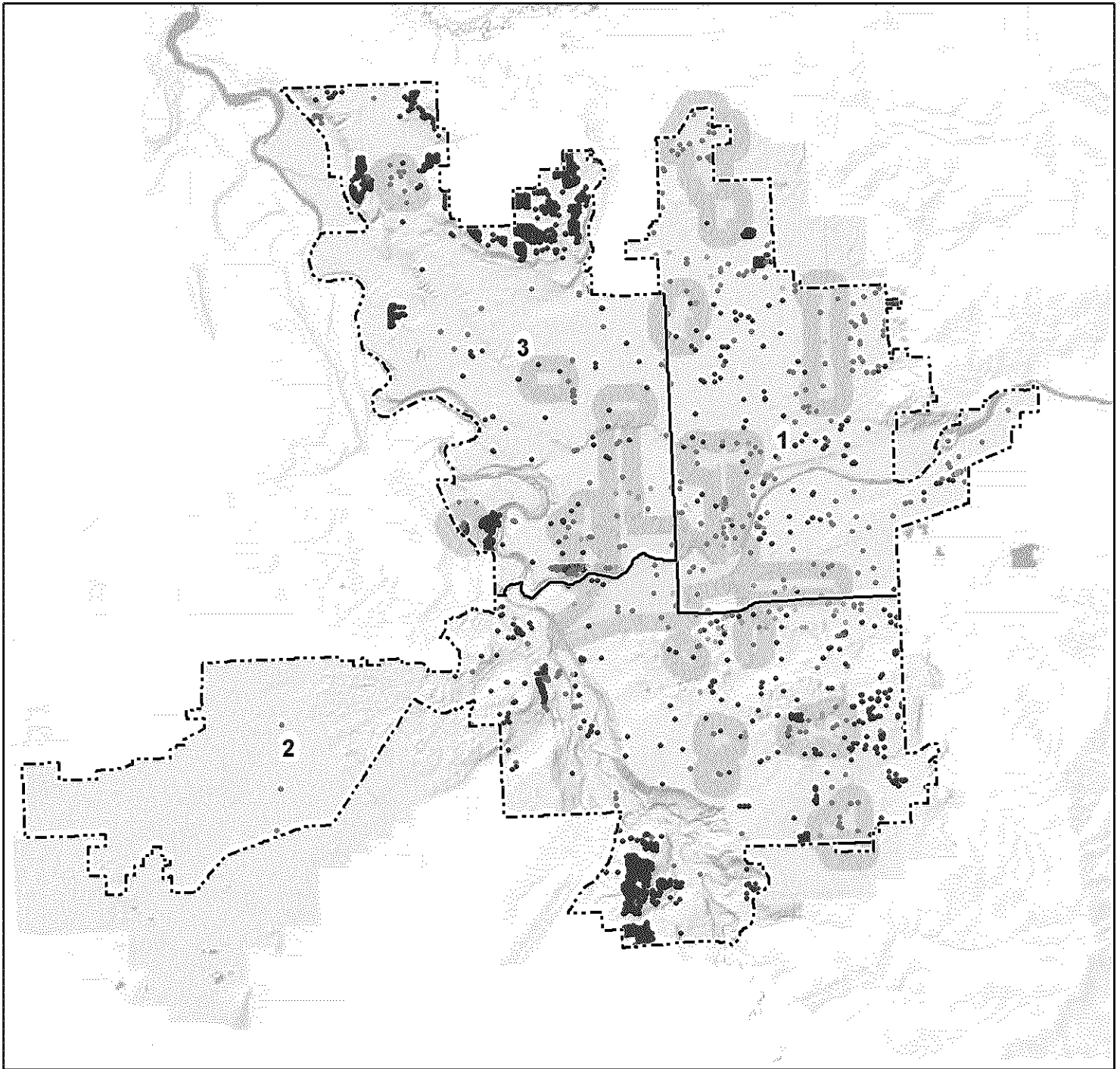
Note: For the full names of the zones and Comprehensive Plan center types identified above, please see the applicable section below:

- [Spokane Municipal Code - Section 17C.122.020: Types of Centers/Corridors](#)
- [Spokane Municipal Code - Section 17C.122.030: Centers/Corridors – Official Zoning Map](#)
- [Spokane Municipal Code - Section 17C.123.030: Regulating & Street Section Plans](#)
- [Spokane Municipal Code - Section 17C.124.020: List of the Downtown Zones](#)

<sup>1</sup> Spokane County Planning Technical Advisory Committee (2015) - Population Forecast and Allocation

<sup>2</sup> American Community Survey 1-year (2015) estimates

# Map 1: New Building Permits by Building Class



## Legend

### New Buildings Permits 2006-2015

#### Building Class

- Single family house Detached (2,287)
- Single family house Attached (222)
- Apartment building 2 units (Duplex) (79)
- Apartment bldg. 3 and 4 units (18)
- Apartment bldg. 5 or > units (92)
- Mixed Use (8)
- Commercial Development/ Manufactured Housing (385)

- City of Spokane
- CC Zones
- CC Zones .25 Mile Buffer

0 0.5 1 2 3 Miles



**THIS IS NOT A LEGAL DOCUMENT.**  
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.

Source: City of Spokane  
Building Permits Dataset

Printed by: oakkari  
Print date: 09/30/2016



### Table 3. Development Opportunities: Vacant and Underdeveloped Land by Zoning Type and Scale.

**Description:** Privately owned land in the city of Spokane with 2016 assessed improvement values less than \$25,000. Please note these data are preliminary and numbers will change as the data are refined. The method for selection and display is under review. Additional features that may affect development potential include, without limitation, the presence of wetlands, geologically hazardous areas, and other critical areas; vested portions of subdivisions not yet completed; additional industrial land; and public land that may be developed or become available for private development. The purpose is to demonstrate the possible range of occurrences of the selected sites based on discussions with steering committee members and stakeholders.

Zoning Group	Factor	Small-Scale Opportunities (Lot < 5,000 square feet)	Mid-Scale Opportunities (In Between)	Large-Scale Opportunities (Lot > 33,000 SF)	TOTAL
Residential: RA, RSF	Parcel Count	684	2,694	320	3,698
	Acre Total	44	633	1,810	2,487
Residential: RTF, RMF, RHD	Parcel Count	206	504	60	770
	Acre Total	14	104	320	438
Commercial: O, OR, NR, CB, GC	Parcel Count	268	707	81	1,056
	Acre Total	20	167	164	351
Centers: CC1, CC2, CA1-3	Parcel Count	76	218	7	301
	Acre Total	5	42	17	63
Transition Areas: CC4, CA4	Parcel Count	2	10	0	12
	Acre Total	0.17	2	0	2
Downtown: DTC, DTG, DTS, DTU	Parcel Count	93	192	6	291
	Acre Total	7	45	9	62
Other	Parcel Count	4	14	7	25
	Acre Total	0.29	3	46	49
Centers: CC3 Overlay (ALL ZONES - These Parcels Are Included in Other Areas)	Parcel Count	28	66	17	111
	Acre Total	2	15	85	102

Source: Spokane County Assessor Parcel Dataset (2016)

Notes: One acre is equal to 43,560 square feet.

For the full names of the zones identified above, please see the applicable section below:

- [Spokane Municipal Code - Section 17C.110.020: List of the Residential Zones](#)
- [Spokane Municipal Code - Section 17C.120.020: List of the Commercial Zones](#)
- [Spokane Municipal Code - Section 17C.122.020: Types of Centers/Corridors](#)
- [Spokane Municipal Code - Section 17C.123.030: Regulating & Street Section Plans](#)
- [Spokane Municipal Code - Section 17C.124.020: List of the Downtown Zones](#)

## Table 4. Development Opportunities: Vacant and Underdeveloped Land by Neighborhood Council Area.

**Description:** Privately owned land in the city of Spokane and its Urban Growth Area - Joint Planning Area with 2016 assessed improvement values less than \$25,000. Please note these data are preliminary and numbers will change as the data are refined. The method for selection and display is under review. Additional features that may affect development potential include, without limitation, the presence of wetlands, geologically hazardous areas, and other critical areas; land that is part of a future phase of a vested subdivision; additional industrial land; and public land that may be developed or become available for private development. About 20 parcels are not shown from the data displayed in Table 1, possibly due to the selection method. The purpose of this table is to approximately show the distribution of infill opportunity sites across Spokane's Neighborhood Council areas.

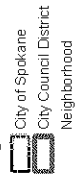
Neighborhood Council Area	Parcel Count	Parcel Acreage	Total Nhood Council Area (Acres)	% of Total Area Selected
Audubon/Downriver	113	25	1,644	1.5%
Balboa/South Indian Trail	54	79	1,254	6.3%
Bemiss	136	31	916	3.4%
Browne's Addition	33	5	177	3.0%
Chief Garry Park	103	20	1,957	1.0%
Cliff-Cannon	200	40	836	4.8%
Comstock	84	58	1,186	4.9%
East Central	673	124	2,567	4.8%
Emerson/Garfield	331	48	1,190	4.0%
Five Mile Prairie	337	155	1,025	15.1%
Grandview/Thorpe	342	420	1,152	36.5%
Hillyard	191	249	1,719	14.5%
Latah/Hangman	444	737	3,591	20.5%
Lincoln Heights	511	140	1,925	7.3%
Logan	235	39	1,305	3.0%
Manito/Cannon Hill	42	5	630	0.8%
Minnehaha	82	19	542	3.5%
Nevada/Lidgerwood	343	191	3,288	5.8%
North Hill	171	23	1,393	1.7%
North Indian Trail	392	432	1,999	21.6%
Northwest	91	88	2,402	3.7%
Peaceful Valley	98	9	154	5.7%
Riverside	257	49	633	7.8%
Rockwood	225	65	763	8.5%
Southgate	82	60	1,387	4.3%
West Central	241	64	1,015	6.3%
West Hills	285	159	7,521	2.1%
Whitman	38	5	330	1.5%
<b>SUBTOTAL</b>	<b>6,134</b>	<b>3,341</b>	<b>44,504</b>	<b>7.5%</b>
Unincorporated UGA (Selected Joint Planning Area)	807	1,219	10,037	12%
<b>GRAND TOTAL</b>	<b>6,941</b>	<b>4,560</b>	<b>54,541</b>	<b>8.4%</b>

Source: Spokane County Assessor Parcel Dataset (2016)

Note: For a map of neighborhood council boundaries, please visit  
<https://my.spokanecity.org/neighborhoods/councils/>

# Map 2 Development Opportunities Council District 1

## Legend



## Development Opportunities Positive Characteristics\*



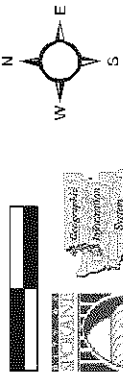
## Joint Planning Area† - Development Opportunities Positive Characteristics\*



- †Positive Characteristics:
- Within 350 feet of water service
  - Within 350 feet of sewer service
  - Within 1/4 mile of the Centennial Trail
  - Within 1/4 mile of existing Neighborhood Greenways/Shared Paths
  - Within 1/4 mile of planned Neighborhood Greenways/Shared Paths
  - Within 1/4 mile of near-term High Performance Transit
  - Within 1/4 mile of zoned Centers or Corridors (including Downtown)

**NOTE: This analysis is based on Assessor data not including industrial or City owned properties that are available for development. Additional factors that may affect development potential include, without limitation, the presence of wetlands, geologically hazardous areas, and other critical areas; and vested portions of subdivisions not yet completed.**

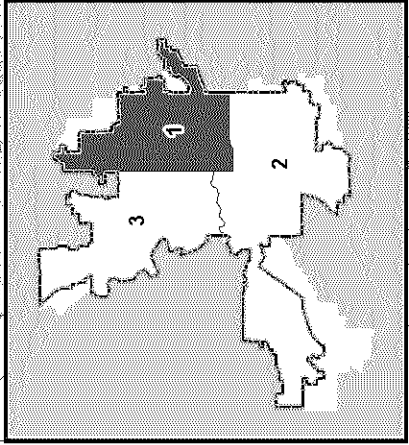
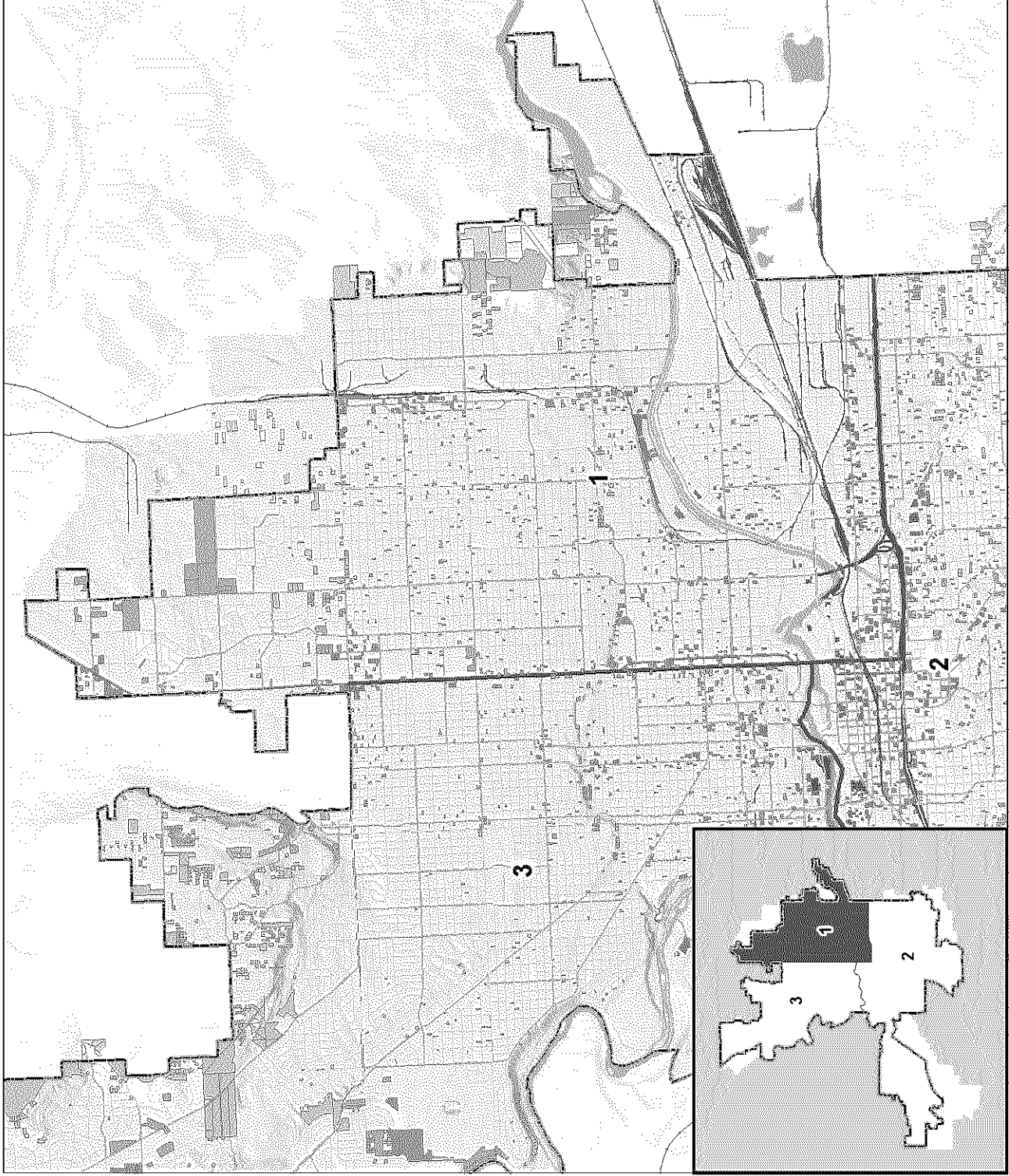
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Print date: 9/28/2016 A-6



# Map 3 Development Opportunities Council District 2

**Legend**  
 City of Spokane  
 City Council District  
 Neighborhood

**Development Opportunities**  
**Positive Characteristics\***



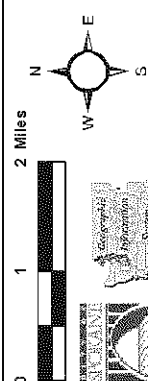
**Joint Planning Area† - Development Opportunities**  
**Positive Characteristics\***



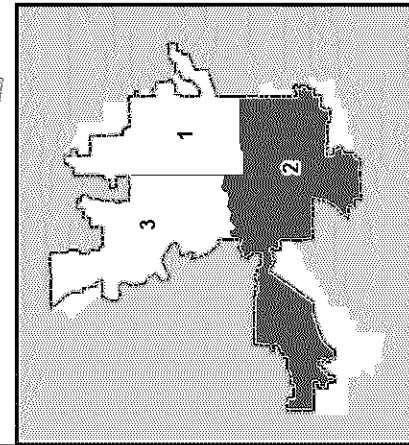
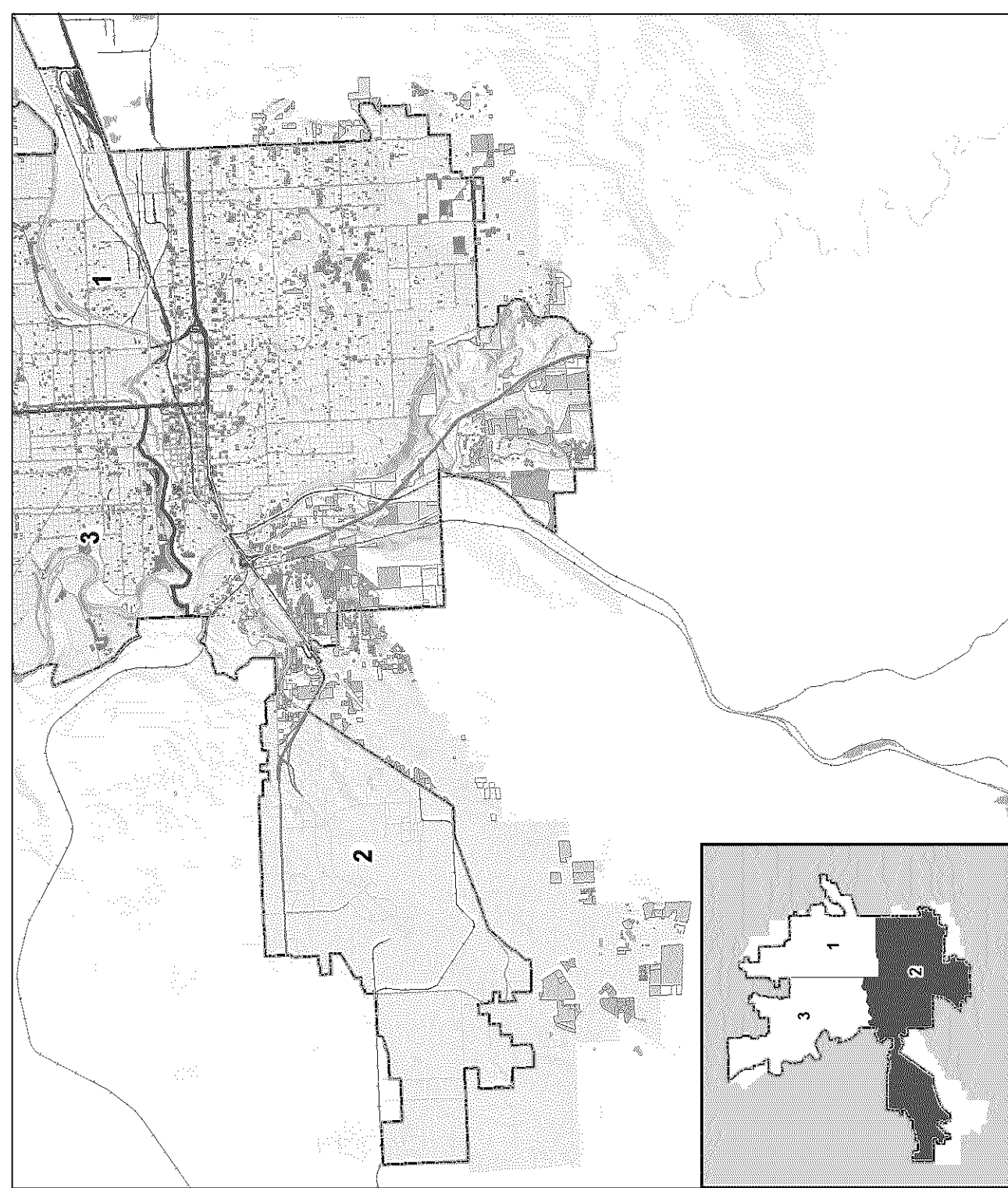
\*Joint planning areas are defined in the Countywide Planning Policies as "areas designated as Urban Growth Areas assigned to a city or town for future urban development but located in the unincorporated county where a coordinated planning process between the cities, towns and the County will be conducted" (Spokane County, 2011, p. 47).

†Positive Characteristics:  
 - Within 350 feet of water service  
 - Within 350 feet of sewer service  
 - Within 1/4 mile of the Centennial Trail  
 - Within 1/4 mile of existing Neighborhood Greenways/Shared Paths  
 - Within 1/4 mile of planned Neighborhood Greenways/Shared Paths  
 - Within 1/4 mile of planned High Performance Transit  
 - Within 1/4 mile of zoned Centers or Corridors (including Downtown)

**NOTE: This analysis is based on Assessor data not including industrial or City owned properties that are available for development. Additional factors that may affect development potential include, without limitation, the presence of wetlands, geologically hazardous areas, and other critical areas; and vested portions of subdivisions not yet completed.**

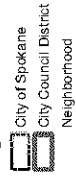


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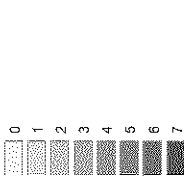
# Map 4 Development Opportunities Council District 3

## Legend



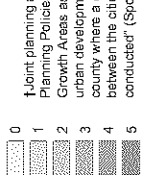
## Development Opportunities

### Positive Characteristics\*



## Joint Planning Area† - Development Opportunities

### Positive Characteristics\*



- \*Positive Characteristics:
- Within 350 feet of sewer service
  - Within 350 feet of water service
  - Within 1/4 mile of the Centennial Trail
  - Within 1/4 mile of existing Neighborhood Greenways/Shared Paths
  - Within 1/4 mile of planned Neighborhood Greenways/Shared Paths
  - Within 1/4 mile of planned High Performance Transit Corridor
  - Within 1/4 mile of zoned Centers or Corridors (including Downtown)

**NOTE:** This analysis is based on Assessor data not including industrial or City owned properties that are available for development. Additional factors that may affect development potential include, without limitation, the presence of wetlands, geologically hazardous areas, and other critical areas; and vested portions of subdivisions not yet completed.

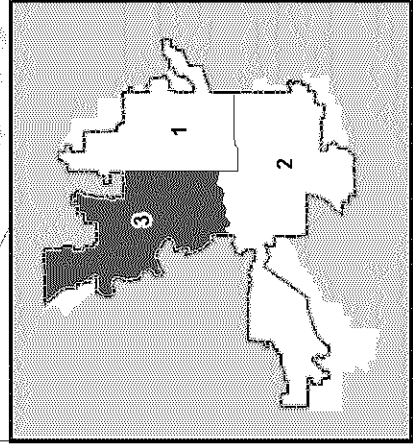
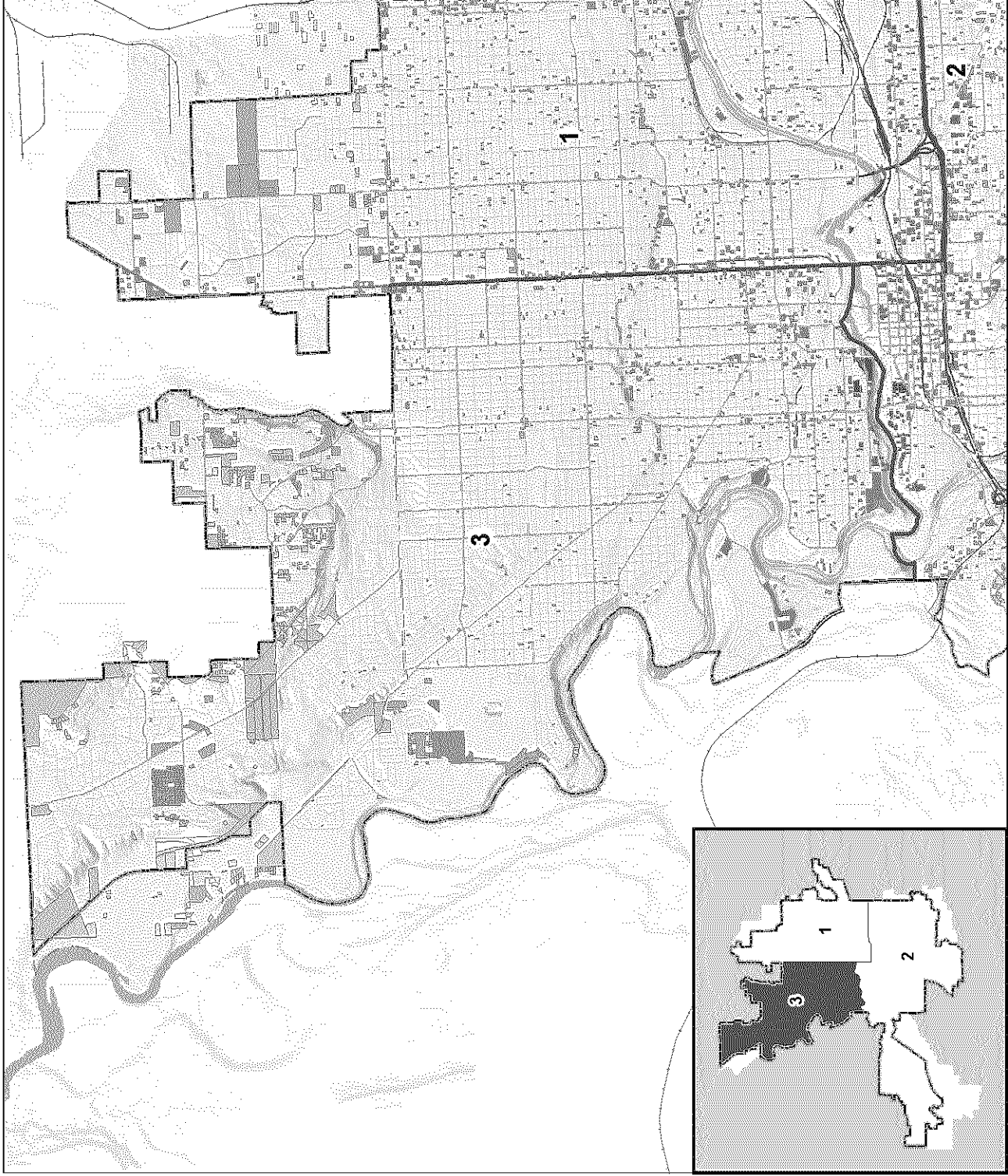
0 1 2 Miles



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Print date: 9/28/2016 A-8



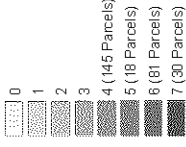


# Map 5 Development Opportunities Downtown Spokane

**Legend**  
 Downtown Boundary  
 Steering Committee Align Central City Line

## Development Opportunities

### Positive Characteristics\*



- \*Positive Characteristics:
- Within 350 feet of water service.
  - Within 350 feet of sewer service.
  - Within 1/4 mile of the Centennial Trail.
  - Within 1/4 mile of existing Neighborhood Greenways/Shared Paths
  - Within 1/4 mile of planned Neighborhood Greenways/Shared Paths
  - Within 1/4 mile of near-term High Performance Transit
  - Within 1/4 mile of zoned Centers or Corridors (Including Downtown)

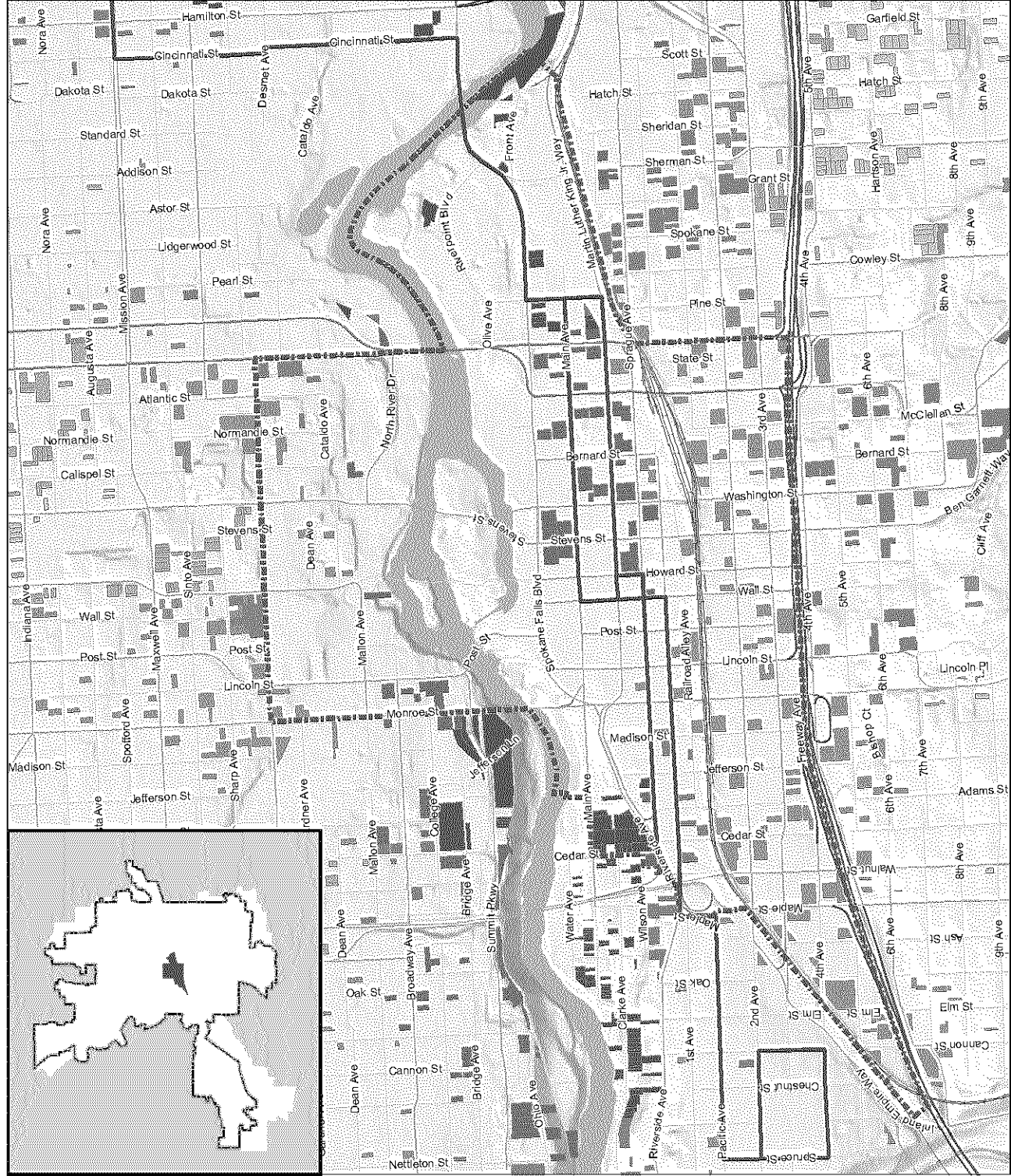
**NOTE:** This analysis is based on Assessor data not including industrial or City owned properties that are available for development. Additional factors that may affect development potential include, without limitation, the presence of wetlands, geologically hazardous areas, and other critical areas; and vested portions of subdivisions not yet completed.

