

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

- D. The open forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City. No person shall be permitted to speak regarding items on the current or advance agendas, pending hearing items, or initiatives or referenda in a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not use profanity, engage in obscene speech, or make personal comment or verbal insults about any individual.
- E. To encourage wider participation in open forum and a broad array of public comment and varied points of view, no person shall be permitted to speak at open forum more often than once per month. However, there is no limit on the number of items on which a member of the public may testify, such as legislative items, special consideration items, hearing items, and other items before the City Council and 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

- A. 5.4.1 The City Council shall take public testimony on all matters included on its legislative agenda, with those exceptions stated in Rule 5.4(B). Public testimony shall be limited to the final Council action. Public testimony shall be limited to three (3) minutes per speaker, unless, at his or her discretion, the Chair determines that, because of the number of speakers signed up to testify, less time will need to be allocated per speaker in order to accommodate all of the speakers. The Chair may allow additional time if the speaker is asked to respond to questions from the Council.
- B. No public testimony shall be taken on consent agenda items, amendments to legislative agenda items, or procedural, parliamentary, or administrative matters of the Council.
- C. For legislative or hearing items that may affect an identifiable individual, association, or group, the following procedure may be implemented:
 1. Following an assessment by the Chair of factors such as complexity of the issue(s), the apparent number of people indicating a desire to testify, representation by designated spokespersons, etc., the Chair shall, in the absence of objection by the majority of the Council present, impose the following procedural time limitations for taking public testimony regarding legislative matters:
 - a. There shall be up to fifteen (15) minutes for staff, board, or commission presentation of background information, if any.
 - b. The designated representative of the proponents of the issue shall speak first and may include within his or her presentation the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. Up to thirty (30) minutes shall be granted for the proponent's presentation. If there be more than one designated representative, they shall allocate the 30 minutes between or among themselves.

- c. Three minutes shall be granted for any other person not associated with the designated representative who wishes to speak on behalf of the proponent's position.
 - d. The designated representative, if any, of the opponents of the issue shall speak following the presentation of the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. The designated representative(s) of the opponents shall have the same time allotted as provided for the proponents.
 - e. Three minutes shall be granted for any other person not associated with the designated representative who wishes to speak on behalf of the opponents' position.
 - f. Up to ten minutes of rebuttal time shall be granted to the designated representative for each side, the proponents speaking first, the opponents speaking second.
- 2. In the event the party or parties representing one side of an issue has a designated representative and the other side does not, the Chair shall publicly ask the unrepresented side if they wish to designate one or more persons to utilize the time allotted for the designated representative. If no such designation is made, each person wishing to speak on behalf of the unrepresented side shall be granted three minutes to present his/her position, and no additional compensating time shall be allowed due to the fact that the side has no designated representative.
 - 3. In the event there appears to be more than two groups wishing to advocate their distinct positions on a specific issue, the Chair may grant the same procedural and time allowances to each group or groups, as stated previously.
- D. The time taken for staff or Council member questions and responses thereto shall be in addition to the time allotted for any individual or designated representative's testimony.

THE CITY OF SPOKANE



ADVANCE COUNCIL AGENDA

MEETING OF MONDAY, SEPTEMBER 23, 2019

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 MIKE FAGAN

COUNCIL MEMBER CANDACE MUMM

COUNCIL MEMBER KATE BURKE

COUNCIL MEMBER LORI KINNEAR

COUNCIL MEMBER KAREN STRATTON

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. 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 Human Resources at 509.625.6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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)

Roll Call of Council

Council Reports

Staff Reports

Committee Reports

Advance Agenda Review

Current Agenda Review

ADMINISTRATIVE SESSION**CONSENT AGENDA****REPORTS, CONTRACTS AND CLAIMS****RECOMMENDATION**

- | | | |
|--|---------|------------------------------|
| 1. Value Blanket Renewals for the Waste to Energy Plant with: | Approve | |
| a. Cabot Norit Activated Carbon (Marshall, TX) for the purchase of activated carbon from December 2, 2019, through December 1, 2020—annual cost of \$70,560 (plus tax). | | OPR 2015-0963
RFB 4174-15 |
| b. Applied Industrial Technologies (Spokane, WA), for the purchase of Conveyor Belts from January 1, 2020, through December 31, 2020—not to exceed \$110,000 (plus tax). | | OPR 2015-0908
RFB 4168-15 |
| Chris Averyt | | |
| 2. Contract Extension (second of three) with Community Champions (Melbourne, FL) for the Foreclosure Property Registry Program from October 1, 2019, through September 30, 2020—\$250,000 revenue. | Approve | OPR 2016-0705 |
| Jason Ruffing | | |
| 3. Contract Amendment with Jacob's Engineering Group (Bellevue, WA) for a lift station study to determine the most cost-effective solution to reduce hydrogen | Approve | OPR 2019-0003
ENG 2017170 |

sulfide (H₂S) for City work safety and reduce pipe corrosion (Six-Year Capital Program for Sewer Marion Hay Intertie)—Additional cost of \$31,528.94.

Marcia Davis

- | | | |
|---|------------------------------|---------------|
| 4. Interlocal Agreement with Washington State Department of Natural Resources (DNR) to provide mutual assistance and cooperation in the control and suppression of forest land fire within the protection area of DNR and the Spokane Fire Department | Approve | OPR 2019-0752 |
| Brian Schaeffer | | |
| 5. Report of the Mayor of pending: | Approve & Authorize Payments | CPR 2019-0002 |
| a. Claims and payments of previously approved obligations, including those of Parks and Library, through _____, 2019, total \$_____, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$_____. | | |
| b. Payroll claims of previously approved obligations through_____, 2019: \$_____. | | |
| 6. City Council Meeting Minutes: _____, 2019. | Approve All | CPR 2019-0013 |

EXECUTIVE SESSION

(Closed Session of Council)

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

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.

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)

BOARDS AND COMMISSIONS APPOINTMENTS

(Includes Announcements of Boards and Commissions Vacancies)

APPOINTMENTS

RECOMMENDATION

Four Reappointments to the Northeast Development
Board Commission

Approve

CPR 2012-0032

Two Reappointments to the Office of Police Ombudsman
Commission

Approve

CPR 2015-0034

ADMINISTRATIVE REPORT

COUNCIL COMMITTEE REPORTS

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

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.E).

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

(Require Five Affirmative, Recorded Roll Call Votes)

Ordinances amending Ordinance No. C35703 passed by the City Council December 10, 2018, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

ORD C35812 Combined Communications Building Fund
FROM: Communications Services, \$320,866;
TO: Contra Other, same amount.

(This action is a housekeeping change to correct classification of revenue in the 2019 budget.)

Jay Atwood

ORD C35813 Asset Management Operations
FROM: Interfund Building Maintenance, \$60,000;
TO: Building Repairs/Maintenance, same amount.

(This action covers unexpected costs on the Intermodal Building and additional budget authority to meet operational needs for the rest of the year.)

Curtis Harris

NO EMERGENCY ORDINANCES

RESOLUTIONS & FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

RES 2019-0074 Setting a hearing before the City Council for October 21, 2019, for the vacation of Upriver Drive between Mission Avenue and North Center Street, as requested by Avista Corporation.

Eldon Brown

RES 2019-0075 Urging the adoption of a Clean Fuel Standard in order to reduce climate and air pollution by establishing carbon intensity limits for transportation fuels sold in Washington and to create local economic development opportunities by investing in clean, locally produced transportation fuels.

Council Member Beggs

ORD C35642 Vacating the alley between Mallon Avenue and Broadway Avenue, from Cedar Street to Adams Street. (First Reading held September 28, 2018.)

Eldon Brown

ORD C35736 Vacating the east 15 feet of North South Riverton between Sharp Avenue and Boone Avenue. (First Reading held January 18, 2019.)

Eldon Brown

ORD C35803 Vacating the alley between Central Avenue and Columbia Avenue from Julia Street to Myrtle Street. (First Reading held August 15, 2019.)

Eldon Brown

ORD C35810 (To be considered under Hearings Item H1.)

FIRST READING ORDINANCE

(No Public Testimony Will Be Taken)

ORD C35814 Relating to the impoundment of abandoned or unauthorized vehicles; adopting a new section 16A.61.577 of the Spokane Municipal Code.
Council Member Kinnear

FURTHER ACTION DEFERRED

NO SPECIAL CONSIDERATIONS

HEARINGS

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

RECOMMENDATION

H1.	Final Reading Ordinance C35810 relating to the adoption of the Browne's Addition Local Historic District Overlay Zone and Design Standards and Guidelines; adopting a new SMC section 17D.100.280. Megan Duvall	Pass Upon Roll Call Vote	ORD C35810
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Motion to Approve Advance Agenda for September 23, 2019
(per Council Rule 2.1.2)

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.E).

ADJOURNMENT

The September 23, 2019, Regular Legislative Session of the City Council is adjourned to September 30, 2019.

NOTES

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

09/23/2019

<u>Date Rec'd</u>	9/5/2019
<u>Clerk's File #</u>	OPR 2015-0963
<u>Renews #</u>	

Submitting Dept	SOLID WASTE DISPOSAL	Cross Ref #	
Contact Name/Phone	CHRIS AVERYT 625-6540	Project #	
Contact E-Mail	CAVERYT@SPOKANECITY.ORG	Bid #	RFB 4174-15
Agenda Item Type	Purchase w/o Contract	Requisition #	VALUE BLANKET
Agenda Item Name	4490 RENEWAL OF VALUE BLANKET FOR PURCHASE OF ACTIVATED CARBON		

Agenda Wording

Renewal of the value blanket for the purchase of activated carbon at the WTE. Renewal will span from December 2, 2019 through December 1, 2020 with an annual cost of \$70,560.00 plus tax.

Summary (Background)

Activated Carbon is required in the operation of the WTE Facility's pollution control equipment for reducing mercury, dioxins and furans that could potentially be released into the atmosphere. The City issued RFB 4174-15 to procure this activated carbon and Cabot Norit Activated Carbon of Marshall, TX, was selected as the lowest cost bidder. The original Value Blanket was for one (1) year with the possibility of four (4) one-year renewals. This will be the last of those renewals.

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

Expense	\$ 70,560.00	# 4490-44100-37148-53203
Select	\$	#
Select	\$	#
Select	\$	#

<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	CONKLIN, CHUCK	<u>Study Session</u>	UE 9/9/19
<u>Division Director</u>	KEGLEY, DANIEL	<u>Other</u>	
<u>Finance</u>	ALBIN-MOORE, ANGELA	Distribution List	
<u>Legal</u>	SCHOEDEL, ELIZABETH	mdorgan@spokanecity.org	
<u>For the Mayor</u>	ORMSBY, MICHAEL	jsalstrom@spokanecity.org	
<u>Additional Approvals</u>		tprince@spokanecity.org	
<u>Purchasing</u>	WAHL, CONNIE	rrinderle@spokanecity.org	

Briefing Paper

Urban Experience Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Renewal of Value Blanket for the purchase of Activated Carbon for use at the WTE Facility.
Date:	September 9, 2019
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	
Executive Sponsor:	Scott Simmons, Director, Public Works
Committee(s) Impacted:	Urban Experience/Public Infrastructure, Environment and Sustainability Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Sustainable Resources – Sustainable Practices; Innovative Infrastructure - Affordable Services
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval of the value blanket renewal for the purchase of carbon in order to maintain compliance with its Air Operating Permit.
Background/History: Activated Carbon is required in the operation of the WTE Facility. The Air Operating Permit for the WTE Facility requires that the pollution control equipment reduces mercury, dioxins and furans that could potentially be released into the atmosphere. Activated Carbon injected into the flue gas aids in this reduction and is required to be in compliance with the Title V of the Air Operating Permit. On October 8, 2015 the City issued RFB 4174-15 to procure activated carbon for use in the WTE facility. Six bids were received, Cabot Norit Activated Carbon, Marshall, TX, was selected as the lowest cost bidder. The original Value Blanket was for one (1) year with the possibility of four (4) one-year renewals; this will be the last of those renewals and will run from December 2, 2019 through December 1, 2020. Pricing for a 900 lb bag of carbon will increase from \$855.00 to \$882.00 each with an anticipated annual cost of \$70,560.00 plus tax.	
Executive Summary: <ul style="list-style-type: none"> Renewal #4 of 4 for purchase of Activated Carbon Term is from December 2, 2019 thru December 1, 2020 Total annual cost is \$70, 560.00 plus taxes Pricing increased from \$855.00 to \$882.00 for a 900 Lb. bag. Renewal would enable compliance with the Air Operating Permit. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	

Specify changes required:
Known challenges/barriers:

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

09/23/2019

<u>Date Rec'd</u>	9/5/2019
<u>Clerk's File #</u>	OPR 2015-0908
<u>Renews #</u>	

Submitting Dept	SOLID WASTE DISPOSAL	Cross Ref #	
Contact Name/Phone	CHRIS AVERYT 625-6540	Project #	
Contact E-Mail	CAVERYT@SPOKANECITY.ORG	Bid #	RFB 4168-15
Agenda Item Type	Purchase w/o Contract	Requisition #	VALUE BLANKET
Agenda Item Name	4490-RENEWAL OF VALUE BLANKET PURCHASE OF CONVEYOR BELTS AT WTE		

Agenda Wording

Renewal of value blanket with Applied Industrial Technologies of Spokane, WA, for the purchase of Conveyor Belts at the WTE Facility. The term will be from January 1, 2020 through December 31, 2020 for a total cost not to exceed \$110,000.00 plus tax.

Summary (Background)

Conveyor Belts are utilized in the WTE ash handling system. The belt is 72" wide by 370" long. A belt failure requires shut down of the ash system which in turn requires shut down of the WTE facility. Applied Industrial Technologies was the only response received to RFB 4168-15, to provide immediate belt delivery upon being requested by WTE facility. The original Value Blanket was for 1 year with the option of 4 one-year renewals. This is the last of those renewals.

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

Expense	\$ 110,000.00	# 4490-44100-37148-53210-34002
Select	\$	#
Select	\$	#
Select	\$	#

<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	CONKLIN, CHUCK	<u>Study Session</u>	UE 9/9/19
<u>Division Director</u>	KEGLEY, DANIEL	<u>Other</u>	
<u>Finance</u>	ALBIN-MOORE, ANGELA	Distribution List	
<u>Legal</u>	SCHOEDEL, ELIZABETH	mdorgan@spokanecity.org	
<u>For the Mayor</u>	ORMSBY, MICHAEL	jsalstrom@spokanecity.org	
<u>Additional Approvals</u>		tprince@spokanecity.org	
<u>Purchasing</u>	WAHL, CONNIE	rrinderle@spokanecity.org	



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

The pricing for the belt currently in stock will remain at \$47,689.30 (not including tax) until delivery is requested at Spokane Solid Waste Disposal. If an additional belt is needed beyond the currently stocked belt, anytime in the remainder of 2019 or 2020, due to possible increases in raw materials, transportation costs, and market volatility the pricing will be re-quoted at that time.

Fiscal Impact

Select \$

Budget Account

#

Select \$

#

Distribution List

Briefing Paper

Urban Experience Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Value Blanket for the purchase of Conveyor Belts at the WTE
Date:	September 9, 2019
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	
Executive Sponsor:	Scott Simmons, Director, Public Works
Committee(s) Impacted:	Urban Experience/ Public Infrastructure, Environment and Sustainability Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Sustainable Resources – Sustainable Practices; Innovative Infrastructure - Affordable Services
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval of the value blanket renewal; without which the WTE Facility would not be able to continue uninterrupted operations.
Background/History: Conveyor Belts are utilized in WTE ash handling system. The belt is 72 inches wide by 370 inches long. A belt failure requires shut down of the ash system which in turn requires shut down of the WTE facility. To minimize the downtime, the City issued a request for bids to be able to purchase replacement belts while the current belt is still in place. Applied Industrial Technologies, Spokane, WA, was the only response received to RFB 4168-15, to provide immediate belt delivery upon being requested by WTE facility. Applied Industrial Technologies has local facilities to be able to store the belt until needed. Installation of the belt will be solicited under a separate Request for Proposals. The original Value Blanket was for 1 year with the option of 4 one-year renewals. This is the last of those renewals with a total cost not to exceed \$110,000.00 plus taxes.	
Executive Summary: <ul style="list-style-type: none"> Renewal 4 of 4 for Conveyor Belt(s). Term is from January 1, 2020 thru December 31, 2020. Total annual cost not to exceed \$110,000 plus taxes. Renewal would allow for continued uninterrupted operations of WTE Facility. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required:	

Known challenges/barriers:

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

09/23/2019

Date Rec'd

9/11/2019

Clerk's File #

OPR 2016-0705

Renews #Submitting Dept

DEVELOPER SERVICES CENTER

Cross Ref #Contact Name/Phone

JASON RUFFING 6529

Project #Contact E-Mail

JRUFFING@SPOKANECITY.ORG

Bid #Agenda Item Type

Contract Item

Requisition #Agenda Item Name

1200- FORECLOSURE REGISTRY, 1 YEAR CONTRACT EXTENSION

Agenda Wording

A 1 yr extension of original contract (OPR 2016-0705) which expires 9/30/19. Original allows up to 3 extensions for 1 yr ea, this would be 2nd extension. Registry has been an improvement on communication and notification.

Summary (Background)

Registry notifies of violations with lenders, services, & property preservatin companies. Assists in knowing of property before it is devalued. Registry will be funded by annual per property registration fee, \$350 by SMC 17F.070.520 covers the costs of electron registry vender, monitoring and admin of the program. Registry averages \$350-500 per month. Properties that are abandoned are addressed as they have an increased risk to vandalism, nuisance conditions, and hazardous occupation.

Fiscal Impact

Grant related? NO

Budget Account

Public Works? NO

Revenue \$ 200000.00

1200-30210-99999-34199-99999

Select \$

#

Select \$

#

Select \$

#

ApprovalsCouncil NotificationsDept Head

BECKER, KRIS

Study Session

UE 9/9/19

Division Director

CORTRIGHT, CARLY

OtherFinance

ORLOB, KIMBERLY

Distribution ListLegal

DALTON, PAT

jfuffing@spokanecity.org

For the Mayor

ORMSBY, MICHAEL

kbecker@spokanecity.org

Additional Approvals

jwest@spokanecity.org

Purchasing

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dmulberry@cchampions.com

RJansen@prochamps.com

dnorman@spokanecity.org



City of Spokane

CONTRACT RENEWAL 2 OF 3

Title: FORECLOSURE PROPERTY REGISTRY

This Contract Renewal including additional compensation is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **COMMUNITY CHAMPIONS CORPORATION**, whose address is 2725 Center Place, Melbourne, FL 32940 as ("Consultant"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Consultant agreed to provide a Foreclosure Property Registry Program for the City of Spokane; and

WHEREAS, the initial contract provided for 3 additional one-year renewals, with this being the 2nd of those renewals.

-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The Contract, dated September 2, 2016, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Renewal shall become effective on October 1, 2019.

3. EXTENSION.

The contract documents are hereby extended and shall run through September 30, 2020.

4. COMPENSATION.

This is a revenue only contract. The City anticipates estimated revenue in the amount of **TWO HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$250,000.00)** based on monthly remittance logs.

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 Contract Renewal by having legally-binding representatives affix their signatures below.

COMMUNITY CHAMPIONS CORPORATION CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney



BUSINESS LICENSE

STATE OF
WASHINGTON

Limited Liability Company

PROPERTY REGISTRATION CHAMPIONS, LLC
2725 CENTER PL
MELBOURNE, FL 32940-7106

TAX REGISTRATION - ACTIVE

Unified Business ID #: 604196089

Business ID #: 001

Location: 0001

Expires: Nov 30, 2019

CITY ENDORSEMENTS:

SPOKANE GENERAL BUSINESS - ACTIVE

REGISTERED TRADE NAMES:

PROCHAMPS

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Director, Department of Revenue

STATE OF WASHINGTON

UBI: 604196089 001 0001

PROPERTY REGISTRATION
CHAMPIONS, LLC
2725 CENTER PL
MELBOURNE, FL 32940-7106

TAX REGISTRATION - ACTIVE
SPOKANE GENERAL BUSINESS -
ACTIVE

Expires: Nov 30, 2019

IMPORTANT!

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE POSTING THIS LICENSE

General Information

- Post this Business License in a visible location at your place of business.
- If you were issued a Business License previously, **destroy the old one and post this one in its place.**
- All endorsements should be renewed by the expiration date that appears on the front of this license to avoid any late fees that may apply.

If there is no expiration date, the endorsements remain active as long as you continue required reporting (see Endorsements).

- Login to My DOR at business.wa.gov/BLS if you need to make changes to your business name, location, mailing address, telephone number, or business ownership.

Telephone: 1-800-451-7985

Endorsements

Although tax registration, unemployment, and industrial insurance endorsements appear on your Business License, the registration with the agencies that govern these endorsements is not complete until they have established an account for your business.

Each registering agency requires you to submit periodic reports. Each agency will send you the necessary reporting forms and instructions.

Corporations, limited liability companies, etc.

You must submit a Business License Application and file with the Corporations Division of the Secretary of State before you can legally operate as a corporation, limited liability company, or other business organization type that requires registration. If you have any questions, call (360) 725-0377.