0 0.25 0.5 Miles



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Print date: 9/28/2016 A-9



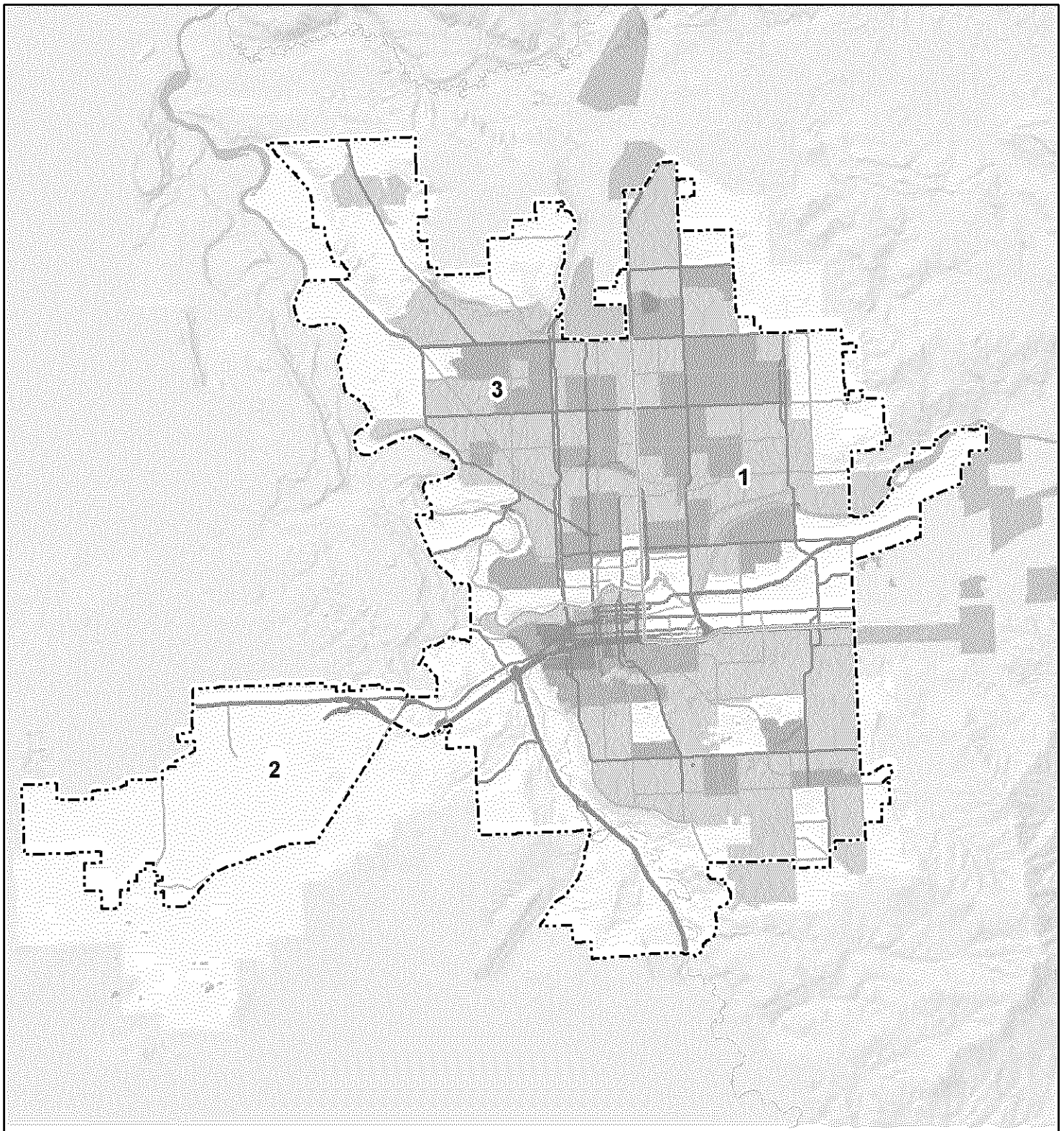
## Table 5. Housing Units by City Council District - 2010.

**Description:** 2010 US Census Data were used to calculate housing units and population at the block level. Some block groups were located both inside and outside the city of Spokane. All block or block groups with more than 50% of their area within the city were included. Block and block groups were split into units per acre categories of less than 2, 2-4, 5-8, and greater than 8 units per acre. Additionally the block level map (Map 7) adds the 9-12 and 12 or more units per acre to account for higher achieved densities at the block level.

Downtown Spokane block groups hold the majority of the highest unit per acre category with the exception of one block group in the Nevada / Lidgerwood neighborhood. The areas surrounding Downtown to the north in Council District 3 and east in Council District 1 are less than 2 units per acre as a result of Kendall Yards not being developed yet (North) and a large quantity commercial uses northeast of Downtown. Council District 1 has the highest housing density with 2.6 units per acre. Although District 2 includes Downtown, it has the lowest housing density with 1.8 units per acre. This is a result of several factors: Council District 2 has the largest land area; the undeveloped areas near the airport affect the density; and steep slopes and floodplain areas along Latah Creek limit development.

City Council District #	Housing Units Per Acre	Total Housing Units	Population Per Acre	Total Population	Total Land Area (Acres)
1	2.59	30,750	6.05	71,665	11,853
2	1.80	35,064	3.64	70,715	19,434
3	2.31	29,699	5.37	69,101	12,869

Source: U.S. Census (2010)



**MAP 6**  
**HOUSING UNITS PER ACRE**  
**CENSUS BLOCK GROUP**

Print date: 9/30/2016

**Legend**

- City of Spokane
- City Council District

**Units per acre**

- 2 or less
- 2-4
- 5-8
- 8 or more

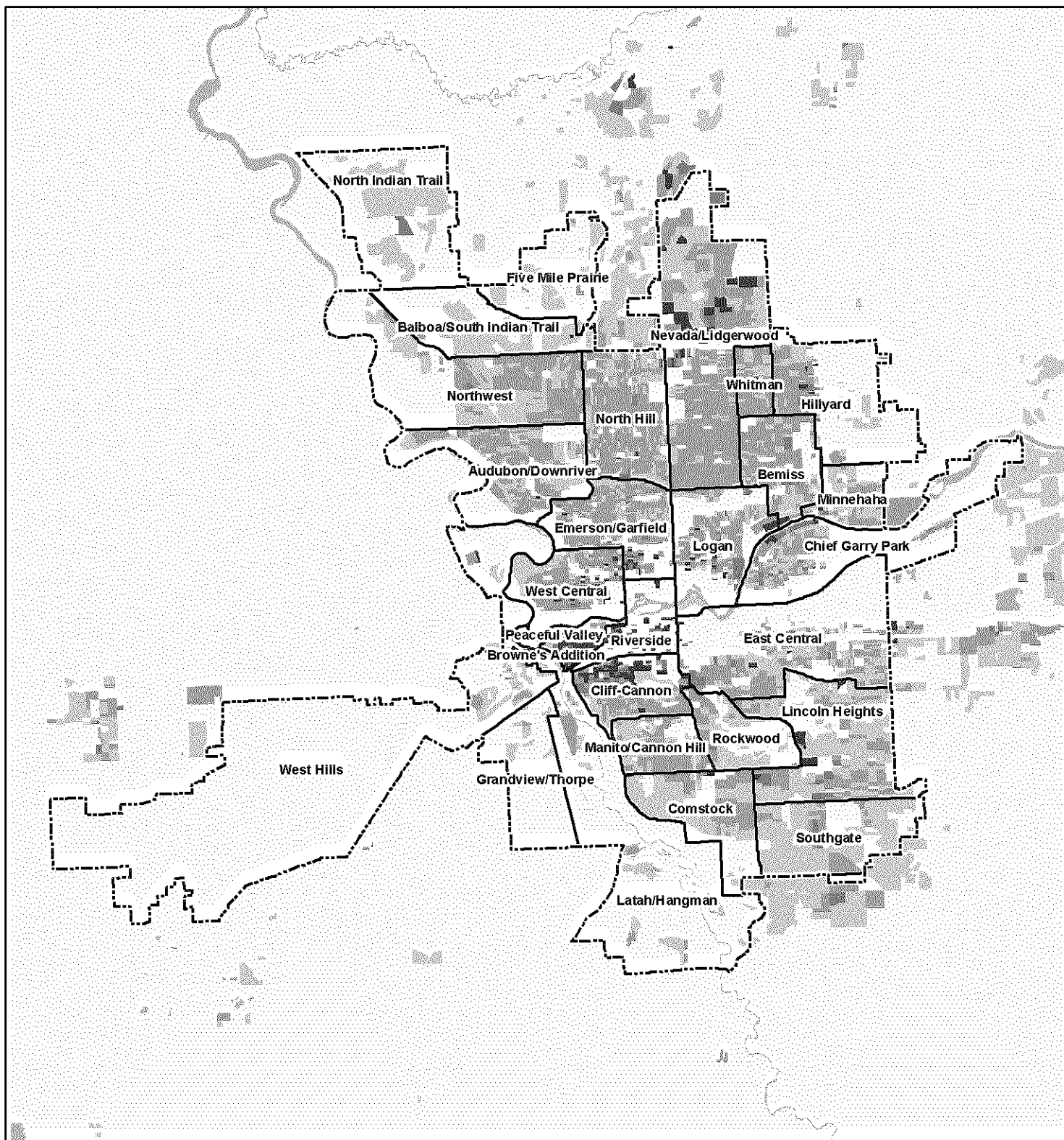
Source: US Census  
 2010 Data

0 0.5 1 2 3 Miles



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# **MAP 7** **HOUSING UNITS PER ACRE** **CENSUS BLOCK**

Printed by: oakkari

Print date: 9/30/2016

## **Legend**

- City of Spokane
- Neighborhood

## **Units per Acre**

- 2 or less
- 2-4
- 5-8
- 9-12
- 13 or more

0 0.5 1 2 3 Miles



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**Table 6. Median Parcel Size – Residential Single-family Zoning District by Neighborhood Council Area.**

**Description:** The Median RSF Parcel Size maps (Maps 8 and 9) and table below illustrate the breakdown in parcel size across Spokane's 28 neighborhood councils. Parcels were sorted by the following categories: **Orange** | Below 5,000 square feet (sf), **Tan** | 5,000-7,200 sf, **Green** | 7201 – 11,000 sf and **Dark Green** | greater than 11,000 sf. Parcels with less than \$25,000 assessed improvement value and parcels over 33,000 square feet were removed to more accurately analyze developed lands.

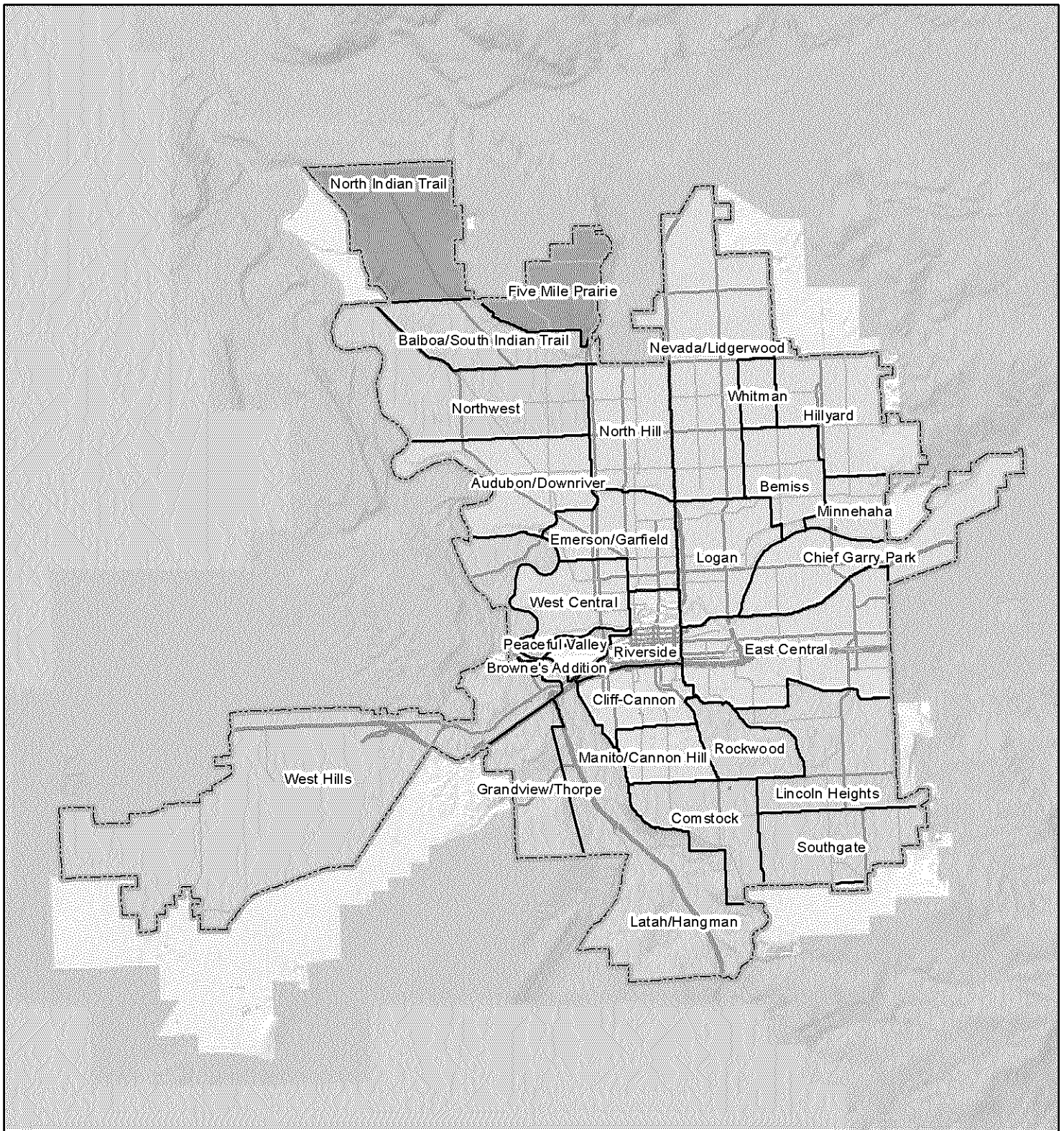
Generally, all of the neighborhoods closer to downtown core were in the 5,000-7,000 sf median parcel size range.

Neighborhoods further from the core fell within the larger median size categories. Maximum and minimum sizes for new lots created are specified under Spokane Municipal Code - Section 17C.110.200: Lot Size. Peaceful Valley has the smallest median RSF parcel size of 3,746 sf considerably below the standard minimum lot size of 4,350 sf. North Indian Trail has the largest median parcel RSF size of 11,334 sf which is slightly above the maximum lot size of 11,000 sf.

Neighborhood Council Area	RSF Average Parcel Area (Acres)	RSF Median Parcel Area (Acres)	RSF Average Parcel Area (SF)	RSF Median Parcel Area (SF)
Peaceful Valley	0.124	0.086	5,397	3,746
West Central	0.144	0.133	6,255	5,798
Nevada/Lidgerwood	0.154	0.137	6,713	5,968
Emerson/Garfield	0.145	0.138	6,316	5,998
Whitman	0.156	0.143	6,787	6,247
North Hill	0.156	0.144	6,804	6,255
Bemiss	0.158	0.148	6,874	6,460
Hillyard	0.174	0.149	7,588	6,490
Audubon/Downriver	0.171	0.149	7,440	6,499
Logan	0.153	0.152	6,647	6,612
Cliff-Cannon	0.174	0.155	7,584	6,747
East Central	0.174	0.155	7,575	6,756
Manito/Cannon Hill	0.170	0.155	7,423	6,774
Chief Garry Park	0.165	0.163	7,179	7,096
Minnehaha	0.176	0.163	7,667	7,096
Lincoln Heights	0.204	0.172	8,895	7,475
West Hills	0.229	0.177	9,971	7,732
Northwest	0.194	0.179	8,442	7,797
Comstock	0.215	0.187	9,378	8,150
Latah/Hangman	0.235	0.196	10,241	8,546
Grandview/Thorpe	0.233	0.214	10,154	9,339
Southgate	0.235	0.231	10,237	10,062
Rockwood	0.266	0.232	11,570	10,106
Balboa/South Indian Trail	0.248	0.233	10,820	10,163
Five Mile Prairie	0.259	0.255	11,299	11,086
North Indian Trail	0.281	0.260	12,227	11,334
Browne's Addition	No RSF	No RSF	No RSF	No RSF
Riverside	No RSF	No RSF	No RSF	No RSF

Source: Spokane County Assessor Parcel Dataset (2016)

Note: One acre is equal to 43,560 square feet.



**Map 8**  
**Median Parcel Size**  
**Residential Single-family**  
**(RSF) Zoning District by**  
**Neighborhood Council**  
**Area**

Print date: 9/30/2016

**Legend**

- City of Spokane
- Neighborhood
- Median RSF Parcel Size**
- No RSF
- Less than 5,000 SF
- 5,000 - 7,200 SF
- 7,201 - 11,000 SF
- Greater than 11,000 SF

Note: Parcels with less than \$25,000 improvement value and parcels over 33,000 square feet were removed to more accurately analyze developed lands.

Source: Spokane County Assessor Parcel Dataset

0 0.5 1 2 3 Miles

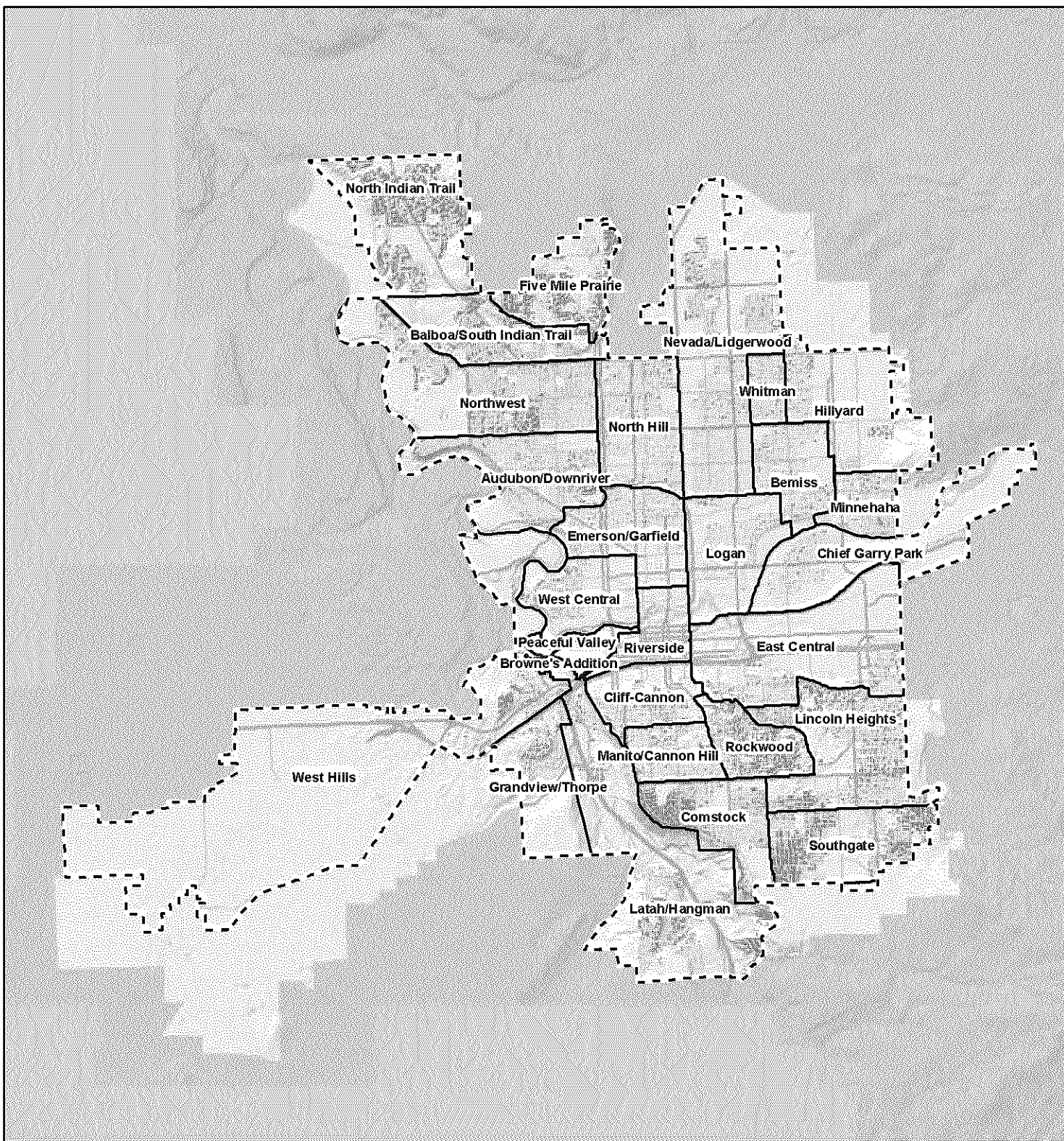


A-14



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# **MAP 9** **PARCEL SIZE IN** **RESIDENTIAL** **SINGLE-FAMILY (RSF)** **ZONING DISTRICT**

Printed by: oakkari  
 Print date: 9/30/2016

## **Legend**

- City of Spokane
- Neighborhood

## **RSF Parcel Size**

- Less than 5,000 SF
- 5,001 - 7,200 SF
- 7,201 - 11,000 SF
- Greater than 11,000 SF

Source: Spokane County  
 Assessor Parcel Dataset

Note: Parcels with less than \$25,000 improvement value and parcels over 33,000 square feet were removed to more accurately analyze developed lands.

0 0.5 1 2 3 Miles



A-15



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# Appendix B

## Public Participation

### Infill Development Public Participation Program

Available Online:

[static.spokanecity.org/documents/projects/infill-housing-strategies-infill-development/public-participation-program-and-meeting-schedule.pdf](http://static.spokanecity.org/documents/projects/infill-housing-strategies-infill-development/public-participation-program-and-meeting-schedule.pdf)

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**Table 7. City of Spokane Infill Development Project Meetings.**

Meeting	Date	Purpose
Plan Commission Special Meeting	January 7, 2016	Briefing
Plan Commission Workshop	January 13, 2016	Briefing
Joint City Council and Plan Commission Study Session	January 14, 2016	Briefing
Plan Commission Infill Housing Subcommittee	January 27, 2016	Preliminary Scoping
Plan Commission Workshop	March 23, 2016	Update
Plan Commission Infill Housing Subcommittee	April 7, 2016	Scope, Schedule and Status
Plan Commission Infill Housing Subcommittee	April 19, 2016	Charter Acceptance
Plan Commission Workshop	April 27, 2016	Charter Acceptance
Focus Group 1: Finance/Real Estate	May 17, 2016	Stakeholder Input
Focus Group 2A: Architecture/Development	May 17, 2016	Stakeholder Input
Focus Group 3: Tiny Housing	May 23, 2016	Stakeholder Input
Focus Group 2B: Non-Profit Development	May 24, 2016	Stakeholder Input
Focus Group 4: Community Organizations	June 7, 2016	Stakeholder Input
Plan Commission and Infill Development Steering Committee Walking Tour	June 13, 2016	Tour Portions of Kendall Yards and West Central Neighborhood
Focus Group 5: Neighborhood Council Representatives	June 30, 2016	Stakeholder Input
Joint City Council and Plan Commission Study Session	July 14, 2016	Briefing
Infill Development Steering Committee Workshop #1	July 20, 2016	Develop Preliminary Recommendations
Infill Development Steering Committee Workshop #2	August 9, 2016	Develop Preliminary Recommendations
Infill Development Steering Committee Workshop #3	August 11, 2016	Develop Preliminary Recommendations
Infill Development Steering Committee Workshop #4	August 25, 2016	Develop Preliminary Recommendations
Public Open House	August 30, 2016	Public Input on Preliminary Recommendation
Infill Development Steering Committee Recommendation Meeting	September 13, 2016	Develop Final Recommendations
Infill Development Steering Committee Continued Recommendation Meeting	September 22, 2016	Develop Final Recommendations
Plan Commission Workshop	September 28, 2016	Public Hearing Preparation
Plan Commission Hearing	October 12, 2016	Recommendation to City Council
City Council Hearing	October 31, 2016 (tentative)	Decision on Resolution to Accept Recommendation
Infill Development Steering Committee Status Update	TBD April 2017	Benchmarking Implementation

**Table 8. Finance and Real Estate Focus Group - May 17, 2016.**

Participant		Affiliation
Chris	Batten	RenCorp Realty & Plan Commission
Marcy	Bennett	Banner Bank
Todd	Beyreuther	Plan Commission
Jack	Kestell	Kestell Company Realtors
Judith	Olsen	Impact Capital
Patricia	Sampson	Century 21 Beutler & Associates
Chris	Siemens	Windermere
Brad	Stevens	Washington Trust
Tom	Thoen	Wells Fargo
Frank	Tombari	Banner Bank
<b>Steering Committee Members</b>		
Michael	Cathcart	Spokane Home Builders Association
Mike	Ekins	Interface Commercial Capital
Greg	Francis	Community Assembly Liaison to Plan Commission
Patricia	Kienholz	Plan Commission
Kitty	Klitzke	Futurewise
Gail	Prosser	Business Owner
<b>City Staff</b>		
Omar	Akkari	City of Spokane Planning and Development
Nathan	Gwinn	City of Spokane Planning and Development
Lisa	Key	City of Spokane Planning and Development
Melissa	Owen	City of Spokane Planning and Development

Sources: Meeting sign-in sheets and staff notes.

**Table 9. Architecture and Development Focus Group - May 17, 2016.**

Participant		Affiliation
Todd	Beyreuther	Plan Commission
Matthew	Collins	Uptic Studios
Steve	Edwards	
Jim	Frank	Greenstone
Armando	Hurtado	HDG
Jim	Kolva	
Paul	Kropp	Southgate Neighborhood/Neighborhood Alliance
Ryan	Leong	SRM Development
Chris	Morlan	Morlan Architect
Chris	Olson	Nystrom Olson
Ron	Wells	Wells and Company
Joel	White	Spokane Home Builders Association
<b>Steering Committee Members</b>		
Michael	Cathcart	Spokane Home Builders Association
Asher	Ernst	Small Lot Developer
Greg	Francis	Community Assembly Liaison to Plan Commission
Patricia	Kienholz	Plan Commission
Kitty	Klitzke	Futurewise
Gail	Prosser	Business Owner
David	Shockley	Spokane Preservation Advocates
Evan	Verduin	Make Architecture & Design
<b>City Staff</b>		
Omar	Akkari	City of Spokane Planning and Development
Nathan	Gwinn	City of Spokane Planning and Development
Lisa	Key	City of Spokane Planning and Development
Melissa	Owen	City of Spokane Planning and Development

Sources: Meeting sign-in sheets and staff notes.



**Table 10. Tiny Housing Focus Group - May 23, 2016.**

Participant		Affiliation
Todd	Beyreuther	Plan Commission
Robert	Cochran	Manufactured Housing Communities of WA
Keith	Kelley	Kelley Developments
Scott	Kusel	Contractor
Mark	Mansfield	University District
Tom	Robinson	Off the Ground
Karen	Stratton	Spokane City Council
Don	Swanson	Salem Lutheran Church
Kathy	Thamm	Community Minded Enterprises
<b>Steering Committee Members</b>		
Cindy	Algeo	Spokane Low Income Housing Consortium
Michael	Cathcart	Spokane Home Builders Association
Greg	Francis	Community Assembly Liaison to Plan Commission
Patricia	Kienholz	Plan Commission
Kitty	Klitzke	Futurewise
Gail	Prosser	Business Owner
<b>City Staff</b>		
Nathan	Gwinn	City of Spokane Planning and Development
Lisa	Key	City of Spokane Planning and Development
Melissa	Owen	City of Spokane Planning and Development

Sources: Meeting sign-in sheets and staff notes.

**Table 11. Non-Profit Development Focus Group - May 24, 2016.**

Participant		Affiliation
Lee	Arnold	Secured Investment Corp
Brian	Jennings	Spokane Housing Authority
Amber	Johnson	SNAP
Paul	Kropp	Southgate Neighborhood/Neighborhood Alliance
Dave	Roberts	Spokane Housing Ventures
Chris	Venne	East Central (ECCO)
Mark	Wilson	Community Frameworks
<b>Steering Committee Members</b>		
Cindy	Algeo	Spokane Low Income Housing Consortium
Michael	Baker	Century 21 Beutler & Associates, Plan Commission
Michael	Cathcart	Spokane Home Builders Association
Greg	Francis	Community Assembly Liaison to Plan Commission
Patricia	Kienholz	Plan Commission
Gail	Prosser	Business Owner
Darryl	Reber	Inland Empire Residential Resources
<b>City Staff</b>		
Rob	Crow	City of Spokane Community, Housing and Human Services
Nathan	Gwinn	City of Spokane Planning and Development
Lisa	Key	City of Spokane Planning and Development
Sheila	Morley	City of Spokane Homeless Programs
Melissa	Owen	City of Spokane Planning and Development
Melora	Sharts	City of Spokane Community, Housing and Human Services
Paul	Trautman	City of Spokane Community, Housing and Human Services

Sources: Meeting sign-in sheets and staff notes.

**Table 12. Community Organizations Focus Group - June 7, 2016.**

Participant		Affiliation
Todd	Beyreuther	Plan Commission
Tara	Brown	East Spokane Business Association
Heleen	Dewey	Spokane Regional Health District
Curt	Fackler	Five-Mile Prairie
Keith	Kelley	Kelley Developments
Jim	Kolva	
Mark	Mansfield	University District
Julie	Oliver	Spokane Regional Clean Air Agency
Karl	Otterstrom	Spokane Transit Authority
Keith	Riddle	
Julie	Shepard Hall	Garland Business District
Juliet	Sinisterra	DSP
Larry	Swartz	Citizen At Large
Kathleen	Weinand	Spokane Transit Authority
<b>Steering Committee Members</b>		
Cindy	Algeo	Spokane Low Income Housing Consortium
Michael	Baker	Century 21 Beutler & Associates, Plan Commission
Michael	Cathcart	Spokane Home Builders Association
Greg	Francis	Community Assembly Liaison to Plan Commission
Patricia	Kienholz	Plan Commission
Kay	Murano	Spokane Low Income Housing Consortium
Gail	Prosser	Business Owner
Andrew	Rolwes	Downtown Spokane Partnership
Patrick	Rooks	Community Assembly
<b>City Staff</b>		
Omar	Akkari	City of Spokane Planning and Development
Nathan	Gwinn	City of Spokane Planning and Development
Lisa	Key	City of Spokane Planning and Development
Melissa	Owen	City of Spokane Planning and Development
Tami	Palmquist	City of Spokane Planning and Development

Sources: Meeting sign-in sheets and staff notes.

**Table 13. Neighborhood Council Reps. Focus Group - June 30, 2016.**

Participant		Affiliation
Barb	Biles	Emerson/Garfield Neighborhood Council
Mike	Brakel	West Central Neighborhood Council
Karen	Carlberg	West Hills Neighborhood Council
Mary	Carr	Manito/Cannon Hill Neighborhood Council
Terry	Deno	North Indian Trail Neighborhood Council
David	Eagle	Chief Garry Park Resident
Jen	Hansen	East Central Neighborhood Council
David	Harris	Audubon/Downriver Neighborhood Council
Gregory	Johnson	Cliff-Cannon Neighborhood Council
Gretchen	McDevitt	Comstock Neighborhood Council
Kathy	Miotke	Five-Mile Prairie Neighborhood Council
Mary	Moltke	Peaceful Valley Neighborhood Council
Julie	Shepard Hall	Garland Business District
Anna	Vamvakias	Chief Garry Park Neighborhood Council
<b>Steering Committee Members</b>		
Cindy	Algeo	Spokane Low Income Housing Consortium
Michael	Cathcart	Spokane Home Builders Association
Greg	Francis	Community Assembly Liaison to Plan Commission
Patricia	Kienholz	Plan Commission
Gail	Prosser	Business Owner
Patrick	Rooks	Community Assembly
<b>City Staff</b>		
Omar	Akkari	City of Spokane Planning and Development
Nathan	Gwinn	City of Spokane Planning and Development
Lisa	Key	City of Spokane Planning and Development
Melissa	Owen	City of Spokane Planning and Development

Sources: Meeting sign-in sheets and staff notes.