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call 1-800-451-7985. Teletype (TTY) users may use the Washington Relay Service by calling 711.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/29/2020

9/6/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 1185 Avenue of the Americas, Suite 2010 New York NY 10036 646-572-7300	CONTACT NAME:	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS:	
INSURED 1461671 Property Registration Champions DBA Prochamps 2725 Center Place, Ste 102 Melbourne FL 32940	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: ACE Property & Casualty Insurance Co		20699
	INSURER B: Lloyds of London		
	INSURER C: Argonaut Insurance Company		19801
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:** 16286783**REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	N	D94762558	3/29/2019	3/29/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	D94762558	3/29/2019	3/29/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			D9476256A	3/29/2019	3/29/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
B	Professional Liability/Cyber	N	N	CT1137119	4/1/2019	4/1/2020	Limit: \$3,000,000
C	Crime			ML 4243693-0	4/1/2019	4/1/2020	Limit: \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Spokane is included as Additional Insured on the General Liability as required by written contract.

CERTIFICATE HOLDER**16286783**City of Spokane
808 W. Spokane Falls Blvd.,
Spokane WA 99201**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Ruffing, Jason

From: Rachel Jansen <RJansen@prochamps.com>
Sent: Thursday, September 05, 2019 11:14 AM
To: Ruffing, Jason; Cathi Shiflett; David Mulberry
Subject: Re: City of Spokane- ProChamps contract extension

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Good afternoon!

I'm in the process of verifying our business license but there will be no change in the cost/fees for the program. While I get the business license information to you, Cathi can assist in getting the insurance information.

Thanks!

Rachel Casini Jansen
In-House Counsel
Property Registration Champions, LLC
www.prochamps.com



From: "Ruffing, Jason" <jruffing@spokanecity.org>
Date: Thursday, September 5, 2019 at 2:11 PM
To: Cathi Shiflett <cshiflett@prochamps.com>, David Mulberry <dmulberry@prochamps.com>
Cc: Rachel Jansen <RJansen@prochamps.com>
Subject: RE: City of Spokane- ProChamps contract extension

Great! Will there be any changes to costs/fees? For the last extension the original contract pricing remained intact.



Jason Ruffing | City of Spokane | Code Enforcement
509.625.6529 | fax 509.625.6802 | jruffing@spokanecity.org | spokanecity.org

From: Cathi Shiflett [<mailto:cshiflett@prochamps.com>]
Sent: Thursday, September 05, 2019 10:05 AM
To: Ruffing, Jason; David Mulberry
Cc: Rachel Jansen
Subject: Re: City of Spokane- ProChamps contract extension

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hello Jason,

Thank you for being proactive in the contract extension and we definitely agree to another 1 year extension. I am looping in our In-house Counsel, Rachel Jansen, on this email as she is responsible for contract renewals and will provide a current business license for the State of Washington, or we'll work with you on obtaining a current license.

Kind Regards,

Cathi Shiflett
Government Support Administrator
Property Registration Champions, LLC DBA PROCHAMPS
O: 321.421.6639 Ext. 1128
<http://PROCHAMPS.com>



From: Ruffing, Jason <jruffing@spokanecity.org>
Sent: Thursday, September 5, 2019 12:29 PM
To: Cathi Shiflett <cshiflett@prochamps.com>; David Mulberry <dmulberry@prochamps.com>
Subject: RE: City of Spokane- ProChamps contract extension

One more thing- I'll also need a copy of your city business license (I can provide guidance if this needs to be renewed.)
Thanks!



Jason Ruffing | City of Spokane | Code Enforcement
509.625.6529 | fax 509.625.6802 | jruffing@spokanecity.org | spokanecity.org

From: Ruffing, Jason
Sent: Thursday, September 05, 2019 9:05 AM
To: Cathi Shiflett; David Mulberry
Cc: Ruffing, Jason
Subject: City of Spokane- ProChamps contract extension
Importance: High

Good morning,

I am writing regarding the contract between City of Spokane and ProChamps for the foreclosure registry. The contract expires on 9/30/19 and I am hoping to do another 1 year extension if that is agreeable with you all. This will be the same

as last year's contract extension, where it is sent out for electronic signatures once the contract is approved by City Council/Administration. I will need a couple of bits of information from you all however:

- Are there any changes to the rates that were a part of the original contract? There were no changes last year, but I wanted to confirm if they are still staying the same.
- Can you send a new copy of your current business insurance?

Thanks,



Jason Ruffing | City of Spokane | Code Enforcement
509.625.6529 | fax 509.625.6802 | jruffing@spokanecity.org | spokanecity.org

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

09/23/2019

<u>Date Rec'd</u>	9/10/2019
<u>Clerk's File #</u>	OPR 2019-0003
<u>Renews #</u>	

<u>Submitting Dept</u>	INTEGRATED CAPITAL	<u>Cross Ref #</u>	
<u>Contact Name/Phone</u>	MARCIA DAVIS 625-6398	<u>Project #</u>	2017170
<u>Contact E-Mail</u>	MDAVIS@SPOKANECITY.ORG	<u>Bid #</u>	
<u>Agenda Item Type</u>	Contract Item	<u>Requisition #</u>	CR 20947
<u>Agenda Item Name</u>	4250-NORTH POINTE WASTEWATER H2S MITIGATION STUDY AND REPORT		

Agenda Wording

Six Year Capital Program for Sewer Marion Hay Intertie. Approval of an amendment to contract for a lift station study to determine the most cost-effective solution to reduce hydrogen sulfide (H2S) for City work safety and reduce pipe corrosion.

Summary (Background)

The North Pointe wastewater subsystem is problematic due to the generation of H2S gas. The lift station study with Jacob's Engineering Group produced a draft with recommendations in July 2019. From review of the draft study, staff determined more data is necessary to evaluate the cost of replacing the lift station in full, force main upgrades, changing flow to Shiloh lift Station, and to compare these costs to the pipe only alternative. The cost added by this amendment exceeds the administrative

<u>Fiscal Impact</u>	Grant related? NO	<u>Budget Account</u>
	Public Works? YES	

Expense	\$ 31,528.94	# 4250 43387 94350 56501 14354
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Select	\$	#
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Select	\$	#
--------	----	---

Select	\$	#
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ApprovalsCouncil Notifications

<u>Dept Head</u>	FLEIGER, NATHAN
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Study Session

<u>Division Director</u>	KEGLEY, DANIEL
--------------------------	----------------

Other

UE 9/9/19

<u>Finance</u>	ALBIN-MOORE, ANGELA
----------------	---------------------

Distribution List

<u>Legal</u>	DALTON, PAT
--------------	-------------

eraea@spokanecity.org

<u>For the Mayor</u>	ORMSBY, MICHAEL
----------------------	-----------------

mdavis@spokanecity.org

Additional Approvals

kmiller@spokanecity.org

<u>Purchasing</u>	WAHL, CONNIE
-------------------	--------------

icmaccounting@spokanecity.org



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

approval limit and requires approval by Council.

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

Briefing Paper

Urban Experience Committee

Division & Department:	Public Works / Integrated Capital Management
Subject:	North Pointe Lift Station Assessment Contract Amendment
Date:	September 9, 2019
Author (email & phone):	Marcia Davis, 509-625-6398, mdavis@spokanecity.org
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	Urban Experience, PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Six Year Capital Program for Sewer Marion Hay Intertie (WWM-2012-277)
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of an amendment to contract for a lift station study. The purpose of the study is to provide information to determine the most cost-effective solution to reduce hydrogen sulfide (H ₂ S) for City work safety and reduce pipe corrosion.
Background/History: <i>The North Point wastewater subsystem is problematic due to the generation of H₂S gas, which is odious to the general public, unsafe for City's wastewater maintenance work crews, and corrosive to the piping infrastructure. The lift station study with Jacobs Engineering Group began in January 2019 and produced a draft with recommendations in July 2019. From review of the draft study, staff determined more data is necessary to evaluate the cost of replacing the lift station in full, force main upgrades, changing flow to Shiloh Lift Station, and to compare these costs to a pipe only alternative. The cost added by this amendment exceeds the administrative approval limit and requires approval by Council.</i>	
Executive Summary: <ul style="list-style-type: none"> Cost for the amendment is still being negotiated, but is expected to be less than \$39,000 bringing the total cost of the study to approximately \$120,000. The cost of this amendment is greater than the administration approval limit and needs Council approval. The consult will finish the study by 12/31/2019. Analysis and solutions will be presented in a report and the results will be used to determine the most cost-effective solution. The selected project will be updated in the 2021-2026 Citywide Six year Program for Sewer. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: DoC grant, CDBG, SIP loan Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	



City of Spokane

**CONTRACT AMENDMENT
WITH COSTS**

NORTHPOINT WASTEWATER H₂S
MITIGATION STUDY AND REPORT

THIS CONTRACT AMENDMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as ("City"), and Jacob's Engineering Group, whose address is 1100 112th Avenue NE, Suite 500, Bellevue, Washington 98004, as ("*Consultant*"). Individually hereafter referenced as a "party", and together as the "parties"

WHEREAS, the parties entered into a Contract wherein the Consultant agreed to Provide the City with an ENGINEERING ANALYSIS; SYSTEM MODELING AND A REPORT FOR WASTEWATER H₂S MITIGATION; and

WHEREAS, additional work has been requested under this job assignment resulting in additional cost;

-- NOW, THEREFORE, the parties agree as follows:

1. CONTRACT DOCUMENTS.

The original Contract dated January 14, 2019, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATES.

This Amendment shall become effective January 28, 2019 and end December 31, 2019.

3. AMENDMENT / COST.

Cost for the additional work performed under this Contract Amendment is **THIRTY-ONE THOUSAND FIVE HUNDRED TWENTY-NINE AND 00/100 DOLLARS, (\$31,529.00).**

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 Contract Amendment by having legally-binding representatives affix their signatures below.

JACOBS ENGINEERING GROUP, INC.

CITY OF SPOKANE

By _____
Signature Date

Kelly Irving
Print Name

Manager of Projects
Title

Kelly.irving@jacobs.com
E-Mail Address

Attest:

City Clerk Date

By _____
Signature Date

Print Name

Title

Approved as to form:

Assistant City Attorney

Attachments that are part of this Agreement:

Attachment A: Additional Scope of Work

19-fip

Marcia Davis
City of Spokane
Integrated Capital Management
808 West Spokane Falls Boulevard
Spokane, WA 99201

August 28th, 2019

Subject: North Pointe Wastewater H₂S Mitigation Study and Report (OPR 2019-0003) - Contract Amendment 2

Dear Ms. Davis,

The Jacobs Engineering Group, Inc (Jacobs) has developed this letter proposal, which includes a scope amendment, fee estimate, and a contract extension request, in response to the City of Spokane's (City) request to perform additional level of effort for the North Pointe Wastewater H₂S Mitigation Study and Report, Clerk File # OPR 2019-0003, executed on February 14th, 2019.

Amended Scope of Services

This amendment adds scope to the following subtasks of the original scope of work:

- Task 1: Kickoff Meeting, Data Collection, Site Visit, and Project Management
- Task 4: North Pointe Wastewater Facility Odor Analysis and Modeling
- Task 5: Data Summary, Alternatives Analysis, and Recommendations TM

Amended Scope Assumptions

- Jacobs will be held to the combined amended contract amount and not individual task budgets.

Task 1 – Kickoff Meeting, Data Collection, Site Visit, and Project Management

Additional Task 1 services include the following activities to be conducted by Jacobs:

- **Additional Project Management and Administration**—Labor allocation for Jacob's PM is included as project management and administration activities, including initializing the project, tracking project costs, coordinating team activities and tasks, and preparing standard Jacobs monthly progress reports.

Task 1 Assumptions

Assumptions for this task are as follows:

- Labor allocations assumes 10 hours of PM time

Task 4 – North Pointe Wastewater Facility Odor Analysis and Modeling

Additional Task 4 service include the following activities to be conducted by Jacobs:

Additional Alternatives Analysis – In addition to the original scope where we developed and reviewed alternatives Jacobs will review three additional alternatives related to the North Pointe wastewater H₂S mitigation study.

Alternative A – Replacement of North Pointe pump station with a new submersible pump station.

Alternative B – Lining of North Pointe Force Main to reduce retention time

Alternative C – Replace North Pointe PS and modify FM to discharge to a Shiloh Hills Pump Station and upgrade Shiloh Hills Pump Station. The upgraded Shiloh Hills Pump Station will then pump to the existing North Pointe FM discharge structure.

Jacobs will model each new alternative for their potential to reduce existing H₂S problems within the basin, as well as, reduce the amount of previously recommended liquid and vapor phase treatment alternatives.

Updated Task 4 Assumptions

- Labor Allocations estimates:
 - 52 hours – Perform Modeling for new Alternatives A, B, and C
 - 4 hours – QA/QC of Additional Alternatives modeling

Task 5 – Data Summary, Alternatives Analysis, and Recommendations TM

Additional Task 5 services include the following activities to be conducted by Jacobs:

Additional Alternatives Analysis – In addition to the original scope where we developed and reviewed alternatives Jacobs will review three additional alternatives related to the North Pointe wastewater H₂S mitigation study.

Alternative A – Replacement of North Pointe pump station with a new submersible pump station.

Alternative B – Lining of North Pointe forcemain to reduce retention time

Alternative C – Replace North Pointe PS and modify FM to discharge to an upgraded Shiloh Hills Pump Station. The upgraded Shiloh Hills Pump Station will then pump to the existing North Pointe FM discharge structure.

Each alternative will be analyzed for their potential to reduce existing H₂S problems within the basin as well as reduce the amount of liquid or vapor phase treatment recommended by the options already reviewed in the original scope.

Supplemental Alternative Development - Further development of the recommended alternatives (including Bioxide) developed during the original scope, so they are comparable with the new Alternatives A, B, and C.

Update to Recommendations TM – Jacobs will update and rework sections of the July 17th, 2019 Draft recommendations TM to include the results of the analysis of alternatives A, B, C, and the updated existing alternatives. The TM update will include:

- Update to Executive Summary
- Summary of the additional alternatives
- New and Updated Class 4 Cost Estimate (-30% to +40%) with a 50-year life cycle costs
- Updated recommendations on what the City should implement to improve system capacity for existing flows and methods for H₂S and odor mitigation

- Respond to City review comments on the updated sections of the recommendations TM

Updated Task 5 Assumptions

- Existing Cost Estimates will be updated to include modification to existing facilities, equipment, and site development, such that they are comparable to new alternatives A, B, and C.
- Jacobs will rely upon the accuracy, timeliness, and completeness of the information provided by the City. For the additional analysis, Jacobs will use the data and records provided by the City along with field data collected under the original Scope of work.
- In providing opinions of costs, financial analysis, economic feasibility projections, Jacobs has no control over cost or price of labor and materials, unknown latent conditions of existing equipment or structures that may affect the projects overall costs, in addition to, competitive bidding procedures and market conditions; time or quality of performance by third parties, and other economic and operational factors that may materially affect the ultimate project costs or schedule. Therefore, Jacobs makes no warranty that the Owner's actual project costs, financial aspects, economic feasibility, or schedules will not vary from Jacobs's opinions, analysis, projections, or estimates.
- The City will review and provide comments on the updated sections of the Recommendations TM, and Jacobs will respond and finalize.
- Labor Allocations Estimates:
 - 58 hours – Develop Additional Alternatives and Cost Estimates
 - 18 hours – Update Existing Cost Estimates and Life Cycle costs
 - 32 hours – Revise/rework Recommendations TM
 - 4 hours – QA/QC of Additional Alternatives, Cost Estimates, and Recommendations TM
 - 16 additional hours – Respond to Recommendations TM comments and Finalize TM (remaining original budget plus the 16 hours covers this task)

Table 1. Labor Hours and Fee Estimate for Additional Scope <i>North Pointe Wastewater System Analysis</i>				
Task Description	Labor (hours)	Labor	Expenses	Total
Task 1: Kickoff Meeting, Data Exchange, Site Visits, and Project Management	10	\$2,168.10		\$2,168.10
Task 2: Data Review and Evaluation				
Task 3: North Point Wastewater Facility Hydraulic Modeling				
Task 4: North Point Wastewater Facility Odor Analysis and Modeling	56	\$9,140.08		\$9,140.08
Task 5: Data Summary, Alternatives Analysis, and Recommendations Technical Report	128	\$21,168.08		\$21,168.08
Totals	194	\$31,528.94		\$31,528.94

Table 2. Staff and Rates with 2.70 Multiplier for Additional Scope <i>North Pointe Wastewater System Analysis</i>			
Key Staff	Role	2019 Raw Rates:	2019 Cost-at-Billing Rates:
Brian Shuck, PE, PMP	Project Manager	\$80.30	\$216.81
Ryan Dunne	Hydraulic Modeler/Civil Engineer	\$40.62	\$109.68
Alex Demith, PE	Odor Modeler	\$39.81	\$107.48
Bart Kraakman, PE	Senior Technical Consultant	\$73.24	\$197.75
Dan Buonadonna, PE	Technical Consultant – Conveyance/Slip lining	\$69.79	\$188.44
Scott Cowden, PE	Senior Quality Assurance/Quality Control	\$87.71	\$236.83
Tom Jones	Senior Cost Estimator	\$74.22	\$200.39

Schedule

Jacobs is prepared to begin the additional work described in this letter amendment upon receiving the City's approval and notice to proceed. Jacobs suggests a timeline of 8 weeks to complete the additional work and finalize remaining project scope.

- Perform additional analysis, cost estimate, report update, and QA/QC – 4 weeks
- City review of update Draft Recommendations TM – 2 weeks
- Respond to City Comments and prepare Final Recommendations TM – 2 weeks

Jacobs recommends a contract extension from July 31st to December 31st, 2019.

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

09/23/2019

<u>Date Rec'd</u>	8/27/2019
<u>Clerk's File #</u>	OPR 2019-0752
<u>Renews #</u>	OPR 2017-0279
<u>Cross Ref #</u>	OPR 1993-0583
<u>Project #</u>	
<u>Bid #</u>	
<u>Requisition #</u>	

<u>Submitting Dept</u>	FIRE
<u>Contact Name/Phone</u>	BRIAN SCHAEFFER 625-7002
<u>Contact E-Mail</u>	BSCHAEFFER@SPOKANEFIRE.ORG
<u>Agenda Item Type</u>	Contract Item
<u>Agenda Item Name</u>	1970- DNR INTERLOCAL AGREEMENT

Agenda Wording

Interlocal agreement with Washinton State Department of Natural Resources (DNR) to provide mutual assistance and cooperation in the control and suppression of forest land fire within the protection are of DNR and the Spokane Fire Department

Summary (Background)

This agreement provides ongoing mutual assistance efforts under the authority of RCW 76.04.134 and chapter 39.34 RCW. The purpose of the agreement is to provide coordination and cooperation between the Spokane Fire Department and DNR in the control and suppression of forest land fire in or adjacent to their areas of responsibilities in wild land fire management suppression activities. This is an updated agreement of the 1993 interlocal agreement and continues for five years.

<u>Fiscal Impact</u>	Grant related? NO	<u>Budget Account</u>
	Public Works? NO	
Select \$		#
Select \$		#
Select \$		#
Select \$		#

<u>Approvals</u>	<u>Council Notifications</u>
<u>Dept Head</u>	SCHAEFFER, BRIAN
<u>Division Director</u>	SCHAEFFER, BRIAN
<u>Finance</u>	BUSTOS, KIM
<u>Legal</u>	DALTON, PAT
<u>For the Mayor</u>	ORMSBY, MICHAEL
Additional Approvals	kbustos
<u>Purchasing</u>	



FORESTLAND RESPONSE AGREEMENT

Agreement No. 93-098231

This Agreement is entered into between the state of Washington, Department of Natural Resources, **Northeast** Region, hereinafter referred to as "DNR", and the below named Fire Protection District/Department, hereinafter referred to as "District/Department."

City of Spokane Fire Department
44 W Riverside
Spokane, WA 99201
Phone: 509 625-7000
FAX: [REDACTED]
Email: bschaeffer@spokanefire.org

Authority: This Agreement is entered into by DNR under the authority of RCW 76.04.015, RCW 76.04.135 and RCW 76.04.610(3); and by the District/Department under the authority of RCW 52.12.031, RCW 52.12.125 and RCW 35.21.010; and DNR and District/Department in conformity with RCW 39.34, the Interlocal Cooperation Act.

In consideration of the terms, conditions and covenants contained herein, or attached and incorporated and made a part hereof, the Parties mutually agree as follows:

1. **Purpose:** The purpose of this Agreement is to (1) provide for mutual assistance and cooperation in the control and suppression of forestland fire and therefore to contract for the District/Department to provide fire protection services to an area within the jurisdiction of DNR and located in, or adjacent to, the District/Department and to contract for the DNR to assist in fire protection services on forestland within District/Department jurisdiction; and (2) dispatch and pay for fire service resources outside the fire service District/Department jurisdictional boundaries.
2. **Scope:** This Agreement pertains to forestland fire incidents within or adjacent to the District/Department boundaries and to District/Department resources ordered through the DNR Region or Division for dispatch outside of District/Department boundaries for support provided by DNR as outlined in Attachment A – Operational Guidelines for

Resources ordered through the DNR Region or Division for dispatch outside of District/Department boundaries.

3. **Term.** The term of this agreement is **5 years**, from the date of execution.
4. **Jurisdictional Responsibility:** Within or adjacent to the District/Department boundaries, the statutory jurisdictional responsibility for fire control on forestland varies. It may be:
 - (1) **Sole DNR Jurisdiction:** Land subject to Forest Fire Protection Assessment and District/Department is NOT collecting fire protection levy
 - (2) **Sole District/Department Jurisdiction:** Land subject to District/Department fire protection levy and not subject to Forest Fire Protection Assessment.
 - (3) **Joint Jurisdiction:** Land subject to Forest Fire Protection Assessment and the District/Department is collecting fire protection levy.
5. **Mutual Aid Fire Incident Response:**
 - (1) **Sole DNR Jurisdiction:** In the event of a fire emergency in a sole DNR jurisdiction area, the DNR will respond. The District/Department may respond to provide immediate control action, minimize fire loss, and thereby indirectly protect its own jurisdiction area. DNR may request response from the District/Department to gain timely initial attack and control action, or to supplement DNR resources.
 - (2) **Sole District/Department Jurisdiction:** In the event of a fire emergency in a sole District/Department jurisdiction area, the District/Department will respond. DNR may respond to provide immediate control action, minimize fire loss, and thereby indirectly protect its own jurisdiction area. The District/Department may request that DNR provide supplemental resources for fire emergency operations and support.
 - (3) **Joint Jurisdiction:** In the event of a fire emergency in a joint jurisdiction area, both DNR and the District/Department will respond, subject to the availability of resources.
6. **Off-Season Incidents:** For this Agreement, no incident will be considered off-season. Fire season will be January 1-December 31 each year.
7. **Command:**
 - (1) **Sole DNR Jurisdiction Incidents:** When the District/Department is the first arriving agency, the District/Department on-site initial responders shall establish command until released by a representative of DNR.
 - (2) **Sole District/Department Jurisdictional Incidents:** When DNR is the first arriving agency, the DNR on-site initial responders shall establish command until released by a representative of the District/Department.

- (3) **Joint Jurisdiction Incidents:** The first arriving agency initial responders shall establish command and, upon the arrival of the other agency, unified command will be established and used for incident management.

8. Fire Control and Suppression Definitions:

- (1) **Forestland:** As the term is defined by RCW 76.04.005.
- (2) **Ordering:** Prior to the arrival of DNR at the incident, the initial attack incident commander may order special resources through DNR. That decision may be documented and payment authorized (see Section 11 of this Agreement) by DNR prior to the mobilization of special resources.
- (3) **Special Resources:** Air resources, dozers, heavy equipment, or other resources deemed necessary to contain and control the fire.

9. Operation Guidelines:

- (1) **Forestland Response:** Representatives of the District/Department and DNR may mutually develop operation guidelines that provide principles, direction and guidance for the conduct of fire control operations related to forest land response. The operation guidelines shall be reviewed at least annually, and revised as necessary to achieve cooperation and understanding.
- (2) **DNR Dispatch:** See Attachment A - Operation Guidelines for resources ordered through the DNR Region or Division for dispatch outside of the District/Department jurisdictional boundaries; which is incorporated by reference herein.

10. **Fire Investigation:** The District/Department and DNR agree to protect the origin area of any fire to the best of its ability. Fires will be jointly investigated when an incident originated in a joint jurisdiction area. A DNR fire investigator may investigate fires originating on, spreading to or threatening land subject to Forest Fire Protection Assessment (i.e., sole DNR or joint jurisdiction areas).

11. Costs:

- (1) **Charges Not Required:** One purpose of this Agreement is mutual assistance and cooperation in the control and suppression of fires (see Section 1 - Purpose). In most instances, resource costs will not be charged to the other party. However, there may be circumstances or conditions where the District/Department or DNR desires or is required to charge, or request reimbursement, for resource costs as described in Subsections (2), (3), (4), and (5) below.
- (2) **Sole DNR Jurisdiction:** If the District/Department responds, DNR will pay for District/Department personnel and equipment costs outside of mutual aid unless otherwise negotiated.

- (3) **Sole District/Department Jurisdiction:** If DNR responds, the District/Department will pay for DNR personnel and equipment costs outside of mutual aid unless otherwise negotiated.
- (4) **Joint Jurisdiction:** Initial attack through complete extinguishment of the fire, each party will pay its own costs.
- (5) **DNR Dispatch:** If District/Department personnel is dispatched by DNR outside of District/Department jurisdictional boundaries, DNR will pay for District/Department personnel and equipment costs.

12. Cost Reimbursement Procedures:

- (1) **Forestland Response:** Provisions within this Agreement for reimbursement of costs related to forest land response are subject to the following conditions:
 - (a) Notice: Prior to costs being incurred as allowed by this Agreement (other than DNR Dispatch), notice of such expenditure must be given to DNR of the requesting agency prior to the expenditure or commitment of funds.
 - (b) Invoice: Any resource provider costs, which are to be billed, must be invoiced within sixty (60) business days of the last date of incurred expense for the incident.
- (2) **DNR Dispatch:** Provisions within this Agreement for reimbursement of costs related to DNR dispatch are outlined in Attachment A - Operation Guidelines for resources ordered through the DNR Region or Division for dispatch outside of the District/Department jurisdictional boundaries; which is incorporated by reference herein.

13. Cost Reimbursement Rates:

- (1) **Forestland Response:**
 - (a) Equipment costs shall be paid to the resource provider at the DNR Wage and Equipment Rates or as otherwise agreed to in writing by the respective authorized agency representatives.
 - (b) Career/permanent and seasonal personnel costs will be reimbursed to the resource provider at the resource provider's actual total cost. This will include backfill costs as outlined in the State Mobilization Plan.
- (2) **DNR Dispatch:**

Cost reimbursement rates related to DNR dispatch are outlined in Attachment A - Operation Guidelines for resources ordered through the DNR Region or Division for dispatch outside of the District/Department boundaries.

- 14. Insurance:** DNR is an agency of the state of Washington and is therefore self-insured under the State's Self-Insurance Liability Program. The District/Department shall, at all times during the term of this Agreement at its sole cost and expense, buy and maintain

insurance of the types and amounts listed below. Failure to buy and maintain the required insurance may result in the termination of the Agreement at DNR's option. If the District/Department is self-insured, evidence of its status as self-insured will be provided to DNR, and if deemed acceptable by DNR, shall satisfy the insurance requirements specified by this Section. The limits of insurance to be bought and maintained by the District/Department shall not be less than as follows:

Minimum Coverage Requirements: These limits may not be sufficient to cover all liability losses and related claim settlement expenses. Purchase of these minimum limits of coverage does not relieve the District/Department from liability for losses and settlement expenses greater than these amounts. DNR shall not be charged for the cost for insurance coverage(s).

District/Department is required to purchase insurance for a period of 36 months after completion of this Agreement. This requirement may be satisfied by the continuous purchase of an extended agreement. This requirement may be satisfied by the continuous purchase of an extended reporting period. During the term of the Agreement, District/Department must purchase and maintain the insurance coverage and limits specified below:

- (1) **Commercial General Liability (CGL) Insurance or District/Department Equivalent.** District/Department must purchase and maintain CGL on an Insurance Services Office (ISO) form CG 00 01 or equivalent form, covering liability arising from premises, operations, independent contractors, personal injury, products-completed operations, and liability assumed under an insured contract. Such insurance must be provided on an occurrence basis. If insurance is written on a "claims made" basis, the policy shall provide full coverage for prior acts or include a retroactive date that precedes the effective date of this Agreement. Insurance must include liability coverage with limits not less than those specified below:

<u>Description</u>	<u>Dollar Amount</u>
General Aggregate Limit (Other than products-completed operations)	\$2,000,000
Each Occurrence Limit	\$2,000,000

- (2) **Employer's liability ("Stop Gap") Insurance:** District/Department shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
- (3) **Business Auto Policy (BAP) Insurance:** If activities pursuant to this Agreement involve the use of vehicles, to include FEPP vehicles, the District/Department must purchase and maintain a BAP on an Insurance Services Office (ISO) form CA 00 01 or equivalent form. The Description of Covered Autos must include one or more of the following:
 - a. "Any Auto" (Symbol 1).
 - b. If District/Department-owned personal vehicles are used, the BAP must cover "Owned Autos Only" (Symbol 2).

- c. If District/Department hires autos, the BAP must cover “Hired Autos Only” (Symbol 8).
- d. If District/Department employee’s vehicles are used, the BAP must cover “Non-Owned Autos Only” (Symbol 9).

Such insurance must be provided on an occurrence basis. The BAP insurance must include liability coverage with limits not less than those specified below. The District/Department is responsible for any deductible.

<u>Description</u>	<u>Each Accident</u>
Bodily Injury and Property Damage	\$1,000,000

- (4) **Workers Compensation Insurance or Equivalent:** The District/Department shall comply with all state of Washington workers compensation statutes and regulations. Coverage shall be provided for all employees and volunteers of the District/Department and shall include bodily injury (including death) that arises out of or in connection with the performance of this Agreement.
15. **Service Limitations.** The responses and fire suppression services provided for under this Agreement are intended to be rendered on the same basis as such services are rendered to other areas within the District/Department or DNR jurisdictions and neither party assumes liability for failure to provide services by reason of any circumstances beyond the party’s control. In the event of simultaneous fires or medical aid calls within the areas covered by this Agreement whereby facilities of either party are taxed beyond the party’s ability to render equal protection, the officers and agents of the party shall have sole discretion as to which call shall be answered first. The responding party shall have sole discretion to determine the manner and method of responding to and handling emergencies under this Agreement consistent with Section 7 - Command of this Agreement.
16. **Benefits.** This agreement is entered into for the benefit of the parties to this agreement only and shall confer no benefits, direct or implied, on any third persons.
17. **Renegotiation and Modification:** The terms and conditions of this Agreement may be renegotiated at the request of either Party between January 1 and March 1 of any year. Any modification or amendment of this Agreement must be in writing and must be signed by duly authorized agents of the Parties.
18. **Assignment and Delegation:** This Agreement, or any right or interest therein, may not be assigned or otherwise transferred by either Party without the prior written consent of the other Party. Any attempted assignment shall be void unless made in strict conformity with this section.
- Either Party may perform its duty through a delegate or agent, but shall not be thereby relieved of any duty to perform or any liability for breach of this Agreement.
19. **Remedies:** Any remedy exercised by either Party shall not be deemed exclusive and either Party may pursue any and all other remedies available to it under the law.

20. **Compliance with Laws:** Parties shall comply with all applicable federal, state, and local laws, rules and regulations that govern each component of this Agreement.
21. **Non-Waiver:** Waiver by either Party of strict performance of any provision of this Agreement shall not act as a waiver of the right of the other Party to require future strict performance of the same provision or any other provision.
22. **Interpretation and Venue:** This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington. The venue of any action brought under this Agreement shall be in the Superior Court of Thurston County.
23. **Severability:** If any provision of this Agreement is held to be invalid, such invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision(s), and to this end the provisions of this Agreement are declared severable.
24. **Termination:** This Agreement may be terminated by either Party by the provision of ninety (90) days written notice, provided that neither Party may terminate this Agreement at any time between April 15 and October 15 of any year due to the fire danger during this period.

25. **Agreement Managers:**

DNR AGREEMENT MANAGER
Name: Dj Greene
Title: Fire Unit Forester
Address: 225 S Silke Rd
City/State/Zip: Colville, Wa 99114
Phone: 509 684-7474
Email: dj.greene@dnr.wa.gov

DISTRICT/DEPARTMENT AGREEMENT MANAGER
Name: Brian Schaeffer
Title: Fire Chief
Address: 44 W Riverside Ave
City/State/Zip: Spokane, Wa 99201
Phone: 509 625-7000
Email: bschaeffer@spokane fire.org

This Agreement supersedes all previous agreements.

By signature below, the Agencies certify that the individuals listed in this document, as representatives of the Agencies, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement.

DISTRICT/DEPARTMENT

Signature Bryan Schaefer Date 2/28/19
Printed Name BRYAN SCHAEFER
Title Fire Chief

STATE OF WASHINGTON

DEPARTMENT OF NATURAL RESOURCES

Signature Earl McNamee Date 2 Apr 19
Printed Name Ken McNamee
Title NE Region Mgr

DISTRICT/DEPARTMENT

Signature _____ Date _____
Printed Name _____
Title _____

DISTRICT/DEPARTMENT

Signature _____ Date _____
Printed Name _____
Title _____

DISTRICT/DEPARTMENT

Signature _____ Date _____
Printed Name _____
Title _____

Operation Guidelines
Resources ordered through the DNR Region or Division for
dispatch outside of District/Department jurisdictional boundaries

Department of Natural Resources (DNR) agrees to dispatch District/Department resources to incidents outside of the Districts/Department jurisdictional boundaries as needed to meet DNR responsibilities and as approved by the District/Department. Dispatches can include out of the state of Washington. Participation by a District/Department with incidents outside its jurisdiction is voluntary and separate from involvement in State Fire Mobilization.

This Agreement extends to all District/Department members:

- Washington Fire Service (WFS) paid members which District/Department allow to participate will be paid by the District/Department. DNR will reimburse district/department costs as outlined in this agreement
- Members of Washington Fire Service who are volunteers will need to be hired by the DNR via the DNR casual hire process and paid directly by DNR. This may be completed pre-season or at the time of the incident. Your local DNR Region office will handle the casual hire process.

District/Department agrees:

- 1) All personnel dispatched outside of their jurisdictional boundaries will have a valid Incident Qualification Card (red card) stating current qualifications; and will adhere to qualifications and standards described in PMS 310-1;
- 2) To provide a copy of the Master IQS Record for each participating employee (needed to update status in the Resource Ordering Status System (ROSS));
- 3) To keep equipment and personnel status current in ROSS by selecting option a. or b. below as the preferred option. List available resources on the following resource list addendum. (Check one):
 - a. ☐ DNR Region will give Web-Status rights to ROSS for district employees. It is the employee's responsibility to ensure that their status is accurate.
 - b. ☐ DNR Region will status your employees. For this option, you would need to provide your local DNR Region Dispatch with the status of your employees every Monday by 1200 hours. Dispatch would then update their status in ROSS for that week (0800 Tuesday to 0800 Tuesday).

For dispatches outside of the DNR region, approval from DNR host region fire staff is required. Host region fire staff will coordinate with Wildfire Division in order to ensure statewide readiness.

- 4) To notify your local DNR Region of any changes in status of personnel/equipment (i.e.; dispatched/demob under State Fire Mobilization, demob & ETA home from incidents dispatched thru DNR, etc.);

- 5) All personnel and equipment dispatched will be paid by the District/Department; (except volunteers will follow payment procedures outlined in their individual agreement and be paid directly by DNR);
- 6) All Equipment and Personnel dispatched under this agreement will arrive at each incident with a copy of their current Forestland Response Agreement.
- 7) Invoice for personnel and equipment costs billed to DNR will include:
 - a. Original Emergency Fire Time Report (OF-288); hourly wage rate (regular and OT) for personnel hours on the OF-288. This applies to paid district/department staff. Volunteers will be paid directly by DNR.
 - b. Original shift ticket (OF-286) documenting mileage to/from incident as well as mileage incurred on the incident signed by the incident supervisor.
 - c. Copy of Resource Order card.
- 8) Invoices requesting payment for equipment (engines/tenders) will be submitted to DNR within sixty (60) business days of the last date of the incurred expense for the incident and shall include Original Emergency Equipment Use Invoice Form (OF-286) and shift tickets (OF-297); and
- 9) Invoices requesting payment for other travel costs (meals, lodging not provided by the incident) must be submitted to DNR within sixty (60) business days of the last date of the incurred expense for the incident.
- 10) Only utilize agency owned vehicles or procured rental vehicles on the fire line or offroad.

DNR agrees to:

- 1) Assist the District/Department with updating status' in ROSS;
- 2) Maintain IQS records for District/Department personnel with wildland fire qualifications, if red carded through the DNR;
- 3) Reimburse District/Department within 30 days of invoice receipt and documentation as required above;
- 4) Reimburse the Fire Service District/Department at the Total Cost of personnel. This includes, regular time, overtime, and District/Department backfill for that position as outlined in the State Mobilization Plan. The DNR will not pay for muster time, wildland premium pay, or other unspecified pay provisions.

****Rental vehicles must be procured consistent with the R6 USFS rental vehicle agreement. Rental vehicle authorization must be documented on the resource order. Please speak with your local DNR Region for more specific information. In order to provide audit tracking for all rental vehicles, rentals ordered for overhead resources with ROSS O # Resource Orders, will have a support request ROSS order attached to that O# resource, with an E# assigned to the vehicle. The overhead resource and Dispatch will ensure that if that person is re-assigned or released, the supporting vehicle order will also be re-assigned or released.**

**DISTRICT/DEPARTMENT RESOURCE LIST
OVERHEAD AND EQUIPMENT ADDENDUM**

DNR will dispatch and process invoices for the following fire district members and equipment when dispatched by DNR outside of their fire district.

Overhead Resources

Name	Career or Volunteer	Backfill Required	Position/Qualifications	Team Affiliation or Single Resource

	EQUIPMENT	RATE/NEGOTIATED RATE *

* The negotiated rate must be agreed upon between the signing parties prior to dispatch.

CONTACT INFORMATION:



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

09/23/2019

<u>Date Rec'd</u>	9/11/2019
<u>Clerk's File #</u>	CPR 2012-0032
<u>Renews #</u>	

<u>Submitting Dept</u>	MAYOR	<u>Cross Ref #</u>	
<u>Contact Name/Phone</u>	BRANDY COTE 625-6774	<u>Project #</u>	
<u>Contact E-Mail</u>	BCOTE@SPOKANECITY.ORG	<u>Bid #</u>	
<u>Agenda Item Type</u>	Boards and Commissions	<u>Requisition #</u>	
<u>Agenda Item Name</u>	0520 FOUR NEPDA RE-APPOINTMENTS		

Agenda Wording

Reappointment of four members to the NEPDA. Nicole Hydzyk: term of 12/12/17 - 12/12/20, Craig Riley: term of 12/12/18 - 12/12/21, Anthony Carollo: term of 12/13/19 - 12/13/22, Laura McAloon: term of 12/13/19 - 12/13/22.

Summary (Background)

Reappointment of four members to the NEPDA. Nicole Hydzyk: term of 12/12/17 - 12/12/20, Craig Riley: term of 12/12/18 - 12/12/21, Anthony Carollo: term of 12/13/19 - 12/13/22, Laura McAloon: term of 12/13/19 - 12/13/22.

<u>Fiscal Impact</u>	Grant related? NO	<u>Budget Account</u>
	Public Works? NO	
Select \$		#
Select \$		#
Select \$		#
Select \$		#
<u>Approvals</u>		<u>Council Notifications</u>
<u>Dept Head</u>	COTE, BRANDY	<u>Study Session</u>
<u>Division Director</u>		<u>Other</u>
<u>Finance</u>		Distribution List
<u>Legal</u>		bcote@spokanecity.org
<u>For the Mayor</u>	ORMSBY, MICHAEL	tstripes@spokanecity.org
<u>Additional Approvals</u>		smsimmons@spokanecity.org
<u>Purchasing</u>		dguthrie@greaterspokane.org

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

09/23/2019

Date Rec'd

9/11/2019

Clerk's File #

CPR 2015-0034

Renews #

Submitting Dept

MAYOR

Cross Ref #

Contact Name/Phone

BRANDY COTE 6256774

Project #

Contact E-Mail

BCOTE@SPOKANECITY.ORG

Bid #Agenda Item Type

Boards and Commissions

Requisition #Agenda Item Name

0520 OPO COMMISSION RE-APPOINTMENTS

Agenda Wording

Reappointments of two members on the Office of Police Ombudsman. Ladd Smith: term of 9/16/19 to 9/16/22; and James Willburn: term of 10/2/19 to 10/2/22.

Summary (Background)

Reappointments of two members on the Office of Police Ombudsman. Ladd Smith: term of 9/16/19 to 9/16/22; and James Willburn: term of 10/2/19 to 10/2/22.

Fiscal Impact

Grant related? NO

Budget Account

Public Works? NO

Select \$

#

Select \$

#

Select \$

#

Select \$

#

ApprovalsCouncil NotificationsDept Head

COTE, BRANDY

Study SessionDivision DirectorOtherFinanceDistribution ListLegal

bcote@spokanecity.org

For the Mayor

ORMSBY, MICHAEL

Additional ApprovalsPurchasing

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

09/23/2019

Date Rec'd

8/27/2019

Clerk's File #

ORD C35812

Renews #Submitting Dept

FIRE

Cross Ref #Contact Name/Phone

JAY ATWOOD X7095

Project #Contact E-Mail

JATWOOD@SPOKANECITY.ORG

Bid #Agenda Item Type

Special Budget Ordinance

Requisition #Agenda Item Name

1640 SBO FOR 2019 BUDGET REVENUE RECLASS

Agenda Wording

Housekeeping change to correct classification of revenue in 2019 budget.