Comment Log and General Response Summary

Please see meeting notes for additional public comments

ID#	Date	Source Type	Subject of Comment	Related Policy	Comment Summary	Staff Response & Comments	Focus Group Notes
2	1/14/2016	Joint Plan Comm/ACC Study Session	Neighborhood Goals	LU 3.11 - Compact Residential Patterns, LU 3.12 - Maximum and Minimum Lot Sizes, H 2.3 - Accessory Dwelling Units, DP 6.5 - Accessory Dwelling Unit Compatibility	Use targets for balance with historical preservation and all other things neighborhoods are looking for		
3	6/7/2016	Individual	Parking		A parking development authority is used in other cities (Portland, Missoula) and may reduce costs of private projects by providing parking to new projects		
4	1/7/2016	Individual	Accessory Dwelling Units		Accessory Dwelling Units: Investigate removing owner occupancy requirement?	Development of certified landowner program?	
5	1/13/2016	Individual	Fire suppression sprinklers	LU 2.1 - Public Realm Features	Sprinklering adds \$18,000 in 6-unit building, while single-family development is exempt. Does this incentivize single-family residences?		
6	1/27/2016	Individual	Incentives		Point-based system to award deviations from design standards for multifamily projects rated on criteria such as walkability and floor area ratio. The developer demonstrates how goals are met through the project. Allow tradeoffs, for example, a flat roof		
7	1/7/2016	Individual	Tiered approach		Consider a two-tiered system to focus infill on the more historic urban core and preserve suburban character (Moran Prairie, Southgate)		
8	1/14/2016	Individual	Project focus		Identify changes that can be implemented		
9	3/31/2016	Current Planning Staff	Transitional Sites	LU 3.12 - Maximum and Minimum Lot Sizes, LU 4.1 - Land Use and Transportation	Transitional site standards should apply to RSF and RTE lots with a rear line abutting the commercial districts identified. Currently it restricts it to side yards. Another ideal is to extend to sites side borders of RMF/RHD		
10	1/7/2016	Plan Comm Subcommittee	Neighborhood assessment		Concurrent with redesign of North Monroe Street, assess neighborhood and allow more up-to-the-curb options near that corridor		
11	1/7/2016	Plan Comm Subcommittee	Tiny homes		Pre-manufactured tiny homes should be a separate discussion. Should be called "smaller" homes.		
12	3/23/2016	Individual	Attached Housing in RSF zone	TR 3.1 - Transportation and Development Patterns, TR 3.3 - Walking and Bicycling-Oriented Neighborhood Centers	The side yard requirement should not be doubled in this circumstance because it decreases the overall number of units that could be put onto a site and misses an opportunity to subtly increase density		
13	6/8/2016	Emerson-Garfield Neighborhood Council	Compatibility	TR 2.6 - Viable Walking Alternative, TR 3.1 - Transportation and Development Patterns, TR 3.3 - Walking and Bicycling-Oriented Neighborhood Centers	Apartments go in where a house burned down, replacing few illicit actors with many. No front lawn, no back lawn.		
14	6/8/2016	Emerson-Garfield Neighborhood Council	Neighborhood Notification	H 3.1 - Housing Rehabilitation, H 3.2 Property Responsibility and Maintenance	How are neighbors and the neighborhood council notified when new infill projects are built?		
15	5/7/2016	Focus Group: Arch For Profit Dev	Accessory Dwelling Unit	LU 3.11 - Compact Residential Patterns, LU 3.12 - Maximum and Minimum Lot Sizes, H 2.3 - Accessory Dwelling Units, DP 6.5 - Accessory Dwelling Unit Compatibility	Accessory dwelling units should allow for Frontage on an alley and lot division.	Lot division of a similar form, such as an alley house, could be achieved in medium- and high-density zones where over 90% of the accessory dwelling units would be located. If you allow the creation of the with pocket residential development. Potential issues with utility easements across property lines depending on where access to water/sewer are located on/to parcels. Accessory units will never add significantly to the housing stock unless subdivision is permitted.	

Comment Log and General Response Summary

Please see meeting notes for additional public comments

ID#	Date	Source Type	Subject of Comment	Related Policy	Comment Summary	Staff Response & Comments	Focus Group Notes
16	5/17/2016	Focus Group Arch / For Profit Dev	Cottage Housing		Cottage housing does not allow for fee simple lots Workshop Note: H Change Existing to Existing / Future Footage See Comment 21	Unit lot subdivision 17G.080.085 allows fee-simple divisions on existing cottage housing sites. Divisions may be possible for some units with public street footage. See Comment 21	The problem is that Unit Lot subdivision is restricted to projects that have already been constructed. It provides no value to new constructed projects. What rationale exists for allowing cottage housing as rentals but not home ownership?
17	5/17/2016	Focus Group Arch / For Profit Dev	Cottage Housing		Cottage Housing square footage limitation is an issue, and inability to attach units or mix housing types on cottage sites	The size of house is limited to provide for smaller homes in neighborhoods in exchange for the ability to cluster and provide additional units. Without this limit, the nature of cottage housing would be similar to conventional development except for the additional units. If attached units are incorporated, then size limits and other standards might be required to preserve single-family scale. Do smaller homes fit in the context to which they are being sited? In some cases larger units may fit the scale and character of a neighborhood better than small structures.	There is no need to allow density in excess of 10 units per acre in the RSF zone. The problem with the cottage ordinance is it requires units so small they are dysfunctional. A density limit of 10 Du/acre is sufficient and there is no need to size limitation. The cottage ordinance will never serve a useful purpose with the size limitations and inability to plat the lots. You are either serious about infill development or you are not.
18	5/17/2016	Focus Group Arch / For Profit Dev	DSP	LU 2.1: Public Realm Features	Expand Downtown Spokane Partnership to support pedestrian amenities such as landscaping, trash receptacles, street cleaning etc.	These tasks are already within DSP's purview. If the DSP conducts analysis on areas with consideration of expansion of the downtown Business Improvement District. The DSP has not expanded into some areas because lower value/lower density areas don't generate enough revenue to cover the costs of services provided.	If residential housing is going to happen at significant levels in Downtown it will require streetscape improvements. Private investment in downtown housing will be very limited without capital investment in public streets and walkability.
20	5/17/2016	Focus Group Arch / For Profit Dev	Land Use Code		Need clarity and consistency in code / not user friendly	See Comment 27. What specific examples of user-friendly codes might be helpful for review? Form-based codes/Transsect-based codes?	Rather than making the simple changes to the zone dimensional standards to allow a wider range of housing options the staff has resorted to special purpose code sections like "Cottage Housing", "Unit Lot Subdivision", and "Pocket Residential". Each of these special purpose ordinances create confusion and are so restrictive in application they are of little value. However, they are frequently used as example of progress in urban infill when they in fact are rarely used. The simple answer is less restrictive dimensional standards that are not suburban in character. If you want urban development you need to allow urban development and not impose suburban development standards.



Comment Log and General Response Summary

Please see meeting notes for additional public comments

ID#		Date	Source Type	Subject of Comment	Related Policy	Comment Summary	Staff Response & Comments	Focus Group Notes
21		5/17/2016	Focus Group / Arch / For Profit Dev	Land Use Code		Land use code encourages rental housing over ownership in middle density housing products.	Two examples cited are: (1) requiring a minimum front lot line on a public street for divisions of individual units for new cottage housing sites, and (2) larger minimum lot width requirements for attached houses (one unit per lot), where alley parking is not provided. Staff for other housing types, in Residential Multifamily (RMF) and Residential High-Density (RH-D) zones, 30-foot minimum lot width requirements with street curb cuts for attached houses vs. 25-foot minimum lot widths for multifamily, detached, or duplex development. However, attached housing is allowed on 16-foot-wide lots if alley parking is provided and no street curb cut. Are there other specific code issues, or is this a ban product and housing options issue, or all of the above?	It is the combination of dimensional requirement for lot width, frontage on a public street, site coverage and so on, which do not impact MF development where there is not need for lot creation but severely limit home ownership of the identical physical product where lot creation is necessary. Staff is simply overcomplicating a very simple issue.
22		5/17/2016	Focus Group / Arch / For Profit Dev	Life Safety Requirements on Dead-End Roads		In areas where more than 30 units are served beyond the gridded street system, infill development might be challenged by the International Fire Code Appendix D requirement to provide units with sprinklers or that a second access would need to be constructed. This exacerbates the problem of infill for areas that might otherwise have adequate fire protection but are not located on a through street.	Fire suppression sprinklers have become less expensive and easier to maintain than in past years. Are areas on through streets a primary concern for infill?	This is not a significant issue to urban infill development. Very few infill projects will exceed 30 units and if they do fire sprinklers will be a minor issue. Supply is severely limited by regulatory impediment.
23		5/17/2016	Focus Group / Arch / For Profit Dev	LU 3.12 - Maximum and Minimum Lot Sizes, LU 4.1 - Land Use and Transportation		Minimum Lot sizes are too large to support attached housing. Need to allow smaller platting to increase density. Min lot sizes are not conducive to urban environments. Currently they are suburban geometry. Start building for the millennial generation's needs rather than maintaining the status quo.	Density is governed by the Comprehensive Plan designation. Pocket residential development LTC 110.360 allows for divisions with no defined minimum on qualifying sites. Unit lot subdivision LTC 080.065 allows divisions with no minimum size on existing developed attached and cottage housing sites.	This statement in staff notes is a perfect example of how staff uses special purpose ordinance to say "we don't have an urban infill regulatory problem". These special purpose ordinances are so restrictive in application to be of very little value. If these ordinances actually worked we wouldn't need urban infill committees.
26		5/17/2016	Focus Group / Arch / For Profit Dev	Mapping		Build a more accurate mapping of parcels with infill development potential.	What are weaknesses of existing systems? What are examples of existing maps and databases that could be utilized by developers and individuals to locate potential infill sites in other communities? Spokane Site Selector (selectspokane.com) allows options for a query based search of some available parcels in the city. Alternatively, real estate agents can assist in locating sites.	I don't believe data base mapping is a significant issue. The Scout system is very effective for anyone looking for infill parcels.
27		5/17/2016	Focus Group / Arch / For Profit Dev	New Zoning		Other communities use vehicles like Town Center codes (Sammamish, WA) in order to efficiently implement adopted plans by designating the desired development forms. Liberty Lake Specific Area Plan overlay districts allow for creation of own zoning designations within project area.	The City of Spokane provides for a similar process under the Planned Unit Development provisions, however land uses are still tied to its underlying zoning. Liberty Lake Specific Area Plan establishment requires a comp plan amendment and/or rezoning.	The Liberty Lake system is far more effective than the City PUD ordinance. The City PUD ordinance is so limiting that since it was changed and made more restrictive in 2006 it has been rarely used.

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28	5/17/2016	Focus Group: Arch. / For Profit Dev.	Pedestrian Improvements	TR 3.1 - Transportation and Development Patterns, TR 3.3 - Walking and Bicycling-Oriented Neighborhood Centers	Increase public investment in streets to create walkable, safe, beautiful public right-of-ways that facilitate further downtown housing development  Workshop Note: Quick Win Public investment in pedestrian spaces spurs further infill development in surrounding neighborhoods. H Public investment in pedestrian spaces spurs further infill development in surrounding neighborhoods.	Local Improvement District?	LID is of limited value.
29	5/17/2016	Focus Group: Arch. / For Profit Dev.	Pedestrian Improvements	TR 2.6 - Viable Walking Alternative, TR 3.1 - Transportation and Development Patterns, TR 3.3 - Walking and Bicycling-Oriented Neighborhood Centers	Pedestrian Traffic Engineering and retrofitting streets with pedestrian amenities needs to become more of a focus in the Streets Dept	Complete Streets? Turning radii impacting pedestrian crossing distances?	Narrowing street sections and using bump-outs to narrow street pedestrian crossings
30	5/17/2016	Focus Group: Arch. / For Profit Dev.	Property Appraisal	H 3.1 - Housing Rehabilitation, H 3.2 Property Responsibility and Maintenance	Infill properties undervalued in areas with distressed sales	How can this be helped? This is not just distressed sales, but large areas across the city of Spokane with lower property and improvement values (primarily lower income and high rental-tenure areas of town. Consider HUD designations as possible solutions to address appraisal issues in low value and hard to market area.	Many urban neighborhoods have been trapped in a cycle of disinvestment that has driven down the physical character of the neighborhood and property values. Regulatory barriers have played a role in limiting private investment in these neighborhoods. It is vitally important that land use regulations not only do not create barriers to investment but actually encourage and support private investment. There are two roles government can play: (1) private public investment in these neighborhoods, and (2) remove regulatory barriers to investment.
31	5/17/2016	Focus Group: Arch. / For Profit Dev.	PUD	DP 2.2 - Zoning and Design Standards	Planned Unit Development ordinance changes in 2006 are not flexible enough		The 2006 changes severely limited the flexibility of the PUD ordinance and essentially ended its use as a development tool
32	5/17/2016	Focus Group: Arch. / For Profit Dev.	RSF Zoning	LU 1.3 - Single-Family Residential Areas, DP 1.4 - New Development in Established Neighborhoods	New low density single family housing zoning designation should be created to protect single family neighborhoods outside the city core	All homes in the city limits are in the city - how does this fact impact single family homes and the desire for regulations that maintain a more suburban standard?	It does not appear that the staff understands the issue. Suburban NIBBY attitudes are used as an excuse for not allowing more flexible urban development standards. If more flexible standards can be created for a 'Urban Residential' zone as a way around then it is better than doing nothing.
33	5/17/2016	Focus Group: Arch. / For Profit Dev.	RSF Zoning	LU 1.4 - Higher Density Residential Uses	New higher density single family housing zoning designation should be created to create denser more walkable neighborhoods near the city core  Workshop Note: L Perceived low impact	If neighborhoods near the city limits have readily available services, why would these not be candidates for higher densities as well?	The city needs to decide what it wants. Since suburban land is less expensive and easier to develop it will continue to absorb the large majority of new residential investment. If it is already zoned MF then of course MF development is appropriate. The comprehensive plan for the City supports infill development and higher density comp. plans changes in suburban location would be contrary to this intent
34	5/17/2016	Focus Group: Arch. / For Profit Dev.	Transitional Sites		More thoughtful transitional zoning is needed near higher density zones	For what goal/purpose?	



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35	5/7/2016	Focus Group Arch / For Profit Dev	Utility costs		Utility rate structure favors single family	Which utility rates specifically? What documents or code sections apply? Sewer has been an expressed issue for multifamily in the past	Every dwelling unit ERU is charged the same, whether MF or single family. MF water and sewer consumption is documented at a lower rate mainly due to less landscaping and smaller family size. The fee for MF should be about 50% of that for a SF unit. This policy has been adopted in Liberty Lake for example.
36	5/7/2016	Focus Group Arch / For Profit Dev	Infill Overlay		Develop neighborhood zoning overlays that govern design neighborhood standards / allow for some flexibility within those standards. Consider tailoring codes for older residential neighborhoods, for example, Rockwood.	Missing Middle Housing, form-based/transect-based code.	Staff appears to be using pushback from lower density suburban neighborhoods (Rockwood, Comstock, Moran Prairie, Five Mile and Indian Trail) as a justification for restricting urban infill development. If the only way around this is the creation of an "urban residential" zone then that is what should happen.
37	5/7/2016	Focus Group Arch / For Profit Dev	Single-Family	LU 1.4 - Higher Density Residential Uses, LU 3.2 - Centers and Corridors, LU 3.3 - Planned Neighborhood Centers	Design zoning code to reflect the trajectory of development you would like to see rather than attempting to create niche development tools based on suburban zoning patterns. Close in areas near the urban core are key. Strategic locations where there is high connectivity, for example, north of Gonzaga	What are other key areas where higher density make sense?	Identified centers and corridors located in our close in neighborhoods, Downtown and the U District
38	6/7/2016	Focus Group Community	Best Use		Grocery store, increased density in Kendall Yards were lost opportunities  Workshop Note: High impact city wide	The Grocery Store has been announced in Kendall Yards called My Fresh Market. The store should open next spring.	Very high frequency transit service exists at adjacent signalized intersection
39	6/7/2016	Focus Group Community	Business Requirements	TR 2.6 - Viable Walking Alternative TR 3.1 - Transportation and Development Patterns, TR 3.3 - Walking and Bicycling-Oriented Neighborhood Centers	Businesses in centers require improved walkable areas in adjacent residential areas	Any new buildings are required to bring street frontages up to current design standards. These standards include street trees and other pedestrian amenities	Pedestrian improvements improve access to/from transit facilities
40	6/7/2016	Focus Group Community	Business Requirements	TR 2.6 - Viable Walking Alternative TR 3.1 - Transportation and Development Patterns, TR 3.3 - Walking and Bicycling-Oriented Neighborhood Centers	Quality of sidewalks, more city investment in infrastructure. Public investment has snowball effect. Community values neighborhood  Workshop Note: Combine with #98	The Streets Levy passed by Spokane Voters in 2014 has helped fund roadway improvements that will improve the quality of our city's streets and sidewalks between 2015 and 2035.	
41	6/7/2016	Focus Group Community	Demographic Shift		Empty nesters, aging family members with health challenges - on the cusp of the need for major housing changes - difficult to address in an infill development scenario as opposed to greenfield		Access to existing transit network important as population ages
42	6/7/2016	Focus Group Community	Deregulation	DP 3.8 - Infill Development, ED 7.4 - Tax Incentives for Land Improvement, ED 7.5 - Tax Incentives for Renovation	Undeveloped sites are already challenging to develop adding additional layer of regulations is not helpful		
43	6/7/2016	Focus Group Community	Downtown Infill	H 3.1 - Housing Rehabilitation, H 3.2 - Property Responsibility and Maintenance, ED 7.4 - Tax Incentives for Land Improvement, ED 7.5 - Tax Incentives for Renovation	What are owners willing to do? Why aren't they making investments in housing? A few lynchpin properties. Fire Code, Building Code elevator requirements. Ask surface parking lot owners why they aren't building housing across from Riverfront Park		All properties in area bounded by Washington, Monroe, Spokane Falls, and 2nd are all within 1/4 mile radius of transit center
45	6/7/2016	Focus Group Community	Housing Quality	H 3.1 - Housing Rehabilitation, H 3.2 - Property Responsibility and Maintenance, H 3.5 - Housing Goal Monitoring, ED 7.4 - Tax Incentives for Land Improvement, ED 7.5 - Tax Incentives for Renovation	Housing quality inventory what are causal factors? How do we target housing quality improvement so that infill lots will provide a return on investment?		

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46	6/7/2016	Focus Group Community	Infill	LU 1.3 - Single-Family Residential Areas, LU 1.4 - Higher Density Residential Uses, DP 1.4 - Development in Established Neighborhoods	Many context-sensitive design and higher-level design standards to density bonuses	Policy PRS 1.4 Open Space Areas provides for bonuses for connected open spaces	
47	6/7/2016	Focus Group Community	Infill	DP 6.4 - Accessory Land Uses, DP 6.5 - Accessory Dwelling Unit Compatibility	Paint a vision for the development concepts we want to encourage		
48	6/7/2016	Focus Group Community	Infill Pilot Program		More aggressive public-private approach as a pilot. Put together neighborhood group, designers, integrated design lab. Requests of "show us where" instead let's get to a demonstration project. Tax incentives to do	Brownfield CDBGs combination funding. Could explore as part of demonstration project. Staff discussion. Need to understand what specific action is recommended. Land bank, public development authority, or other quasi-public entity might be appropriate examples	
50	6/7/2016	Focus Group Community	Infill		Comprehensive Plan definition of "infill" may be limiting expansion of definition to include "densification in appropriate geographic areas"		
51	6/7/2016	Focus Group Community	Infill Pilot Program		Procure more palatable regulations through RFP process?		
52	6/7/2016	Focus Group Community	Infill Pilot Program		Blank slate, empty project with no regulations	Specific for catalyst sites. Could earmark HOME funds	
53	6/7/2016	Focus Group Community	Infill Pilot Program		Former fire station at Adams and First, redeveloping with a Combined Sewer Overflow tank, is an opportunity for a pilot project	The City is looking at opportunities with each tank for appropriate development (need to educate)	Site served by four STA routes (within one block), along planned Central City Line route
54	6/7/2016	Focus Group Community	Infill Pilot Program		What could one of the neighborhoods that wants more density, retain historic character of neighborhood. Ideal for pilot project? Could co-locate	Staff discussion. Is a new form requested that isn't identified in our code already, such as mansion apartments containing multiple units? Near-Downtown neighborhoods?	
55	6/7/2016	Focus Group Community	Information		Behoove the City to do research - tip of hat to younger entrepreneurs. Helped for City to go the extra mile. Take onus off developer. Making regulations clearer. Potential examples of what might fit where. Illustrative examples		
56	6/7/2016	Focus Group Community, North Hill Neighb. Council	Inventory		A developable lands inventory would help developers identify where development can occur		
57	6/7/2016	Focus Group Community	Law Enforcement		New foreclosure procedure - opportunity to provide for police right of access	Staff discussion. Any foreclosed home is supposed to be registered with the City of Spokane. Need to verify and educate what is under current code? Heather Trautman would be main contact	
58	6/7/2016	Focus Group Community	Multi-Family	LU 1.3 - Single-Family Residential Areas, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines, DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	Should multifamily development be allowed along arterials? How they fit into neighborhoods, geographically specific design standards	Comprehensive Plan Policy LU 1.3 directs higher density residential uses to centers and corridors. Upzoning along arterials generally may lead to disinvestment as speculation prolongs development example: houses or vacant lots along arterials. Opportunity to address through form-based code?	
59	6/7/2016	Focus Group Community	Multi-Family	LU 1.3 - Single-Family Residential Areas, LU 1.4 - Higher Density Residential Uses	Focus around centers and corridors, access to groceries, avoiding Spokane's food deserts, mixed income, affordable, smaller units	Create opportunities for smaller developments, mixed housing types, and mixed ownership	

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60	6/7/2016	Focus Group: Community	Multi-Family	LU 1.3 - Single-Family Residential Areas, LU 1.4 - Higher Density Residential Uses, H 1.7 - Socioeconomic Integration, DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines, DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	LU 1.4 North Indian Trail: the multifamily doesn't fit the form of the neighborhood	Goals of affordable housing and socioeconomic integration exist in the housing component of the comp plan See Comment #281	Future planned transit improvements along corridor support increased density
61	6/7/2016	Focus Group: Community	Parking	TR 2.4 - Parking Requirements, DP 3.10 - Parking Facilities Design	More available parking needed related to conceived businesses in the area	Consolidating parking within public parking lots could reduce inefficiencies in parking and preserve land for development	
62	6/7/2016	Focus Group: Community	Parking	TR 2.4 - Parking Requirements, DP 3.10 - Parking Facilities Design, H2.7 - Taxes and Tax Structure	Surface parking in downtown is lucrative; highest and best taxation or alternative use category other than undeveloped land, eliminating advantage of accessibility of parking may be double-edged sword because of the continued need for additional parking supply	A non-residential parking tax (NRPT) tends to support residential planning objectives by encouraging pricing of parking, which encourages reductions in vehicle traffic and encourages property owners to reduce inefficiently used space. As a result, it encourages more compact, accessible, multi-modal land-use patterns and reduces sprawl. Its cost burden is more evenly distributed rather than concentrating financial burdens in downtown areas and large educational and medical centers. Existing state law does not authorize cities or counties to impose an NRPT.	Reduction in supply of parking could encourage transition to alternative modes of transportation
64	6/7/2016	Focus Group: Community	Planned Unit Developments	LU 3.12 - Maximum and Minimum Lot Sizes	Biggest PUD regulation change was opportunity to allow reduction in overall density		
65	6/7/2016	Focus Group: Community	Planned Unit Developments		Amendments to the PUD ordinance might provide more flexibility for problematic small infill sites with 1/4 mile of centers. Demonstration sites. Permits run concurrently.	What types of amendments would allow for increased flexibility?	
66	6/7/2016	Focus Group: Community	Pocket Residential		Pocket residential needed to achieve densities to make investment worthwhile. Condominium option is increasingly difficult by insurance and State regulatory requirements.		
67	6/7/2016	Focus Group: Community	Property Values		Research the effect of the investment in Kendall yards on the value of homes in the neighborhood?		
68	6/7/2016	Focus Group: Community: West Hills Neighbors Council	Public Services		More infill equals more stress on public services; some neighborhoods do not receive as much activity as others; better neighborhood policing	Sprawling developments put more stress on public services than infill housing because most of the public services are already in place Staff discussion: May be a perception issue Opportunity for education; police response time analysis?	Generally easier to provide transit service to infill areas than new developments on periphery
69	6/7/2016	Focus Group: Community	Railroads		Railroad has only one officer and is not responsive to complaints about activity underneath downtown viaducts	Staff discussion: The public should be able to call police.	

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70	6/7/2016	Focus Group Community	Single-Family	H 2.1 - Distribution of Housing Options	Comprehensive Plan values single-family residential; encourages sneaking density into single-family	The Comprehensive Plan limits density to between 4 and 10 units per acre within the single-family zones. Only the cottage housing tool allows for any increased density. Cottage housing allows 12 units per acre. The Comprehensive Plan promotes housing choice and diversity, throughout the Housing chapter specifically.	
71	6/7/2016	Focus Group Community	Targeted Incentive Areas	ED 7.4 - Tax Incentives for Land Improvement, ED 7.5 - Tax Incentives for Renovation	City should identify potential areas for development and incentivize development in those areas.	The City of Spokane has several target areas where incentives and increased public investment are prioritized. These areas include Downtown, East Sprague, Kendall Yards, The Yard, University District and West Plans.	These are generally areas already well served by frequent transit service
72	6/7/2016	Focus Group Community	Transition Areas near Centers		Quarter-mile from centers is limiting. First 500 feet from transit is ideal for commercial uses.	The ¼ mile was designed to be a walkable distance to focus development and create more viable centers.	
73	6/7/2016	Focus Group Community	Transition Areas near Centers	TR 2.6 - Viable Walking Alternative TR 3.1 - Transportation and Development Patterns, TR 3.3 - Walking and Bicycling-Oriented Neighborhood Centers	One mile concentric circles. Capture area still bikeable and walkable if environment is right. Expansion of transition areas for centers and corridors. Focus on developing transition zones in concert with commercial development in the centers. Study the walking environment. commercial activity/active frontage/locations where people are most likely to walk. More walkable sites leads to more walking.	The intent to the ¼ mile radius is to focus and build the walkable environment in close proximity to centers rather than dispersing they by diluting the impact of incentives over a larger area.	
					Workshop Note: It is a high priority to stay within the ¼ mile radius.		
74	6/7/2016	Focus Group Community	Transition Areas near Centers	LU 1.4 - Higher Density Residential Uses	Reality of the business case for small neighborhood businesses, need to provide density and rooftops if we want to encourage		
75	6/8/2016	Focus Group Community	Higher Density	LU 3.3 Planned Neighborhood Centers, DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines	West Central is a Peninsula (No arterial through traffic) that will require higher density than single family homes to support neighborhood center businesses.	A large portion of West Central is currently zoned for multifamily dwellings. Speaks to the neighborhood planning process for location, boundaries, size, and mix of land uses.	Monroe, Maple/Ash, Broadway E of Maple all served by high-frequency transit, western part of neighborhood served half-hourly
76	6/9/2016	Focus Group Community		H 2.1 - Distribution of Housing Options, DP 3.8 - Infill Development	Our zoning code need to be less suburban and not one size fits all urban single family housing should different than suburban single family housing		
77	5/24/2016	Focus Group Profit Dev.	Accessory Dwelling Unit		Utilities or infrastructure renewal often impede multiple coordinated Accessory Dwelling Units providing elder cottages/factory-built homes.		
78	5/24/2016	Focus Group Profit Dev.	Accessory Dwelling Unit	DP 6.4 - Accessory Land Uses, DP 6.5 - Accessory Dwelling Unit Compatibility	Deploying Accessory Dwelling Units as a system of affordable rentals means maintenance costs dispersed with multiple buildings to maintain.		
79	5/24/2016	Focus Group Profit Dev.	Affordable Housing		A local housing levy is a local mechanism to support affordable housing programs		Both Thurston County and City of Vancouver have a housing levy on the fall ballot. <a href="http://www.theolympian.com/news/local/article81819602.html">http://www.theolympian.com/news/local/article81819602.html</a>

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90	5/24/2016	Focus Group/ Non Profit Dev	Affordable Housing	LD 3.12 - Maximum and Minimum Lot Sizes	Target areas in subarea plans are incredibly useful. Targeted areas for improving quality of affordable housing. Identify both new construction and rehabilitation.		The City has many target areas to choose from. Council, TIPs, Centers & Corridors, and subarea plans. There is a need to select a limited number of areas to avoid diluting efforts among a multitude of target areas.
81	5/24/2016	Focus Group/ Non Profit Dev.	Appraisal		Difficult to build new infill in historic neighborhoods due to appraisal costs that can't support construction costs.	Consider HUD-designated Community Revitalization Areas as possible solutions to address appraisal issues in low value and hard to market area. Other solutions might include additional federal loan insurance for multi-family projects supplied by HUD in renewal areas (http://portal.hud.gov/hudportal/HUD?src=/hudprogrms/mhmlhura), and alternative tax credit calculations for additional funding of development costs in Difficult Development Areas (http://www.danter.com/TAXCREDIT/ddd.htm).	The Multifamily program is active. The Single Family program and Supplemental Loan program are not active. I believe that the tax credit Difficult to Develop Areas applies to maximum per-unit credit allocation and only for rental housing. If the City or partners can improve and then sell vacant houses in low-value neighborhoods then area-wide house values may increase.
82	5/24/2016	Focus Group/ Non Profit Dev	Bonds projects		Bonds projects cost requires economy of scale.		
84	5/24/2016	Focus Group/ Non Profit Dev.	Cottage Housing		Inability to subdivide cottages is an obstacle to ownership. Condos difficult under current State regulations.	While there is no prohibition on subdividing cottages at cottage housing sites, the code requires a minimum front lot line on a public street for divisions of individual units new cottage housing sites.	
85	5/24/2016	Focus Group/ Non Profit Dev	Cottage Housing		Time and effort issue to doing small number of units versus multifamily 50+ units. Economy of scale is a big issue. Development community not willing to do smaller development. When often the minimum number of funders is five or six.		
88	5/24/2016	Focus Group/ Non Profit Dev.	Cottage Housing	DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines	Blend different tools on cottage sites, such as multiple unit structures, in appropriate zones.	Multi unit building could be made to look like a single-family building.	
90	5/24/2016	Focus Group/ Non Profit Dev	Cottage Housing		Pocket residential going to require as much time and effort.		
91	5/24/2016	Focus Group/ Non Profit Dev.	Cottage Housing		Neighborhood opposition to cottage housing is a challenge.		
92	5/24/2016	Focus Group/ Non Profit Dev.	Cottage Housing		Challenges with sites or infrastructure add costs.		
93	5/24/2016	Focus Group/ Non Profit Dev.	Deferred Fees		Fees paid at the end of the project instead of beginning would assist because of reduced carrying cost.	City's Incentives 2.0, when funded, will provide fee waivers for defined affordable housing. Staff discussion: Could Section 108 loans, Community Development Financial Institutions loans, other tools assist?	
94	5/24/2016	Focus Group/ Non Profit Dev.	Funding Scores		Funding sources targeted for low-income scored based on impact to those projects.	Need clarification. Is a solution identified?	
95	5/24/2016	Focus Group/ Non Profit Dev.	Housing Quality	H 3.1 - Housing Rehabilitation, H 3.2 - Property Responsibility and Maintenance, H 3.5 - Housing Goal Monitoring	Problem with seriously deteriorated housing stock.		
96	5/24/2016	Focus Group/ Non Profit Dev.	Information		Maps that identify locations within centers and corridors. - GIS analysis	Integrate with Site Selector (www.selectspokane.com) Multiple Listing Service/Zillow?	