Summary (Background)

In the 2019 budget, expected revenue from the CCC & SPD (two of the 4 existing stakeholders pursuant to OPR 2003-0671) was recorded as a reduction of expenses rather than as revenue. This SBO will correct that so the amount will be reflected as revenue. The net impact to the budget is zero.

Fiscal Impact

Grant related? NO

Budget Account

Public Works? NO

Revenue \$ 320866

1640-35351-99999-34280

Expense \$ 320866

1640-35351-28200-54992

Select \$

#

Select \$

#

ApprovalsCouncil NotificationsDept Head

SCHAEFFER, BRIAN

Study SessionDivision Director

SCHAEFFER, BRIAN

Other

PSCHC 09/09/19

Finance

HUGHES, MICHELLE

Distribution ListLegal

DALTON, PAT

jatwood@spokanecity.org

For the Mayor

ORMSBY, MICHAEL

kbustos@spokanecity.org

Additional ApprovalsPurchasing

Briefing Paper

Public Safety & Community Health

Division & Department:	CCB															
Subject:	SBO															
Date:	08/26/19															
Contact (email & phone):	Jay Atwood, jatwood@spokanecity.org , X 7095															
City Council Sponsor:																
Executive Sponsor:																
Committee(s) Impacted:	Public Safety & Community Health Committee															
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative															
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget/Capital Plan															
Strategic Initiative:																
Deadline:	09/16/19															
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of SBO															
<p>Background/History: <i>Provide brief history e.g. this is the 3rd and final 5 year extension of the contract which was put in place in 2007.</i></p> <p>When the 2019 budget was submitted for the CCB (Combined Communications Building), we incorrectly classified revenue from the CCC & SPD as a reduction of expenses rather than as revenue. According to OPR 2003-0761, the costs of the CCB are allocated to the following stakeholders as follows, all of which should be recorded as revenue:</p> <table style="margin-left: 40px; border: none;"> <tr> <td>Fire</td> <td>=</td> <td>24.2%</td> </tr> <tr> <td>Police</td> <td>=</td> <td>19.3%</td> </tr> <tr> <td>Sheriff</td> <td>=</td> <td>16.9%</td> </tr> <tr> <td>9-1-1</td> <td>=</td> <td>39.6%</td> </tr> <tr> <td>Total</td> <td>=</td> <td>100.0%</td> </tr> </table>		Fire	=	24.2%	Police	=	19.3%	Sheriff	=	16.9%	9-1-1	=	39.6%	Total	=	100.0%
Fire	=	24.2%														
Police	=	19.3%														
Sheriff	=	16.9%														
9-1-1	=	39.6%														
Total	=	100.0%														
<p>Executive Summary:</p> <p>When the 2019 budget was submitted for the CCB (Combined Communications Building), we incorrectly classified revenue from the CCC & SPD as a reduction of expenses rather than as revenue. An SBO is needed to correct this situation.</p>																
<p>Budget Impact:</p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>																
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>																

ORDINANCE NO C35812

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Combined Communications Building 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 Combined Communications Building Fund, and the budget annexed thereto with reference to the Combined Communications Building Fund, the following changes be made:

FROM:

FUND:	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
1640	CCB	1640-35351-99999-34280	Communication Services	320,866
			Total	320,866

TO:

FUND:	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
1640	CCB	1640-35351-28200-54992	Contra Other	320,866
			Total	320,866

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 increase budgeted revenues and increase budgeted expenses, 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

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

09/23/2019

Date Rec'd

8/23/2019

Clerk's File #

ORD C35813

Renews #Submitting Dept

ASSET MANAGEMENT

Cross Ref #Contact Name/Phone

CURTIS HARRIS X6284

Project #Contact E-Mail

CHARRIS@SPOKANECITY.ORG

Bid #Agenda Item Type

Special Budget Ordinance

Requisition #Agenda Item Name

5900 SPECIAL BUDGET ORDINANCE FOR ASSET MANAGEMENT

Agenda Wording

Facilities Maintenance will need additional funding to continue operations through the end of the year. Any additional expenses will be billed out to the customer departments so the net impact to the budget is expected to be zero.

Summary (Background)

Facilities Maintenance has a budget deficit of \$47,279.56 from the unexpected expense of replacing the failed Fire Alarm System at the Intermodal (Felton Fire Service, OPR 2019-0200). The additional funding of \$60,000 will cover the cost over-runs and fund the Facilities Maintenance program through the end of 2019. Any additional expenses will be billed out to the customer departments so the net impact to the budget is expected to be zero.

Fiscal Impact

Grant related? NO

Budget Account

Public Works? NO

Expense \$ 60,000

5900-71300-18300-54802-99999

Revenue \$ 60,000

5900-71300-99999-34835-99999

Select \$

#

Select \$

#

ApprovalsCouncil NotificationsDept Head

HARRIS, CURTIS

Study SessionDivision Director

BROWN, SKYLER

Other

PSCHC 09/09/19

Finance

HUGHES, MICHELLE

Distribution ListLegal

DALTON, PAT

charris@spokanecity.org

For the Mayor

ORMSBY, MICHAEL

kbustos@spokanecity.org

Additional ApprovalsPurchasing

Briefing Paper

Sustainable Resources

Division & Department:	Asset Management
Subject:	SBO
Date:	9/9/19
Contact (email & phone):	Curtis Harris X6284, charris@spokanecity.org
City Council Sponsor:	
Executive Sponsor:	Theresa Sanders
Committee(s) Impacted:	Sustainable Resources Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
Strategic Initiative:	
Deadline:	9/9/19
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of SBO
<p>Background/History: <i>Provide brief history e.g. this is the 3rd and final 5 year extension of the contract which was put in place in 2007.</i></p> <p>SBO is needed to correctly align revenues and expenses in the Asset Management (Ops) fund, Facilities Maintenance program. We have a budget deficit of \$47,279.56 from the unexpected expense of replacing the failed Fire Alarm System at the Intermodal.</p> <p>As a result, Facilities Maintenance will need additional funding to continue operations through the end of the year. Any additional expenses will be billed out to the customer departments so the net impact to the budget is expected to be zero.</p> <p>We are requesting an SBO of \$60,000 to cover the cost over-runs and fund the Facilities Maintenance program through the end of 2019.</p>	
<p>Executive Summary:</p> <p>SBO is primarily needed to fund the cost over-runs of the Fire Alarm System replacement at the Intermodal. The remaining funds will be used for Facilities Maintenance operations that cannot be accomplished within the current budget.</p>	
<p>Budget Impact:</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

ORDINANCE NO C35813

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Asset Management Operations 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 Asset Management Operations Fund, and the budget annexed thereto with reference to the Asset Management Operations Fund, the following changes be made:

FROM:

FUND:	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
5900	Asset Mgt Ops	5900-71300-99999-34835	IF Building Maintenance	60,000
			Total	60,000

TO:

FUND:	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
5900	Asset Mgt Ops	5900-71300-18300-54802	Building Repairs/Maint	60,000
			Total	60,000

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 unexpected costs on the Intermodal Building and additional budget authority to meet operational needs for the rest of the year, 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

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

09/23/2019

Date Rec'd

9/5/2019

Clerk's File #

RES 2019-0074

Renews #Submitting Dept

DEVELOPER SERVICES CENTER

Cross Ref #Contact Name/Phone

ELDON BROWN 6305

Project #Contact E-Mail

EBROWN@SPOKANECITY.ORG

Bid #Agenda Item Type

Resolutions

Requisition #Agenda Item Name

4700- VACATION OF UPRIVER DR BETWEEN MISSION & N. CENTER

Agenda Wording

Resolution setting the hearing before the City Council for the vacation of Upriver Dr. between Mission and North Center , as requested by Avista Corporation.

Summary (Background)

A petition was submitted representing 100% of the abutting property. Staff requests that City Council set a public hearing on the vacation petition.

Fiscal Impact

Grant related? NO

Budget Account

Public Works? NO

Neutral \$

#

Select \$

#

Select \$

#

Select \$

#

ApprovalsCouncil NotificationsDept Head

BECKER, KRIS

Study Session

PIES 8/26/19

Division Director

CORTRIGHT, CARLY

OtherFinance

ORLOB, KIMBERLY

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Additional Approvals

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Purchasing

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korlob@spokanecity.org

dnorman@spokanecity.org

R E S O L U T I O N 2019-0074

WHEREAS, on July 18, 2019, the Spokane City Council received a petition for the vacation of Upriver Drive between Mission Ave and North Center Street., in the City of Spokane from owners having an interest in real estate abutting the above right-of-way; and

WHEREAS, it was determined that the petition was signed by the owners of more than two-thirds of the property abutting Upriver Drive between Mission Ave and North Center Street, in the City of Spokane; and

WHEREAS, the City Council desires to set a time and date through this resolution to hold a public hearing on the petition to vacate the above property in the City of Spokane;

NOW, THEREFORE,

The City Council does hereby resolve the following:

That hearing on the petition to vacate Upriver Drive between Mission Ave and North Center Street, in the City of Spokane will be held in front of the City Council at 6:00 P.M. or as soon thereafter as possible on **October 21, 2019**, and the City Clerk of the City of Spokane is instructed to proceed with all proper notice according to State law.

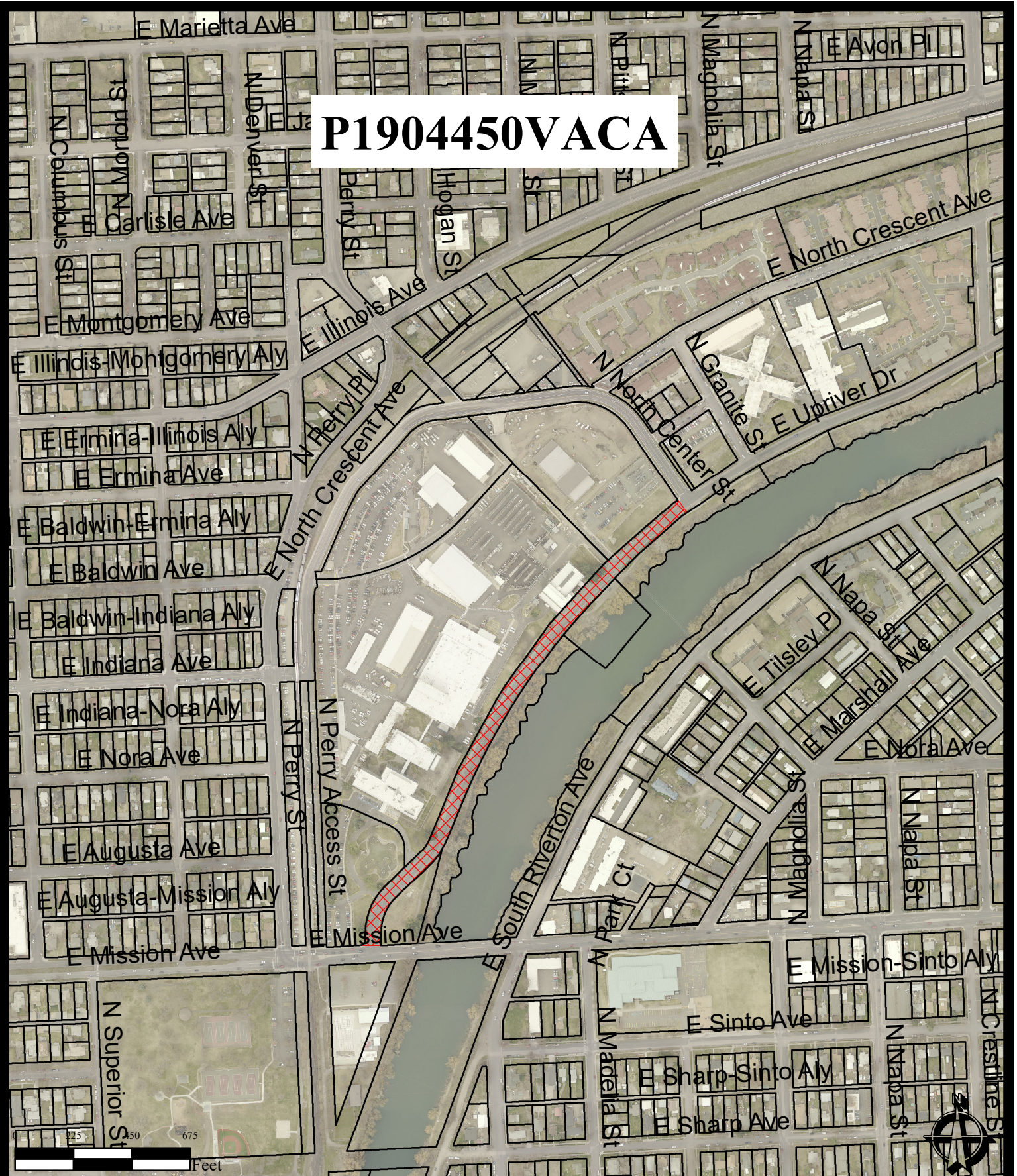
ADOPTED by the Spokane City Council, this _____ day of _____, 2019.

City Clerk

Approved as to form:

Assistant City Attorney

P1904450VACA



**Right-of-way Description:
Upriver Dr. between Mission Ave
and North Center St.**

Legend

 vacation

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.



SUPPLEMENTAL ATTACHMENT FOR THE UPRIVER DRIVE STREET VACATION

Street Vacation Proposal:

The portion of Upriver Drive that Avista is proposing to vacate is between the Upriver Drive/Mission Avenue intersection and the Upriver Drive/North Center Street intersection. The total area to be vacated is approximately 2.5 acres. The distance is approximately 1/3 of a mile (1,775 feet) with the right-of-way width varying between 60 feet in most places to 70 feet at a few select areas. The legal description is Sec 9, T25N, R43E, all in the jurisdiction of the City of Spokane, Spokane County.

The reasons for the vacation are:

Avista is proposing to vacate Upriver Drive for the sole purpose of developing Upriver Park (Park) for public use, providing public river access for non-motorized boaters and for realigning the Centennial Trail adjacent to the river. The proposed area will be developed as a contiguous Park with the Centennial Trail, overlooks, plazas, interpretive signs, and the river, all integral components of it.

Developing the Park between Mission Avenue, North Center and along the Spokane River will support and significantly enhance beneficial uses for the general public. For example, Avista's Upper Falls Reservoir has been experiencing a significant increase in non-motorized boating use over the last few years, especially since standup paddle boards became popular, and as other entities along the river (City of Spokane and McKinstry) developed formal and informal non-motorized boat launches on the lower and middle reservoir. Additionally, the shoreline next to Upriver Drive and Avista's Mission Avenue Campus has seen a significant increase in illegal camping and other inappropriate uses, preventing the general public from recreating in the area, in a manner that they feel safe to use. These inappropriate uses have also damaged the shoreline and property, as large quantities of litter and garbage have been left behind and soils have been disturbed and/or eroded. Access to the shoreline and river by Centennial Trail users or people who live in the neighborhood is difficult and unsafe, particularly given the speed of traffic along Upriver Drive and the lack of separation between the road and Trail in this area. Finally, views of the river are virtually non-existent due to the density of non-native trees that have overgrown the area.

Public benefits to be derived from the vacation are:

The proposed Upriver Park will address the increase in demand for non-motorized boating use that Upper Falls Reservoir has been experiencing in recent years, enhance public safety by significantly reducing automobile traffic in the north half of the Park and by eliminating

automobile traffic in the southern half of the Park, and by eliminating illegal camping in the immediate area. The Park will have additional benefits by reducing littering and dumping in the area, and improving ecological functions by removing and thinning the non-native vegetation, and eliminating illegal camping in the area. Native trees and shrubs will be planted as necessary to help enhance ecological functions and to help control non-native plants from reinfesting the area. Additionally, the Centennial Trail, carry-in-only boat launch, floating dock, shade structure, plazas, interpretive signs, and artwork will provide the public a more inviting environment along the Spokane River. The Park will provide intrinsic and extrinsic enjoyment, passive and active recreational opportunities, and experiences, and scenic views of the river for the visiting public.



Comments on Proposed Park and Related Problems

Current Situation:

Right now, traffic on Upriver Drive from areas east of Riverview Retirement Community (which is immediately east of Avista Corp. campus) passes the intersection of Granite and Upriver Drive, then motorists have two options: Some continue west on Upriver Drive, past Avista (some turn into Avista) to the intersection of Upriver and Mission; others turn north on to North Center and travel around the Avista property to the intersection of Indiana and Perry (North Center changes to Indiana part way around Avista).

Those who go to Mission must turn west on Mission; you cannot make a left turn to go east. I think that more people continue west (sort of west) on Upriver to the Mission intersection and less people turn on to North Center and go to the Perry-Indiana Intersection. Those who go to the Indiana-Perry intersection may turn north or south on Perry or continue west on Indiana.

During rush hour, both the Upriver-Mission intersection and the Indiana-Perry intersection are very very busy. Immediately east of the Indiana-Perry intersection is the railroad track. This track also crosses Mission west of the Upriver-Mission intersection. Trains on this track are commonly a mile or more long and travel very slowly. Lines of waiting vehicles are commonly over a block long even at light traffic times, and two or three blocks long at rush hour. Lines on Mission are considerably worse than on Indiana; Mission is a very busy road.

Avista's Proposal

Avista is submitting a proposal to close and vacate Upriver Drive from the Upriver-North Center intersection to the Upriver-Mission intersection and turn that area into a public park. All non-native trees and bushes along the river would be removed. New plantings of native species would replace the removed species. Avista would maintain the park and the Centennial Trail within the park, and Avista Security would patrol it. Avista has developed detailed plans for their proposal, which appear to detail a lovely and pleasant area. But very major traffic problems will result from the closing of this section of Upriver Drive.

Currently the Upriver-Mission intersection is problematic for traffic approaching from Upriver Drive. Mission is very busy, extremely busy during rush hours (morning and evening, primarily, but also at noon). The traffic queue turning from Upriver onto Mission is commonly quite long. And Mission is a four lane street.

The Indiana-Perry intersection is less busy, but has seen a considerable increase in the last year or so. And now I understand that Avista plans to build a parking garage a short distance from that intersection, which is likely to increase traffic even more. And Indiana is now only a two-lane street.

With the Avista Park established, all west-bound traffic on Upriver will be forced to turn north onto North Center (which changes to Indiana Ave part way around Avista—I will call it Indiana from here on).

This will more than double the current traffic volume on Indiana. The intersection of Indiana and Perry is very problematic because of the 90-degree turn immediately east of the railroad crossing and intersection. This intersection will not properly handle this increase in traffic resulting from the closure of Upriver west of North Center.

This fact, plus the added enormous problem of the train traffic, will drastically affect all traffic, and all Riverview residents. Some trains are over a mile long. They creep along at an agonizingly slow speed (noted above). The line of waiting vehicles is frequently very, very long at the Indiana-Perry intersection and often even longer at the Mission-Perry intersection (even though Mission is four-lane and Perry only two-lane). An additional concern for Riverview residents is that the only way out of the campus westward is Upriver; this traffic is forced to use this terrible route.

The situation for emergency vehicles (ambulances, fire trucks, etc.) will be terrible, especially when a delay of a few minutes can mean life or death to a Riverview resident. I think that many of these vehicles come from north of Riverview, travel south on Perry, east on Indiana, come around Avista, turn east on Upriver and north into the Riverview campus. If they hit the Indiana-Perry intersection at busy rush hours, it will not be good.

According to Avista, they will be able to continue south on Perry to Mission, east on Mission and then on the old Upriver road bed through the proposed park to Upriver Drive and east to the Riverview campus. I am not convinced of the practicality or wisdom of emergency vehicles traversing the park (a continuation of the Centennial trail) to reach Riverview.

---Ron Gooley, Riverview Resident, 1701 E. North Crescent

(This has been read by J.B. Rivard, 2301 N. Crestline St., Riverview Resident, who agrees)

From: [Doug Tompkins](#)
To: www.edjohnson@spokanecity.org; [Johnson, Erik D.](#)
Subject: up river drive vacate
Date: Saturday, July 27, 2019 9:36:57 AM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Ed. Johnson

The park associated with this street vacation was the subject of a presentation to our Logan neighborhood meeting a few weeks ago. Riverview people had significant issues with the traffic flow due to the vacation. My concern is that no one could answer many question about the traffic impact of this reroute to a significant number of residents in our area. What is now 2 streets intersecting with mission will be reduced to 1. Mission is very busy and getting on and off is difficult which will become more of an issue with the new City line busses when is starts running soon. The intersection of Illinois and green street and the overpass there is also a major concern that apparently has not be addressed. The N/S highway will also have a impact on this Illinois traffic.

I would very much like to support the park which appears to require the rerouting of up river. How ever I will NOT support this until I am convinced that every body has completely evaluated and recognized the entire traffic impact of this.!! I maybe just not know all the work done to support this vacation and it's effects including what addition changes that are require to compensate for the change. SO, I suggest a complete package of impacts and remediation's be provide before providing this to the city council.

ie. DO the whole job.

Doug Tompkins
909 E. Boone ave
Spokane WA 99202



**CITY OF SPOKANE
DEVELOPMENT SERVICES**

808 West Spokane Falls Blvd, Spokane WA 99201-3343
(509) 625-6300 FAX (509) 625-6822

STREET VACATION REPORT
August 8, 2019

LOCATION: Upriver between Mission Ave and North Center St.