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97	5/24/2016	Focus Group Non Profit Dev.	Information		Find tools to make upside-down/foreclosure (zombie) properties available for redevelopment.	Link to land banking (See also #104, 139)	
98	5/24/2016	Focus Group Non Profit Dev.	Infrastructure		Incomplete infrastructure in alleys or on neighborhood peripheries- investment through CDBG Workshop Note: Combine with #40		
99	5/24/2016	Focus Group Non Profit Dev.	Integrated Housing		Socioeconomic integration difficult due to blending competitive funding sources that drive low-income projects as opposed to mixed-income. Housing Finance Commission policy focuses all subsidy on the lowest income, antithetical to integrated housing	Some funding currently available for potential strategy: see focus group notes (right)	Spokane's HOME Multifamily Housing Program funds can fund affordable housing development for only a portion of a rental property allowing non-HOME units to be market rate housing
101	5/24/2016	Focus Group Non Profit Dev.	Integrated Housing	H 2.1 - Distribution of Housing Options	Mandatory inclusive housing regulations would create greater obstacle to infill, only works when housing prices are incredibly tight	Adopted policy supports inclusion of low-income affordable housing in all development. Opportunity to encourage through incentives?	If the City offers a development incentive (such as density bonus) then it may be a fair exchange if the public receives some affordable units in that project
102	5/24/2016	Focus Group Non Profit Dev.	Integrated Housing		Joint ventures with profit/non-profit		
103	5/24/2016	Focus Group Non Profit Dev.	Integrated Housing		Incentives for mixed-use and/or % of affordable units	Floor Area Ratio Bonuses currently exist, including 25% affordable units within Centers and Corridors Spokane Municipal Code - Section 17C.122.090 Public Amenities: Allowing Bonus FAR	If the City offers a development incentive (such as density bonus) then it may be a fair exchange if the public receives some affordable units in that project
104	5/24/2016	Focus Group Non Profit Dev.	Land Banking/Foreclosed Properties		First in line for foreclosed properties, hold and resell for better community use, can be self-sustaining over time. Examples: Michigan - What is City doing to manage its inventory of property - existing foreclosure properties? Land bank would offer more resources for cleanup of foreclosed properties	A disposition policy is being created with City Council, but not approved yet, to address City parcels	
106	5/24/2016	Focus Group Non Profit Dev.	Middle-income rents		Downward Develops high-income and low-income housing. Need subsidized rents to cover cost for mid-income	Which types of funding could support middle income subsidized housing?	
107	5/24/2016	Focus Group Non Profit Dev.	Mixed Use		Pent-up desire for mixed use, particularly among millennials		
108	5/24/2016	Focus Group Non Profit Dev.	NIMBYism		Strong factor - intimidating, takes longer, costs more- need to do education		
109	5/24/2016	Focus Group Non Profit Dev.	Nuisance Abatement		Give Code Enforcement some real teeth, starting with boarded up homes and derelict properties. Strategically coordinate enforcement efforts with change in ownership?		I believe that Code Enforcement already boards vacant and unsecured buildings. More research needed in ways to compel a change in ownership if non-responsive owner.
110	5/24/2016	Focus Group Non Profit Dev.	Nuisance Abatement		Once a complaint is given, ongoing follow-up with properties	The reason for a mark of low feasibility for this targeted and specific action is the time commitment required of city staff to follow-up at greater frequency	
111	5/24/2016	Focus Group Non Profit Dev.	Nuisance Abatement		Community Assembly - Is there interest in strengthening code enforcement? Active follow-up on code complaints	This comment appears directed to the community assembly rather than the city. Refer to staff comment in # 110.	
112	5/24/2016	Focus Group Non Profit Dev.	Parking	DP 3.12 - Transit Use and Transportation Alternatives	More paved surface, treat storm water - obstacle to get critical mass. Many don't know about administrative parking reduction opportunity. More incentive along high-performance transit with ridership. Commute Reduction program, etc.		

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ID#	Date	Source Type	Subject of Comment	Related Policy	Comment Summary	Staff Response & Comments	Focus Group Notes
113	5/24/2016	Focus Group Non Profit Dev.	Property Aggregation		Graduated density zoning to allow greater density on larger property aggregation (e.g. after 10th parcel, or 1 acre) - perhaps along transit corridors		
114	5/24/2016	Focus Group Non Profit Dev.	CSO Tanks		Combined sewer overflow tanks for affordable housing: > air rights or 99 year lease 1st & Adams, Riverside & Lee	The addition of buildings adds significant costs at CSO sites, and social justice issues for some uses. The City is looking at opportunities with each tank for appropriate development (need to educate). CHHS contacted nonprofit affordable housing developers who were not interested in developing above CSO tanks due to perceptions and site challenges.	
115	5/24/2016	Focus Group Non Profit Dev.	Public-Private Partnership		City contacts developers as part of its targeted investment projects	Information could not only be made available to developers, but some jurisdictions create a public sector-developer liaison for this purpose.	
116	5/24/2016	Focus Group Non Profit Dev.	Rehabilitation	H 3.1 - Housing Rehabilitation, H 3.2 - Property Responsibility and Maintenance	City is reluctant to target rehab funds - first come first served	CHHS Single Family Rehabilitation program is first-come first-served except priority for any East Sprague Targeted investment pilot homeowner. Little homeowner interest in the E. Sprague TIP despite door-to-door outreach. Targeting funding also requires motivated homeowner to produce a home repair project.	
117	5/24/2016	Focus Group Non Profit Dev.	Rental Rehabilitation	H 3.1 - Housing Rehabilitation, H 3.2 - Property Responsibility and Maintenance	City has not been interested in rental rehab or exterior rehab	The Single Family Rehabilitation program can repair 2 - 4 unit rental properties if one unit is the owner's primary residence (considered a single-family home). HOME funds are available to repair multifamily rental properties although complex HUD requirements discourage small projects. CDBG-funded pilot rehab program for 1-8 unit rentals terminated in 2013 due to lack of interest.	
118	5/24/2016	Focus Group Non Profit Dev.	Spokane Community Land Trust		A land trust owns the land rather than the improvements. Don't condo or co-op, so difficult to get traction and financing.		
119	5/24/2016	Focus Group Non Profit Dev.	Multi-Family		Tax incentives have led to the development that is now occurring		
120	5/24/2016	Focus Group Non Profit Dev.	Vacant Buildings		Underutilized spaces in centers, corridors and downtown (Ridpath and Ote). Old Hostess Factory - Ripe for redevelopment.		
121	5/24/2016	Focus Group Non Profit Dev.	Vacant Buildings		Issue with redevelopment of existing in scale - 25-30 units minimum	Related to soft costs commonly associated with funding resources. Smaller projects are not as attractive or as cost effective. Land banking could help consolidate properties for larger development.	
123	5/24/2016	Focus Group Non Profit Dev.	Development		Make mfrl easier than greenfield: what are incentives that could help make it pencil??	Expand the ability to use these tools in appropriate zones to address economy of scale?	
125	5/24/2016	Focus Group Non Profit Dev.	Information		Promotional, marketing tools. More training.	What type of promotional and marketing tools would be helpful? What type of training. Additional information required.	
126	5/24/2016	Focus Group Non Profit Dev.	Development		Identifying a gap in housing choice may identify tools to make more flexible		

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127	5/17/2016	Focus Group / Finance	Realtor Affordable Housing		Affordable housing has negative connotations	Opportunity for better definition and education. GMA requires that cities and counties have affordable housing policies – those that encourage the availability of affordable housing to all economic segments of the population. What do our partners think can be done to change the negative connotation around “affordable” housing?	- Maybe research an area, like the cottage housing project south of the Southeast Blvd crossover, to see if there have been any negative changes in the market values of area real estate housing values, notable changes in crime statistics for the area and any negative impacts of increased traffic flows in the neighboring area. Assuming the results may negate the negative assumptions by the NIMBY's.
128	5/17/2016	Focus Group / Finance	Realtor CSO Tanks		CSO Tanks should allow for development over them / air rights  Workshop Note: L Considerable issues see staff notes. Some opportunities for other uses, park space/ parking	The addition of buildings adds significant cost impacts at CSO sites, and social justice issues for some uses. The City is looking at opportunities with each tank for appropriate development (need to educate)	- Considering air rights over CSO tanks should take project south of the Southeast Blvd crossover, to see if there have been any negative changes in the market values of area real estate housing values, notable changes in crime statistics for the area and any negative impacts of increased traffic flows in the neighboring area. Assuming the results may negate the negative assumptions by the NIMBY's.
129	5/17/2016	Focus Group / Finance	Realtor Demolition Ordinance		Demolition Ordinance, providing criteria for demolition permits for historic structures in certain areas, is detrimental to development or does not work  Workshop Note: L Perceived lack of political will to change ordinance.	Two code sections address historic structures, one is for Downtown/historic district structures that are eligible to be listed on local or national register. The other section deals with certificates of appropriateness for local districts or locally registered structures. How does the ordinance fail? How could it be improved? Are the issues with demolition associated primarily with downtown or all of Spokane?	- 17D.040.230 one of the intents of the ordinance was the prevention of demolishing a historical building and turning the site into surface parking like the SE corner of Riverside and Howard.
130	5/17/2016	Focus Group / Finance	Realtor Developers		Large developers are not interested in infill housing while there are still green fields to be built on  Workshop Note: H Combine with 131	What developers are building on smaller infill sites such as individual lots?	- Points to codes/revisions that differentiate between urban and suburban residential development requirements.
131	5/17/2016	Focus Group / Finance	Realtor Developers		Small to mid-size land developers are interested in infill development projects if they can be viable and turn a profit  Workshop Note: H Combine with 130	What profit margin are small builders looking to achieve? What incentives might be matched with these small developers to achieve the desired profit margin?	- See 130
132	5/17/2016	Focus Group / Finance	Realtor Developers		Lack of large tracts of land near downtown for Kendall Yards size infill projects.	What is the minimum size of tract necessary for traditional subdivision build/larger projects?	- See 130
133	5/17/2016	Focus Group / Finance	Realtor Finance Options		Utilize the CDFI Community development Financial Institutions Fund	For what projects may the program be used and how/which program?	
134	5/17/2016	Focus Group / Finance	Realtor Historically Commercial Buildings		Allow development of historically commercial buildings in residential areas	Since 2012 a pilot program allows reuse of existing commercial structures in West Central, but none of the eligible buildings have developed. An effort is underway to review extension to certain other residential areas. Another code section, 17C.325.110, allows for change of use to a commercial purpose under Type III review of registered historic structures in all areas of the city (The structure for Bath Bakeshop was granted approval for reuse under that section.)	



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135	5/17/2016	Focus Group / Finance	Realtor Incentives		Multi-family tax deferment could be expanded for qualifying sites  Workshop Note: L Council is examining this process currently to access targeting. Recommendation / Consideration. Exploring expansion is very possible. Related to workforce housing discussion. (State law change required)	- Parameters for defining qualified sites need to be developed.	
136	5/18/2016	Focus Group / Finance	Realtor Incentives		What incentives are available for parking structures integrated with other uses in the downtown?  Workshop Note: H Combine with 142	Surface parking associated with new on-site structures is limited under the code in Downtown. Existing incentives in centers and corridors include a floor-area bonus for structured parking, and an additional bonus for underground parking	
137	5/17/2016	Focus Group / Finance	Realtor Incentives		Define Workforce Housing and develop tools to incentivize this type of development. Encourage employer incentives to employees living closer to office / using transit	See #127	
138	5/17/2016	Focus Group / Finance	Realtor Incentives			Community Empowerment Zone incentives are already available in certain areas. Commute Trip Reduction/Impact fee reduction and/or reduction in parking requirements (outside of downtown)	
139	5/17/2016	Focus Group / Finance	Realtor Land Bank		Create a Land Bank to help aggregate properties for more substantial development projects	Interest in the City administering land bank, or rather in a non-profit organization with that responsibility? How would the Land Bank be funded?	
140	5/17/2016	Focus Group / Finance	Realtor Mapping		Need a defined mapping of potential infill development parcels.		- Critical to defining the scope of potential infill sites
141	5/17/2016	Focus Group / Finance	Realtor Parking		Increase surface parking lot taxes to limit a desire to speculate on downtown surface parking lots  Workshop Note: H Need to support affordable housing and educate neighborhoods.	Opportunity to advocate change to State legislation?	
142	5/17/2016	Focus Group / Finance	Realtor Parking		Develop public parking structures to reduce need for surface parking lots	City may encourage development of for-profit parking structures, and/or PDAs or BID's could do so	
143	5/17/2016	Focus Group / Finance	Realtor Pocket Residential		Pocket Residential Tool should be allowed outright in Residential Single-family (RSF) or with a conditional use permit rather than a zoning change to Residential Single-family Compact (RSF-C)	Could also be allowed in overlays in proximity to neighborhood centers and corridors, where appropriate?	
144	5/17/2016	Focus Group / Finance	Realtor Project focus		Marketing of existing infill tools is key to this project	As well as marketing and promotion of any code revisions/ new tools that may be an outcome of this project	- When #D#140 is completed then develop a marketing plan the City can actively promote to owners of property adjacent to potential infill sites
145	5/17/2016	Focus Group / Finance	Realtor Project focus		Education on affordable housing will help reduce backlash		- See ID#127
146	5/17/2016	Focus Group / Finance	Realtor Property Appraisal		Low Median Value of homes can impact property appraisal of more well-kept homes in depressed neighborhoods	Related to Community Revitalization Areas and CDBG funds?	- Market supply and demand is a reality
147	5/17/2016	Focus Group / Finance	Realtor Walkable Neighborhoods		Workshop Note: L Perceived low impact Encourage neighborhood center businesses to support walkable neighborhoods	A carrying capacity threshold of rooftops (density) is necessary to support neighborhood businesses that are truly walkable and not auto-dependent.	

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148	5/23/2016	Focus Group: Tiny Housing	Accessory Dwelling Unit	DP 6.4 - Accessory Land Uses, DP 6.5 - Accessory Dwelling Unit Compatibility	Limited by 600 sq ft. max. detached Accessory Dwelling Unit area	Use lot size as basis for area of unit? Example: For lots >6,000 sq ft., use 10 percent of lot area, up to a max. of 1,000 sq ft., whichever is less? For internal Accessory Dwelling Units, allow entire area of existing basements larger than 800 sq ft. to be converted?	
149	5/23/2016	Focus Group: Tiny Housing	Accessory Dwelling Unit		Limited by owner occupancy requirement	Ownership is difficult to enforce. Development of certified landowner program?	
150	5/23/2016	Focus Group: Tiny Housing	Accessory Dwelling Unit		A 10-year, low-interest loan could encourage homeowners to build Accessory Dwelling Units and provide rental income stream for payback.	Who would fund/administer program?	
151	5/23/2016	Focus Group: Tiny Housing	Accessory Dwelling Unit		Accessory Dwelling Units could accommodate Housing First, transitional housing for the homeless	Funding may require provision of additional services not normally present at Accessory Dwelling Units	
152	5/23/2016	Focus Group: Tiny Housing: Peaceta Valley Neighb Council	Accessory Dwelling Unit	DP 6.4 - Accessory Land Uses, DP 6.5 - Accessory Dwelling Unit Compatibility	Minimum accessory dwelling lot size 5,000 sq ft. problem in Peaceta Valley and West Central, where lot sizes are often smaller  Workshop Note: L. Not as much impact, fewer entities willing to develop this  Minimum one-half acre lot size is too large	Opportunity for overlays to allow Accessory Dwelling Units on smaller lots or with smaller setbacks in some areas?	
153	5/23/2016	Focus Group: Tiny Housing	Cottage Housing		Rental only - no subdivision - Common ownership. Needs to allow for single family ownership/subdivision	Owner occupancy issue similar to reverse of Accessory Dwelling Units	
154	5/23/2016	Focus Group: Tiny Housing	Cottage Housing		Housing co-op possible for cottage housing ownership?	Is this a City issue, or something the City could advocate/educate?	
155	5/23/2016	Focus Group: Tiny Housing	Cottage Housing		Workshop Note: L. Subject to political whims, increases parking costs		
156	5/23/2016	Focus Group: Tiny Housing	Cottage Housing	DP 6.4 - Accessory Land Uses, DP 6.5 - Accessory Dwelling Unit Compatibility	Units limited to 1,000 sq ft. max. perceived as too small for some families	If size limits are expanded or eliminated, is this a tool that should be available/restricted in other zones?	
157	5/23/2016	Focus Group: Tiny Housing	Manufactured Home Park	H 1.15, New Manufactured Housing	City code requires ten acres for new manufactured home parks - state defines manufactured housing community as two or more homes owned on leased land (RCW 59.20.030(10)), is this a conflict?	May be relevant to Pocket Residential/Cottage Housing	
158	5/23/2016	Focus Group: Tiny Housing	Manufactured Homes	H 1.15, New Manufactured Housing	Manufactured homes minimum double-wide, 864 sq ft.	This applies to Pocket Residential, Accessory Dwelling Units, Cottage Housing, possibly other forms	
159	5/23/2016	Focus Group: Tiny Housing	Manufactured Homes	H 1.13 - Building Fire, Infrastructure, and Land Use Standards	Life safety snow load requirements of 35 pounds in Spokane County - becomes obstacle for moving manufactured homes		
160	5/23/2016	Focus Group: Tiny Housing	Manufactured Housing	H 1.4 - Use of Existing Infrastructure, H 1.15 New Manufactured Housing, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 Special District and Neighborhood Design Guidelines	Utilize manufactured homes that meet design standards in cottage housing	Deregulate size and age restrictions on manufactured housing (provided they meet HUD-quality housing standards). Does it conflict with SMC ch. 17C 345, since SMC 17A.020 (300) defines two or more manufactured homes on a single parcel as a manufactured home park?  State law requires, and Courts have ruled, that manufactured housing cannot be regulated differently than on-site built housing	

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161	5/23/2016	Focus Group: Tiny Housing	Pocket Residential		Pocket residential not allowed in RA or RSF (only RSF-C and above)	Should this be allowed in all RA/RSF areas, or in specific overlays, or should RSF-C be an overlay?	
162	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Travel trailer with barely separated kitchen and bathroom: common examples of tiny housing found online	See notes for 158 and 160. Could this apply to Accessory Dwelling Unit also, and if so, in what zones?	
163	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Land Use Code doesn't allow for outright permitted transitional housing configurations using tiny huts and support services, multiple units on a single lot. Temporary use permits for tiny homes with support services expire after 90 days (need to verify). Tiny huts with no utilities are not part of a comprehensive rehousing solution, and do not address the chronic homeless issue. Self-contained, can be a permanent solution with/without a community center	The Code provides Group Living and Community Service as a similar use, post-incarceration facilities as an essential public facility. Up to 6 residents without a CUP in RA and RSF zones; Up to 12 residents without a CUP in RTF and RMF zones. Should there be another specific category of use addressing such pod development, possibly as a CUP? What zones would it be appropriate in? Spokane Municipal Code Sections 17C-110-100 Residential Zone Primary Uses, 17C-110-110 Limited Use Standards, 17C-190-100 Group Living, 17C-190-420 Community Services, 17C-330-120 Development Standards. Do we need to revisit or is this adequate? What temporary use permits for tiny homes with support services expire after 90 days?	
165	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		East Sprague: vacant industrial, good opportunity sites for a community building with tiny homes. Lots along I-90 in East Central?? Emerging opportunity for temporary or permanent use?	Social justice concerns: would need to have some visual or noise buffering. Residential uses are generally not allowed in industrial zones	
166	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Buy homes in a blighted area and redevelop infill on a whole block	Need more information and guidance. How to ensure a mixed-income result?	
169	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Tiny housing group living facilities can be a bridge from homelessness to a permanent solution	Oxwote Village (Thurston County, WA) permanent, rural community. Units are not self-contained	
170	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Tiny housing units are mobile, providing potential temporary use of an underutilized site		
171	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Wide range of consumers: Young, emerging buyers or buyers seeking to downsize; not poor, just limited access. Luxury high-end tiny homes: living small but not living bare. Tiny homes trendy for Millennials and retirees. People who want their units to be smaller and reduce their carbon footprint. Cottage town home (rental)		
172	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Peacdu Valley, West Central, Browne's Addition, Garland, Emerson-Garfield, Logan, East Central, East Sprague--anywhere with services and transit close would be an appropriate site		
174	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Cottage housing efficient as compared to shared party wall - obstacle to affordability. Multifamily attached housing more appropriate for lower income because of efficiencies in operational cost savings, but provide a less individual space than detached dwellings.		
175	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Affordable single-family accessory dwelling as a transition to being able to afford a larger build at a later time?		

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178	5/23/2016	Focus Group: Tiny Housing	Tiny Housing	H 1.15: New Manufactured Housing	Park model homes built to HUD standard - 400 sq ft. or less. Manufactured and park models all have chassis		
179	5/23/2016	Focus Group: Tiny Housing	Tiny Housing	H 1.15: New Manufactured Housing, H 2.1 - Distribution of Housing Options, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines	Allow all manufactured homes meeting HUD quality housing standards, regardless of size, possibly with some geographic limitations	See #160	
181	5/23/2016	Focus Group: Tiny Housing	Tiny Housing	ED 7.4 - Tax Incentives for Land Improvement; ED 7.5 - Tax Incentives for Renovation	Work with nonprofits and churches - offer incentives where they have land - develop tiny home clusters (to be managed and monitored by nonprofit). Central facility with bathrooms, showers, laundry facilities. Group Living regulations - church or nonprofit revisions to create a path forward. Wrap around services. Institutional campus/master plan	Where are these uses already allowed? Have Q16 organizations or individuals encountered any difficulty in siting these facilities, and where? See #163	
182	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Plumbing is an issue. Required utility hookups (need to verify)	This is a public health issue (also economic justice)	
183	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Churches provide land but not comfortable providing oversight. Need wrap-around services or identify entity to provide wrap-around services. Needs and services need to be addressed as part of the homeless discussion		
185	5/23/2016	Focus Group: Tiny Housing	Tiny Housing	DP 2.1 - Building and Site Design Regulations, DP 2.2 Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 Special District and Neighborhood Design Guidelines, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines	Code issues - size of structure, number of square feet, level to which house has to be built. Prototype tiny homes not up to building code. How to ensure that tiny housing is quality housing? What standards to build to?	Homes should meet HUD-quality standards.	
186	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Building code requirement challenges: Are they City amendments to the State building code? If so, then they may be reviewed. If not, then may be addressed in legislative agenda		
189	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Infill has broad spectrum including low-income housing and homelessness priority Spokane - a market exists for people who make 200% of poverty level		
190	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Space is available and we have the need. Challenges include finding funding and overcoming sentiment of neighbors to address low-income and homeless. Create a diversity of housing options, tiny homes don't address unless subsidized	Affordability as an outcome of economic growth supporting local business: what are the obstacles?	
193	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		Identify City code and policies that encourage neighborhood blight or create other challenges or obstacles		
194	5/23/2016	Focus Group: Tiny Housing	Tiny Housing		What locations are appropriate for tiny housing densities?	The densest, single-wide manufactured home parks in Spokane are about 15 units per acre. The Quince Village tiny housing community in Thurston County, WA, is about 14 units per acre	

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197	1/7/2016	Individual	Incentives		Focus on location-based incentives for infill development. Value in incentivizing options where desirable. Value of vitality near commerce is very high.		
198	1/14/2016	Individual	Location		Most people are willing to walk 1/4 mile from a neighborhood center, but expect community pushback if going further		
199	1/17/2016	Individual	Parking		Remember to address parking lot requirements		
200	1/17/2016	Individual	Mixed-use development		Focus heavily on changes that will address reality of lenders. What's prohibiting? What changes can be made to be more attractive to lead to mixed-use development?		
201	3/17/2016	Individual	Accessory Dwelling Units		Review 5,000 SF minimum site size; may need to be larger		
202	3/17/2016	Individual	Attached Housing		The ground surface is problematic in some areas and may require rock blasting at permit level		
203	3/17/2016	Individual	Development potential		Developers need 150-200 units for project to work		
					Workshop Note: Investigate a small-lot ordinance/discuss ownership of accessory dwelling units		
204	3/17/2016	Individual	Infill housing Type 2 Review		Type 2 a problem for all infill housing choices a Type 3 more appropriate – requirement of community meeting. – Type 2 with a community meeting might be a possibility; neighborhood notification doesn't always work		
205	3/17/2016	Individual	Pocket Residential Development		Support pocket residential infill housing in right places and near transit		
206	6/7/2016	Individual	Accessory Dwelling Unit		Accessory Dwelling Units facing the alley west of Dutch Jakes Mini-Park, between W. College and W. Broadway, would support a safer environment at that park entrance	Only two of the nearest six lots are owner-occupied	
207	1/25/2016	Individual	Market rate housing		Tax increment financing and Community Development Block Grant blight funding, strategies for market-rate housing		
208	5/24/2016	Individual	Accessory Dwelling Units		A tool lending library would make a variety of tools, equipment, and information available to people who want to build or improve their housing, which could include the development of accessory dwelling units. Such a library has been successfully operated by the City of Berkeley since 1979		
209	5/23/2016	Individual	Street Right-of-Way		On local access streets with excess right-of-way, such as residential streets, space might be made available for new housing in front of existing housing.		
210	1/27/2016	Plan Commission Subcommittee	Accessory Dwelling Units		Consider increasing height of Accessory Dwelling Units; height maximum changes depending on distance from neighboring property line?		
211	1/27/2016	Plan Commission Subcommittee	Accessory Dwelling Units		Consider increasing size of Accessory Dwelling Units		



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212	1/27/2016	Plan Comm Subcommittee	Accessory Dwelling Units		Balance changes to Accessory Dwelling Units with character of the neighborhoods		
213	1/27/2016	Plan Comm Subcommittee	Accessory Dwelling Units		Do we want two houses on one lot?		
214	1/27/2016	Plan Comm Subcommittee	Accessory Dwelling Units		Adjust the 5,000 SF site minimum		
215	1/27/2016	Plan Comm Subcommittee	Accessory Dwelling Units		Owner Occupied requirement in higher-density zones		
216	1/27/2016	Plan Comm Subcommittee	Incentives		Offer a development intensity incentive for development that looks like residential single-family in established single-family neighborhoods or areas where it's desirable to preserve the character results in preserved neighborhood character while increasing density		
217	1/7/2016	Plan Comm Subcommittee	Lot size transition		Review lot size transition		
218	1/7/2016	Plan Comm Subcommittee	Mixed-use development		Include references to mixed-use development as an important form of infill housing		
219	1/7/2016	Plan Comm Subcommittee	Project focus		Explore tools available today and look more toward urban core		
220	1/27/2016	Plan Comm Subcommittee	Project focus		Small lot infill, on existing smaller lots, should be a focus of our efforts. These lots sizes were not as much of a focus in the past and should be addressed		
221	1/27/2016	Plan Comm Subcommittee	Project focus		Underutilized lots, such as single-family uses in higher-density zones, should be included in our mapping efforts		
222	1/27/2016	Plan Comm Subcommittee	Residential Single-family Compact Zone		Review sites eligible for RSF-C zoning to use same tools as RSF-C without rezone		
223	1/13/2016	Plan Commission	Utility costs		Investigate connection fee to apartments vs. single-family residences?		
224	1/14/2016	Individual	Air space condominiums		Dividing air space is a tool to increase density		
225	1/14/2016	Individual	Development regulations		Make sure tools do not add costs		
226	5/25/2016	Individual	Cottage Housing		The ability to attach 2 or 3 units in cottage housing developments saves costs in construction, energy use and maintenance. Kirkland City code allows if attached units are designed to appear as a single-family residence. (See note)	Opportunity to incentivize inclusion of a portion of affordable units for low-income persons?	
227	6/8/2016	Individual	Compatibility		Infill development can increase traffic, built high and looks down into neighboring lots		
228	6/8/2016	Individual	Law Enforcement		Will police be responsive as number of units increases?		
229	3/28/2016	Individual	Attached Housing		Standardize language regarding townhomes and duplexes with other jurisdictions throughout state		
230	6/16/2016	Individual	Driveway Width		Forty percent maximum driveway width and minimum 60 percent front yard landscaping does not accommodate a wide enough area for a driveway to a front-facing garage		
231	6/16/2016	Individual	Coverage		Maximum building coverage is too small		
232	6/15/2016	Staff	Performance		Compare change in property values over five years in study areas		

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233	6/15/2016	Staff	Accessory Dwelling Unit		Rental renewal fee, for example \$10 per year for accessory dwellings not on owner occupied sites. Certify both the primary and accessory unit every two years.		
234	6/15/2016	Staff	Accessory Dwelling Unit		Relax requirements for accessory dwelling owner occupancy on a neighborhood-by-neighborhood basis.		
235	6/15/2016	Staff	Accessory Dwelling Unit		Size could		
236	4/21/2016	Cmnty Assm. Land Use Cmte.	Cottage Housing		Relocation of historic homes at cottage sites. Single lot - infill development.		
237	4/21/2016	Cmnty Assm. Land Use Cmte.	Cottage Housing		Minimum and maximum lot sizes for cottage may be obstacle to true "infill"		
238	4/21/2016	Cmnty Assm. Land Use Cmte.	Cottage Housing		Neighborhood opposition to cottage housing is a challenge.		
239	4/21/2016	Cmnty Assm. Land Use Cmte.	Small Lot Infill		Small lot standards should allow to go higher or less setbacks.		
240	4/21/2016	Cmnty Assm. Land Use Cmte.	Accessory Dwelling Units		Historic housing patterns accessory dwellings? flag lots?		
241	4/21/2016	Cmnty Assm. Land Use Cmte.	Cottage Housing/Accessory Dwelling Unit		Beef up design standards to address neighborhood concern/strict design standards.		
242	4/21/2016	Cmnty Assm. Land Use Cmte.	Cottage Housing		Need ability to subdivide cottages on individual fee simple lots to promote homeownership.		
243	4/21/2016	Cmnty Assm. Land Use Cmte.	Residential Single-family Compact Zone		Replace rezoning requirement with overlay around center, require conditional use permit for pocket residential development?		
244	4/21/2016	Cmnty Assm. Land Use Cmte.	Multi-Family		Design standards needed for multi-family development also.		
245	5/17/2016	Focus Group. Arch / For Profit Dev.	Parking		Minimum parking spaces required could be reduced on bus routes.  Workshop Note: H Easy to implement overlay.	17C 230.130(C) provides transit proximity as one factor in consideration of exceptions to parking minimums. Other exceptions may include reduction based on populations being served by housing where a history/data supporting reduced parking is provided	
246	5/17/2016	Focus Group. Arch / For Profit Dev.	Alleys		Unpaved alleys and streets should be paved.  Workshop Note: No Brainer Bundled with sidewalk-bond perhaps. Communities / infill businesses should not bare the full cost of paving alleys spread cost community wide. Prioritize near centers / corridors. Include unpaved streets. What is the short term fix? Small projects considerations? 6 year plan waiver?	There is a mechanism in place for Local Improvement Districts to be created for paving. May want to review grading policy, process and cost as an alternative to paving where there is not enough support for an LID capital to be invested. This is a big impediment to private capital investment.	
247	5/17/2016	Focus Group. Arch / For Profit Dev.	Local Economy		A stronger job market would support more infill development	Increased economic opportunity has also been identified as a need under the Mayor's Housing Quality taskforce (2016). Spokane's income levels may not be sufficient to support housing rehabilitation needs.	A stronger job market would do very little to encourage more infill development. The problem is urban infill is a "supply" issue it is not a "demand" issue. Kendall Yards has demonstrated this point very clearly.

Comment Log and General Response Summary

Please see meeting notes for additional public comments

ID#	Date	Source Type	Subject of Comment	Related Policy	Comment Summary	Staff Response & Comments	Focus Group Notes
248	6/30/2016	Focus Grp. Neighb. Council Rep. Emerson Garf. Five Mile, North Hill, Peaceful Valley Neighb. Councils	Design	LU 1.3 - Single-Family Residential Areas, LU 1.4 - Higher Density Residential Uses, DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 - Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines	Regardless of use or housing type, maintain look, feel, character, aesthetics of established neighborhood, and upkeep of property. Maintain consistency/continuity of style, size in area. At least one entrance should face the street		
249	6/30/2016	Focus Grp. Neighb. Council Rep.	Infill sites	H 1.14 - Performance Standards, DP 6.4 - Accessory Land Uses, DP 6.5 - Accessory Dwelling Unit Compatibility	Some sites in Residential Single Family (old barn) perfect for pocket residential attached or detached housing. Accessory dwelling units on large lots		
250	6/30/2016	Focus Grp. Neighb. Council Rep.	Impacts	LU 2.2 - Performance Standards, DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 - Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines, DP 3.8 - Infill Development, DP 6.4 - Accessory Land Uses, DP 6.5 - Accessory Dwelling Unit Compatibility, DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	Shadows from out-of-scale development. Block sun. Attached and detached accessory dwellings need to match neighborhood scale	17C 300-130 Accessory Dwellings are required to match the primary dwelling. The building coverage for a detached accessory dwelling unit may not be larger than the building coverage of the house and the combined building coverage of all detached accessory structures may not exceed fifteen percent of the total area of the site	This has not been enforced as noted by pictures that were presented at the focus group. Current language allows oversized garages with the accessory dwelling. This needs further clarification
252	6/30/2016	Focus Grp. Neighb. Council Rep.	Cottage housing	DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines	Strengthen standards for cottage housing design. Recent cottage housing development is not designed around a common area	What types of standards would you like to see? Where are the current standards lacking? See note for #265	
253	6/30/2016	Focus Grp. Neighb. Council Rep.	Infill Strategies: Low-Density Residential	LU 2.1 - Public Realm Enhancement, LU 2.2 - Performance Standards, DP 1.4 - New Development in Established Neighborhoods, DP 1.5 - Significant Views and Vistas, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines, DP 3.8 - Infill Development	Provide necessary parking off-street in order to allow infill. Open space, landlord control of property (and registry), neighborhood design standards, and design review. Retain public views--height restrictions? Services need to be available. Retain the current diversity of neighborhoods--create overlays		
254	6/30/2016	Focus Grp. Neighb. Council Rep.	Neighborhood Notification	DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	Neighbors need a better understanding of the permit process. Notify neighbors and listen to their input.	Citizens can always call our permits staff to have questions answered. A new permit notification system is being tested currently and will be available to the public in the near future.	Neighborhood notification is needed. Current website is difficult to navigate and find relevant information. Looking forward to seeing new permit notification system. Currently, there is not notification.



Comment Log and General Response Summary

Please see meeting notes for additional public comments

ID#	Date	Source Type	Subject of Comment	Related Policy	Comment Summary	Staff Response & Comments	Focus Group Notes
255	6/30/2016	Focus Grp. Neighb. Council Rep., Peaceful Valley, Rockwood, West Hills Neighborhood Councils	Context Sensitive	LU 1.3 - Single-Family Residential Areas, LU 1.4 - Higher Density Residential Uses, LU 3.3 - Planned Neighborhood Centers, DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 - Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines, DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	LU 1.4 Development should be sensitive to context of style, scale, and transition in neighborhoods (for example, East Central), and not be one-size-fits-all. Context sensitive enforcement requires context sensitive zoning. Keep neighborhood choice in neighborhood		
256	6/30/2016	Focus Grp. Neighb. Council Rep.	Infill Strategies: Historic Urban Areas	LU 2.1 - Public Realm Enhancement, LU 2.2 - Performance Standards, DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 - Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines, DP 3.8 - Infill Development, DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	Strengthen design standards, do not ignore design standards, consider traffic impacts, maintain culture and historic homes, maintain landscaping, preserve diversity. Some development types lack design standards. Some setbacks that were consistent with look and feel prevented infill. Revisit and strengthen design standards for older neighborhoods.  Workshop Note: Create a point system for addressing design. Example: achieve a minimum of 12 points.		
257	6/30/2016	Focus Grp. Neighb. Council Rep.	Infill Strategies: Downtown Core		Parking garages (not surface parking), balance ownership and rental, mixed use, more density between Howard and Sherman to serve diverse younger populations (i.e. Millennials). City to provide more research and information to developers	More research and information to developers would be actionable and feasible. The several other comments which precede would be less actionable	
260	6/30/2016	Focus Grp. Neighb. Council Rep.	Communication	DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	Communicate, consider, respect and recognize neighborhood view point.		
262	6/30/2016	Focus Grp. Neighb. Council Rep.	Communication	DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	Neighbors lack trust in more options for infill because standards are not consistently applied, and neighborhood councils such as Peaceful Valley, Browne's Addition, East Central, Rockwood and Cliff. Cannon believe they are not heard by City		
263	6/30/2016	Focus Grp. Neighb. Council Rep. & Cliff Cannon Neighb Council	Traffic		Traffic impacts are perceived as ignored. Improve the process to vet and require truthful traffic studies that examine how traffic affects the neighborhood, not the developer		
264	6/30/2016	Focus Grp. Neighb. Council Rep.	Design: standards	LU 3.3 Planned Neighborhood Centers, DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines	The adoption of the 2001 Comprehensive Plan "changed the rules" in neighborhoods such as Peaceful Valley and Browne's Addition, whose design plans were superseded	All neighborhoods plans produced prior to the Growth Management Act were removed with the 2001 Comp Plan. Since then Peaceful Valley (2015) and other neighborhoods have developed area plans that are used today	

Comment Log and General Response Summary

Please see meeting notes for additional public comments

ID#	Date	Source Type	Subject of Comment	Related Policy	Comment Summary	Staff Response & Comments	Focus Group Notes
264	8/2/2016	Focus Grp. Neighb. Council Rep.	Code Enforcement/Landscaping		With many of the infill options, the owners need to be made responsible for upkeep of property, particularly the outside areas, and need to be compatible with the current landscaping (not just putting a pile of rocks for the entire outside area. Fines should be instituted, and will require good follow-up. May require more staff in code enforcement.	The permitting process and code enforcement mechanisms are in place to address this concern.	
265	6/30/2016	Focus Grp. Neighb. Council Rep.	Gentrification		Gentrification and high-end development threatens renewal of necessary HUD funding in impoverished neighborhoods	This is very true for West Central and Emerson/Garfield neighborhoods. This needs to be well considered when issuing permits.	
265	8/2/2016	Focus Grp. Neighb. Council Rep.	Diversity/Neighborhood Review		There needs to be options to buy, versus having rentals, particularly in multi family and cottage infill housing and neighborhoods should have opportunity to approve design prior to permit being issued.	Staff discussed an opportunity to amend code to address purchase of cottage housing, and the feasibility for this action is high. Opportunities exist for public comment during the permitting process to address design concerns.	
266	6/30/2016	Focus Grp. Neighb. Council Rep.	Historic Housing Stock	HI 1.4 - Use of Existing Infrastructure, DP 1.4 - New Development in Established Neighborhoods, DP 2.2 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines, DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	Keep the historic treasure of homes in older neighborhoods such as West Central, with only 45 vacant lots. Individual development regarding style		
267	6/30/2016	Focus Grp. Neighb. Council Rep.	Landscape	LU 2.1 - Public Realm Enhancement, LU 2.2 - Performance Standards	Landscapes should emphasize open green spaces, sustainability, reuse, recycle, repurpose, xenscape, alternative ground cover.	Language supporting sustainable landscape can be found in Spokane's municipal land use codes and the Comprehensive Plan.	This needs to be more specific, in terms of keeping the neighborhood feel. It is not appealing to see rocks instead of green in a neighborhood that is predominantly green landscaping
268	6/30/2016	Focus Grp. Neighb. Council Rep.	Property Values	H 3.1 - Housing Rehabilitation, H 3.2 - Property Responsibility and Maintenance	Preserve property values	See comment #263	
269	6/30/2016	Focus Grp. Neighb. Council Rep.	Mixed-Income Housing	LU 3.12 - Maximum and Minimum Lot Sizes, H 1.16 - Partnerships to Increase Housing Opportunities	Mixed income housing should include affordability, starter homes. Multi-family tax exemption is an incentive for development in Downtown and the lower South Hill.		
270	6/30/2016	Focus Grp. Neighb. Council Rep. Five Mile, Peaceful Valley, Rockwood, West Hills Neighb. Councils	Open Space and Neighborhood Choice	DP 1.4 - New Development in Established Neighborhoods, DP 1.5 - Significant Views and Vistas, DP 2.1 - Zoning and Design Standards, DP 2.3 Design Review Process, DP 2.4 - Design Guidelines, DP 2.5 - Special District and Neighborhood Design Guidelines, DP 3.8 - Infill Development, DP 7.1 - Design Guidelines in Neighborhood Planning, DP 7.2 - Neighborhood Involvement in the City Design Review Process	Preserve important value choice in your neighborhood--near nature, near perfect	The Comprehensive Plan provides for a wide range of density and land use designations, and subarea plans may identify strategic sites for preservation. How will designated densities be achieved throughout the city and the urban growth area, including on the urban fringes?	
271	7/14/2016	Neighb. Councils: Audubon Downriver, Cliff Cannon, Peaceful Valley	Communication		Inform and respect the neighborhood viewpoint. Resident comments must carry weight in the review and approval process	How will this be accomplished?	

Comment Log and General Response Summary

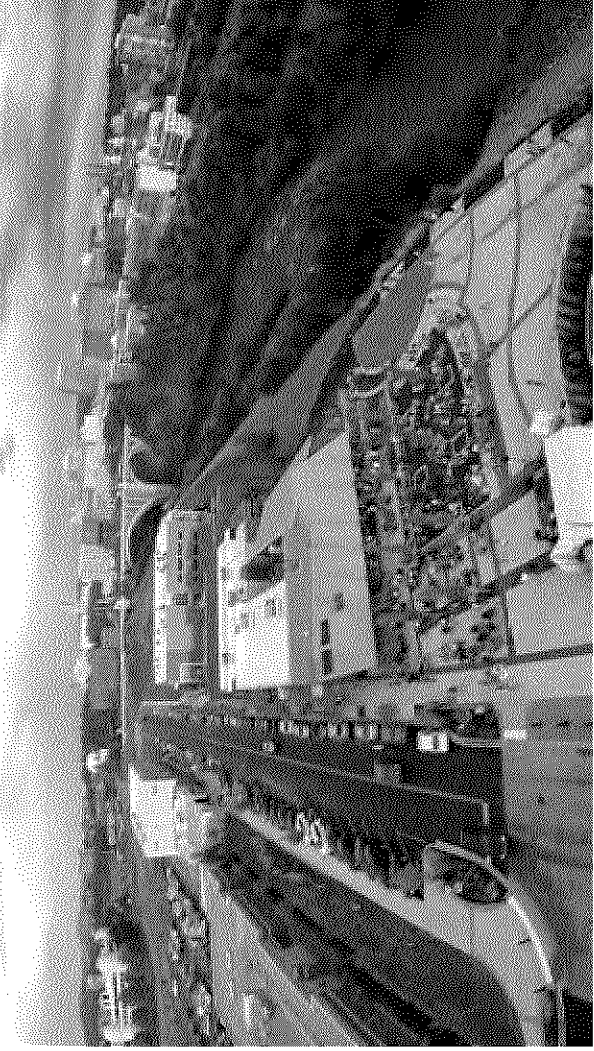
Please see meeting notes for additional public comments

ID#	Date	Source Type	Subject of Comment	Related Policy	Comment Summary	Staff Response & Comments	Focus Group Notes
272	7/13/2016	Neighb. Councils: Audubon Downriver, West Hills	Traffic		Mitigate traffic impact on the neighborhoods due to infill projects		
273	7/15/2016	Neighb. Council: Cliff Canyon	Cliff RSP Zoning		Maintain single-family uses in single-family zone, not duplexes or quadplexes		
274	7/15/2016	Neighb. Council: Canyon	Cliff Accessory Dwelling Units		Limit area of accessory dwelling units to 50 percent of the square footage of the primary residence		
275	7/15/2016	Neighb. Council: Canyon	Cliff Design Review		Require approval of infill development in established neighborhoods by Design Review Board	Design Review Board is already experiencing a high workload with specified public projects, downtown projects and shoreline projects.	
276	7/15/2016	Neighb. Council: North Hill	Parking		Reduce the need for parking on-street by providing adequate off-street parking for new development	Recent changes to the code allow for use of on-street parking to serve land uses	
277	7/15/2016	Neighb. Council: Canyon	Cliff Demolition Ordinance		Maintain or enhance protections to prevent demolition of historic structures eligible for the historic register		
278	7/5/2016	Neighb. Councils: Emerson Garfield, West Hills	Mixed-Income Housing	H 1 Affordable Housing	Assure development provides for high- and low-income residents. Retain variety of home prices to avoid "pricing out" current residents		
279	7/5/2016	Neighb. Councils: Emerson Garfield, Rockwood	Landscape	PRS 1.4 Open Space Areas	Need yards/green space		
280	7/6/2016	Neighb. Councils: Emerson Garfield, Five Mile Prairie	Schools		Make schools an integral part of the plan for infill development. Nearby schools may be at capacity	Schools are contacted as part of the agency notification for rezones and new projects	
281	7/13/2016	Neighb. Councils: Five Mile Prairie, West Hills	Compatibility		Development with higher densities and smaller setbacks than the established neighborhood should provide adequate buffers and transitions. Consider access to sunlight and privacy		
282	7/13/2016	Neighb. Council: Five Mile Prairie	Five Basalt sites		Sites containing basalt have more complicated stormwater requirements and requires blasting, which can disturb nearby wells and cause other disruptions		
283	7/13/2016	Neighb. Council: Mile Prairie	Five Rental housing		Demonstrate new rental development will not negatively impact property values	Ownership regulations are difficult to enforce. What are other measurable strategies to ensure equivalent or better compatibility?	
284	7/14/2016	Neighb. Council: Mile Prairie	Five Accessory Dwelling Units		Limit one accessory dwelling per lot or build up		
285	7/15/2016	Neighb. Councils: Five Mile Prairie, North Indian Trail	Priority Areas		Provide incentives to build infill development near centers and corridors		
286	5/24/2016	Neighb. Council: North Hill	Multi-Family		Parking needs to be sufficient to the size of multi-family developments		
287	7/14/2016	Neighb. Council: Peaceful Valley	Infrastructure		Some older infrastructure needs to be replaced to provide water and wastewater capacity for infill development.	A portion of the older infrastructure is located within arterials, which is replaced when the street is replaced under the funding from the streets levy	
288	7/14/2016	Neighb. Council: Peaceful Valley	Impacts		Neighbors should be indemnified from costs associated with damages and lawsuits caused by new construction		
289	7/14/2016	Neighb. Council: Peaceful Valley	Incentives		Provide incentives such as tax deferral to mitigate the cost of infill development on sites in the floodplain, which are subject to high insurance costs		

Comment Log and General Response Summary

Please see meeting notes for additional public comments

ID#	Date	Source Type	Subject of Comment	Related Policy	Comment Summary	Staff Response & Comments	Focus Group Notes
290	7/7/2016	Neighb. Council Rockwood	Unpaved Streets		Pave unpaved streets	There is a mechanism in place for Local Improvement Districts to be created for paving. May want to review grading policy, process and cost as an alternative to paving where there is not enough support for an LID.	
291	7/7/2016	Neighb. Council Rockwood	Small Businesses		Allow small businesses that serve the local residents and provide more walking or biking friendly places for neighborhoods		
292	7/13/2016	Neighb. Council West Hills	Short Term Rentals		Discourage new short-term rentals due to impacts on neighbors	Ownership regulations are difficult to enforce. What are other measurable strategies to ensure equivalent or better compatibility?	
293	7/13/2016	Neighb. Council West Hills	Buffering from Highways		Buffer new residential development from highways to reduce noise and maintain air quality.		
294	8/23/2016	Individual	Development Costs		Infill must track financing, housing type, expense of design. Vacant lots that are finished, ready to build with utilities, must not exceed 18% of the sale price of the finished development.		
295	8/23/2016	Individual	Land Bank		Land banks should be avoided because the use of eminent domain is incongruous with community objectives and homeowners' rights. Charge a flat fee of \$500 per unit. The goal would be to get as many properties built as quickly as possible. The difference would be offset by near-term increases in property taxes and other revenue such as sales tax which will help fund City Government. This would be an incentive for a developer to get serious about infill.		
296	9/2/2016	Individual	Permit Fees		A public green should be emulated on the First & Adams CSO site. A system of pergolas around the perimeter of grass. A mural on the adjacent building with a white screen to show outdoor movies on in the months the weather allows it. People rent the pergolas to sell trinkets, produce, etc. (which provides at least a modest return on the cost to build/maintain the park).		
297	9/12/2016	Individual	CSO Tanks				
298	9/16/2016	Individual	Enforcement, Homelessness		Need better law enforcement downtown. Homeless population is a significant deterrent to development.		
299	6/13/2016	Individual	Code Incompatibility		The comprehensive plan and development code are not sufficient to allow urban infill development in many areas of the city.	Responses given directly in the attached presentation.	



**Staff Note:**  
*Developer Jim Frank handed copies of this document to participants in the June 2016 infill walking tour in Kendall Yards and West Central. City staff responses are in blue text.*

# City Development Code Changes

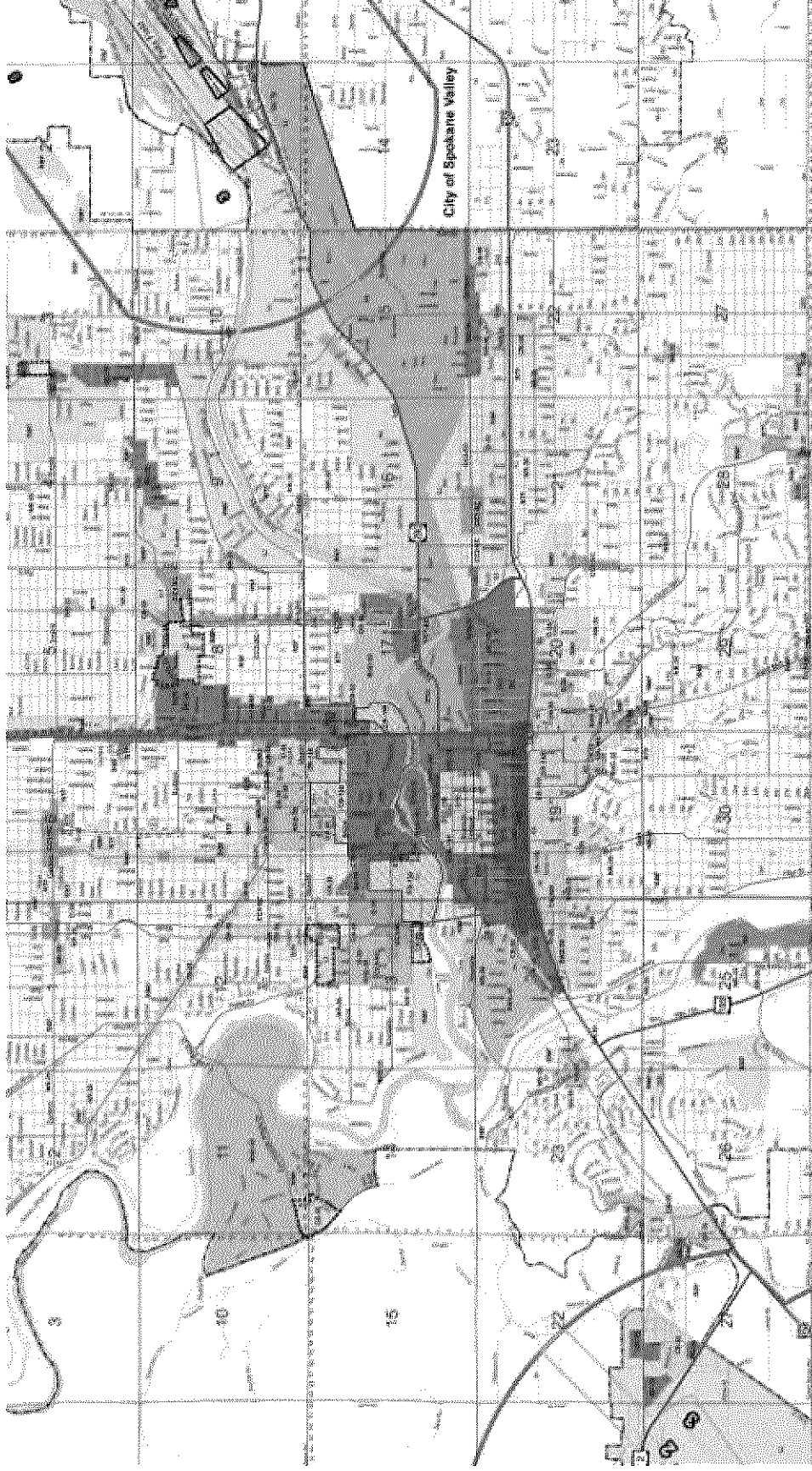
## Encouraging Urban Infill Development

# URBAN COMPREHENSIVE PLAN

- THE CITY OF SPOKANE HAS AN URBAN COMPREHENSIVE PLAN THAT FOCUSES DEVELOPMENT INTO URBAN “CENTERS” AND CORRIDORS
- EMPHASIS ON MIXED USE, HIGHER DENSITY, AND WALKABLE DEVELOPMENT



# CITY ZONING MAP



# SUBURBAN DEVELOPMENT CODE

- WHILE THE COMPREHENSIVE PLAN HAS AN “URBAN” FOCUS THE DEVELOPMENT CODE STANDARDS CARRY FORWARD “SUBURBAN” DEVELOPMENT STANDARDS
- THE DEVELOPMENT CODE DOES NOT FACILITATE URBAN INFILL DEVELOPMENT AND INVESTMENT IN EITHER RESIDENTIAL OR COMMERCIAL ZONES



# RESIDENTIAL DEVELOPMENT STANDARDS

- OUTLINED IN MUNICIPAL CODE SECTION 17C.110 AND TABLE 17C.110-3
- THESE ESTABLISH LOT SIZE, LOT DIMENSIONS, SETBACKS AND SITE COVERAGE STANDARDS.
- THESE STANDARDS ARE DESIGNED TO SUPPORT SUBURBAN DEVELOPMENT AND ARE GENERALLY INCOMPATIBLE WITH HIGHER DENSITY URBAN DEVELOPMENT

# MINIMUM LOT SIZE

- RESIDENTIAL SINGLE FAMILY (RSF): 4350 SF

- MULTIFAMILY (RMF AND RHD): 2900-1600 SF

*Staff Response: No min. size in RHD. See SMC Table 17C.110-3. Under Pocket Res. Devel., no min. size for new lots created in RMF or RHD. See SMC 17C.110.360(D)*

- MINIMUM LOT SIZES DO NOT SUPPORT

VARIOUS FORMS OF HIGHER DENSITY  
ATTACHED AND DETACHED HOUSING THAT  
ARE COMPATIBLE WITH THE DENSITY  
ALLOWED IN THESE RESIDENTIAL ZONES

# COTTAGE HOMES AND TOWN HOMES ON SMALL LOTS (NOT PRERMITTED UNDER CURRENT DEVELOPMENT REGULATIONS EVEN IN

<sup>MF ZONES)</sup>

**Staff Response: Permitted in RMF & others under SMC 17C.110.360 Pocket Res.Devel.**



**Staff Response: Cottage Housing allowed with Type II permit in**  
**RA, RSF, and RSF-C zones. See SMC 17C.110.350**

Infill Development Project  
Steering Committee Report and Recommendation

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# LOT FRONTAGE REQUIREMENTS

- CURRENT DEVELOPMENT STANDARDS REQUIRE ALL LOTS TO HAVE FRONTAGE ON A PUBLIC STREET
- LOTS FRONTAGE REQUIREMENTS OF 40 FT (RSF) AND 25 FEET FOR MULTIFAMILY PRECLUDE MANY SMALLER HOMES TYPES

***Staff Response: There are no street frontage or width requirements for new lots created under SMC 17C.110.360 Pocket Residential Development, in RSF-C, RTF, and multifamily zones such as RMF and RHD.***

# HOMES WITH FRONTAGE ON WALKING PATH (NOT PERMITTED BY CUURENT REGULATIONS )

**Staff Response: Permitted in RA,RSF,RSF-C under SMC 17C.110.350 Cottage Housing.**



**Permitted in many other zones under SMC 17C.110.360 Pocket Res. Development.**

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# TOWNHOMES ON 20 FEET LOT WIDTH

(NOT PERMITTED IN MF ZONES)

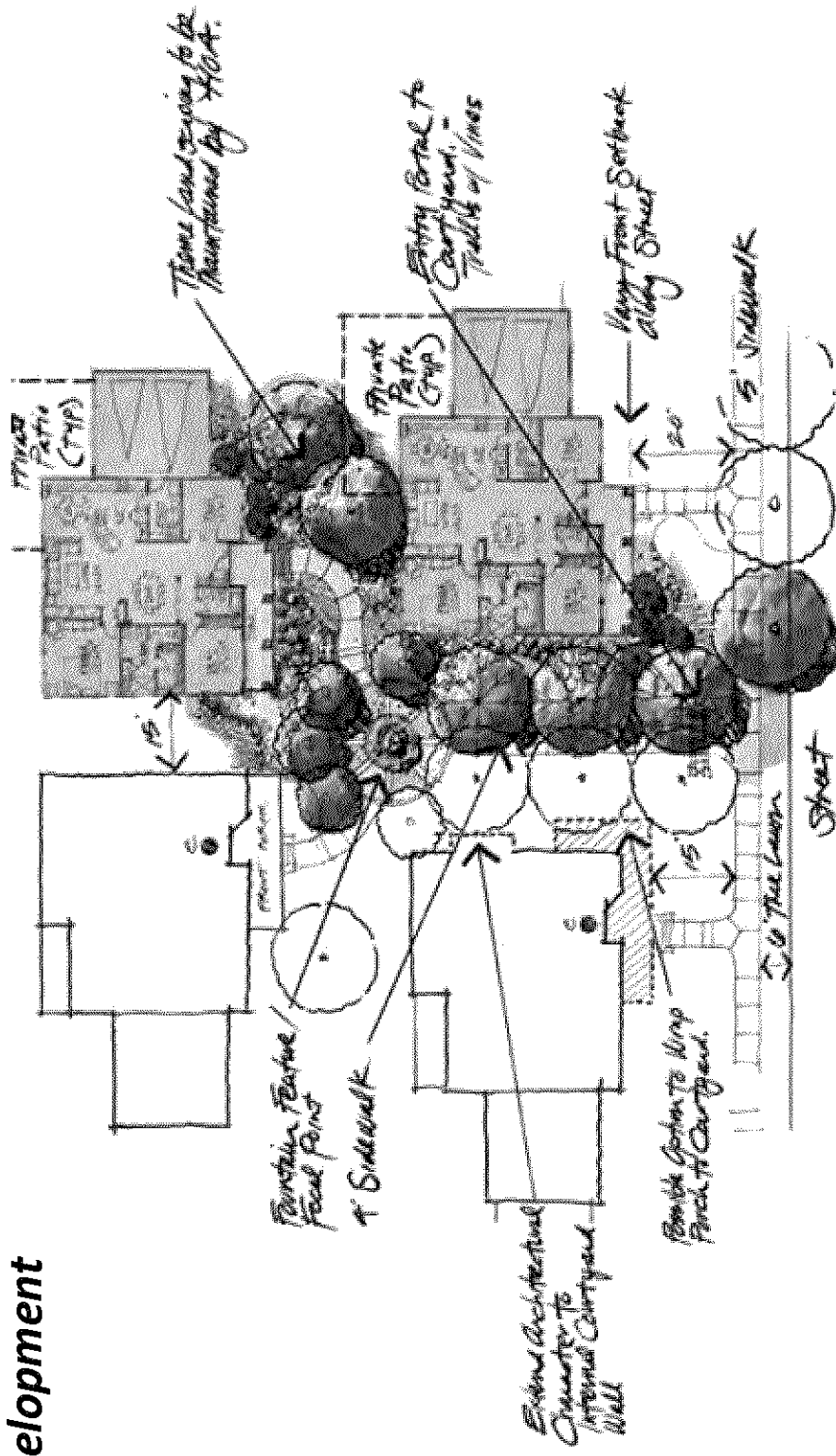
**Staff Response: *If alley access, RMF zone allows 16-ft. -wide lots. SMC Table 17C.100-3***



# CLUSTERED HOMES ON WALKING PATH FROM STREET

(NOT PERMITTED IN EITHER SF OR MF ZONES)

**Staff Response: Permitted in RA, RSF, RSF-C under SMC 17C.110.350 Cottage Housing. Permitted in multifamily zones under SMC 17C.110.360 Pocket Res. Development**



# SITE COVERAGE

- MAXIMUM BUILDING COVERAGE IN RSF IS 40%, 50% IN RMF AND 60% IN RDH.
- THE REQUIRED SITE COVERAGE IN MF ZONES IS IMPOSSIBLE TO MEET IN MOST ATTACHED HOME OR TOWNHOME PROJECTS PROJECTS.
- NOT UNCOMMON TO HAVE 100% SITE COVERAGE ON INTERIOR LOTS IN MF ZONES.
- SITE COVERAGE SHOULD BE BASED UPON “PROJECT SITE” NOT INDIVIDUAL LOTS.