PROPONENT: Avista

PURPOSE: To develop a park adjacent to the Avista campus

HEARING: October 21, 2019

REPORTS:

AVISTA UTILITIES – Avista has gas facilities in the portion of the street to be vacated and therefore request a reservation of easement on the southern half of Upriver Drive fronting parcel numbers 35093.0006 and 35093.0004. The remaining portions of the area to be vacated will be owned by Avista

COMCAST – We have no objections to the vacation

ZAYO COMMUNICATIONS – Zayo has facilities within the designated ROW being considered for vacation and would need to retain an easement and right to access these facilities.

CENTURYLINK – CenturyLink has no objections to this vacation

ASSET MANAGEMENT - CAPITAL PROGRAMS – Access to the 10" water main, 8" sewer and stormwater outfall pipe needs to be maintained. An easement should be secured for these pipes.

FIRE DEPARTMENT – Fire would require a Fire Department access lane be maintained due to the fact that there are active train tracks on the west side of the campus. Removable bollards to keep non-emergency traffic from entering would be allowed.

INLAND POWER & LIGHT – Inland Power & Light Co has no facilities in the area nor objections to the proposed vacation.

NEIGHBORHOOD SERVICES – No comments.

PARKS DEPARTMENT - No comments.

PLANNING & DEVELOPMENT – DEVELOPER SERVICES - No comments.

PLANNING & DEVELOPMENT – TRAFFIC DESIGN – No comments.

PLANNING & DEVELOPMENT – PLANNING – No comments.

POLICE DEPARTMENT - No comments.

SOLID WASTE MANAGEMENT - No comments.

STREET DEPARTMENT – The Street Department has no objections to the vacation of Upriver Drive. However, please identify what the intersection of Mission and the proposed vacated Upriver Drive will look like. Will it be completely closed or will it still have access? If access will still be available what will it look like, a driveway approach or full intersection treatment?


WASTEWATER MANAGEMENT - No comments.

WATER DEPARTMENT – The Water Department has a 10" water main with services and hydrants through this area. We would need to maintain a full width no build easement through this area.

BICYCLE ADVISORY BOARD - No comments.

RECOMMENDATION: To be drafted.

Eldon Brown, P.E.
Principal Engineer – Planning & Development



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

09/23/2019

<u>Date Rec'd</u>	9/11/2019
<u>Clerk's File #</u>	RES 2019-0075
<u>Renews #</u>	

<u>Submitting Dept</u>	CITY COUNCIL	<u>Cross Ref #</u>	
<u>Contact Name/Phone</u>	BREEAN BEGGS 6269	<u>Project #</u>	
<u>Contact E-Mail</u>	AMCDANIEL@SPOKANECITY.ORG	<u>Bid #</u>	
<u>Agenda Item Type</u>	Resolutions	<u>Requisition #</u>	
<u>Agenda Item Name</u>	0320 CLEAN FUEL STANDARD RESOLUTION		

Agenda Wording

A resolution urging the adoption of a Clean Fuel Standard in order to reduce climate and air pollution by establishing carbon intensity limits for transportation fuels sold in Washington and

Summary (Background)

This resolution urges the Washington State Legislature to adopt a Clean Fuel Standard as an essential component of Spokane's commitment to achieving greenhouse gas reduction goal and adds support for a Clean Fuel Standard to the City's 2020 State Legislative Agenda.

<u>Fiscal Impact</u>	Grant related? NO	<u>Budget Account</u>
	Public Works? NO	
Select \$		#
Select \$		#
Select \$		#
Select \$		#
<u>Approvals</u>		<u>Council Notifications</u>
<u>Dept Head</u>	MCDANIEL, ADAM	<u>Study Session</u> 9/12/19
<u>Division Director</u>		<u>Other</u>
<u>Finance</u>	BUSTOS, KIM	<u>Distribution List</u>
<u>Legal</u>	PICCOLO, MIKE	
<u>For the Mayor</u>	ORMSBY, MICHAEL	
<u>Additional Approvals</u>		
<u>Purchasing</u>		



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

to create local economic development opportunities by investing in clean, locally produced transportation fuels.

Summary (Background)

Fiscal Impact

Select \$

Budget Account

#

Select \$

#

Distribution List

RESOLUTION NO. 2019-0075

A resolution urging the adoption of a Clean Fuel Standard in order to reduce climate and air pollution by establishing carbon intensity limits for transportation fuels sold in Washington and to create local economic development opportunities by investing in clean, locally produced transportation fuels.

WHEREAS, the City of Spokane recognizes the need to preserve a safe and healthy environment and a stable climate for our children and future generations of Washingtonians; and

WHEREAS, climate change is the paramount challenge of our generation and has catastrophic long-term consequences for our economy, environment, public health and safety in the City of Spokane; and

WHEREAS, residents of the City of Spokane are already experiencing the harmful impacts of climate change, including more extreme rainfall events, increased drought and flood risk, and more-frequent heat events; and

WHEREAS, over 600,000 Washingtonians, including 10% of the adult population in Spokane County, live with asthma, and thousands more suffer from upper respiratory illnesses and diseases caused, in part, by air pollution; and

WHEREAS, approximately 1,100 people die each year in Washington due to air pollution; and

WHEREAS, the transportation sector is responsible for over 40% of Spokane's greenhouse gas emissions;

WHEREAS, gasoline and diesel used in transportation are a leading source of air pollution, which health professionals link directly to asthma, lung cancer, and other respiratory diseases; lost work days; and premature death; and

WHEREAS, lower income communities and communities of color disproportionately face greater risks and pay more for climate impacts and pollution; and

WHEREAS, the City of Spokane supports policies that provide consumers with affordable, clean, efficient, and healthier transportation fuel choices; and

WHEREAS, dependence on a global oil market leads to highly volatile fuel prices and few clean fuel choices, and costs Washingtonians billions of dollars; and

WHEREAS, Washington has the 2nd least expensive electricity in the nation and the greatest opportunity for fuel cost savings from using electricity as a transportation fuel; and

WHEREAS, Washingtonians spend \$9 billion annually on gasoline and diesel, while many of our locally-produced clean fuels are shipped to other states that already have a Clean Fuel Standard; and

WHEREAS, air pollution results in direct and indirect costs for citizens, businesses and state health care institutions approaching \$190 million each year; and

WHEREAS, a report commissioned by the Washington Office of Financial Management projects that a Clean Fuel Standard in Washington would create up to 15,000 local jobs in the electrification industry and in the production of clean fuels from the agricultural, dairy, waste, and forestry sectors; and

WHEREAS, City and state climate change goals cannot be met without significant reductions in carbon emissions from the transportation sector, which requires local and state policies to support rapidly replacing gasoline and diesel with cleaner fuels, such as electricity, biofuels, and renewable natural gas; and

WHEREAS, a Clean Fuel Standard in Washington that requires refineries and fuel importers to achieve a 20% carbon intensity reduction by 2035 will cut more than five million tons of carbon pollution annually; and

WHEREAS, Oregon, California, and British Columbia all have successful Clean Fuel Standard programs in place today, making Washington the last west-coast jurisdiction without such a standard; and

WHEREAS, a Clean Fuel Standard is supported by a broad coalition of diverse groups including public health organizations, cities, counties and local elected officials, large and small businesses, automobile manufacturers, clean energy businesses, and science and medical professionals.

NOW, THEREFORE, BE IT RESOLVED that the City of Spokane urges the Washington State Legislature to adopt a Clean Fuel Standard as an essential component of Washington's commitment to reducing harmful air pollution; protecting Washingtonians' health and the well-being of our children; promoting clean energy deployment and investing in our local economy; and achieving greenhouse gas reductions to maintain a stable climate for our future.

Passed by the City Council this ____ day of _____, 2019.

City Clerk

Approved as to form:

Assistant City Attorney

Briefing Paper

PIES

Division & Department:	City Council
Subject:	Resolution supporting the adopted of a Clean Fuel Standard in Washington state
Date:	September 23, 2019
Contact (email & phone):	Kara Odegard kodegard@spokanecity.org/625-6702
City Council Sponsor:	Breean Beggs
Executive Sponsor:	N/A
Committee(s) Impacted:	PIES
Type of Agenda item:	Resolution
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	Sustainability Action Plan Spokane Municipal Code 15.05.020
Strategic Initiative:	Sustainability
Deadline:	Will file after Council committee
Outcome: (deliverables, delivery duties, milestones to meet)	

Executive Summary:

The transportation sector is responsible for a significant amount of the community's greenhouse gas emissions. The City of Spokane formally adopted a goal of reducing greenhouse gas emissions by at least 30% by the year 2030. The City's greenhouse gas emission reduction goals cannot be met without significant reductions in carbon emissions from the transportation sector, which requires local and state policies to support rapidly replacing gasoline and diesel with cleaner fuels, such as electricity, biofuels, and renewable natural gas.

A Clean Fuel Standard will require oil refineries and fuel producers to decrease the carbon intensity of their fuels incrementally over time using a variety of strategies including investing in transportation electrification, increasing the percentage of biofuels in their mix, upgrading their technologies, and investing in clean fuel projects. A report commissioned by the Washington Office of Financial Management projects that a Clean Fuel Standard in Washington would create up to 15,000 local jobs in the electrification industry and in the production of clean fuels from the agricultural, dairy, waste and forestry sector (Pont, Unnasch, Lawrence, & Williamson, 2014). A Clean Fuel Standard in Washington that requires refineries and fuel importers to achieve a 20% carbon intensity reduction by 2035 will cut more than five million tons of carbon pollution annually. Washington is the only west-coast jurisdiction without a Clean Fuel Standard program in place¹.

This resolution urges the Washington State Legislature to adopt a Clean Fuel Standard as an essential component of Spokane's commitment to achieving greenhouse gas reduction goal and adds support for a Clean Fuel Standard to the City's 2020 State Legislative Agenda.

The resolution was recommended for approval by the Sustainability Action Subcommittee (SAS).

Budget Impact:

¹ Jurisdictions with CFS include Oregon, California, and British Columbia.

TOTAL COST: N/A

Approved in current year budget? ☐ Yes ☐ No ☒ N/A

Annual/Reoccurring expenditure? ☐ Yes ☐ No ☒ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.):

Operations Impact:

Consistent with current operations/policy? ☐ Yes ☐ No ☒ N/A

Requires change in current operations/policy? ☐ Yes ☐ No ☒ N/A

Specify changes required: Known challenges/barriers: None

References

Commerce, W. S. (2013). *Petroleum Supply and Use in Washington State*. Olympia: Washington State Department of Commerce.

Ecology, W. S. (2009). *Health Effects and Economic Impacts of Fine Particle Pollution in Washington*. Olympia: Washington State Department of Ecology .

Pont, J., Unnasch, S., Lawrence, M., & Williamson, S. (2014). *A Clean Fuel Standard in Washington State*. Olympia: Washington State Office of Financial Management.

U.S. Energy Information Association. (2019, June). *Electric Power Monthly*. Retrieved from Average Price of Electricity to Ultimate Customers by End-Use Sector:
https://www.eia.gov/electricity/monthly/epm_table_grapher.php?t=epmt_5_6_a

Sustainability Action Subcommittee (SAS)

Clean Fuel Standard Resolution Recommendation to Spokane City Council

August 26th, 2019



Background & Rationale

Approximately half of all carbon emissions in the State of Washington come from transportation fuels. Gasoline and diesel are the primary sources of transportation related carbon emissions and other air pollutants, which have been proven to negatively impact human health and well-being. Emissions from the transportation sector adversely impact people with asthma, heart & lung disease, respiratory illness and some cancers¹. As concentrations of CO2 increase, populations already at-risk of increased health problems will disproportionately bear the burden of our changing climate².

A Clean Fuel Standard will require oil refineries and fuel producers to decrease the carbon intensity of their fuels incrementally over time using a variety of strategies including investing in transportation electrification, increasing the percentage of biofuels in their mix, upgrading their technologies, and investing in clean fuel projects. Leading public health agencies like the American Lung Association and Puget Sound Clean Air Agency view Clean Fuel Standards as one of the most effective strategies to improve public health³.

Recommendation

With this in mind, **the SAS recommends that the Spokane City Council adopts a resolution to support the passing of a Clean Fuel Standard (CFS) during the next session of the Washington State Legislature.** We have worked with Climate Solutions to compose the attached draft resolution for your consideration.

The SAS voted to recommend a CFS resolution with a majority in favor. The detailed breakdown of our vote is outlined below along with concerns that some members of the subcommittee have identified should Washington consider a Clean Fuel Standard.

Vote Spread

Members of the SAS voted 20 to 1 to move this recommendation forward to council. Nine (9) members voted an unqualified yes, seven (7) voted in support, two (2) voted that they would live with the decision, two (2) did not fully agree with the recommendation but chose not to block it, and one (1) person voted against the recommendation. In general, those with less enthusiasm for this recommendation felt like a CFS did too little to address rising emissions from fossil fuels and that such a law continues to promote single occupancy vehicles rather than alternative forms of transportation.

¹ American Public Health Association – [Transportation, Climate Change, and Human Health Fact Sheet](#)

² Same as above

³ Climate Solutions & Audubon Washington – [Broad show of support for clean fuels for WA](#); Jan 15, 2019

Concerns

1. A Clean Fuel Standard, while laudable, allows for too much continued emphasis on fossil fuels.
2. A Clean Fuel Standard is a stepwise solution that works towards decarbonization of a dying technology, rather than a full focus on investment in future technologies
3. Some members would rather see the city invest in electric transportation and carbon capture-based fuels. However, since the SAS voted on this initiative, we have confirmed that Transportation Electrification will be the majority of Washington's compliance as electricity is considered a "clean fuel" under this project⁴.
4. A CFS could potentially cause unintentional negative consequences that would disproportionately affect low-income populations.

In order to address concern #4 above, the SAS suggests an additional THEREFORE statement be added to the resolution. The intent is to buffer the economic burden that could potentially hit lower income residents and protect them from the unintended consequences that sometimes accompany such policies. To do this we suggest the city also support the development of a strategy to mitigate the potential disproportionate economic burden for low income residents that may result from clean fuel standard policies (e.g. subsidized transportation costs, etc.).

Additionally, efforts are currently underway with local and state organization to address the low-income concerns. Front & Centered is working with Climate Solutions to draft a set of recommendations that would ensure low-income communities share in the benefits of a CFS. These recommendations would also build on the provisions that require investments in areas with poor air quality. Nothing is set in stone at this time, but we recommend checking back with Climate Solutions and/or Front & Centered as efforts continue to develop.

CFS Success

Adopting Clean Fuel Standards is not a new concept. In fact, Washington state is the last in the Pacific Northwest to adopt such standards. California, Oregon, and British Columbia have all successfully passed CFS laws. Within seven years, the program in California has avoided 38 million tons of carbon, avoided 13.7 billion gallons of petroleum, avoided \$1.84 million in public health impacts, and invested \$2.8 billion dollars in the clean fuel industry⁵. All this at little to no impact on fuel prices. In Oregon, they have seen similar results and their cost for gasoline only increased by \$0.0023 per gallon and diesel \$0.0031 per gallon⁶.

⁴ [Washington's Clean Fuel Future](#) – January 2019 Report

⁵ California Delivers – [California's Low Carbon Fuel Standards](#) 2011-2018

⁶ Oregon Department of Environmental Quality – [2017 Annual Cost of the Clean Fuels Program](#)

RECEIVED

AUG 29 2019

CITY CLERK'S OFFICE

TRANSMITTAL OF FIRST READING ORDINANCE

DATE: September 28, 2018

TO: Eric Johnson
Engineering Services

Clerk's File No.
ORD C35642

FROM: Terri Pfister, City Clerk

RE: Vacation of the alley between Mallon Avenue and Broadway Avenue, from Cedar Street to Adams Street.

Attached is a copy of Ordinance C35642 for the vacation of:

the alley between Mallon Avenue and Broadway Avenue, from Cedar Street to Adams Street.

This ordinance was read for the first time on July 9, 2018, and will be read for the final time when the necessary conditions have been met and this transmittal, signed and dated by the Engineering Services Director, is returned to the City Clerk's Office.



City Clerk

2/4/19

Date

Precedent conditions have been met and Ordinance C35642 is hereby returned for Final Reading.



Principal Engineer – Developer Services

Dated: Aug. 29, 2019



OFFICE OF THE CITY CLERK
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3342
509.625.6350

July 9, 2018

City Clerk File No.:
ORD C35642


COUNCIL ACTION MEMORANDUM

RE: HEARING ON THE VACATION OF THE ALLEY BETWEEN MALLON AND BROADWAY AVENUES AND CEDAR AND ADAMS STREETS and RELATED FIRST READING ORDINANCE C35642

During its 6:00 p.m. Legislative Session held Monday, July 9, 2018, City Council held a hearing on the vacation of the alley the vacation of the alley between Mallon Avenue and Broadway Avenue from Cedar Street to Adams Street, as requested by Chris Batten. Subsequent to commentary by City Council and Eldon Brown of Development Services and an opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **approved, subject to conditions** (in the Street Vacation Report dated May 15, 2018), the vacation of the alley between Mallon Avenue and Broadway Avenue, from Cedar Street to Adams Street, as requested by Chris Batten.

In conjunction with the hearing, Ordinance C35642—vacating the alley between Mallon Avenue and Broadway Avenue, from Cedar Street to Adams Street—was read the first time, with further action deferred.


Terri L. Pfister, MMC
Spokane City Clerk



Agenda Sheet for City Council Meeting of:
07/09/2018

Date Rec'd	6/26/2018
Clerk's File #	ORD C35642
Renews #	
Cross Ref #	RES 2018-0041
Project #	
Bid #	
Requisition #	

Submitting Dept	DEVELOPER SERVICES CENTER
Contact Name/Phone	ELDON BROWN 625-6305
Contact E-Mail	EBROWN@SPOKANECITY.ORG
Agenda Item Type	Hearings
Agenda Item Name	4700 - HEARING FOR STREET VACATION OF MALLON AND CEDAR

Agenda Wording
Vacation of the alley between Mallon Ave and Broadway Ave, from Cedar St. to Adams St., as requested by Chris Batten.

Summary (Background)
At its legislative session held on June 4, 2018, the City Council set a hearing on the above vacation for alley between Mallon Ave and Broadway Ave, from Cedar St. to Adams St. Staff has solicited responses from all concerned parties.

Fiscal Impact	Grant related? NO	Budget Account
	Public Works? NO	
Neutral	\$	#
Select	\$	#
Select	\$	#
Select	\$	#

Approvals	Council Notifications
Dept Head	Study Session
Division Director	Other
	Urban Development Committee 5/14/18

Finance	HUGHES, MICHELLE	Distribution List
Legal	RICHMAN, JAMES	ebrown@spokanecity.org
For the Mayor	SANDERS, THERESA	kbecker@spokanecity.org
		edjohnson@spokanecity.org
Additional Approvals		sbishop@spokanecity.org
Purchasing		

FIRST READING OF THE ABOVE
ORDINANCE HELD ON

7/9/2018

AND FURTHER ACTION WAS DEFERRED

Sam H. [Signature]
CITY CLERK

City of Spokane
Planning & Development Services
808 West Spokane Falls Blvd.
Spokane, WA 99201-3343
(509) 625-6700

ORDINANCE NO. C35642

An ordinance vacating the alley between Mallon Avenue and Broadway Avenue, from the east line of Cedar Street to the west line of Adams Street.

WHEREAS, a petition for the vacation of the alley between Mallon Avenue and Broadway Avenue, from the east line of Cedar Street to the west line of Adams Street has been filed with the City Clerk representing 89.21% 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 alley between Mallon Avenue and Broadway Avenue, from the east line of Cedar Street to the west line of Adams Street. is hereby vacated. Parcel number not assigned.

Section 2. An easement is reserved and retained over and through the entire vacated area for the utility services of Avista Utilities, CenturyLink, and Comcast to protect existing and future utilities.

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to Form:

Assistant City Attorney

Mayor

Date: _____

Effective Date: _____

P1801461VACA



Right of Way Description:
The alley between Mallon Ave
and Broadway Ave, from Cedar
St. to Adams St.

Legend

 Vacation Area

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.





**CITY OF SPOKANE
PLANNING & DEVELOPMENT**

808 West Spokane Falls Blvd, Spokane WA 99201-3343
(509) 625-6300 FAX (509) 625-6822

**STREET VACATION REPORT
May 15, 2018**

LOCATION: Alley between Mallon & Broadway, from Cedar to Adams

PROPONENT: Chris Batten

PURPOSE: Consolidate property for future development.

HEARING: July 9, 2018

REPORTS:

AVISTA UTILITIES – Regarding the above reference alley vacation; Avista has both natural gas and electric facilities in the alley to be vacated and requests easements be reserved to cover our facilities.

COMCAST – Comcast has reviewed the vacation request. Enclosed is our system map showing we have 3 fibers and 1 coax running through the alley. Because of this we can't approve this vacation, without having access to our plant.

XO COMMUNICATIONS – XO Comm. is clear and has no interest concerning this property.

CENTURYLINK - Centurylink currently has working fiber & copper cable and multiple splice points east and west down alley way and needs to maintain.