**Staff Response:** *The maximum building coverage is calculated for a pocket residential development site, and not individual lots created, under SMC*

Infill Development Project

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**17C.110.360(D)(2).**



# TOWN HOMES WITH 70% SITE COVERAGE IN MF ZONE (NOT PERMITTED)



**Staff Response:** *The maximum building coverage is calculated for a pocket residential development site, and not individual lots created, under SMC 17C.110.360(D)(2).*

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Infill Development Project

# SITE STANDARDS IN MF ZONES IMPACT HOMEOWNERSHIP

- THE SITE DEVELOPMENT STANDARDS IMPACT HOME OWNERSHIP SINCE EACH UNIT REQUIRES A LOT
- SITE STANDARDS DO NOT TYPICALLY RESTRICT MF RENTAL DEVELOPMENT
- LAND USE STANDARDS ARE CREATING BARRIERS TO HOME OWNERSHIP AND ENCOURAGING RENTAL HOUSING IN URBAN INFILL NEIGHBORHOODS

# URBAN INFILL COMMERCIAL DEVELOPMENT

## **CHARACTERISTICS:**

- STREET FRONTING
- ZERO SETBACKS
- PEDESTRIAN ORIENTED
- RELY ON ON-STREET PARKING
- LACK OF PERIMETER LANDSCAPING

# URBAN INFILL COMMERCIAL DEVELOPMENT



SMALL 2000 SF RESTAURANT WITH NO ONSITE PARKING

*Staff Response: In Downtown/commercial/center zones, parking may be off-site;  
(NOT PERMITTED)  
closest pt. of pkg. area must be located 400-600 ft. from site. SMC 17C.230.100(E)*





# STREET FRONT RETAIL NO SETBACK AND NO LANDSCAPING

*(NOT PERMITTED)*

***Staff Response: Development up to the sidewalk as shown is typically permitted in Downtown, Centers and Corridors, and commercial zones.***



# PUD OPTIONS

- KENDALL YARDS IS BEING DEVELOPED UNDER THE TERMS OF THE PRE-2006 PUD ORDINANCE WHICH ALLOWED A WIDE LATITUDE
- IN 2006 THE PUD REGULATIONS WERE MODIFIED AND BECAME SO RESTRICTIVE THE ORDINANCE WAS OF LITTLE TO NO VALUE AND NOT USED
- IN 2012 PUD REGULATIONS WERE PARTIALLY RELAXED BUT STILL OVERLY RESTRICTIVE

# CHANGES TO DEVELOPMENT CODE ARE ESSENTIAL TO URBAN INFILL DEVELOPMENT

- OVER PAST 10 YEAR VERY LITTLE URBAN INFILL DEVELOPMENT HAS OCCURRED.
- SUBURBAN DEVELOPMENT LAND IS RUNNING SHORT
- GROWTH MANAGEMENT GOALS CAN ONLY BE ACHIEVED WITH URBAN INFILL IN CITY OF SPOKANE
- MARKET IS INCREASINGLY DEMANDING MORE URBAN HOUSING





Logan



Logan



Logan



W  
Kiernan  
GARLAND





*W Kremen  
GARLAND*



*Indian  
Trail*

**July 20, 2016**

**Spokane Plan Commission Infill Housing Subcommittee Workshop #1 Notes**

**Steering Committee Members Present**

- Gail Prosser, Michael Baker, Michael Cathcart, Mike Ekins, Greg Francis, Patricia Kienholz, Evan Verduin, Kay Murano, David Shockley, Alexander Scott (for Ben Stuckart), and Patrick Rooks

**Others Present**

- Robert Cochran, Jim Kolva, Karl Otterstrom, Lee A. Arnold, Robert Tavares, John Chatburn, Cody Dompier, Patricia O'Callaghan, Mark Wilson

**City of Spokane Staff Present**

- Omar Akkari, Nathan Gwinn, Lisa Key, Andrew Worlock

**Development Opportunities Draft Map of Vacant and Underdeveloped Land**

- Discussed making Development Opportunities map live for the public with infill related layers able to be turned off and on as well as the Development Opportunities data layer. Consider presence of features that inhibit development
- Proximity to school, universities, all transit, and parks should be considered as amenities to be added to the mapping.
- Parcels falling within the Multiple-Family Tax Exemption districts should also be included
- What percentage of the City's area fell within the Development Opportunities parcels?  
(Answer: 7.5 percent)

**Additional Background Information**

- Permit Locations: 2006-2015 (Units produced will be added)
- Housing Density by Census Block and Block Group
- Parcel Size by Neighborhood Council

## Stakeholder Input Status and Strategy Prioritization

Focus Groups 1 and 2a (Finance/Real Estate and Architecture/Development)

- **Category: Density/Land Use**

Ranking Group: Michael Baker, Kay Murano, Evan Verduin, Gail Prosser

***Highest Ranking (No Brainer)***

- **Development regulations should provide equal opportunities for fee-simple divisions and rental of individual middle-density housing units, such as attached housing and cottage housing. (21)**
  - *Arch./devel. focus group member note summary: A combination of dimensional requirement for lot width, frontage on a public street, site coverage, etc. severely limits home ownership.*
- **Allow smaller lot sizes with urban geometry to support attached housing and more efficient use of land, provided the overall maximum density of the development does not exceed its designated density. (23)**
  - *Arch./devel. focus group member note summary: Special purpose ordinances such as Pocket Residential and Unit Lot Subdivision should be applied more broadly.*
- **Allow additional housing forms in appropriate locations, rather than standards for specific housing forms. (37)**
  - *Arch./devel. focus group member note summary: Close-in locations near Downtown and the U-District.*

***Moderate Ranking (Quick Win)***

- **Cottage housing should allow for a portion of units with a higher maximum size and the ability to attach units and mix housing types. (16),(17)**
  - *Arch./devel. focus group member note summary: A density limit of ten dwellings per acre is sufficient and there is no need for size limitation of individual units.*
- **Pocket Residential Tool should be allowed outright in Residential Single-family (RSF) or with a conditional use permit rather than a zoning change to Residential Single-family Compact (RSF-C). (143)**

***Lowest Ranking (To Be Avoided)***

- **New low density zoning designation should be created to protect single family neighborhoods outside the city core, and a new higher density single family housing zoning designation should be created near the city core. (32, 33)**
  - *Arch./devel. focus group member note summary: More flexible standards can be created for an "Urban Residential" zone. Less expensive suburban land will continue to ab-*

Note: numbers in parentheses (*n*) correspond to comment numbers in Appendix B, attached. See attached Appendix C (of 7/20/2016 notes) for Recommendation Priority Matrix ranking explanations. Architecture/Development Focus Group member response summary is provided as requested by committee where applicable and provided in full text by separate attachment.

*sorb the large majority of new residential investment. The City's policies encourage infill development and changes to allow higher densities in suburban locations would be contrary.*

- Changes to Demolition Ordinance (Ranking group perceives a lack of political will to change this ordinance). (129)

- **Category: Development General**

Ranking Group: David Shockley and Alexander Scott (for Ben Stuckart)

***Highest Ranking (No Brainer)***

- **Expand the Multiple-Family Tax Exemption to targeted qualifying sites. Explore extension of program to apply to workforce housing (i.e., household incomes above low-income).** (135)
- **Restructure utility rates so that they do not favor single-family development over multi-family.** (35)

***(Split between Quick Win and No Brainer)***

- **Make infill opportunity site information available for small and midsize developers.** (130, 131)

***Moderate Ranking (Tough, but Worthwhile)***

- **Pursue U.S. Department of Housing and Urban Development designated community revitalization areas for infill properties undervalued in areas with distressed sales. Low median value of homes can impact property appraisal of more well-kept homes in depressed neighborhoods.** (30, 146)
  - *Arch./devel. focus group member note summary: Government can invest in these neighborhoods and remove regulatory barriers to investment.*
- **Create a Land Bank to help aggregate properties for more substantial development projects.** (139)

***Lowest Ranking (To Be Avoided)***

- **Life Safety Requirements on Dead-End Roads** (22)
  - *Arch./devel. focus group member note summary: Not a significant issue to infill development because very few infill projects will exceed 30 units.*
- **Local Economy** (247)
  - *Arch./devel. focus group member note summary: A stronger job market would do very little to encourage more infill development. Infill is a supply issue, not a demand issue.*

- **Category: Pedestrians/ Parking/Streets**

Ranking Group: Patricia Kienholz and Mike Ekins

***Highest Ranking (No Brainer)***

- **Reduce minimum parking spaces required on high frequency bus routes.** (245)

- **Unpaved alleys should be paved targeting specifically areas near Centers and Corridors. (246)**
  - *Arch./devel. focus group member note summary: The use of Local Improvement District process in lower income neighborhoods with high percentages of rental housing is not feasible. The City needs to invest capital into infill neighborhoods if private investment is expected.*

***Moderate Ranking (Quick Win)***

- **Increase public investments in streets to create walkable, safe, beautiful public right-of-ways that facilitate further downtown housing development. The Streets Department should focus more on Pedestrian Traffic Engineering and retrofit streets with pedestrian amenities. (28, 29)**
  - *Arch./devel. focus group member note summary: LIDs are of limited value. Narrowing street sections and using bump-outs to reduce crossing distances at pedestrian crossings.*

***(Split between No Brainer and Tough, but Worthwhile)***

- **Identify what incentives are available for parking structures integrated with other uses in the downtown. (136)**
- **Develop public parking structures to reduce need for surface parking lots. (142)**

***Lowest Ranking (To Be Avoided)***

- **Increase surface parking lot taxes to limit a desire to speculate on downtown surface parking lots. (141)**

- **Category: Tools/Education**

Ranking Group: Michael Cathcart, Greg Francis, Patrick Rooks

***Highest Ranking (No Brainer)***

- **Build accurate mapping of parcels with infill development potential. (26, 140)**
  - *Arch./devel. focus group member note summary: Data mapping is not significant because the Spokane County Scout system is very effective for anyone looking for infill parcels.*

***Moderate Ranking (Quick Win)***

- **Develop presentation and education materials to educate neighborhoods on the benefits of affordable and workforce housing to dispel myths and increase awareness. (127, 145)**
- **Develop presentation and education materials to educate neighborhoods / those near infill sites on the benefits of infill housing to dispel myths and increase awareness. (144)**

***Lowest Ranking (To Be Avoided)***

- **Encourage employer incentives to employees living closer to office / using transit. (This approach was not seen as having a large enough impact and few entities are perceived as willing to develop incentives.) (137, 138)**



### **Next Steps**

- August 9, 2016                      Steering Committee Workshop #2
- Week of August 22, 2016        Open House

### **Public Comments**

- Cody Dompier
  - Development incentives are helpful and should remain a priority.
  - Suggested looking at disincentives for undeveloped land / parking lots to spur development rather than parking or land speculation.
- Patricia O'Callaghan
  - Public infrastructure upgrades performance bonds for rehab of existing buildings. Owner might be incentivized to pay a portion of an alley or a sidewalk upgrade if paid into a trust or bond.
  - Stated that sewer line upgrades were a deterrent for redevelopment on infill sites like those found in West Central, north of Kendall Yards and West Bridge Avenue.

### **Action Items**

Staff will send focus group member response for Architecture/For Profit Development Group.

Staff will research incentives for structured parking and disincentives for surface parking.

Staff will research fire suppression sprinkler cost trends.

Staff will survey and summarize some best practices for infill development in other communities.

**August 9, 2016**

## **Spokane Plan Commission Infill Development Steering Committee Workshop #2 Notes**

### **Steering Committee Members Present**

- Gail Prosser, Michael Baker, Michael Cathcart, Mike Ekins, Greg Francis, Kay Murano, David Shockley, Patrick Rooks, Kitty Klitzke, Asher Ernst

### **Others Present**

- Robert Cochran, John Chatburn, Patricia O'Callaghan, Ian Robertson, Stephen Hopkins, Paul Kropp, Lori Phillips, Jen Hansen

### **City of Spokane Staff Present**

- Omar Akkari, Nathan Gwinn, Lisa Key, Andrew Worlock, Melora Sharts

### **Development Incentives for the City of Spokane: Discussion**

The City's economic development strategy was presented and discussed.

### **Continued Stakeholder Input Status and Strategy Prioritization**

Focus Groups 2b through 5 (Tiny Homes, Non-Profit, Community, Neighborhood Council Representatives), and Neighborhood Council Discussion Summaries

- **Category: Density/Land Use**

Ranking Group: Kitty Klitzke, Patrick Rooks, Mike Ekins, Asher Ernst

***Highest Ranking (No Brainer)***

- Incentivize infill in historically urban and urban core centers and corridors. Confine some incentives to/increase incentives in these areas. (59),(80),(113),(285)

***Moderate Ranking (Quick Wins)***

- Follow a point system for design standards. The development must implement a minimum number of points required, earnable through following neighborhood plan, neighborhood design guidelines, and city design standards. To match neighborhood scale, limit the footprint size of non-residential uses, such as garages and shops. (46),(59),(80),(250),(253),(256),(281)
- Amend unit lot subdivision policy to allow new development that addresses lot coverage, more permissive setbacks, and allows alley-only access (like cluster developments). (52),(65),(84),(153),(156),(252),(255),(281)

- **Category: Development General**

Ranking Group: Michael Baker, Michael Cathcart, David Shockley, Gail Prosser

***Highest Ranking (No Brainer)***

- Study the walking environment within ¼ mile of Centers and Corridors and expand transition areas where most people are likely to walk. (73)
- Invest more in the quality of sidewalks, incomplete alleys, and on neighborhood peripheries to spur new development in target areas. (40),(98)

***Moderate Ranking (Quick Win)***

- Use tiny homes as affordable, single-family dwellings and investigate developing a small lot ordinance with standards allowing creation of new lots and development of existing lots that have smaller area and/or width than Standard Lots. (175)
- Develop an Integrated Parking Strategy for Downtown Spokane. This could include expanding City Parking Services role in parking and/or developing a coalition of interested parties. (61), (276),(286)
- Study reducing parking requirements for transit-oriented uses along high-performance transit. (112)

***(Tough, but Worthwhile)***

- In the City's state legislative agenda, pursue highest and best use taxation, or alternative use category other than undeveloped land, to address vacant lots, underdeveloped land, and surface parking lots. (62)

- **Category: Tools/Education**

Ranking Group: Kay Murano, Greg Francis, Melora Sharts

***Highest Ranking (No Brainer)***

- Make education a priority so people know what is happening. Find more marketing tools to promote infill development, more communication with developers, property owners, and neighbors to explain why we're doing what we're doing. (125)
- Do a gap analysis regarding in housing choice to identify tools to incent infill to address gaps, and make infill rules more flexible. (126)

***Moderate Ranking (Quick Win)***

- Continue to identify additional potential areas for development and incentivize development in those areas, such as the Targeted Investment Pilot areas. (71)
- Produce a developable lands inventory to help developers identify where developable and maps that identify locations within Centers and Corridors. (56),(96)
- Improve management of existing and new foreclosed properties. Create an organization, such as a land bank, to be first in line for foreclosed properties that can hold and resell them for better community use. (104)

- Find tools to make upside-down/foreclosure (zombie) properties available for redevelopment. (97)
- Pay fees at the end of the project instead of the beginning to assist by reducing the carrying cost. (93)

- August 11, 2016 Steering Committee Workshop #3
- August 30, 2016 Open House

- Ian Robertson
  - Expressed disagreement that churches are interested only in providing land for tiny housing communities, and not interested in providing oversight. (Comment from Tiny Housing Focus Group #183)
  - Disagree that working with nonprofits and churches to offer incentives where they have land, and to develop tiny housing clusters, is a low recommendation. A committee member pointed out the “low” recommendation was a suggested feasibility, and not an overall recommendation. (Comment from Tiny Housing Focus Group #181)
  - Development emphasis on larger projects leads to wasteful spending in larger organizations, such as on operational staffing. Developers should be enabled to work on smaller sites to provide affordable housing everywhere.

Staff will send committee member comments for Thursday's workshop.

## Spokane Plan Commission Infill Development Steering Committee Workshop #3 Notes

- Gail Prosser, Michael Baker, Michael Cathcart, Mike Ekins, Greg Francis, David Shockley, Patrick Rooks, Kitty Klitzke, Asher Ernst, Darryl Reber, Patricia Kienholz

- Robert Cochran, Lori Hays, Anna Vamvakias, Stephen Hopkins, Paul Kropp, Don Swanson

- Omar Akkari, Nathan Gwinn, Lisa Key, Brian McClatchey, Paul Trautman

- Infill Tools from Other Communities: Discussion

- Ranking group who reviewed the Density/Land use comment summaries for Workshop #2 elaborated on recommendations

- Five recommendations from ranking groups were reviewed, such as those related to code incentives in historic urban areas, and a point system for design standards.
- Committee members decided to convene a fourth workshop on August 25, 2016 to allow more time to recall themes from each focus group meeting, conduct further discussion, and review and formulate opinions on the preliminary recommendations.

- August 25, 2016 Steering Committee Workshop #4
- August 30, 2016 Open House

- Anna Vamvakias
  - Chief Garry Park Neighborhood Council does not meet until September. Comments would be submitted after their meeting.

- Asked whether areas targeted by changes would be citywide, to include all residential areas, and some committee members answered that was a possibility.
- Concern that there are no design standards for single-family development.
- Robert Cochran
  - Manufactured housing options are limited in Spokane. Manufactured housing is related to the tiny home trend, and could assist with infill development on irregular or difficult sites.
  - Two manufactured homes on a lot constitutes a manufactured home community under the current definition.
  - Park models are small and popular, including HUD-standard models.

### **Action Items**

Staff will resend list of preliminary recommendations developed in Workshops #1 and #2 with prompting questions and/or information for further consideration by the steering committee.

**August 25, 2016**

## **Spokane Plan Commission Infill Development Steering Committee Workshop #4 Notes**

### **Steering Committee Members Present**

- Gail Prosser, Michael Cathcart, Mike Ekins, Greg Francis, Patrick Rooks, Darryl Reber, Evan Verduin, Kay Murano

### **Others Present**

- Scott Kusel, Jack Kestell, Richard Gammill, Ian Robertson

### **City of Spokane Staff Present**

- Omar Akkari, Nathan Gwinn, Melissa Owen

### **Strategy Prioritization and Recommendation Development**

The committee and staff reviewed five categories of recommendations generated previously by the small ranking groups in the first three workshops. Several staff suggestions for clarity and combinations of recommendations were reviewed, and additional edits were proposed by committee members. The following list contains the recommendations that the group decided to send to the open house August 30 for public input and review in September, as edited during the meeting, with two exceptions noted where there was not unanimous agreement.

#### **1. Citywide Code ("C") Recommendations**

- Housing Diversity
  - C-7: Development regulations should provide equal opportunities for fee- simple divisions, owner and rental occupancy of individual higher-density housing units, such as attached housing, cottage housing, and accessory dwelling units.
  - C-3: Amend unit lot subdivision policy [and other regulations] to allow new development that addresses lot coverage, more permissive setbacks, and allows alley-only access (like cluster developments).
  - C-8: Review and update dimensional and other standards such as smaller lot sizes to support attached housing and more efficient use of land, provided the overall maximum density of the development does not exceed its designated density.
  - C-15: Manufactured Homes: Review and update manufactured home (built to HUD standards) age and minimum size standards on lots outside of a manufactured home park; and, explore modifications to local mobile/manufactured home park size and ownership models.



- Development Fees
  - C-6: Explore paying development fees (all development fees – permits, connection, GFCs, etc.) at the end of the project instead of the beginning to assist by reducing the carrying cost (Note: define “end of project” and explore the timing for payment of fees).
- Utilities
  - C-13: Restructure utility rates and/or connection fees for multifamily development so that they do not favor single-family development over multi-family.
- Residential Design Standards
  - C-2: Create a form-based, point-based or other system of menu options that extends design standards to all residential development types (including residential structures for which the predominant use/feature is a garage/shop). The development must comply with subarea plans and city design standards (Note: Encourage committee of developers, designers and neighbors to facilitate the creation of a form-based, point-based or menu of options system). (address form instead of use)

▪ Note: The underlined text above was suggested by some committee members as a result of combining this recommendation with C-12 Oversize Garages, discussed below under section 3, Location-Specific Code Recommendations. The committee did not unanimously support the insertion of this underlined text.

## 2. Citywide Programmatic (“P”) Recommendations

- Education
  - P-3: Prioritize the development and implementation of a robust Infill Development education campaign and communication plan so people know what is happening with infill development. Include additional marketing tools to promote infill development, provide consistent and ongoing communication with developers, property owners, and neighbors to explain why we're doing what we're doing.
  - P-12a: Develop presentation and education materials to educate the public on the benefits of infill housing including its use and role as a tool to development affordable and workforce housing, to dispel myths regarding infill housing, and increase awareness of infill housing options. (Combined with 12-b.)

- Information & Analysis
  - P-4: Coordinate an analysis regarding housing choice to identify tools to incentivize infill that specifically addresses gaps in housing choice and make infill rules more flexible.
  - P-6: Produce and promote a developable lands inventory and map to assist developers in identifying sites with infill development potential and explore methodologies to capture data on availability of developable lands.
- Property Aggregation, Re-Use, and Redevelopment
  - P-7: Improve management of existing and newly foreclosed, abandoned, and nuisance properties by exploring options for creating an organization that would aggregate, hold, reuse, and/or resell property for better community use/benefit (e.g. land bank).
  - P-7b: Find tools to make upside-down/foreclosure (zombie) properties available for re-use or redevelopment.

### 3. Location-Specific Code (“C”) Recommendations

- Oversize Garages
  - ~~C-12 To match neighborhood scale, limit the footprint size of non-residential uses in residential areas, such that the primary structure is not predominantly a garage or shop.~~

▪ Note: This text struck through above was modified to address form instead of use, and combined with C-2 Residential Design Standards section above. The committee did not unanimously support inclusion of this recommendation at the open house.

- Housing Diversity
  - C-9: Enact a form-based strategy in appropriate locations, rather than standards for specific housing types. (Provide example of form-based.)
  - C-10: Cottage housing should allow for a portion of units with a higher maximum size and the ability to attach units and mix housing types.
  - C-11: Pocket Residential Tool should be allowed outright in Residential Single-family (RSF) or with a conditional use permit rather than through a zoning change to Residential Single-family Compact (RSF-C).

- Parking
  - C-5 Study reducing parking requirements for transit-oriented uses near bus routes with 15-minute weekday service.
- Priority Areas
  - C-1: Incentivize infill within and in close proximity (quarter-mile) of historically urban and urban core centers and corridors with current and new incentives. Continue to confine some incentives to or increase incentives in these areas and support the next phase of economic development and incentive work underway at the City.
  - C-14: Expand the Multiple-Family Tax Exemption to targeted qualifying sites. Explore extension of 12-year program to apply to workforce housing (i.e., household incomes above low-income) and consider using the city's authority under MFTE to increase opportunities for mixed-income development based on area context.

#### **4. Location-Specific Program ("P") Recommendations**

- Targeted Investment Areas
  - P-5: Continue to identify additional potential areas for development and incentivize development in those areas, such as the targeted investment areas.
- Financing Solutions
  - P-10: Look at strategies to mitigate the low value market areas. One of the potential tools we have is the U.S. Department of Housing and Urban Development designated community revitalization areas for infill properties undervalued in areas with distressed sales. Low median value of homes can impact property appraisal of more well-kept homes in depressed neighborhoods.
- Parking
  - P-1: Develop an Integrated Parking Strategy for Downtown Spokane. This could include expanding City Parking Services role in parking, the development of publicly-owned parking structures, offering incentives for the development of structured parking or integrated structured parking, and/or developing a coalition of interested parties.
  - P-2: In the City's state legislative agenda, pursue non-residential highest and best use taxation, or alternative use category other than undeveloped land, to address vacant lots, underdeveloped land, and surface parking lots Downtown.

## 5. Improvement ("I") Recommendations

- I-1: Unpaved alleys should be paved targeting specifically areas near Centers and Corridors. As one option, reconsider recent ordinance that set a higher assessment area threshold for approval of Local Improvement Districts.
- I-2: Increase public investments in streets to create walkable, safe public right-of-ways that conform to city standards and facilitate further downtown housing development. The Streets Department should focus more on Pedestrian Traffic Engineering and retrofit streets with pedestrian amenities.

■ Note: The committee combined I-3, Develop Public Parking Structures, with P-1, Parking, in Section 4 above.

### Public Comments

- Ian Robertson
  - Who is expected to live in infill housing?
  - Lot size and unit size for manufactured homes should come down to encourage homeownership for lower incomes
  - Tiny huts, not containing a bathroom and kitchen, and without basic services such as sewer and water, would not be acceptable to the public
  - Tiny houses may be as small as 344 square feet
  - Encouraged committee to read ALICE (Asset Limited Income Constrained Employed) Report (United Way, 2016)

### Next Steps

- |                              |                        |
|------------------------------|------------------------|
| • August 30, 2016            | Open House             |
| • Week of September 12, 2016 | Recommendation Meeting |

**Attachment (to 8/26/2016 notes):** Discussion List of Infill Recommendations dated 8/19/2016

# Infill Development Project

## Open House Results

August 30, 2016, Chase Gallery of Spokane City Hall

The infill development steering committee, a subcommittee of the Spokane City Plan Commission, held an open house to invite public review of its recent work in order to help identify strategies to address development on Spokane's vacant and underdeveloped lots in built-up areas.

Forty people signed in for the meeting. The discussion focused on several preliminary recommendations that had been identified by the committee following a series of six focus group meetings and four committee workshops over the spring and summer of 2016.



- **Ranking Exercise**

In a self-ranking affinity grouping dot exercise, participants were asked to rate their favorite three from the full set of presented items by placing green dots directly on the display boards, as well as their least favorite three by placing yellow dots near those least favored recommendations.

- **Open House Comments**

City staff members were stationed near display boards to record any additional reactions of participants to particular recommendations and other comments. Comment forms were also available to be filled out and three were submitted that evening.

- **Additional Comments by Monday, Sept. 12**

The open house occurred during a comment period that will end on **September 12, 2016**. People who were unable to attend the open house are encouraged to visit the City's website and provide comment on the recommendations presented at the event by the end of the comment period. Read the post, review the material, and provide comment online at this link:

[my.spokanecity.org/news/stories/2016/08/30/infill-development-open-house-is-today/](http://my.spokanecity.org/news/stories/2016/08/30/infill-development-open-house-is-today/)

All members of the public are also encouraged to complete an online survey and view other information by visiting the project webpage, where you may follow a link to the survey:

[my.spokanecity.org/projects/infill-housing-strategies-infill-development/](http://my.spokanecity.org/projects/infill-housing-strategies-infill-development/)

Finally, you may email [ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org) or call 509-625-6893 at any time to provide additional comments or ask questions about this work. Comments directed to the steering committee are encouraged by September 12, 2016.

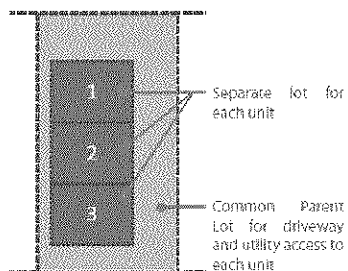
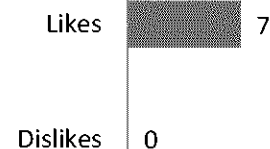
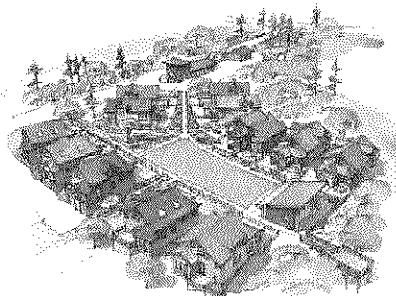
The combined results of the ranking exercise and comments at the open house received August 30, 2016, are summarized below. The recommendations are grouped by subject and presented in the same order as on the display boards. The committee may decide to further reorder, refine, or omit numbering of items.

Participants rated pursuing surface parking lot disincentives, and allowing more flexible sizes and housing types for cottages, as the most popular recommendations. Surface parking also emerged as one of the most disfavored recommendations, while participants rated addressing unpaved alleys as the least liked.

## CITYWIDE CODE RECOMMENDATIONS

### C-7: Equal Ownership Opportunities

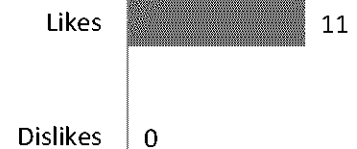
Development regulations should provide equal opportunities for fee-simple divisions, owner and rental occupancy of individual higher-density housing units, such as attached housing, cottage housing, and accessory dwelling units.



Unit Lot Subdivision allows for the creation of lots for types of attached housing and specified cottage housing projects, while applying only those site development standards applicable to the parent site as a whole, rather than to individual unit lots.

**C-3: Unit Lot Subdivision for New Development**  
Amend unit lot subdivision policy to allow new development that addresses lot coverage, more permissive setbacks, and allows alley-only access (like cluster developments).

*Currently, only properties with existing residential dwelling units can use this method. [Spokane Municipal Code (SMC) 17G.080.065 Unit Lot Subdivisions]*



### Related Comment Received

- Like the ability to have smaller units that are owner-occupied.

### Note:

- Tied with C-15 Manufactured Homes for N<sup>o</sup> 3 Most-Liked Item

### C-8: Dimensional

Review and update dimensional and other standards such as smaller lot sizes to support attached housing and more efficient use of land, provided the overall maximum density of the development does not exceed its designated density.

[SMC 17C.110 Residential Zones]

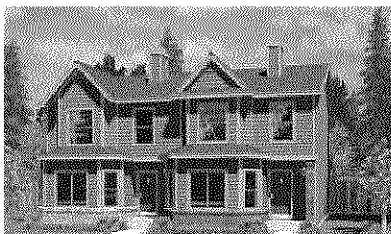
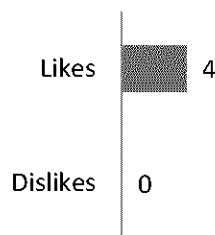


Photo Credit: Houseplans.pro



#### Related Comment Received

- The City should consider smaller lots and other ways to support non-subsidized housing in the \$130,000-\$160,000 range.



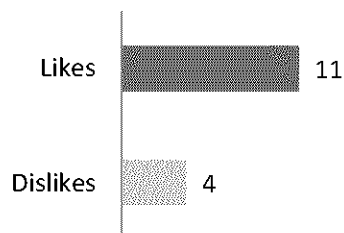
**Current Manufactured Housing Regulations:**  
Only new manufactured home units are allowed outside manufactured home parks.

Only a unit comprised of two or more fully enclosed parallel sections each of not less than 12 feet wide by 36 feet long (864 SF). See SMC 17C.345 Manufactured Homes and Mobile Home Parks for further regulations.

### C-15: Manufactured Homes

Review and update the manufactured home age and minimum size standards on lots outside of a manufactured home park; and, explore modifications to local mobile home park size and ownership models.

[Manufactured Homes and Mobile Home Parks Handout]



#### Related Comments Received

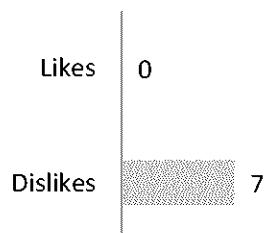
- Make smaller and older homes possible through text changes to the City's development standards for manufactured homes. Also allow new manufactured home parks on sites as small as one acre, a reduction from 10 acres under existing code. Remove a prohibition in the City's code, regarding recreational vehicles as primary residences in manufactured home parks, that conflicts with State law.
- Pre-fabricated homes should be subject to design standards for approval.

#### Note:

- Tied with C-3 Unit Lot Subdivision for New Development for N<sup>o</sup> 3 Most-Liked Item

### C-6: Development Fees

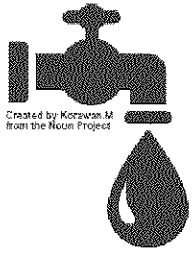
Explore paying development fees (all development fees – permits, connection, GFCs, etc.) at the end of the project instead of the beginning to assist by reducing the carrying cost (Note: define "end of project" and explore the timing for payment of fees).



#### Note:

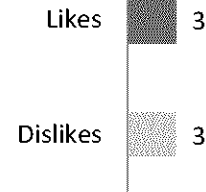
- Tied with I-2 Pedestrian Improvements for N<sup>o</sup> 3 Least-Liked Item





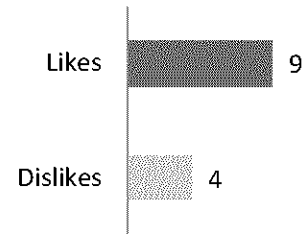
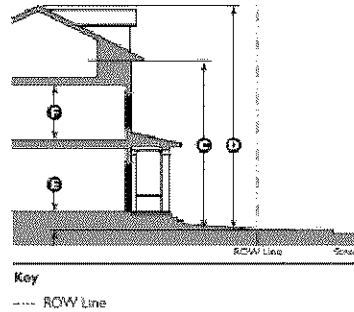
### C-13: Utility Rates

Restructure utility rates and/or connection fees for multifamily development so that they do not favor single-family development over multi-family.

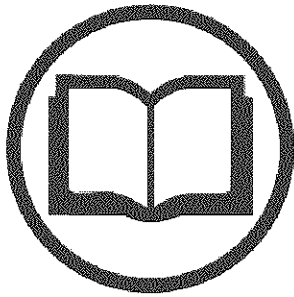


### C-2: Design Standards

Create a form-based, point-based or other system of menu options that extends design standards to all residential development types (including residential structures for which the predominant use/feature is a garage/shop). The development must comply with subarea plans and city design standards (Note: Encourage committee of developers, designers and neighbors to facilitate the creation of a form-based, point-based or menu of options system).



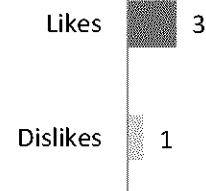
## CITYWIDE PROGRAM RECOMMENDATIONS



### P-3: Infill Development Education Campaign

Prioritize the development and implementation of a robust Infill Development Education Campaign and Communication Plan that will increase awareness and understanding of the benefits of infill housing through consistent and ongoing communication with developers, property owners, and neighbors.

Include additional marketing tools to promote infill development and dispel myths regarding infill housing; and, develop presentation and education materials regarding infill housing and its role as a tool to develop quality, attractive housing for all income levels.

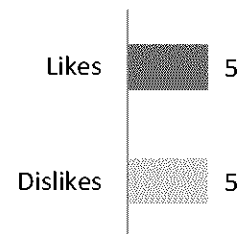
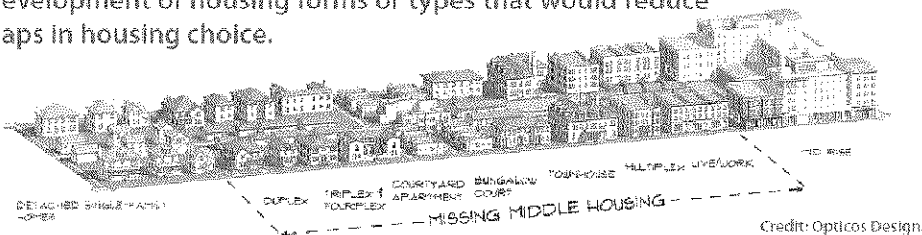


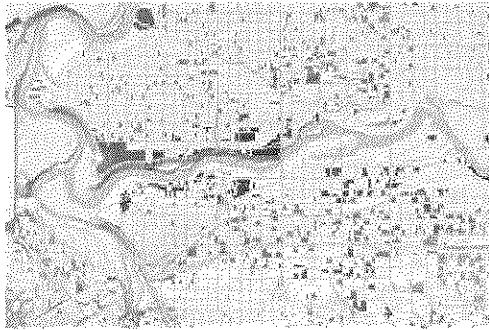
#### Related Comment Received

- To dispel fears of homeowners, can educational materials be distributed to neighbors of tiny houses?

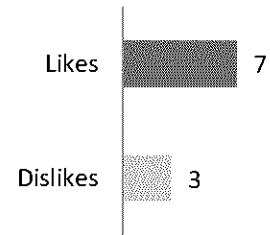
### P-4 Housing Choices Gap Analysis

Coordinate an analysis of gaps in housing choice with the intent of identifying tools, incentives, and code amendments necessary to encourage the development of housing forms or types that would reduce gaps in housing choice.





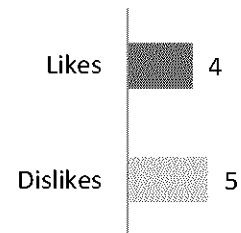
**P-6: Developable Lands**  
Produce and promote a developable lands inventory and map to assist developers in identifying sites with infill development potential and explore methodologies to capture data on availability of developable lands.



#### Related Comments Received

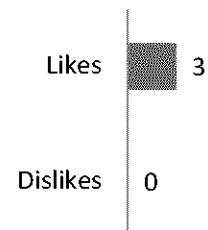
- How do you find out about property owned by the City?
- A community park might be a good use of City-owned land such as the Normandie site near North Central High School.

**P-7: Land Aggregation Entity**  
Improve management of existing and newly foreclosed, abandoned, and nuisance properties by exploring options for creating an organization that would aggregate, hold, reuse, and/or resell property for better community use/benefit (e.g., a land bank).



**Zombie Foreclosures:** One in every five homes in the foreclosure process sits vacant, abandoned by the distressed home owner and not yet repossessed by the foreclosing lender. With no one to maintain them, these "zombie" foreclosures may fall into disrepair and attract vandalism and other crime, while dragging down the values of the surrounding homes.

**P-7b: Foreclosure Properties**  
Find tools to make upside-down/foreclosure (zombie) properties available for re-use or redevelopment.



# LOCALIZED CODE RECOMMENDATIONS

## C-9: Form Based Standards

Enact a form-based strategy in appropriate locations, rather than standards for specific housing types.

Form-based strategies could include:

- Allowing duplex and triplex as conditional uses, or only on corner lots in the Residential Single-family (RSF) zone, with design guidelines that expressly allow one main front door per street frontage (options for multiple-entry behind front door, or disguised secondary entries) to mimic single-family home design.
- Removing the owner occupancy requirement for accessory dwelling units.
- Creating a 4-12 Unit Building Multi-Family Zone.

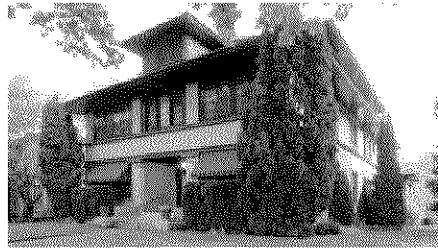
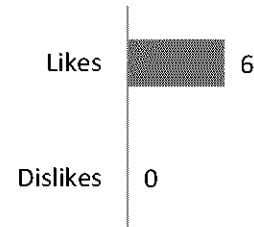


Photo Credit: Wellsandcompany.biz

▲ **The Poplar | Browne's Addition**  
Historic rehabilitation of a 10,000 square foot Mediterranean style brick and stucco house built in 1905 into 11 apartments.



### Related Comments Received

- In implementing form-based standards, how will the City address or remedy safety issues related to large numbers of people living in old single-family units and overloading electrical systems?
- Create opportunities for small neighborhood retail to create walkable destinations. Examples might include coffee shops, bakeries, and small markets.

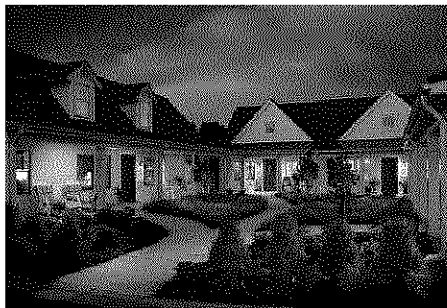


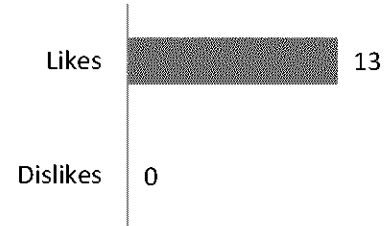
Photo Credit: Nabbilldesign.com

## C-10: Cottage Housing

Cottage housing should allow for a portion of units with a higher maximum size, and the ability to attach units and mix housing types.

Current Cottage Housing Policy

- Must be detached, single-family units
- Max Unit Floor Area: 1,000 sf.
- Max. First Floor Size:
  - > 50% of Units should be < 650 sf.
  - < 50% of Units should be < 1,000 sf.



**Note:**

- **Nº 2 Most-Liked Item**

## C-11: Pocket Residential Development

Pocket Residential Development should be allowed outright in Residential Single-family (RSF) or with a conditional use permit, rather than through a zoning change to Residential Single-family Compact (RSF-C).

The purpose of Pocket Residential Development (PRD) is to:

- Stimulate new compact infill housing that is compatible in scale and character to established surrounding residential areas.
- Create broader range of building forms for residential development and allow for frontage on to a private drive and/or walkway.



▲ **406 S. Hemlock | Browne's Addition**  
Development of 14 condo units, 7 of which are facing on a private walkway. This development could have used the Pocket Residential tool to create individual lots, if it had been available at the time.

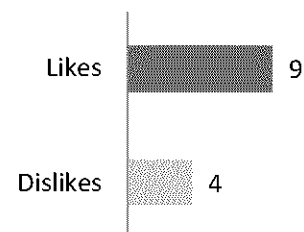




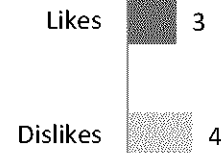
Photo Credit: AfricaBusinessForum.com

### C-5: Transit-Oriented Parking Reductions

Study reducing parking requirements for transit-oriented uses near bus routes with 15-minute weekday service.

#### Current Parking Reduction Policy

- Parking below the minimum ratio shall be conditioned upon the project contributing towards a pedestrian and transit supportive environment both next to site and in the surrounding area.
- The planning director can allow reduced parking ratios but must consider the proximity of the site to frequent transit service, zoning designation of surrounding sites and the character of the proposed use.

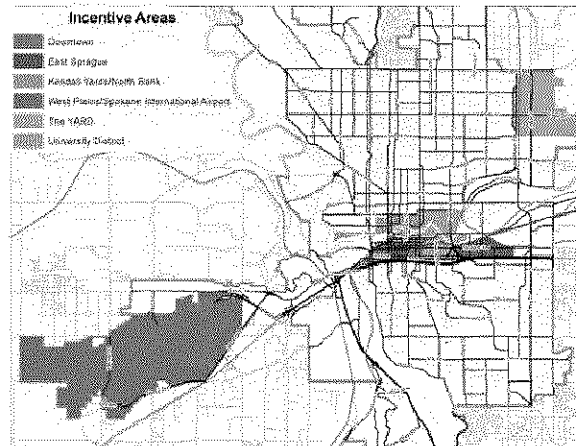


#### Related Comments Received

- Consider neighborhood discounted transit passes in lieu of discounted all-day parking meter permits in the center city.

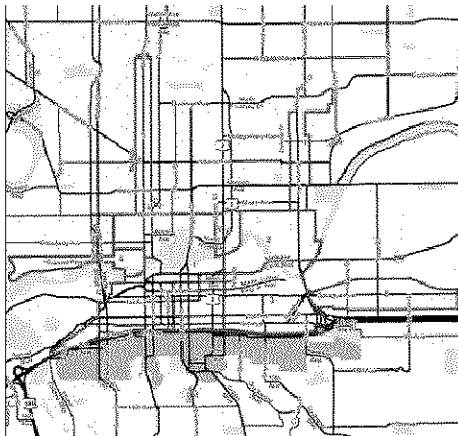
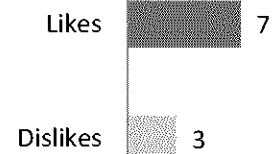
### C-1: Targeting Infill Incentives

Incentivize infill within and in close proximity (quarter-mile) of historically urban and urban core centers and corridors with current and new incentives. Continue to confine some incentives to or increase incentives in these areas and support the next phase of economic development and incentive work underway at the City.



▲ Current Priority Areas  
Targeted Area Incentives Program with 5 areas, some of which overlap with Center and Corridor Zones. (5 Year Evaluation Cycle)

[\[Click image to visit interactive map\]](#)

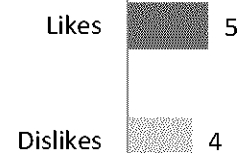


[\[Click image to visit enlarged map\]](#)

**C-14: Multiple-Family Tax Exemption**  
Expand the MFTE to targeted qualifying sites. Explore extension of 12-year program to apply to workforce housing (i.e., household incomes above low-income) and consider using the city's authority under MFTE to increase opportunities for mixed-income development based on area context.

#### ◀ Current Multiple-Family Tax Exemption Map

A partial property tax exemption for new improvements that create multi-family housing. The exemption period is 8 years for market rate projects, and 12 years for projects that target at least 20% of the units for low to moderate income households.



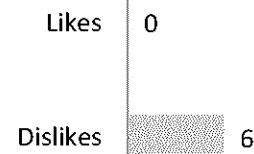
# LOCALIZED PROGRAM RECOMMENDATIONS



Photo Credit: Hotpads.com

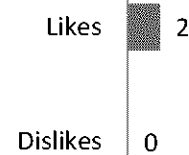
**P-5: Targeted Investment Strategy**  
Continue to identify additional potential areas for development and incentivize development in those areas, such as the targeted investment areas.

◀ **Sprague Union Terrace Building | East Central Sprague Union Terrace**, a mixed-use development within the East Sprague Target Area, provides 37 rental homes for people in the work force, as well as retail stores on the ground floor.



## P-10: Financing Solutions

To reduce barriers and encourage infill development, pursue strategies that mitigate the impact of low-value market areas on new development. Areas with large numbers of deteriorating houses can impact property appraisal of more well-kept homes and create barriers to new development (*Note: One of the potential tools available to combat the impact of low-value market areas is the Community Revitalization Area designation through the U.S. Department of Housing and Urban Development*).



## P-1: Integrated Parking Strategy

Develop an Integrated Parking Strategy for Downtown Spokane. This could include expanding City Parking Services role in parking, the development of publicly owned parking structures, offering incentives for the development of structured parking or integrated structured parking, and/or developing a coalition of interested parties.

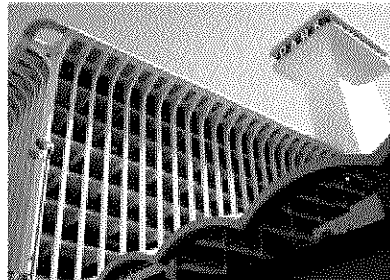
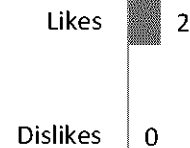


Photo Credit: Roadarch.com



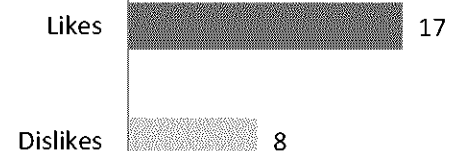
### Types of Parking Taxes

**Commercial Parking Tax:** A special tax on priced parking. This type of tax discourages the pricing of parking and concentrates impacts in a few areas such as major commercial centers, campuses, and hospitals.

## P-2: Surface Parking Disincentives

In the City's State legislative agenda, pursue non-residential highest and best use taxation, or alternative use category other than undeveloped land, to address vacant lots, underdeveloped land, and surface parking lots Downtown.

**Nonresidential parking tax (NRPT):** A special tax that applies to both unpriced and priced parking. Non-residential parking taxes distribute cost burdens more broadly, encourage property owners to manage parking supply more efficiently, which tends to reduce total parking costs, reduce automobile traffic, and reduce sprawl. Although non-residential parking taxes are more challenging to implement, they tend to support more of Spokane's strategic planning objectives.



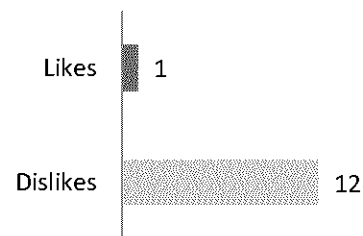
### Notes:

- **Nº 1 Most-Liked Item**
- **Also Nº 2 Least-Liked Item**

# IMPROVEMENT RECOMMENDATIONS

## I-1: Unpaved Alleys

Unpaved alleys, specifically alleys near Centers and Corridors, should be paved. Local Improvement Districts (LIDs) are one tool for paving alleys—reconsider recent changes to the LID ordinance that set a higher threshold for approval of LIDs.



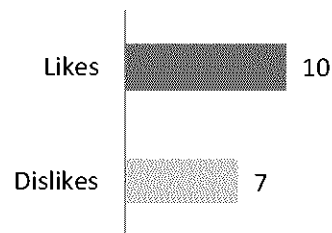
### Note:

- ***Nº 1 Least-Liked Item***

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## I-2: Pedestrian Infrastructure

Increase public investments in streets to create walkable, safe public right-of-ways that conform to City standards and facilitate further Downtown housing development. The Streets Department should focus more on pedestrian traffic engineering and retrofit streets with pedestrian amenities.



### Note:

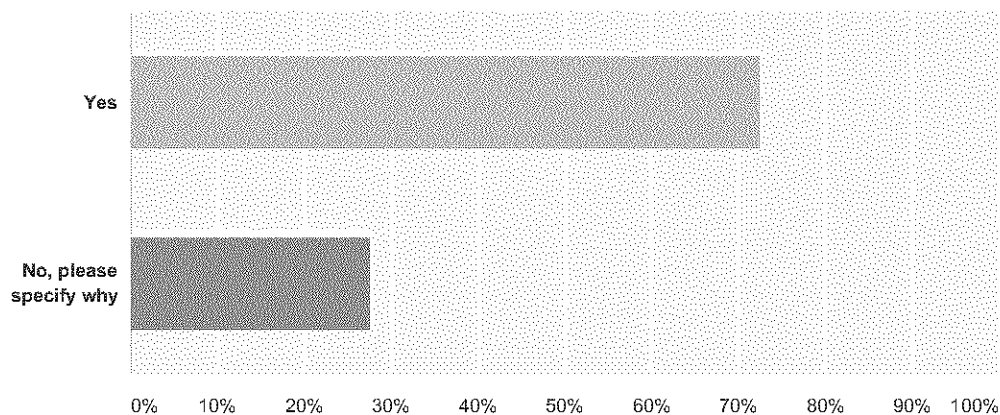
- ***Tied with C-6 Development Fees for Nº 3 Least-Liked Item***

## Additional Comments Received

- Concern about transition between new Downtown development and historic homes in the Peaceful Valley neighborhood. Impacts include blocking sun, communication devices, traffic, noise, refuse collection, and parking, with disproportionate benefits for the two neighborhoods. Mutual respect, communication, and transition zones are needed.
- Undeveloped areas near historic Rockwood Boulevard provide bird and other animal habitat.
- Consider unique geologic features, such as basalt outcroppings, prior to development.

# Q1 Do you personally have enough high-quality affordable housing options for your income level and family size?

Answered: 134 Skipped: 2

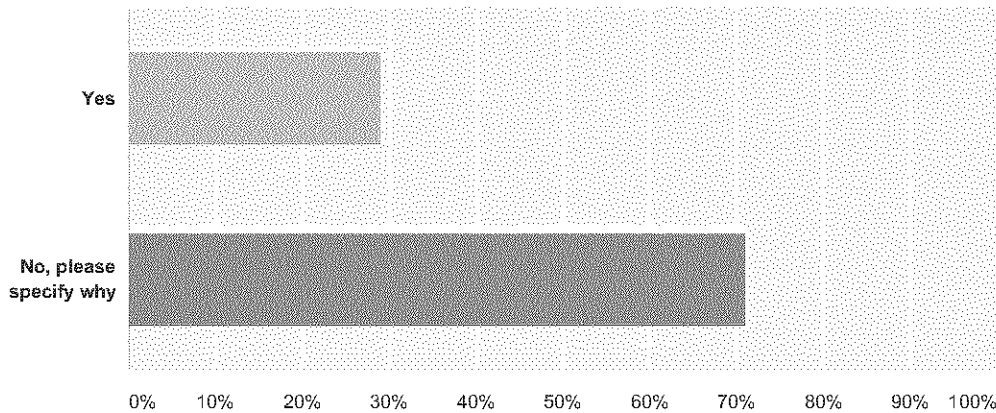


Answer Choices	Responses	
Yes	72.39%	97
No, please specify why	27.61%	37
<b>Total</b>		<b>134</b>



**Q2 Do you believe there are enough housing options in all areas of the city/all neighborhoods?**

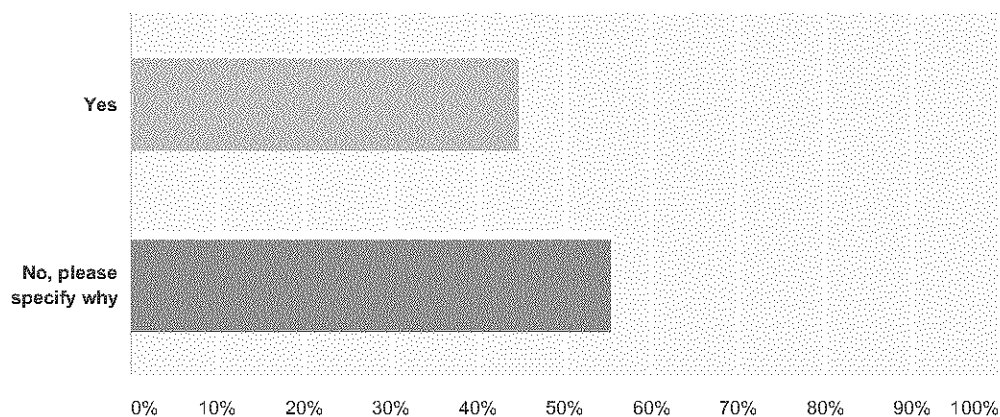
Answered: 131 Skipped: 5



Answer Choices	Responses	
Yes	29.01%	38
No, please specify why	70.99%	93
Total		131

**Q3 Do you believe new construction in older, established areas of Spokane reinforces neighborhood character and complements existing structures?**

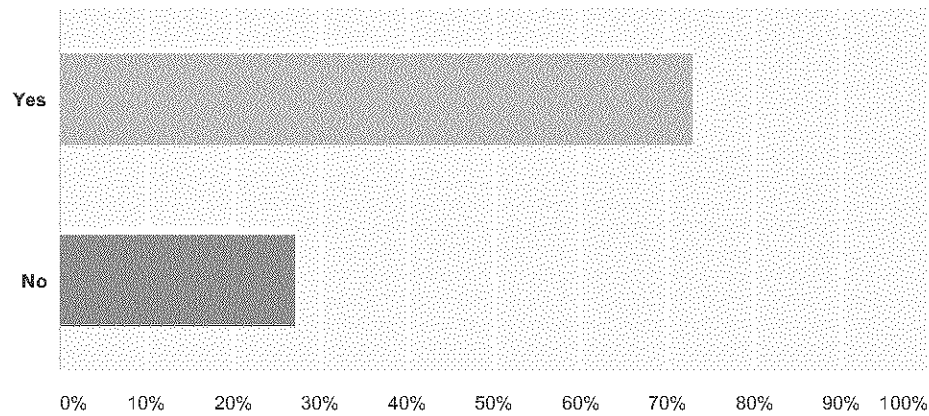
Answered: 130 Skipped: 6



Answer Choices	Responses	
Yes	44.62%	58
No, please specify why	55.38%	72
<b>Total</b>		<b>130</b>

Q4 Should the City encourage homeownership through creative site arrangements and allow more separately owned units that do not directly front on a public street?

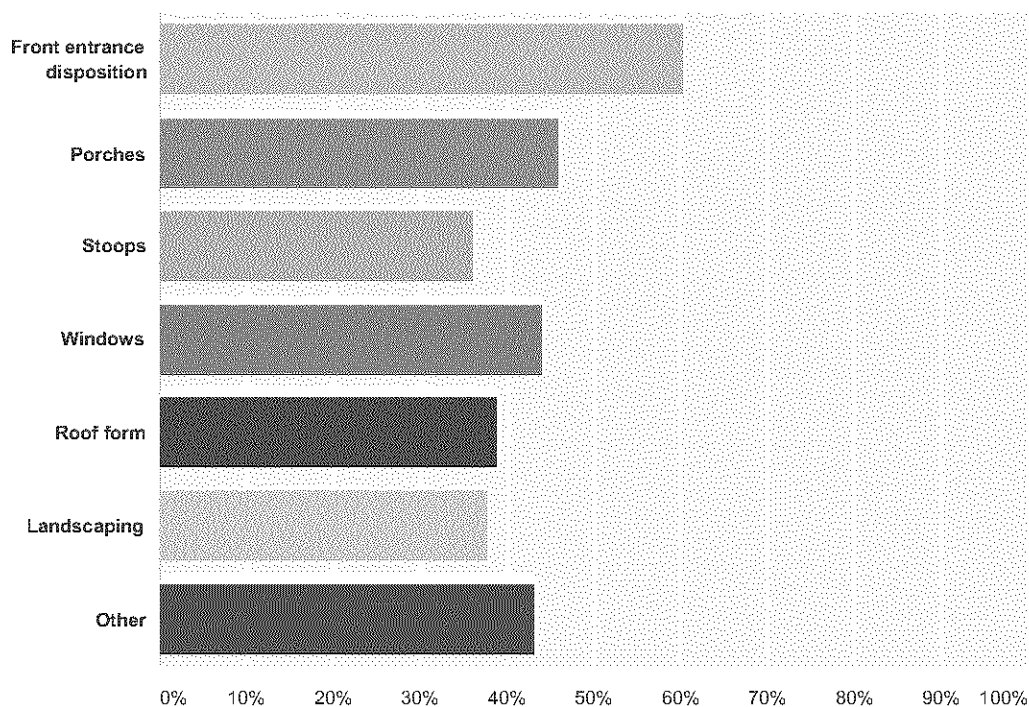
Answered: 129 Skipped: 7



Answer Choices	Responses	
Yes	72.87%	94
No	27.13%	35
Total		129

**Q5 Single-family homes on lots wider than 40 feet have no design standards. Should the City extend design standards to all forms of housing? (choose all that apply)**

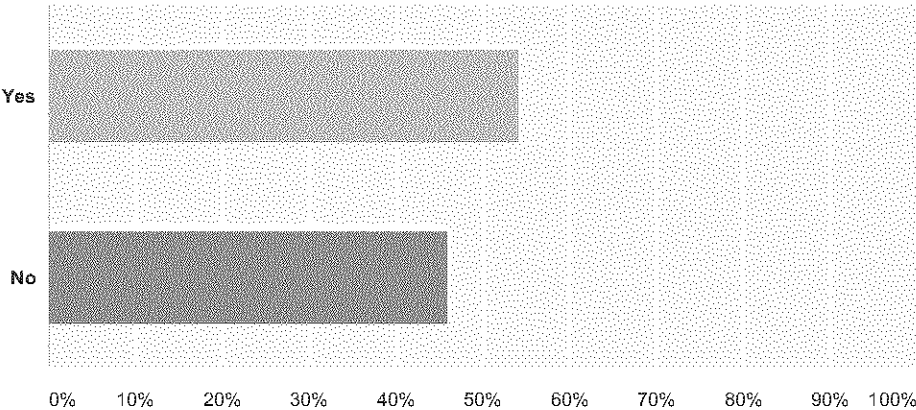
Answered: 111 Skipped: 25



Answer Choices	Responses	
Front entrance disposition	60.36%	67
Porches	45.95%	51
Stoops	36.04%	40
Windows	44.14%	49
Roof form	38.74%	43
Landscaping	37.84%	42
Other	43.24%	48
<b>Total Respondents: 111</b>		

**Q6 the City requires that new housing units provide a minimum of one parking space per unit and additional parking spaces for every bedroom over three. Should the City consider reducing the minimum number of parking spaces required to new developments within 1/4 mile of transit stops?**

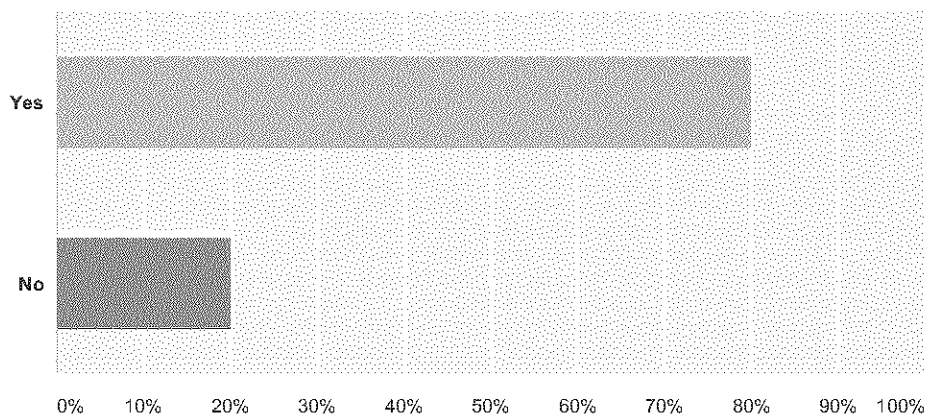
Answered: 133   Skipped: 3



Answer Choices	Responses	
Yes	54.14%	72
No	45.86%	61
Total		133

**Q7 Should the City consider developing public parking structures to reduce the need for surface lots and increase infill development opportunities in Downtown Spokane?**

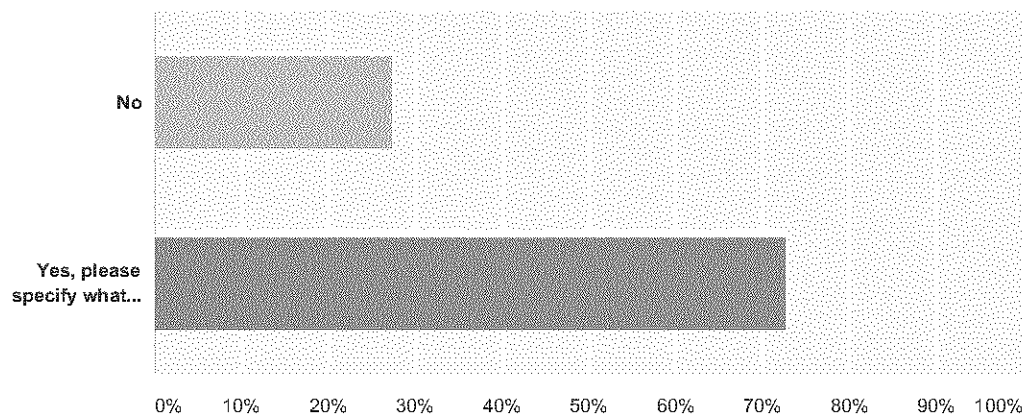
Answered: 130 Skipped: 6



Answer Choices	Responses	
Yes	80.00%	104
No	20.00%	26
<b>Total</b>		<b>130</b>

### Q8 Are you concerned about vacant, abandoned, or foreclosed properties in Spokane?

Answered: 135 Skipped: 1

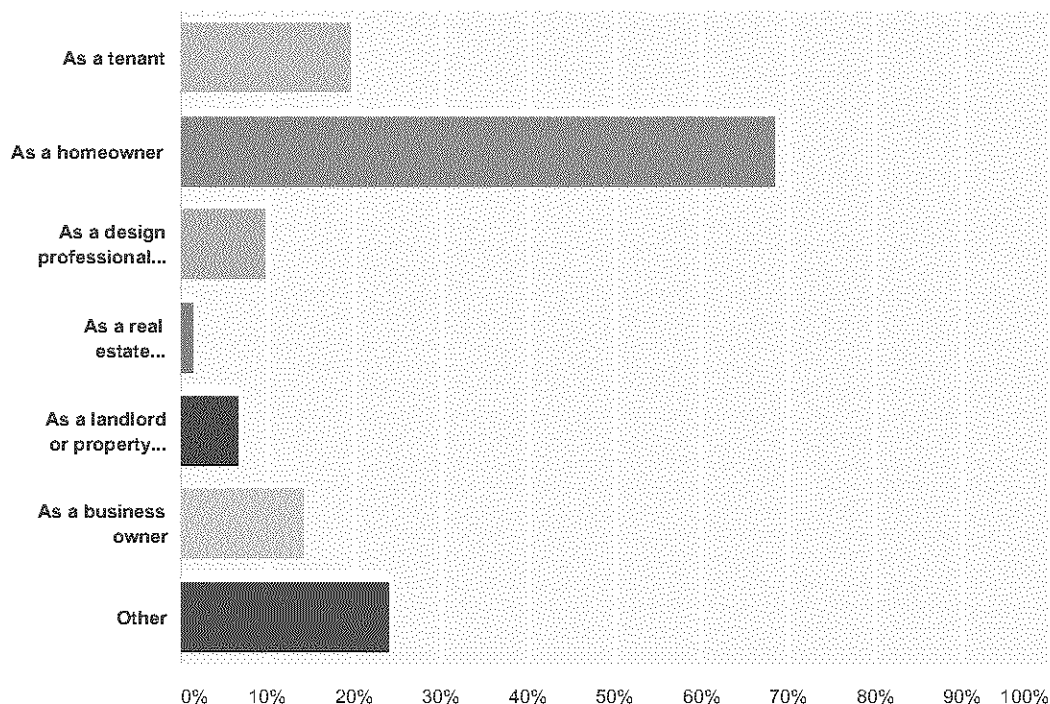


Answer Choices	Responses	
No	27.41%	37
Yes, please specify what locations	72.59%	98
<b>Total</b>		<b>135</b>