ZAYO COMMUNICATIONS – Zayo has no current concerns or issues with this vacation. We do not have facilities within the Alley in question. Thank you for the review.

INTEGRATED CAPITAL MANAGEMENT – No concerns from ICM

FIRE DEPARTMENT – No Comments

NEIGHBORHOOD SERVICES - No Comments

PARKS DEPARTMENT - No Comments

PLANNING & DEVELOPMENT – DEVELOPER SERVICES - No Comments

PLANNING & DEVELOPMENT – TRAFFIC DESIGN – No Comments

PLANNING & DEVELOPMENT – PLANNING – No Comments

POLICE DEPARTMENT - No Comments

SOLID WASTE MANAGEMENT - No Comments

STREET DEPARTMENT – We have reviewed the proposed vacation of the alley between Mallon Ave and Broadway Ave from Cedar St. to Adams St. and the Street Department has no objections to the proposed vacation. However the Street Department would like to point out that there is metered parking on the west side of Adams St. and the effect of vacating the alley may result in a change to the parking stall and meter locations.

WASTEWATER MANAGEMENT – Pretty simple one here since we have no assets in the vacation area. Provided on site runoff be maintained and treated on site. We have no objections to the vacation.

WATER DEPARTMENT - No Comments

BICYCLE ADVISORY BOARD – No comments.

RECOMMENDATION: That the petition be granted and a vacating ordinance be prepared subject to the following conditions:

1. An easement as requested by Century Link, Avista Utilities, and Comcast shall be retained to protect existing and future utilities.
2. Adequate emergency vehicle access shall be maintained to existing and future buildings.
3. Plans for the termination and closure of the alley must be submitted and approved by the Planning & Development Department and the work must be completed.
4. 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 \$26,688.00 and is to be deposited to Budget Account #3200 49199 99999 39510.
5. 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 1, 2019**.

Eldon Brown, P.E.
Principal Engineer – Planning & Development

EDJ/xxx

A handwritten signature in black ink, reading "Eldon W. Brown". The signature is written in a cursive, flowing style with a large, stylized "E" and "B".

RECEIVED

AUG 29 2019

TRANSMITTAL OF FIRST READING ORDINANCE

CITY CLERK'S OFFICE

DATE: January 18, 2019

TO: Erik Johnson
Engineering Services

Clerk's File No.
ORD C35736

FROM: Terri Pfister, City Clerk

RE: Vacation of the east 15 feet of North South Riverton between Sharp Avenue and Boone Avenue (as more particularly described in the ordinance).

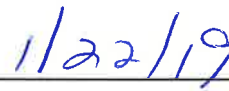
Attached is a copy of Ordinance C35736 for the vacation of:

The east 15 feet of North South Riverton between Sharp Avenue and Boone Avenue (as more particularly described in the ordinance).

This ordinance was read for the first time on January 14, 2019, and will be read for the final time when the necessary conditions have been met and this transmittal, signed and dated by the Engineering Services Director, is returned to the City Clerk's Office.



City Clerk



Date

Precedent conditions have been met and Ordinance C35736 is hereby returned for Final Reading.



Principal Engineer – Developer Services

Dated:  _____



OFFICE OF THE CITY CLERK
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3342
509.625.6350

January 14, 2019

City Clerk File No.:
ORD C35736
CR: RES 2018-0100


COUNCIL ACTION MEMORANDUM

RE: HEARING ON THE VACATION OF THE EAST 15 FEET OF NORTH SOUTH RIVERTON BETWEEN SHARP AVENUE AND BOONE AVENUE and RELATED FIRST READING ORDINANCE C35736

During its 6:00 p.m. Legislative Session held Monday, January 14, 2019, the Spokane City Council held a hearing on the above-described vacation. There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

Upon Unanimous Roll Call Vote, the City Council **approved, subject to conditions**, the vacation of the east 15 feet of North South Riverton.

In conjunction with the hearing, Ordinance C35736—vacating the east 15 feet of North South Riverton between Sharp Avenue and Boone Avenue (as more particularly described in the ordinance)—was read for the first time, with further action deferred.


Terri L. Pfister, MMC
Spokane City Clerk

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

01/14/2019

Date Rec'd	12/26/2018
Clerk's File #	ORD C35736
Renews #	
Cross Ref #	RES 2018-0010 ¹⁰⁰
Project #	
Bid #	
Requisition #	

Submitting Dept	DEVELOPER SERVICES CENTER
Contact Name/Phone	ELDON BROWN 625-6305
Contact E-Mail	EBROWN@SPOKANECITY.ORG
Agenda Item Type	Hearings
Agenda Item Name	4700 - STREET VACATION N. SOUTH RIVERTON, FROM SHARP TO BOONE

Agenda Wording

Vacation of the east 15 feet of N. South Riverton, as requested by Michael Kuhn and Douglass Spruance.

Summary (Background)

At its legislative session held on December 3, 2018, the City Council set a hearing on the above vacation for January 14, 2019. Staff has solicited responses from all concerned parties.

Fiscal Impact	Grant related? NO	Budget Account
	Public Works? NO	
Neutral \$		#
Select \$		#
Select \$		#
Select \$		#
Approvals	Council Notifications	
Dept Head	KINDER, DAWN	Study Session
Division Director	KINDER, DAWN	Other Urban Experience 11/12/18
Finance	ORLOB, KIMBERLY	Distribution List
Legal	DALTON, PAT	edjohnson@spokanecity.org
For the Mayor	ORMSBY, MICHAEL	ebrown@spokanecity.org
Additional Approvals		sbishop@spokanecity.org
Purchasing		kbecker@spokanecity.org
FIRST READING OF THE ABOVE		
ORDINANCE HELD ON		
1/14/2019		

AND FURTHER ACTION WAS DEFERRED

CITY CLERK

City of Spokane
Planning & Development Services
808 West Spokane Falls Blvd.
Spokane, WA 99201-3343
(509) 625-6700

ORDINANCE NO. _____

An ordinance vacating the east 15 feet of North South Riverton between Sharp Avenue and Boone Avenue; more particularly described below

WHEREAS, a petition for the vacation of east 15 feet of North South Riverton between Sharp Avenue and Boone Avenue and more particularly described below has been filed with the City Clerk representing 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. The following (2) pieces of right-of-way are hereby vacated. Parcel number not assigned.

- a) The east 15 feet of North South Riverton that lies directly west of Lot 1, Block 25 of the Plat of Amended School Section 16 and lies between the south line of Sharp Avenue and the north line of the alley in Block 25.
- b) The east 15 feet of North South Riverton that lies directly west of Lot 3, Block 25 of the Plat of Amended School Section 16 and lies between the north line of Boone Avenue and the south line of the alley in Block 25.

Section 2. An easement is reserved and retained over that portion of the vacated area that is 10 feet on either side of an existing cleanout for a private sewer line.

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to Form:

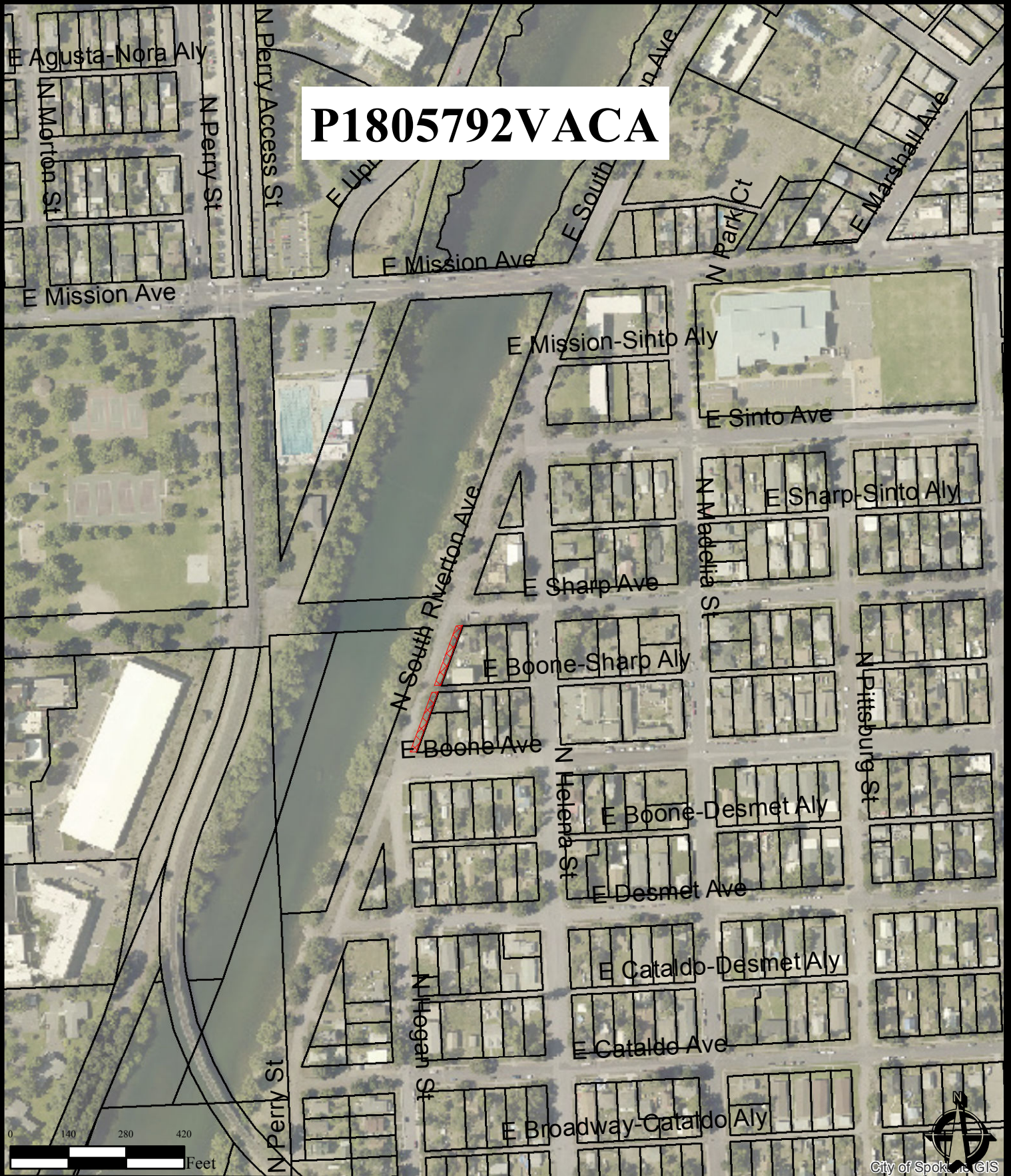
Assistant City Attorney

Mayor

Date: _____

Effective Date: _____

P1805792VACA



**The east 15' of N. South Riverton between
Sharp and Boone, except for the 15' extension
of the alley in Block 25 of the Subdivision of
of Section 16**

Legend

 Vacation Area

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.





**CITY OF SPOKANE
DEVELOPMENT SERVICES**

808 West Spokane Falls Blvd, Spokane WA 99201-3343
(509) 625-6300 FAX (509) 625-6822

**STREET VACATION REPORT
11/19/18**

LOCATION: The east 15' of N. South Riverton between Sharp and Boone.

PROPONENT: Michael Kuhn & Douglass Spruance

PURPOSE: To continue the uniformity of the street due to previous vacation of 15' feet of N. South Riverton just north of this proposal along with increasing property tax base.

HEARING: January 14, 2019

REPORTS:

AVISTA UTILITIES – Avista has no requests or concerns for the vacated area.

COMCAST – Comcast has reviewed the vacation request. We have no problem with the vacation.

ZAYO – Zayo has no comment and no objection to the vacation on South Riverton.

CENTURYLINK – CenturyLink has no objections.

INTEGRATED CAPITAL MANAGEMENT – No concerns from ICM

FIRE DEPARTMENT – No issues for fire.

EAST CENTRAL NEIGHBORHOOD CHAIR – Without seeing any proposed use for the area that is proposed to be vacated I am inclined to recommend that council does not approve vacating the right-of-way.

PARKS DEPARTMENT – No comments

PLANNING & DEVELOPMENT – DEVELOPER SERVICES - No comments

PLANNING & DEVELOPMENT – TRAFFIC DESIGN – No comments

PLANNING & DEVELOPMENT – PLANNING – No concerns

POLICE DEPARTMENT - No comments

SOLID WASTE MANAGEMENT – No problem for Solid Waste

STREET DEPARTMENT - No comments

WASTEWATER MANAGEMENT – Wastewater Management has no objections to the vacation provided on site runoff be maintained and treated on site. Note there is private sewer that serves most of the properties on that block. There is a clean out very close to (if not in) the area to be vacated. I have attached a GIS map and the side sewer card that shows the connection. Any plans for the vacation area will need to consider this and maintain the sewer line, clean out and any connections to the served properties.

WATER DEPARTMENT - No comments

BICYCLE ADVISORY BOARD - No comments

RECOMMENDATION: That the petition be granted and a vacating ordinance be prepared subject to the following conditions:

1. Adequate emergency vehicle access shall be maintained to existing and future buildings.
2. An easement be retained 10 feet on either side of the existing cleanout for a private sewer in the vacated area.
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 \$10,991.34 and is to be deposited to Budget Account #3200 49199 99999 39510.
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 1, 2019**.

Eldon Brown, P.E.
Principal Engineer – Planning & Development



EDJ/edj

h:\dsc\permitting\stvac\s. riverton - sharp to boone\report.docx

TRANSMITTAL OF FIRST READING ORDINANCE

DATE: August 15, 2019

TO: Erik Johnson
Engineering Services

Clerk's File No.
ORD C35803

FROM: Laurie Farnsworth, Acting City Clerk

RE: Vacation of alley between Central and Columbia

Attached is a copy of Ordinance C35803 for the vacation of:

**the alley between Central Avenue and Columbia Avenue, from Julia Street
to Myrtle Street**

This ordinance was read for the first time on August 12, 2019, and will be read for the final time when the necessary conditions have been met and this transmittal, signed and dated by the Engineering Services Director, is returned to the City Clerk's Office.



Acting City Clerk

8/15/19

Date

Precedent conditions have been met and Ordinance C35803 is hereby returned for Final Reading.



Principal Engineer – Developer Services

Dated: 9/3/19



OFFICE OF THE CITY CLERK
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3342
509.625.6350

August 12, 2019

City Clerk File No.:
ORD C35803
CR: RES 2019-0047


COUNCIL ACTION MEMORANDUM

RE: HEARING ON VACATION OF THE ALLEY BETWEEN CENTRAL AVENUE AND COLUMBIA AVENUE FROM JULIA STREET TO MYRTLE STREET and RELATED FIRST READING ORDINANCE C35803

During its regularly scheduled 6:00 p.m. Legislative Session held Monday, August 12, 2019, the Spokane City Council held a hearing on the above-described vacation. Subsequent to the opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote (Council Member Beggs absent), the City Council approved, subject to conditions (in the Street Vacation Report dated June 11, 2019), the vacation of the alley between Central Avenue and Columbia Avenue from Julia Street to Myrtle St. as requested by Ronald & Renea Dehn.

In conjunction with the hearing, Ordinance C35803—vacating the alley between Central Avenue and Columbia Avenue from the east line of Julia Street to the west line of Myrtle Street—was read for the first time, with further action deferred.


Terri L. Pfister, MMC
Spokane City Clerk

City of Spokane
Planning & Development Services
808 West Spokane Falls Blvd.
Spokane, WA 99201-3343
(509) 625-6700

ORDINANCE NO.C35803

An ordinance vacating the alley between Central Avenue and Columbia Avenue from the east line of Julia Street to the west line of Myrtle Street,

WHEREAS, a petition for the vacation of the alley between Central Avenue and Columbia Avenue from the east line of Julia Street to the west line of Myrtle Street has been filed with the City Clerk representing 85.27% 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 alley between Central Avenue and Columbia Avenue from the east line of Julia Street to the west line of Myrtle Street is hereby vacated. Located within the NE $\frac{1}{4}$ of S34, T26N, R43E, W.M. Parcel number not assigned.

Section 2. An easement is reserved and retained over and through the entire vacated area for the utility services of Avista Utilities, and Comcast to protect existing and future utilities.

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to Form:

Assistant City Attorney

Mayor

Date: _____

Effective Date: _____

P1902050VACA

N Julia St

E Bismark Ave

N Myrtle St

E Central Ave

E Columbia Ave

E Joseph Ave

0 70 140 210 Feet



Right-of-way Description:
Vacation of the alley between Central Ave
and Columbia Ave, from the east line of Julia Street
to the west line of Myrtle Street.

Legend

 vacation

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.





**CITY OF SPOKANE
DEVELOPMENT SERVICES**

808 West Spokane Falls Blvd, Spokane WA 99201-3343
(509) 625-6300 FAX (509) 625-6822

STREET VACATION REPORT
June 11, 2019

LOCATION: Alley between Central Ave and Columbia Ave, from Julia St. to Myrtle St.

PROPONENT: Ronald & Renea Dehn

PURPOSE: Alley collects garbage and the property owners would like to own and maintain

HEARING: August 12, 2019

REPORTS:

AVISTA UTILITIES – Avista has overhead electric facilities running the entire length of the alley and requests an easement be reserved for those facilities.

COMCAST – Comcast has reviewed the vacation request. Enclosed is a system map showing our cable in this alley. Comcast would require an easement for access to our plant in order to approve the vacation.

CENTURYLINK – CenturyLink no objections to the vacation.

ASSET MANAGEMENT - CAPITAL PROGRAMS – No comments

FIRE DEPARTMENT – Fire has no issues.

ZAYO COMMUNICATIONS – Zayo has no comments or objections to this review concerning the vacation between N Myrtle, N Julia, E Central & E Columbia.

NEIGHBORHOOD SERVICES – No comments

INLAND POWER & LIGHT – Inland Power and Light has no facilities within the proposed vacation area.

PARKS DEPARTMENT - No comments

PLANNING & DEVELOPMENT – TRAFFIC DESIGN – No comments

PLANNING & DEVELOPMENT – PLANNING – No comments.

POLICE DEPARTMENT - No comments

SOLID WASTE MANAGEMENT - No comments

STREET DEPARTMENT – No objections

WASTEWATER MANAGEMENT – Wastewater Maintenance has no assets in the proposed vacation area. Therefore we have no objection to the vacation provided onsite runoff be maintained and treated on site.

WATER DEPARTMENT – The Water Department has no infrastructure in this vacation area and has no objection.

BICYCLE ADVISORY BOARD - No comments

RECOMMENDATION: That the petition be granted and a vacating ordinance be prepared subject to the following conditions:

1. An easement as requested Avista Utilities and Comcast shall be retained to protect existing and future utilities.
2. Adequate emergency vehicle access shall be maintained to existing and future buildings.
3. The alley was platted during a time period where a previous version of a non-user statute was in place stating, *“Any county road, or part thereof, which has heretofore been or may hereafter be authorized, which remains unopened for public use for the space of five years after the order is made or authority granted for opening the same, shall be and the same is hereby vacated, and the authority for building the same barred by lapse of time.”* Because of this, staff is recommending that the alley is vacated at no cost to the applicants.
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 1, 2020.

Eldon Brown, P.E.
Principal Engineer – Planning & Development



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

09/23/2019

Date Rec'd

9/11/2019

Clerk's File #

ORD C35814

Renews #Submitting Dept

CITY COUNCIL

Cross Ref #Contact Name/Phone

LORI KINNEAR 6269

Project #Contact E-Mail

AMCDANIEL@SPOKANECITY.ORG

Bid #Agenda Item Type

First Reading Ordinance

Requisition #Agenda Item Name

0320 ABANDONED OR UNAUTHORIZED VEHICLES ORDINANCE

Agenda Wording

AN ORDINANCE relating to the impoundment of abandoned or unauthorized vehicles; adopting a new section 16A.61.577 of the Spokane Municipal Code.

Summary (Background)

This code revision moves from one location of the Municipal Code to another already existing authority for non-police employees to conduct vehicle impoundment.

Fiscal Impact

Grant related? NO

Budget Account

Public Works? NO

Select \$

#

Select \$

#

Select \$

#

Select \$

#

ApprovalsCouncil NotificationsDept Head

MCDANIEL, ADAM

Study SessionDivision DirectorOther

PSC 9/9/19

Finance

BUSTOS, KIM

Distribution ListLegal

PICCOLO, MIKE

For the Mayor

ORMSBY, MICHAEL

Additional ApprovalsPurchasing

Briefing Paper
Public Safety and Community Health Committee

Division & Department:	Police Department, Business Services
Subject:	Abandoned Vehicle Impoundment
Date:	August 26, 2019
Contact (email & phone):	Mary Muramatsu, City Legal 625-6289
City Council Sponsor:	Lori Kinnear
Executive Sponsor:	Chief Craig Meidl, Kris Becker
Committee(s) Impacted:	PSCH
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
<u>Background/History:</u>	
<u>Executive Summary:</u> This code revision moves from one location of the Municipal Code to another already existing authority for non-police employees to conduct vehicle impoundment.	
<u>Budget Impact:</u> Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<u>Operations Impact:</u> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

ORDINANCE NO. C35814

AN ORDINANCE relating to the impoundment of abandoned or unauthorized vehicles; adopting a new section 16A.61.577 to Chapter 16A.61 of the Spokane Municipal Code and amending SMC 16A.61.790.