### Q9 How do you experience infill development in Spokane? (choose all that apply)

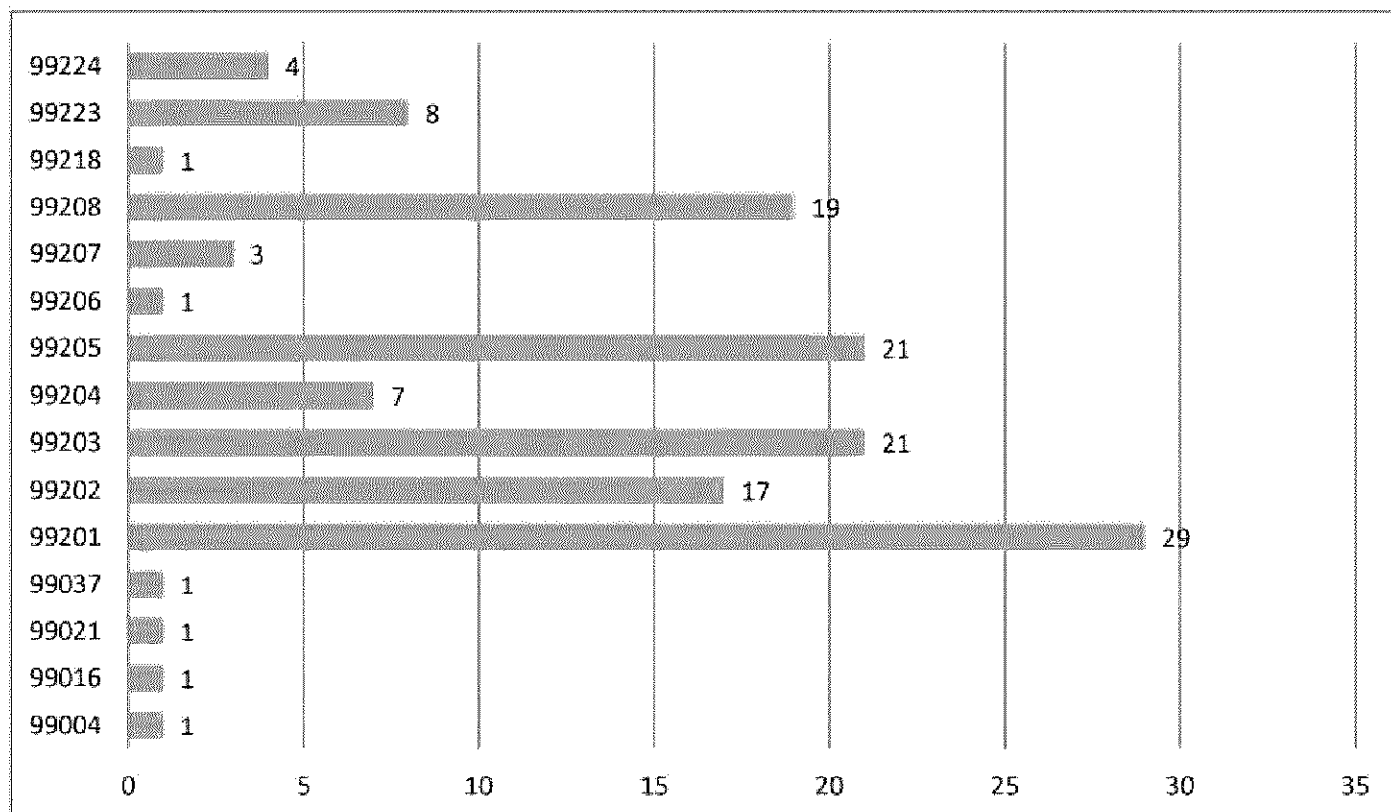
Answered: 133 Skipped: 3



Answer Choices	Responses	
As a tenant	19.55%	26
As a homeowner	68.42%	91
As a design professional/developer/builder	9.77%	13
As a real estate agent/broker	1.50%	2
As a landlord or property management professional	6.77%	9
As a business owner	14.29%	19
Other	24.06%	32
Total Respondents: 133		

**Q10 Please enter your home zip code**

Answered: 135 Skipped: 1



**September 13, 2016**

**Spokane Plan Commission Infill Development Steering Committee Recommendation Meeting Notes**

**Steering Committee Members Present**

- Gail Prosser, Michael Cathcart, Mike Ekins, Greg Francis, Patrick Rooks, Darryl Reber, Evan Verduin, Kay Murano, Asher Ernst, Patricia Kienholz, Kitty Klitzke, Michael Baker

**Others Present**

- Scott Kusel, Ian Robertson, Anne Betow, Dave Roberts, Stephen Hopkins, Marcella Bennett, Rhonda McLellan, Merle Gilliland

**City of Spokane Staff Present**

- Omar Akkari, Nathan Gwinn, Melissa Owen, Lisa Key, Tami Palmquist

**Draft Recommendations**

- The 24 draft recommendations from the draft report were reviewed in the context of the open house and online survey results, each item's lead agency if implemented, relevant public comments, and evaluation of high or low impact and feasibility. Four items were tabled for additional discussion:
  - Unit Lot Subdivision for New Development C-3
  - (Defer) Development Fees C-6
  - Design Standards C-2
  - Surface Parking Disincentives P-2
- Changes were made to the text of the recommendation section. A discussion about convening another meeting to discuss the changes occurred.
- The committee decided to have the draft changes sent to all stakeholder representatives who participated, to see if they could provide comments back in one week, and continue the recommendation meeting to the next week to review stakeholder comments and finish discussion of the four tabled items.

**Public Comments**

- Dave Roberts, Spokane Housing Ventures
  - It is difficult to justify work on small infill projects, but with adequate incentives, non-profit multi-family housing
  - Multi-family tax exemption for "workforce" housing would give nonprofits a more effective tool to serve a population with substantial need. It is not typically used

now because lower-income affordable projects use another exemption under State law

- Support the financing solutions (P-10), which would be helpful to make use of low-income tax credits. Spokane Housing Ventures makes a big use of low-income tax credits, effectively competing statewide to obtain an allocation of credits (and now tax-exempt bonds) for a project. Identifying a site in a community revitalization area scores “points” that helps the application succeed
- Ian Robertson, Fuller Center
  - The City of Spokane’s Resolution 2016-0039 encourages tiny housing in the city of Spokane, and requests the infill housing task force and City staff to examine possibilities for tiny houses and present its findings and recommendations to the City Council by the end of 2016. The report should contain a section on tiny houses
  - Infill development should be considered for the whole city, not just the core
  - Consider the cost of homelessness on public agencies
- Marcella Bennett
  - Communication issues: Would like to have participated in open house and survey but did not receive notification, which suggests that the response captured was not a broad representation of the city, but rather limited input, that is now being given high consideration
  - Concern with access issues for the new cottage housing project North Five Mile Road; safety of all road users has been impacted by the site entrances
- Merle Gilliland
  - Construction of additional units over 20 years is positive
  - Infill projects hurt property values struggling to recover from 2008 recession
  - Parking reductions in Walnut Creek, CA, for projects near rapid transit caused traffic congestion because residents still drove cars
- Anne Betow
  - Missing partners at steering committee such as Catholic Charities, SNAP
  - Email notice of next meeting

## Next Steps

- Week of September 19, 2016 (Date TBD)      Continued Recommendation Meeting
- September 28, 2016, 2:00 PM                      City Plan Commission Workshop

**September 22, 2016**

**Spokane Plan Commission Infill Development Steering Committee Recommendation Meeting  
– Continued Notes**

**Steering Committee Members Present**

- Gail Prosser, Michael Cathcart, Mike Ekins, Greg Francis, Patrick Rooks, Darryl Reber, Evan Verduin, Kay Murano, Asher Ernst, Patricia Kienholz, Kitty Klitzke, Michael Baker

**Others Present**

- Marcella Bennett, Merle Gilliland, Dick Hatterman

**City of Spokane Staff Present**

- Omar Akkari, Nathan Gwinn, Melissa Owen, Lisa Key

**Public Comments**

- Marcella Bennett
  - Noted several items as important to Five Mile development to learn from:
    - Good foresight in development pattern, preservation of character, due diligence in process and a better informed public.
- Merle Gilliland
  - Interested in how program would affect Five Mile area. Public notice of projects seen as a concern.  
*(Mr. Gilliland was directed to City public notice policies via email dated 9/27/2016.)*

**Review of Draft Goals and Evaluation**

**Additional Discussion on Draft Recommendations – Items Tabled on 9/13/2016**

- Pedestrian improvements should include more than downtown improvements, should link to pedestrian master plan and target areas.
- Group concerned about need for paper and electronic versions of the Infill Opportunities Map zoomed in at the council district scale. Access at the neighborhood level is also very important.
- Would like a table that shows undeveloped acreage in each neighborhood. Disposition strategy/policy should also consider parks and school needs. Proposal that the school district goes out for the next bond that the school district looks at more dense schools and multi-story schools was tabled for another discussion.
- Committee is okay with changes to unit lot subdivision

- Committee is okay with keeping the recommendation about deferment of development fees with note from staff about looking at the current deferment for Traffic Impact Fees as an example.
- Updated Design Standards recommendation to state “Create a committee of knowledgeable stakeholders who would facilitate the exploration of form-based, point-based or other system of menu options...”
- Design Standards - Big picture is that the City/Council should set aside funds to hire a consultant to work holistically on all residential units from single family to multi-family and centers and corridors design standards
- Changed surface parking title to “Incentivizing Redevelopment of Existing Surface Parking and Underdeveloped Land.”
- Stand-alone recommendation around increasing ability to increase ability of code enforcement and other possible solutions for code violations and degrading properties and unmaintained vacant land – need to look at proactive code enforcement (ONS, Community Assembly as partners) this would have a high impact and moderate feasibility.
- Recommendation that the committee check back in at the 6th month mark (from October 31).

#### **Next Steps**

- |                               |   |
|-------------------------------|---|
| • September 28, 2016, 2:00 PM | City Plan Commission Workshop             |
| • October 12, 2016            | Plan Commission Hearing / Recommendations |
| • October 31, 2016            | City Council Hearing / Reading            |
| • April 2017 (Date TBD)       | Steering Committee Status Update          |



**Agenda Sheet for City Council Meeting of:**  
11/21/2016

<b>Date Rec'd</b>	9/17/2015
<b>Clerk's File #</b>	ORD C35304
<b>Renews #</b>	

<b>Submitting Dept</b>	DEVELOPMENT SERVICES CENTER	<b>Cross Ref #</b>	
<b>Contact Name/Phone</b>	ELDON BROWN 625-6305	<b>Project #</b>	
<b>Contact E-Mail</b>	EBROWN@SPOKANECITY.ORG	<b>Bid #</b>	
<b>Agenda Item Type</b>	Hearings	<b>Requisition #</b>	
<b>Agenda Item Name</b>	0650 - STREET VACATION		

**Agenda Wording**

Vacation of the west 25 feet of Pearl Street from the North line of Sharp Avenue to the South line of the alley between Sinto Avenue and Sharp Avenue; and the West 25 feet of Pearl Street from the North line of Sinto Avenue to the South line of the

**Summary (Background)**

At its legislative session held on September 14, 2015, the City Council set a hearing on the above vacation for October 5, 2015. Since that time, staff has solicited responses from all concerned parties.

<b>Fiscal Impact</b>		<b>Budget Account</b>	
Neutral	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
<b>Approvals</b>		<b>Council Notifications</b>	
<b><u>Dept Head</u></b>	BECKER, KRIS	<b><u>Study Session</u></b>	
<b><u>Division Director</u></b>	SIMMONS, SCOTT M.	<b><u>Other</u></b>	PCED 8/17/15
<b><u>Finance</u></b>	SALSTROM, JOHN	<b><u>Distribution List</u></b>	
<b><u>Legal</u></b>	RICHMAN, JAMES	lhattenburg@spokanecity.org	
<b><u>For the Mayor</u></b>	SANDERS, THERESA	ebrown@spokanecity.org	
<b><u>Additional Approvals</u></b>		edjohnson@spokanecity.org	
<b><u>Purchasing</u></b>		sbishop@spokanecity.org	



**Continuation of Wording, Summary, Budget, and Distribution**

**Agenda Wording**

alley between Mission Avenue and Sinto Avenue requested by Vincent Dressel, proponent. (Logan Neighborhood Council)

**Summary (Background)**

Fiscal Impact		Budget Account	
Select	\$		#
Select	\$		#
Distribution List			



City of Spokane  
Planning and Development  
808 West Spokane Falls Blvd.  
Spokane, WA 99201-3343  
(509) 625-6300

ORDINANCE NO. C35304

An ordinance vacating the West 25 feet of Pearl Street from the North line of Sharp Avenue to the South line of the alley between Sinto Avenue and Sharp Avenue; and the West 25 feet of Pearl Street from the North line of Sinto Avenue to the South line of the alley between Mission Avenue and Sinto Avenue in Section 17, Township 25 North, Range 43 East, Willamette Meridian, Spokane, Washington, as requested by Vincent Dressel.

WHEREAS, a petition for the vacation of the West 25 feet of Pearl Street from the North line of Sharp Avenue to the South line of the alley between Sinto Avenue and Sharp Avenue; and the West 25 feet of Pearl Street from the North line of Sinto Avenue to the South line of the alley between Mission Avenue and Sinto Avenue, has been filed with the City Clerk representing 100.00% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That the West 25 feet of Pearl Street from the North line of Sharp Avenue to the South line of the alley between Sinto Avenue and Sharp Avenue; and the West 25 feet of Pearl Street from the North line of Sinto Avenue to the South line of the alley between Mission Avenue and Sinto Avenue in the Northwest Quarter of Section 17, Township 25 North, Range 43 East, Willamette Meridian, Spokane, Washington as requested by Vincent Dressel is hereby vacated. Parcel number not assigned.

Passed the City Council \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest: \_\_\_\_\_  
City Clerk

Approved as to Form:

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

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

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

# P1503399VACA - SITE MAP



Disclaimer: This is not a legal document. The information shown on this map is compiled from various sources and is subject to revision. This map should not be used to determine the location of facilities in relationship to property lines, sections lines, streets, etc. Not suitable for design purposes.

80 40 0 80 160 Feet



AREA

**COSGIS**  
City of Spokane GIS





**CITY OF SPOKANE**  
**PLANNING AND DEVELOPMENT SERVICES**  
808 West Spokane Falls Blvd., Spokane WA 99201-3343  
(509) 625-6700 FAX (509) 625-6349

**STREET VACATION REPORT (P1401791VACA)**  
September 17, 2015

**LOCATION:** The West 25 feet of Pearl Street from the North line of Sharp Avenue to the South line of the alley between Sinto Avenue and Sharp Avenue and; the West 25 feet of Pearl Street from the North line of Sinto Avenue to the South line of the alley between Mission Avenue and Sinto Avenue.

**PROPONENT:** Vincent Dressel.

**PURPOSE:** To aggregate parcels for future development purposes.

**HEARING:** **October 05, 2015**

**REPORTS:**

**AVISTA UTILITIES** – Request easement be reserved for our electric line. Easement needs to be centered on the pole line all the way from the pole on the northwest corner of Pearl and Sharp to the main feeder line in the alley.

**COMCAST** –No objection

**CENTURYLINK** – No objection.

**INTEGRATED CAPITAL MANAGEMENT** – Pearl currently drains to the south onto Sharp Avenue. The property owner will be responsible to manage stormwater and associated sediment to current City Standards. This means the runoff needs to be managed within their own property. The City may be reconstructing Sharp Avenue in the next 2 years with permeable pavement and sediment from Pearl Street may not drain to Sharp Avenue.

**FIRE DEPARTMENT** – No comment.

**NEIGHBORHOOD SERVICES** – No comment.

**PARKS DEPARTMENT** – No comment.

**PLANNING & DEVELOPMENT – DEVELOPER SERVICES** – No concerns.

**PLANNING & DEVELOPMENT – TRAFFIC DESIGN** – No comment.

**PLANNING & DEVELOPMENT – PLANNING** – No objections.

**POLICE DEPARTMENT** – No comment.

**SOLID WASTE MANAGEMENT** – No comment.

**STREET DEPARTMENT** – No comments.

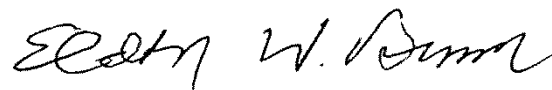
**WASTEWATER MANAGEMENT** – No comments.

All storm water for the area should be collected and treated on-site.

**WATER DEPARTMENT** – No comments.

**RECOMMENDATION:** That the petition be granted and a Vacating Ordinance be prepared subject to the following conditions:

1. Avista currently has a pole on the northwest corner of Pearl and Sharp. From this pole there is a connecting wire that goes across Pearl to a pole in the alley on the east side. Applicant must work with Avista to move this pole to the northeast corner of Pearl and Sharp, prior to the finalization of the street vacation or an easement under the existing wire will need to be retained across the vacated property.
2. On-site stormwater runoff must be collected and treated on the site.
3. The proponent shall pay to the City of Spokane the assessed valuation for the vacated land as defined by the latest information from the County Assessor's Office. This is calculated to be \$81,011.00.
4. That the final reading of the vacation be held in abeyance until all of the above conditions are met, and that the above conditions are met by December 31, 2016.



Eldon Brown, P.E.  
Principal Engineer – Developer Services

DISTRIBUTION LIST

VACATION OF THE WEST 25 FEET OF PEARL STREET FROM THE NORTH LINE OF SHARP AVENUE TO THE SOUTH LINE OF THE ALLEY BETWEEN SINTO AVENUE AND SHARP AVENUE AND; THE WEST 25 FEET OF PEARL STREET FROM THE NORTH LINE OF SINTO AVENUE TO THE SOUTH LINE OF THE ALLEY BETWEEN MISSION AVENUE AND SINTO AVENUE

POLICE DEPARTMENT  
ATTN: LT REX OLSON

NEIGHBORHOOD SERVICES  
ATTN: JACKIE CARO

FIRE DEPARTMENT  
ATTN: LISA JONES

NEIGHBORHOOD SERVICES  
ATTN: ROD MINARIK

CURRENT PLANNING  
ATTN: TAMI PALMQUIST

BICYCLE ADVISORY BOARD  
ATTN: LOUIS MEULER

WATER DEPARTMENT  
ATTN: DIRECTOR DAN KEGLEY

COMCAST  
DESIGN & CONSTRUCTION  
1717 E BUCKEYE AVE  
SPOKANE WA 99207

WATER DEPARTMENT  
ATTN: JIM SAKAMOTO

AVISTA UTILITIES  
PO BOX 3727  
SPOKANE WA 99220

WATER DEPARTMENT  
ATTN: SUPERINTENDENT LYNN SHUPE

WATER DEPARTMENT  
ATTN: CHRIS PETERSCHMIDT

CENTURY LINK  
ATTN: KAREN STODDARD  
904 N COLUMBUS ST  
SPOKANE WA 99202

STREETS  
ATTN: MARK SERBOUSEK

PEARL STREET APARTMENTS, LLC  
4353 GARDENSPOT RD  
CLAYTON WA 99110-9775

STREETS  
TRAFFIC PLANNING  
ATTN: GERALD OKIHARA

STREET DEPARTMENT  
ATTN: DAUN DOUGLASS

OUR COMPANY, LLC  
PO BOX 3026  
SPOKANE WA 99220

SIGNS AND MARKINGS  
ATTN: MARCUS EVELAND

ELECTRONIC SERVICE CENTER  
ATTN: VAL MELVIN

RPIC, LLC  
601 W MAIN #400  
SPOKANE, WA 99201-0674

PLANNING & DEVELOPMENT  
ATTN: ERIC JOHNSON

CONSTRUCTION MANAGEMENT  
ATTN: KEN BROWN

DOMINICAN SIS WN  
585 COUNTY ROAD Z  
SINSINAWA, WI 53824

INTEGRATED CAPITAL MANAGEMENT  
ATTN: KATHERINE MILLER

WASTEWATER MANAGEMENT  
ATTN: BILL PEACOCK

SHIMAHARA, RUSSELL REI  
PO BOX 1555  
T OR C, NM 87901

STATE EXAMINER

PARKS & RECREATION DEPARTMENT  
ATTN: LEROY EADIE

COLONIAL CITY, INC.  
PO BOX 3464  
SPOKANE, WA 99220-3464

MISSION AVENUE PROPERTIES LLC  
202 E MISSION AVE  
SPOKANE WA 99202  
FOX FINANCIAL CORP  
12815 E SPRAGUE AVE #100  
SPOKANE VALLEY, WA 99216

GU RENTS ME LLC  
1311 N WASHINGTON ST STE C  
SPOKANE WA 99201

BYRD, GREGORY J & KAREENA M  
429 W WAVERLY PL  
SPOKANE, WA 99205-3236

GONZAGA UNIVERSITY  
502 E BOONE  
SPOKANE, WA 99258

DRESSEL, VINCENT G & JANET L  
17920 N LITTLE SPOKANE DR.  
COLBERT WA 99005

ADAMS, KATHLEEN H  
1629 W TONI RAE DR.  
SPOKANE, WA 99218-2453

BUDIG, KEVIN P & ELIZABETH & JOHN&ROBIN  
12228 N MORTON DR.  
SPOKANE, WA 99218

KIMMEL ATHLETIC SUPPLY CO, INC  
202 E MISSION AVE  
SPOKANE, WA 99202-1819

GAINES, WM J  
135 ISLAND VIEW LANE  
PRIEST LAKE ID 83856-9684

DOUGLASS, HARLAN D  
815 E ROSEWOOD AVE  
SPOKANE, WA 99208-5507

COLONIAL FUEL CO  
PO BOX 3464  
SPOKANE, WA 99220-3464

MCKEIRNAN, THOMAS L & CHERE B  
235 E 9TH AVE  
SPOKANE, WA 99202-1212

BURRELL SR, J G  
PO BOX 3464  
NEWPORT, WA 99156

CHARON, BARRY & LUANN  
229 E SINTO AVE.  
SPOKANE, WA 99202

DRESSEL, VINCENT L & JANET L  
118 N DIVISION ST.  
SPOKANE, WA 99202

MCBRIDE, V R & E  
18021 N JUDY DR.  
COLBERT, WA 99005-9357



# Agenda Sheet for City Council Meeting of: 11/21/2016

<b><u>Date Rec'd</u></b>	11/9/2016
<b><u>Clerk's File #</u></b>	ORD C35455
<b><u>Renews #</u></b>	
<b><u>Cross Ref #</u></b>	
<b><u>Project #</u></b>	
<b><u>Bid #</u></b>	
<b><u>Requisition #</u></b>	

<b><u>Submitting Dept</u></b>	FINANCE & ADMIN
<b><u>Contact Name/Phone</u></b>	CRYSTAL 625-6369 MARCHAND
<b><u>Contact E-Mail</u></b>	CMARCHAND@SPOKANECITY.ORG
<b><u>Agenda Item Type</u></b>	First Reading Ordinance
<b><u>Agenda Item Name</u></b>	0410 - CITYWIDE CIP ORDINANCE 2017-2022

## **Agenda Wording**

An ordinance adopting a six-year Citywide Capital Improvement Program for the years 2017-2022 and amending section 5.5 Capital Facilities Program of the City's Comprehensive Plan.

## **Summary (Background)**

City of Spokane's Spokane Municipal Code chapter 7.17 indicates the City must adopt and annually update a Citywide Six-Year Capital Improvement Program. Two Plan Commission workshops were held on August 24th and September 14th, 2016. A Plan Commission hearing was held on October 26th, 2016. The Citywide Capital Improvement Program was found to be consistent with the Comprehensive Plan. The Citywide Six-Year Capital Improvement Program can be viewed on line at [www.myspokanebudget.org](http://www.myspokanebudget.org).

<b><u>Fiscal Impact</u></b>		<b><u>Budget Account</u></b>	
Select	\$		#
Select	\$		#
Select	\$		#
Select	\$		#
<b><u>Approvals</u></b>		<b><u>Council Notifications</u></b>	
<b><u>Dept Head</u></b>	DUNIVANT, TIMOTHY	<b><u>Study Session</u></b>	
<b><u>Division Director</u></b>	DUNIVANT, TIMOTHY	<b><u>Other</u></b>	Finance Committee 10/3/16, 11/7/16: Plan Commission 8/24/16, 9/24/16, 10/26/16.
<b><u>Finance</u></b>	KECK, KATHLEEN	<b><u>Distribution List</u></b>	
<b><u>Legal</u></b>	DALTON, PAT	kemiller@spokanecity.org	
<b><u>For the Mayor</u></b>	SANDERS, THERESA	tdunivant@spokanecity.org	
<b><u>Additional Approvals</u></b>		Mayor's Cabinet	
<b><u>Purchasing</u></b>			



# **BRIEFING PAPER**

## **Finance**

**November 9, 2016**

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### **Subject:**

An ordinance adopting a six-year Citywide Capital Improvement Program for the years 2017-2022, and amending Section 5.5 Capital Facilities Program of the City's Comprehensive Plan.

### **Background:**

GMA provides that proposed amendments to a comprehensive plan may be considered by the governing body of a city no more frequently than once per year, but further provides that amendments to the capital facilities element of a comprehensive plan may be considered outside of this annual process where the amendment is considered concurrently with the adoption or amendment of a city budget.

City of Spokane's Spokane Municipal Code (SMC) chapter 7.17 indicates the City's must adopt and annually update a Citywide Six-Year Capital Improvement Program. The Program must be updated annually as part of the budget process. With the approval of the 2017 Budget, the first year of the Program reflects the 2017 Budget.

SMC Chapter 7 also indicates that to determine the Program's consistency with the Comprehensive Plan it shall be reviewed by the City Plan Commission. Two Plan Commission workshops were held on August 24<sup>th</sup> and September 14<sup>th</sup>, 2016. A Plan Commission hearing was held on October 26<sup>th</sup>, 2016. The Citywide Improvement Program was found to be consistent with the Comprehensive Plan.

The 2017-2022 Citywide Six-Year Capital Improvement Program can be viewed on line at: <http://www.myspokanebudget.org>

### **Impact:**

In order to comply with the provisions of the Growth Management Act, the City's SMC's and qualify for grant and low interest loan funds, it is required that the City maintain a Capital Improvement Program for the respective utilities and departments that have capital needs.

### **Action:**

City Council will be requested to adopt the 2017-2022 Citywide Capital Improvement Program and to authorize staff to apply for state and federal grants and low-interest loans in support of projects as identified in said Programs.

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For further information on this subject contact Crystal Marchand, Internal Auditor/Budget Analyst at 625-6369.

## **ORDINANCE NO. C35455**

AN ORDINANCE OF THE CITY OF SPOKANE, WASHINGTON, ADOPTING A SIX-YEAR CITYWIDE CAPITAL IMPROVEMENT PROGRAM FOR THE YEARS 2017 THROUGH 2022, AND AMENDING SECTION 5.5 CAPITAL FACILITIES PROGRAM (CFP) OF THE CITY OF SPOKANE COMPREHENSIVE PLAN.

WHEREAS, in accordance with the Growth Management Act ("GMA"), the City of Spokane previously adopted a Comprehensive Plan that includes a Capital Facilities Program that includes an inventory, analysis, and a six-year financing plan for needed capital facilities; and

WHEREAS, the City formed a Capital Facilities Technical Team which has assembled proposed amendments to Section 5.5 Capital Facilities Program (CFP) of the City of Spokane Comprehensive Plan ("Comprehensive Plan"), which amendments consist of an updated six-year plan (years 2017 through 2022) identifying the proposed locations and capacities of expanded or new capital facilities and a plan to finance such capital facilities within projected funding capacities (the "Six-Year Citywide Capital Improvement Program" or "CIP"); and

WHEREAS, the City previously adopted the Six-Year Street Program (RCW 35.77.010) on June 20, 2016 by Council Resolution 2016-0053, and that program is incorporated into the CIP; and

WHEREAS, GMA provides that proposed amendments to a comprehensive plan may be considered by the governing body of a city no more frequently than once per year, but further provides that amendments to the capital facilities element of a comprehensive plan may be considered outside of this annual process where the amendment is considered concurrently with the adoption or amendment of a city budget; and

WHEREAS, on August 16, 2016, the City's responsible official issued a Determination of Non-Significance for the CIP; and

WHEREAS, the Spokane City Plan Commission conducted public workshops regarding the CIP on August 24<sup>th</sup> and September 14<sup>th</sup> 2016; and

WHEREAS, after providing appropriate public notices, on October 26<sup>th</sup>, 2016, the Spokane City Plan Commission, conducted a public hearing to take testimony on the CIP, and at the close of the hearing, and after considering public input, the SEPA determination, and required decision criteria, found that the CIP is consistent with the Comprehensive Plan and voted unanimously to recommend that the City Council approve the CIP; and

WHEREAS, on August 22, 2016, the City provided the State of Washington the required sixty (60) day notification under RCW 36.70A.106 of the City's proposed amendment to the CPI. The 60-day notice period has lapsed; and

Now, Therefore,

The City of Spokane does ordain:

Section 1. Amendment. The City of Spokane Comprehensive Plan and its capital facilities element are hereby amended to reflect a six-year plan for capital improvement projects (2017-2022), as set forth in the attached Citywide Capital Improvement Program (2017-2022).

Section 2. Authorization to Seek Funding. City staff are authorized to apply for state and federal grants and low-interest loans in support of the projects identified in the Citywide Capital Improvement Program (2017-2022).

Section 3. Effective Date. This ordinance shall take effect and be in force on \_\_\_\_\_.

PASSED BY THE CITY COUNCIL ON \_\_\_\_\_.

\_\_\_\_\_  
Terri Pfister, City Clerk

Approved as to Form:

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



OFFICE OF THE CITY CLERK  
808 W. SPOKANE FALLS BLVD.  
SPOKANE, WASHINGTON 99201-3342  
509.625.6350

October 25, 2016

City Clerk File No.:  
FIN 2016-0001

COUNCIL ACTION MEMORANDUM

RE: SETTING PUBLIC HEARINGS: (1) ON POSSIBLE REVENUE SOURCES FOR  
THE 2017 BUDGET and (2) FOR REVIEW OF THE 2017 PROPOSED BUDGET

During its 3:30 p.m. Administrative Session held Monday, October 24, 2016, upon consideration of the October 24 Current Agenda items, the Spokane City Council unanimously approved the setting of public hearings for the following:

- on possible revenue sources for the 2017 Budget for November 7, 2016 and
- for review of the 2017 Proposed Budget beginning Monday, November 7, 2016, and continuing thereafter at the regular council meetings during the month of November.

Terri L. Pfister, MMC  
Spokane City Clerk



**Agenda Sheet for City Council Meeting of:**  
10/24/2016

<b>Date Rec'd</b>	10/11/2016
<b>Clerk's File #</b>	FIN 2016-0001
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	FINANCE & ADMIN
<b>Contact Name/Phone</b>	TIM DUNIVANT 625-6845
<b>Contact E-Mail</b>	TDUNIVANT@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Hearings
<b>Agenda Item Name</b>	0410 - SET BUDGET HEARINGS

**Agenda Wording**

Setting the hearings for review of the 2017 Proposed Budget beginning Monday, November 7, 2016 and continuing thereafter at the regular council meetings during the month of November.

**Summary (Background)**

As part of the annual budget process, the City Council will hold public hearings on the proposed 2017 budget for the City of Spokane. Public testimony is welcome on all sections of the budget at each hearing. The first hearing will be held on November 7, 2016 and are currently scheduled to continue each Monday during the month of November through November 21, 2016. The Council may continue the hearing up to the 25th day prior to the beginning of the next fiscal year.

<b><u>Fiscal Impact</u></b>		<b><u>Budget Account</u></b>	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
<b><u>Approvals</u></b>		<b><u>Council Notifications</u></b>	
<b><u>Dept Head</u></b>	DUNIVANT, TIMOTHY	<b><u>Study Session</u></b>	
<b><u>Division Director</u></b>	DUNIVANT, TIMOTHY	<b><u>Other</u></b>	
<b><u>Finance</u></b>	KECK, KATHLEEN	<b><u>Distribution List</u></b>	
<b><u>Legal</u></b>	PICCOLO, MIKE	tdunivant@spokanecity.org	
<b><u>For the Mayor</u></b>	CODDINGTON, BRIAN	cmarchand@spokanecity.org	
<b><u>Additional Approvals</u></b>			
<b><u>Purchasing</u></b>			