The City of Spokane does ordain:

Section 1. That there is adopted a new section 16A.61.577 to Chapter 16A.61 of the Spokane Municipal Code to read as follows:

16A.61.577 Impoundment of Unauthorized Vehicles on Public Property

A. Definitions

1. "Impound" means to take and hold a vehicle in legal custody. There are two types of impounds—public and private.
2. "Public impound" means that the vehicle has been impounded at the direction of a law enforcement officer or by a public official having jurisdiction over the public property upon which the vehicle was located.
3. "Public Property" means any street, road, public highway or other publicly owned property.
4. "Unauthorized vehicle", for purposes of this section, means a vehicle that is subject to impoundment after being left unattended in one of the following circumstances:
 - a. Constituting an accident or a traffic hazard as defined in RCW 46.55.113 Immediately
 - b. On a highway and tagged as described in RCW 46.55.085 24 hours
 - c. In a publicly owned or controlled parking facility, properly posted under RCW 46.55.070 Immediately
 - d. In violation of any of the restrictions subject to vehicle impoundment under Chapter 16A.61 SMC.

- B. If a vehicle is in violation of the time restrictions of RCW 46.55.010(14) as set forth in subsections (4)(a) through (4)(c) above, or is in violation of any of the restrictions subject to vehicle impoundment set forth in section (4)(d) above, it may be impounded by a registered tow truck operator at the direction of a law enforcement officer or other public official with jurisdiction if the vehicle is on public property.
- C. In addition to law enforcement officers, the Director of Developer Services and/or Parking Enforcement, or his or her designee, is a public official with jurisdiction over the public property and with authority to authorize impoundment of unauthorized vehicles on public property.

- D. The impoundment of unauthorized vehicles on public property under this section shall incorporate all procedures related to vehicle impoundment as set forth in Chapter 46.55 RCW. Chapter 46.55 RCW, as now enacted or hereinafter amended, is hereby adopted by reference as if fully set forth herein.

Section 2. That SMC 16A.61.790 is amended to read as follows:

Section 16A.61.790 Vehicle Immobilization and Impoundment

A. Definitions

1. "Boot" means a device which clamps and locks on to a wheel of the vehicle and impedes movement of the vehicle.
2. "Impound" means to take and hold a vehicle in legal custody. There are two types of impounds—public and private.
3. "Public impound" means that the vehicle has been impounded at the direction of a law enforcement officer or by a public official having jurisdiction over the public property upon which the vehicle was located.
4. "Public Property" means any street, road, public highway or other publicly owned property.
5. "Scofflaw" means a vehicle which has been involved in four (4) or more parking tickets which remain unpaid more than forty-five (45) days after the issuance of the ticket.
6. "Unauthorized vehicle" means a vehicle that is subject to impoundment after being left unattended in one of the following circumstances:
 - a. Constituting an accident or a traffic hazard as defined in RCW 46.55.113;
 - b. On a highway and tagged as described in RCW 46.55.085;
 - c. In a publicly owned or controlled parking facility, properly posted under RCW 46.55.070; or
 - d. In violation of any of the restrictions subject to vehicle impoundment under Chapter 16A.61 SMC.

- B. If a vehicle is in violation of the time restrictions of RCW 46.55.010(14) as set forth in subsections (4)(a) or (4)(c) above, it may be immediately impounded by a registered tow truck operator at the direction of a law enforcement officer or other public official with jurisdiction if the vehicle is on public property. Vehicles in violation of (4)(b) above may be impounded within twenty-four (24) hours.
- C. If a vehicle is in violation of any of the restrictions subject to vehicle impoundment set forth in section (4)(d) above, it may be impounded by a registered tow truck operator at the direction of a law enforcement officer or other public official with jurisdiction if the vehicle is on public property.

- D. In addition to law enforcement officers, the Director of the Office of Neighborhood Services and Code Enforcement, or his or her designee, is a public official with jurisdiction over the public property and with authority to authorize impoundment of unauthorized vehicles on public property.
- E. The impoundment of unauthorized vehicles on public property under this section shall incorporate all procedures related to vehicle impoundment as set forth in Chapter 46.55 RCW. Chapter 46.55 RCW, as now enacted or hereinafter amended, is hereby adopted by reference as if fully set forth herein.
- F. Scofflaw List.

As frequently as practicable, parking services, working in conjunction with Spokane Municipal Court and the City's contracted collection agency, shall prepare, maintain and update a scofflaw list.

1. Civil Penalties to Cover Administrative Costs.

There is imposed upon the owner of every vehicle on the scofflaw list a civil penalty of the amount specified in SMC 8.02.083 to cover costs of administering the scofflaw list. There is also imposed upon the owner of every vehicle on the scofflaw list that is immobilized or impounded hereunder a civil penalty of the amount specified in SMC 8.02.083 to cover the additional administrative costs of immobilization and/or impoundment.

2. Notice.

- a. The City's contracted collection agency shall give notice by first class mail to the last known registered owner of the vehicle, as disclosed by the vehicle license number and as provided by the Washington state department of licensing or equivalent vehicle licensing agency of the state in which the vehicle is registered for each vehicle on the scofflaw list, stating that the vehicle is on the scofflaw list; and
 - i. the date and the nature of each ticket overdue and the amount due on each;
 - ii. that a scofflaw list fee in the amount specified in subsection 1 of this section has been imposed to cover administrative costs;
 - iii. the total amount currently due;
 - iv. a specific deadline for response, no less than ten (10) days after the date of mailing;
 - v. that the owner shall, by said deadline, respond to the notice. Response shall be by paying the total amount due, scheduling a hearing with the Spokane Municipal Court, or by arranging a payment schedule with the City's contracted collection agency for payment of the total amount due; and
 - vi. that if the vehicle owner fails to respond within the prescribed time period, the listed vehicle will be subject to immediate immobilization or impoundment pursuant to the procedures in SMC 16A.61.790(F)(3) and (4), payment of the

civil penalties imposed under subsection in SMC 8.02.083 and payment of the costs of immobilization, towing and storage.

- b. The notice required by this subsection is sufficient if mailed to the address provided by the Washington state department of licensing; provided, however, that if the City's contracted collection agency, after exercising due diligence, to discover any mailing address, then notice is sufficient if it is posted on the vehicle, or personally served on the vehicle owner or driver, or provided by any other means reasonably calculated to provides notice to vehicle owner or driver.
- c. If the vehicle owner or an agent of the owner pays the fines and fees, including the amount(s) specified in SMC 8.02.083, and all towing and storage charges, if any, schedules a hearing with the Spokane Municipal Court, or arranges a payment plan through the City's contracted collection agency, parking services shall remove the vehicle from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent appears to pay or sets a hearing with the Spokane Municipal Court, such subsequent tickets shall also be paid or bond shall be posted therefore before the vehicle is removed from the scofflaw list.
- d. The owner of a vehicle that is subject to the procedures of this section and in SMC 16A.61.790(F)(3) and (4), is entitled to a hearing in the Spokane municipal court pursuant to RCW 46.55.120 (2)(b) to contest the validity of the immobilization, impoundment or the amount of towing and storage charges. Any request for a hearing and the resolution thereof shall be as set forth in RCW 46.55.120 (3), which are hereby adopted by reference as now exist or hereafter may be amended.
- e. Failure to appear for a scheduled hearing or to remain current and in good standing on any arranged payment plan with the City's contracted collection agency, will result in the vehicle returning to the scofflaw list and being eligible for immediate immobilization.

3. Immobilization.

- a. If the owner of a vehicle to whom notice has been sent pursuant to SMC 16A.61.790(F)(2) fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges then due, including but not limited to the amount(s) specified in SMC 8.02.083, or posting a bond to cover such fines, fees and charges such that the vehicle can be removed from the scofflaw list under SMC 16A.61.790(F)(2)(c), then, at the discretion of a limited commissioned or commissioned City officer, the vehicle may be immobilized by installing a boot on the vehicle.
- b. The person installing the boot shall leave under the windshield wiper or otherwise attach to such vehicle a notice advising the owner that:
 - i. the vehicle has been immobilized by the City of Spokane for failure to pay four or more uncontested parking tickets within forty-five (45) days of their issuance,
 - ii. that release of the boot may be obtained by paying the fines, fees and civil penalties due,

- iii. that unless such payments are made within two (2) business days of the date of the notice, the vehicle will be impounded, and
 - iv. that it is unlawful for any person to remove or attempt to remove the boot, to damage the boot, or to move the vehicle with the boot attached.
- c. No parking restriction otherwise applicable to the vehicle applies while the vehicle is immobilized by a boot installed under the provisions of this section.
- d. Before the vehicle may be released from immobilization, the vehicle owner or an agent of the owner shall:
 - i. pay all fines and fees then due, including but not limited to the amounts specified in SMC 8.02.083; or
 - ii. post a bond to cover such fines, fees, and charges, or
 - iii. arrange any combination of payment and bond to cover the total due.

Upon such payment, the vehicle shall be removed from the scofflaw list, and a limited commissioned parking services officer shall promptly remove the boot from the vehicle. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent pays, the subsequent tickets shall also be paid before the vehicle may be removed from the scofflaw list or released from immobilization.

4. Impoundment.

- a. At the discretion of a limited commissioned or commissioned City officer, the following vehicles may be impounded:
 - i. A vehicle that was involved in eight (8) or more parking tickets that are unpaid forty-five (45) or more days after the date of their issuance, where the registered owner of the vehicle was sent a notice pursuant to SMC 16A.61.790(C) and the owner fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges or posting a bond to cover such fines, fees and charges such that the vehicle can be removed from the scofflaw list under SMC 16A.61.790(F)(2)(c); or
 - ii. A vehicle that was immobilized pursuant to SMC 16A.61.790(D) and the vehicle's owner failed to pay all fines, fees, and administrative charges or post a bond to cover such fines, fees and charges within two (2) business days of the date the vehicle was immobilized such that the vehicle can be removed from the scofflaw list under SMC 16A.61.790(F)(2)(c); or
 - ~~((iii)) As otherwise authorized by the model traffic code as adopted by reference in SMC 16A.02.010.))~~
- b. Limited commissioned City officers, as applicable, shall use the uniform impound authorization and inventory form provided for by administrative rule by the Washington state patrol pursuant to RCW 46.55.075.

If a vehicle has been impounded pursuant to SMC 16A.61.790(F)(4), before the vehicle may be released from impound, the vehicle owner or an agent of the owner shall pay all fines and fees then owing, including but not limited to the amounts specified in SMC 8.02.083; and all towing and vehicle storage charges. Upon such payment, the vehicle shall be removed from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent pays, such subsequent tickets shall also be paid before the vehicle may be removed from the scofflaw list or released from impoundment.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

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

09/09/2019

Date Rec'd

8/27/2019

Clerk's File #

ORD C35810

Renews #

Submitting Dept

HISTORIC PRESERVATION

Cross Ref #

Contact Name/Phone

MEGAN 625-6543

Project #

Contact E-Mail

MDUVALL@SPOKANECITY.ORG

Bid #Agenda Item Type

First Reading Ordinance

Requisition #Agenda Item Name

0470 - BROWNE'S ADDITION LOCAL HISTORIC DISTRICT OVERLAY ZONE

Agenda Wording

An ordinance creating an historic overlay zone on the official zoning map for Browne's Addition.

Summary (Background)

The ordinance (SMC 17D.100.280) creating the Browne's Addition Historic District Overlay Zone has gone through the Plan Commission hearing process as well as review by the Spokane Historic Landmarks Commission. The Plan Commission process included three separate workshops and a final hearing on June 12, 2019 as well as submittal to the Commerce Department and a SEPA document.

Fiscal Impact

Grant related? NO

Budget Account

Public Works? NO

Neutral

\$

#

Select

\$

#

Select

\$

#

Select

\$

#

ApprovalsCouncil NotificationsDept Head

DUVALL, MEGAN

Study SessionDivision Director

CORTRIGHT, CARLY

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Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

The P.C. voted 7-1 to recommend approval of SMC 17D.100.280 for the creation of the overlay zone upon approval of the owners within the district boundaries. The Spokane Historic Landmarks Commission voted unanimously to recommend passage of the overlay zone on August 28, 2019. A ballot/petition process in order to determine owner support for the district was mailed to all owners of developable parcels on June 20, 2019 and held open for 60 days. 279 ballots were mailed to owners representing 371 total parcels. A sufficient number of "yes" votes were received to move forward with designation of the Browne's Addition Local Historic District.

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

Briefing Paper

Urban Experience Committee

Division & Department:	NBS, Historic Preservation
Subject:	Browne's Addition Historic District Overlay Zone Ordinance (SMC17D.100.280)
Date:	8/29/19
Author (email & phone):	Megan Duvall, mduvall@spokanecity.org 625-6543
City Council Sponsor:	CM Kinnear
Executive Sponsor:	NBS Division
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input type="checkbox"/> Consent x Discussion x Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	<ul style="list-style-type: none"> • Spokane Municipal Code 17D.100 – Historic Preservation • This proposal is directly in line with the City of Spokane Comprehensive Plan Chapter 8: Urban Design and Historic Preservation. Pertinent sections include: <ul style="list-style-type: none"> ○ DP 1.1: Landmark Structures, Buildings, and Sites Recognize and preserve unique or outstanding landmark structures, buildings, and sites. ○ DP 1.2: New Development in Established Neighborhood Encourage new development that is of a type, scale, orientation, and design that maintains or improves the character, aesthetic quality, and livability of the neighborhood ○ DP 2.7: Historic District and Sub-Area Design Guidelines Utilize design guidelines and criteria for sub-areas and historic districts that are based on local community participation and the particular character and development issues of each sub-area or historic district. ○ DP 3.10 Zoning Provisions and Building Regulations Utilize zoning provisions, building regulations, and design standards that are appropriate for historic districts, sites, and structures. ○ DP 3.13 Historic Districts and Neighborhoods Assist neighborhoods and other potential historic districts to identify, recognize, and highlight their social and economic origins and promote the preservation of their historic heritage, cultural resources, and built environment.
Strategic Initiative:	Urban Experience: Promote significant growth that connects people to place and builds upon cultural, historic, and natural resource assets
Deadline:	September 23, 2019 Final Reading Ordinance
Outcome: (deliverables, delivery duties, milestones to meet)	Creation of the historic district overlay zone on the official zoning map for Browne's Addition.
Background/History: In 2015, the Browne's Addition Neighborhood Council (BANC) started a conversation with the City's Historic Preservation Office (HPO) to create a means to better protect the historic character of the neighborhood. While Browne's Addition has been a National Register Historic District since 1976, that designation does not offer the protection against demolition and general character features that a local listing would. In response to the BANC concerns, CM Kinnear instituted a short-term demolition	

moratorium within the neighborhood to give the HPO time to strategize a plan for Browne's Addition. Ultimately, the BANC decided that they wanted to pursue a Spokane Register of Historic Places historic district to both offer protection of historic resources through design review, while at the same time, provide incentives to property owners who significantly improve historic properties.

In order to create a large historic district, the SMC 17D.040 (Historic Preservation Ordinance) needed to be revised to allow for district creation through a vote of property owners within the proposed district. The ordinance revision passed City Council in February of 2018 and a new Historic Preservation chapter (SMC 17D.100) has been implemented.

The neighborhood driven creation of the historic district will allow for:

- Regulation of changes to the exteriors of existing properties when a building permit is sought through the Certificate of Appropriateness (CoA) application process by the HPO and/or the Spokane Historic Landmarks Commission
- Most decisions can be made at the staff level based on the [design standards and guidelines](#), but larger projects with more extensive changes would be heard at a public hearing by the SHLC allowing for public participation through the hearing process
- Regulation of demolitions of "contributing" structures within the district through a CoA application - requires a public hearing of the SHLC
- Design review of new construction within the district based on a framework created for compatibility in the district

The ordinance (SMC 17D.100.280) creating the Browne's Addition Historic District Overlay Zone has gone through the Plan Commission hearing process as well as review by the Spokane Historic Landmarks Commission. The Plan Commission process included three separate workshops and a final hearing on June 12, 2019 as well as submittal to the Commerce Department and a SEPA document. The P.C. voted 7-1 to recommend approval of SMC 17D.100.280 for the creation of the overlay zone upon approval of the owners within the district boundaries. The Spokane Historic Landmarks Commission voted unanimously to recommend passage of the overlay zone on August 28, 2019.

A ballot/petition process in order to determine owner support for the district was mailed to all owners of developable parcels on June 20, 2019 and held open for 60 days. 279 ballots were mailed to owners representing 371 total parcels. Owners of multiple parcels received one vote for each parcel. Balloting closed on August 22, 2019. We received 246 votes back (66% return). Of those returned, we received 201 "YES" votes for the creation of the district and 45 "NO" votes. 82% of those who returned ballots were in favor of the creation of the district overlay zone. However, due to the rules set forth in 17D.100.100, all non-retuned ballots are essentially counted as "no" votes. Therefore, the final percentage of "yes" votes is 54% (201 of 371). 186 "yes" votes were required in order to form the district. A sufficient number of "yes" votes were received to move forward with designation of the Browne's Addition Local Historic District.

Executive Summary:

This ordinance creates a Browne's Addition Historic District Overlay Zone as indicated by the map. The district creation allows property owners of historic resources to take advantage of incentives as well as offers protection of the district as a whole through design review of existing as well as new construction within the boundaries. A vote of property owners agreed to the creation of the historic district overlay zone.

Budget Impact:

Approved in current year budget? x Yes ☐ No (current budget includes a project employee)
Annual/Reoccurring expenditure? x Yes ☐ No

The creation of the historic district overlay zone will impact the capacity of staff in the Historic Preservation Office which currently consists of one full-time Historic Preservation Officer and one full-time project employee. The potential for significantly more review at the administrative level is a consideration for future staffing of the HP office – especially as more local historic districts come on board.

Operations Impact:

Consistent with current operations/policy? x Yes ☒ No

Requires change in current operations/policy? x Yes ☒ No

Specify changes required: Ordinance revision as shown in attached document.

Known challenges/barriers:

ORDINANCE NO. C - 35810

An ordinance relating to the adoption of the Browne's Addition Local Historic District Overlay Zone and Design Standards and Guidelines; adopting a new SMC sections 17D.100.280.

WHEREAS, the City and Spokane County find that the establishment of a landmarks commission with specific duties to recognize, protect, enhance and preserve those buildings, districts, objects, sites and structures which serve as visible reminders of the historical, archaeological, architectural, educational and cultural heritage of the City and County is a public necessity; and

WHEREAS, the City of Spokane Comprehensive Plan requires that the city utilize zoning provisions, building regulations, and design standards that are appropriate for historic districts, sites, and structures; and

WHEREAS, the Browne's Addition Neighborhood Council contacted the Spokane Historic Preservation Office requesting that a local historic district be formed in the neighborhood; and

WHEREAS, the Browne's Addition Neighborhood Council and the Spokane City/County Historic Preservation Office conducted outreach efforts including multiple presentations, three workshops, a survey, and direct feedback from property owners; and

WHEREAS, after conducting extensive historic research and engaging the community for input and feedback, a Browne's Addition Local Historic District Nomination form, Browne's Addition Local Historic District Inventory Resource Forms, and Browne's Addition Design Standards and Guidelines have been developed for adoption of the district to the Spokane Register of Historic Places and for the formation of the Browne's Addition Historic District Overlay Zone; and

WHEREAS, formation of a historic district provides numerous property owners with the financial benefit associated with historic preservation tax incentives when they invest substantially in their property without the requirement of having to individually list their home or building; and

WHEREAS, 54 percent of the owners of developable parcels within the district boundaries have voted in favor of forming the Browne's Addition Local Historic District Overlay Zone; - - Now, Therefore,

The City of Spokane does ordain:

Section 1. That there is adopted a new section 17D.100.280 to Chapter 17D.100 SMC to read as follows:

17D.100.280 Browne's Addition Local Historic District Overlay Zone

A. Purpose.

This special overlay zone establishes a local historic district in Browne's Addition under section 17D.100.020. This overlay zone sets forth standards and guidelines that will maintain the historic character of the district through a design review process.

B. Designation of Districts.

Along with individual properties, contiguous groups of properties can be designated as local historic districts on the Spokane Register of Historic Places.

1. The process for designation of local historic districts is detailed in Chapter 17D.100.
2. Local historic districts are displayed as an overlay zone on the official zoning map and its title and purpose are adopted as an ordinance under Title 17C. See the Browne's Addition Local Historic District Overlay Zone Map 17D.100.280-M1.

C. Certificate of Appropriateness Review.

The certificate of appropriateness review process for the Browne's Addition Local Historic District helps insure any alterations to a building do not adversely affect that building's historic character and appearance, or that of the historic district. The process is conducted by the Spokane Historic Landmarks Commission as detailed in "Browne's Addition Historic District Design Standards and Guidelines."

1. The District Design Standards and Guidelines assist property owners through the design review process by providing the following:
 - a. District-wide design standards and guidelines,
 - b. Specific design standards and guidelines for single-family contributing structures,
 - c. Specific design standards and guidelines for multi-family contributing structures,
 - d. Specific design standards and guidelines for non-contributing structures,
 - e. Design standards and guidelines for new construction, and
 - f. Demolition review criteria for properties within the district
2. The Browne's Addition Design Standards and Guidelines require property owners to apply for and receive a Certificate of Appropriateness for

proposed exterior changes to properties within the district as outlined in the Browne's Addition Historic District Design Standards and Guidelines and under sections 17D.100.200-220.

D. The Browne's Addition Design Standards and Guidelines are intended to provide guidance for decision making by both the property owner when undertaking work within the Browne's Addition Local Historic District and the historic preservation officer and commission when issuing certificates of appropriateness in the district. The Browne's Addition Design Standards and Guidelines are not development regulations but are instead used to assist the historic preservation officer and commission making decisions in accordance with the Secretary of Interior's Standards Rehabilitation. Final decisions of the HPO or the commission are based on the Secretary of Interior Standards for Rehabilitation (Department of Interior regulations, 36 CFR 67). The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies for a certificate of appropriateness. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- E. The Browne's Addition Historic District Design Standards and Guidelines, which are incorporated by reference and included as [Appendix A](#) are adopted.

PASSED BY THE CITY COUNCIL ON _____, 2019.

Council President

Attest:

Approved as to form:

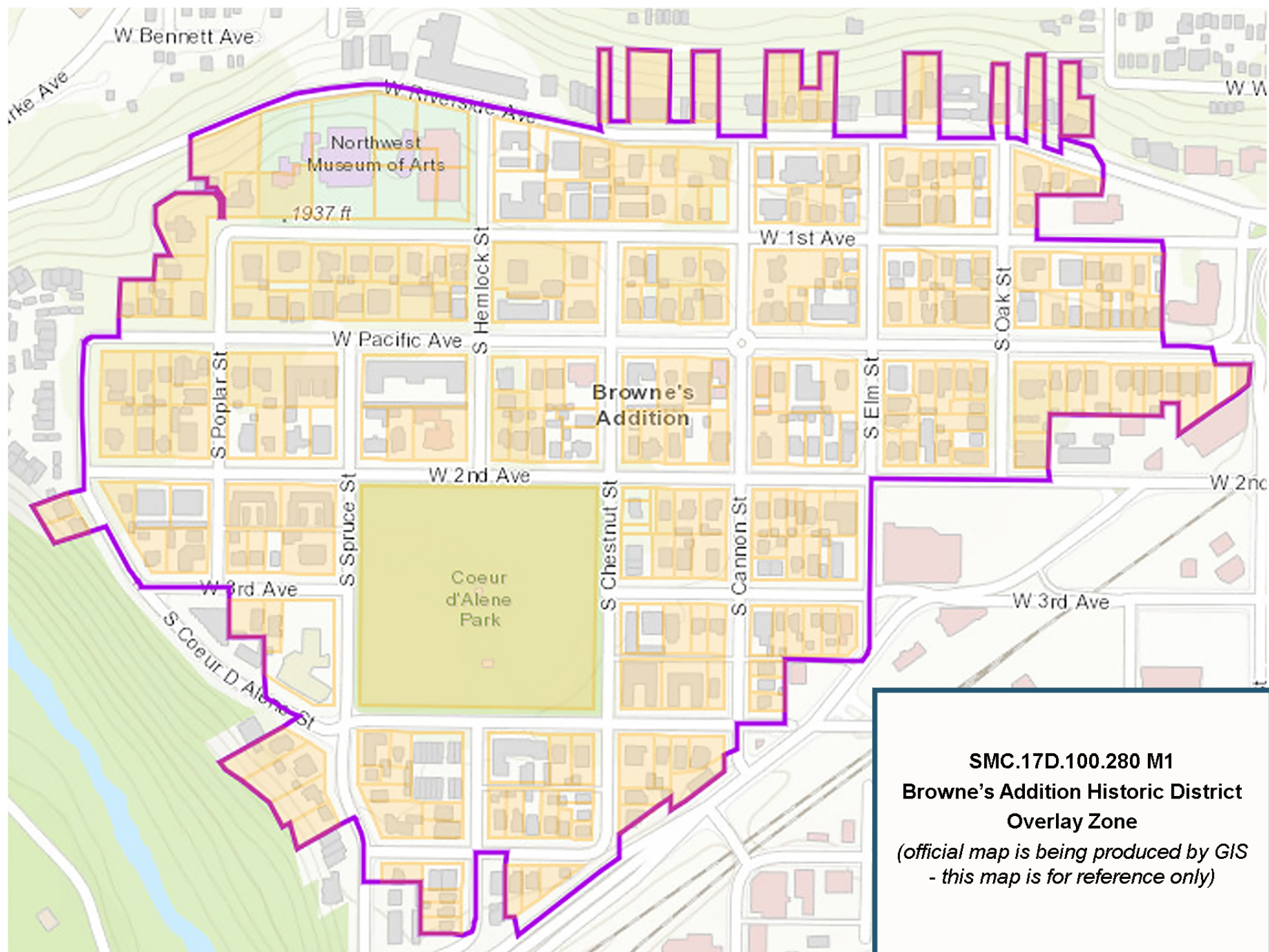
City Clerk

Assistant City Attorney

Mayor

Date

Effective Date



SMC.17D.100.280 M1
Browne's Addition Historic District
Overlay Zone
*(official map is being produced by GIS
- this map is for reference only)*

Browne's Addition Historic District

Design Standards & Guidelines



***BROWNE'S ADDITION HISTORIC DISTRICT
DESIGN STANDARDS AND GUIDELINES***

**ADOPTED BY THE CITY OF SPOKANE
ADD DATE**

Authored by Borth Preservation Consultant, LLC and Betsy H. Bradley

ACKNOWLEDGMENTS

Spokane City Council

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Kate Burke, District 1
Mike Fagan, District 1
Breean Beggs, District 2
Lori Kinnear, District 2
Candace Mumm, District 3
Karen Stratton, District 3

Browne's Addition Neighborhood Council
Rick & Julie Biggerstaff

Administration

Megan Duvall, Historic Preservation Officer
Logan Camporeale, Historic Preservation Specialist
Stephanie Bishop, Clerk III

Historic Landmarks Commission

David Shockley, Chair
Betsy Bradley, Co-Vice Chair
Jacque West, Co-Vice Chair
Ernie Robeson
Austin Dickey
Carl Durkoop
Ray Rast
Jodi Kittel
Larry Cebula
Amanda Paulson
Sylvia Tarman

Former SHLC Members: Lynn Mandyke, Ann Sharley, Wendy Budge
and Randall Wilson

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CHAPTER 1

INTRODUCTION

The Spokane Historic Preservation Program: Purposes and Incentives

The City of Spokane (City) recognizes that the maintenance and preservation of historic landmarks and historic districts benefits all people in Spokane by preserving our City's history and unique culture. The City recognizes, protects, enhances and preserves those buildings, districts, objects, sites and structures which serve as visible reminders of the historical, archaeological, architectural, educational and cultural heritage of the City and County as a public necessity.

The intent of these efforts is – particularly in the Browne's Addition Historic District – to keep historic buildings in use and the historic character of the district intact through listing on the Spokane Register of Historic Places; incentivize rehabilitation; and review changes to historic properties, as well as demolition and new construction.

Spokane Register of Historic Places

The Spokane Register of Historic Places is our local government's official list of properties that have been designated as significant contributors to the historical development of Spokane. The Register was established by ordinance in both the City and County of Spokane in 1981 and 1982, respectively. These ordinances make the City/County Historic Landmarks Commission (SHLC) responsible for the stewardship of historically and architecturally significant properties.

Eligibility for the Spokane Register is determined by at least one of the following categories:

- **Category A:** Those structures that are associated with events that have made a significant contribution to the broad patterns of our local history; or
- **Category B:** That are associated with the lives of persons significant in our past; or
- **Category C:** That embody the distinctive characteristics of a type, period, or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- **Category D:** That have yielded, or may be likely to yield, information important to prehistory or history; or
- **Category E:** That represent the culture and heritage of the City of Spokane in ways not adequately addressed in the other criteria, as in its visual prominence, reference to intangible heritage, or any range of cultural practices.

An additional eligibility requirement is that the property is 50 years of age or older or have "exceptionally significant" qualities despite their age.

Nominations to the Spokane Register must be accompanied by owner consent. All property types listed in/on the Spokane Register are subject to design review.

Spokane Register Historic Districts

Historic Districts are one of the property types that can be listed on the Spokane Register. Historic districts are generally areas of the city that residents clearly see represent a time and place of the past due to a concentration of buildings of the same type or from the same time period. Most districts have similar buildings forming consistent streetscapes and commercial buildings or houses built during period of time recognized as a "period of significance" or heyday period. This time period can vary in length from a few years to decades. The nomination of the Browne's Addition Local Historic District explains its history and period of significance.



1905 W Pacific Ave: the Dwight House

The properties in Spokane Register Historic Districts are categorized as contributing or non-contributing to the significance established for the district in the nomination document.

Contributing properties within these districts shall follow all the required procedures [for an individually listed property on the Spokane Register]. Proposed work on these properties is covered in Chapters 4 and 5 of this document.

In the case of non-contributing properties, classified as such because of loss of historic integrity, the guidance in Chapters 3, 4 and 5 can be used to reverse the loss of historic design elements of the building. If enough work is completed to restore the historic character of the building, it could move into the contributing category. A property owner should consider this possibility and the benefits of that change in status before planning major changes to a non-contributing property with loss of historic integrity.

In the case of non-contributing properties, classified as such because of age as they were built in the district after the end of the period of significance, 1950 – the Historic Preservation Office (HPO) will review work that occurs on the street facing façade of the non-contributing building. Part 6 provides guidance for such work.

All new construction within a Spokane Register Historic District will be reviewed by the SHLC, based on the standards presented in Chapter 7: New Construction.

The SHLC has the role of recommending these standards and guidelines to the City Council for adoption and then interpreting and applying them in a fair and consistent manner. The SHLC is committed to use them with flexibility, when warranted, and to make defensible judgments when reviewing applications in order to arrive at solutions that are appropriate for each individual instance. The SHLC has the opportunity, and responsibility, to consider exceptions to the standards. The SHLC has long held to the position that an approval of a proposal is building-specific only and that it is not establishing precedent when it approves an alternative solution for meeting the intent of rehabilitation.

Under the provisions of the Spokane Municipal Code 17D.100, the SHLC, through the HPO, is directed to issue Certificates of Appropriateness, or “COAs.” Design Review is the process through which the SHLC and HPO staff review proposed changes to Spokane’s listed historic resources and use standards and guidelines adopted by ordinance.

Under the same section of the Municipal Code, the SHLC and HPO staff are directed to review the proposed demolition of properties within the boundaries of Spokane Register Historic Districts. The code provides some criteria for consideration and Chapter 8 provides some additional factors to be considered in demolition review in Browne’s Addition.

Certificates of Appropriates (COAs) are required for:

- Any work that affects the exterior of a historic, contributing property; or the street-facing side of a non-contributing property;
- New construction, alterations or additions; and
- Demolition.

Incentives

The City has available several incentives to recognize that investing in privately-owned historic buildings for heritage reasons has benefits for residents and visitors. These incentives are tied to a property being listed on the Spokane, or local, Register and available to owners of contributing properties in Browne’s Addition Local Historic District.

Special Valuation Program

The Special Valuation Program is an important benefit of owning and rehabilitating a contributing property in the Browne’s Addition Local Historic District. The program provides a means to reduce property taxes for 10 years after rehabilitation work has been completed. The program has several requirements but can be successfully used through planning and communication with the HPO.

Carefully review the information at <http://www.historicspokane.org/incentives> and contact the Spokane Historic Preservation Office if you are interested in using this program.

This document constitutes the standards for the Browne’s Addition Spokane Register Historic District. It is based on the approaches used to review any work done on the exterior of the property within a Spokane Historic District although Standards may vary somewhat from district to district.

Program Basics

- The program includes a revision of the assessed value of a contributing property in the Spokane Register District that deducts, for ten years, approved rehabilitation costs.
- The reduction in property taxes appears two years after the approval of the application.
- Rehabilitation costs must total 25% or more of the assessed value of the structure (not the land) prior to rehabilitation.
- The issuance of a Certificate of Appropriateness (COA) means that the work meets the standards of review for the program.
- Work must be completed within the 24-month period prior to application to the County Assessor's Office.



1631 W First Ave: showing decorative shingles, brackets and moldings.

Other Historic District Benefits

More information on these programs can be found at: <http://www.historicspokane.org/incentives>.

- The HPO administers a grant program to provide matching funds for the improvement of the street-facing façades of contributing properties in historic districts.
- The HPO administers a Pilot Sidewalk Improvement Grant program to mitigate the cost of improvements or repairs to sidewalks adjacent to contributing resources in the historic district, made in conjunction a historic rehabilitation project.

- Income-producing contributing properties in the district are eligible for use of the 20% Federal Historic Rehabilitation Tax Credit program.

- A permit allowing a non-conforming use may be granted to an historic property – a contributing property in a historic district – by the Hearing Examiner.
- Relief from building code requirements that affect historic features of a building may be granted to historic properties – contributing properties in a historic district – by local code enforcement officers.

Consult the HPO website historicspokane.org/incentives for up-to-date information on incentives for historic preservation.

When work is reviewed

The property owner, and/or agent, is the only person that proposes work on buildings in the historic district. District designation is not a basis for the City or Spokane, Historic Preservation Office, Building Inspector, or neighborhood residents to ask or demand that an owner undertake work on a historic property.

The owner proposes work and the Historic Preservation Office and Landmarks Commission reviews and approves it through a Certificate of Appropriateness.

CHAPTER 2

USING THESE STANDARDS & GUIDELINES

The SHLC is mandated to use standards in its judgement in reviewing proposed work for COAs in accordance with the Secretary of Interior's Standards (SMC 17D.100.210.D-6). In summary, the Secretary of the Interior's Standards for Rehabilitation constitute the "standards" in this document, while the additional guidance represents the "guidelines" for decision making both by property owners when undertaking work within the district and the HPO and SHLC when issuing COAs in the district.

The Secretary of the Interior's Standards for Rehabilitation define what are considered to be "appropriate rehabilitation projects." The Browne's Addition Historic District Standards & Guidelines document expands and customizes these more general standards. The guidelines are the basis for evaluating applications for COAs, and assist applicants in understanding the Commission's decision-making process. All Certificate of Appropriateness decisions will reference both the corresponding Secretary's Standard(s) as well as the guidance under which the decision was made.

THE STANDARDS FOR REHABILITATION

- 1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.*
- 2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.*
- 3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*
- 4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.*
- 5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
- 6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
- 7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*
- 8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*
- 9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*
- 10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

What is Design Review?

Design Review is the process that helps ensure any alterations to a building do not adversely affect that building's historic character and appearance, or that of an historic district. When property owners in Browne's Addition propose exterior work and apply for a building permit they also apply for a Certificate of Appropriateness (COA). Review for a COA is done in terms of this document, the Browne's Addition Historic District Standards & Guidelines by the HPO and possibly the SHLC. A chart showing most types of work and the requirement for review is included as Appendix V: Design Review Chart.

When is Design Review Required?

As for all properties listed in the Spokane Register, design review is required for all exterior changes to properties within the historic district. This includes properties in both categories:

- **Contributing:** all exterior changes in terms of historic character
- **Non-Contributing:** all exterior changes on the street facing façade(s) in terms of avoiding intrusive changes

Basics

- Exterior changes may include some work that does not require a building permit, but still needs a COA.
- Exterior changes may include mostly interior work that has some exterior components.
- Work undertaken without a permit will be a violation.
- Violations must be cleared through review and receipt of a Certificate of Appropriateness, or COA.
- Work defined as maintenance does not require a COA.

Changes to the interiors of both contributing and non-contributing buildings will not be reviewed.

Understanding the Guidelines

The guidelines use a series of statements that indicate what is likely and not likely to be approved in a COA application.



- **Recognize** conveys approaches to understanding and keeping historic character.
- **Plan, Locate, Position, Design** mean use this guidance for work that is likely to be approved.
- **Keep, Retain, and Maintain** mean do not remove historic character features and materials.
- **Repair, Replicate and Replace** imply – if necessary – take such action.
- **Consider and Discuss** indicate that there is a range of solutions to give thought to and consult with the HPO.
- **Avoid** means that what is detailed is unlikely to be approved.

Certificate of Appropriateness (COA)

The Certificate of Appropriateness (COA) permit is used to both document the application for and approval of proposed work on properties. The name of this permit refers to compliance with historic district standards and guidelines or property management agreements by summarizing the nature of the work as appropriate.

- A COA must be received before a building permit can be issued.
- A COA must be issued before work is started.
- A COA must cover all proposed work.
- A COA approves specific materials and work, which will be documented on the permit and through associated plans and documents.

Spokane Register Only Permits

Some work that affects the historic character does not require a building permit in the City but may need a Certificate of Appropriateness.

This type of work includes (amongst others):

- Installing a front door
- Installing new porch railings
- Replacing historic features with replicas in composite materials

TIPS FOR RECEIVING A COA

- **Review the entire set of Browne's Addition Historic District Standards & Guidelines**
- **Understand the intent to maintain historic character and to avoid remodeling**
- **Plan a project with reference to the standards and guidelines**
- **Consult with the HPO about any clarity needed for the work to meet the standards**
- **Supply materials samples when needed**
- **Start work only after receipt of a COA**
- **Post the COA with other permits**
- **If project must be modified, consult with the HPO to see if a revised COA is needed**

Preliminary Review Process: New Construction Only

The HPO and SHLC offer the opportunity for a preliminary review of proposed new construction at a very early stage in project planning. A preliminary review approval indicates support for the project at the time it was presented. It is an introductory, or exploratory, review and approval of the parameters of the project, not its specific details. Even so, circumstances change that may alter the project and its context, or setting, that make that initial decision void. A preliminary review is a good-faith review and approval or denial of proposed new construction but does not ensure final project approval.

Preliminary review may be conducted when the proposed design is sufficiently developed so that the Commission has a specific proposal to review. Preliminary review should not be considered as part of a design-build process.

Preliminary review shall be based on:

- Site plans and elevations, showing setbacks, height of buildings of the setting or context;
- Proposed site plan for parcel, showing building footprint, access points, vehicle parking;
- Schematic elevations indicating number of stories;
- Schematic floor plans; and
- Material sample board only if final selection is proposed for review

If preliminary approval is withheld, the project must be revised sufficiently, as determined by the HPO, so that the SHLC could come to a different conclusion about its appropriateness as compatible new construction. Preliminary review for new construction is valid for two (2) years from the time that the SHLC grants preliminary approval. Preliminary review does not eliminate the need for further review that includes final plans and samples of all materials to be used on the exterior.

Maintenance

Property owners are encouraged to maintain buildings in good condition and can do such work without applying for a COA, but some work may require a City building permit:

- Tuck-pointing masonry,
- Repair or replacement of gutters or downspouts
- Painting of wood or metal elements and previously painted masonry,
- Repair, but not total replacement, of existing retaining walls, fences, steps, stoops, porches, decks or awnings, and
- Repair or replacement of a flat roof that cannot be seen from the street.



The following work is NOT considered to be maintenance and would require a COA:

- Installing new materials to conceal damage, such as using coil stock to cover deteriorated trim elements
- Extending or constructing new elements.

SUMMARY OF NEED FOR A CERTIFICATE OF APPROPRIATENESS (COA)

Permit Needed:	See Chapter:
Changes affecting exterior of contributing buildings	Single Family, Chapter 3 (Pg. 22); Multi-Family, Chapter 4 (Pg. 39)
Changes affecting façade of non-contributing buildings	Chapter 6 (Pg. 60)
Paint non-painted exterior materials	District-wide Standards (Pg. 51)
Replace front door	Single Family, Chapter 3 (Pg. 33); Multi-Family, Chapter 4 (Pg. 46)
Replace windows	Single Family, Chapter 3 (Pg. 34); Multi-Family, Chapter 4 (Pg. 47)
Replace roof	Single Family, Chapter 3 (Pg. 26); Multi-Family, Chapter 4 (Pg. 43)
Replace siding	Single Family, Chapter 3 (Pg. 24); Multi-Family, Chapter 4 (Pg. 41)
Install fence in front yard	Chapter 5 (Pg. 53)
Construct garage	Chapter 5 (Pg. 57)
Construct addition	Chapter 5 (Pg. 56)
Construct or replace porch	Single Family, Chapter 3 (Pg. 29); Multi-Family, Chapter 4 (Pg. 45)
Remove any features, including historic landscape ones (stone retaining walls)	Chapter 8 (Pg. 78)

NO PERMIT NEEDED

Work considered to be maintenance	Install vegetation
Paint already painted exterior materials	Install new sidewalk
Install sculpture, fountain, small artistic elements	Install porch lighting and fans
Install exterior lighting fixtures	

**See Appendix V for the Design Review Chart which shows typical work on buildings in historic districts and type of review required.

Enforcement and Violations

These standards and guidelines have been adopted as part of a City Ordinance. The Secretary of the Interior Standards for Rehabilitation have long been the SHLC's standards used for reviewing projects and issuing COAs. The guidelines in this document are intended to help expand and further articulate how the SHLC will use the standards when reviewing properties for COAs in Browne's Addition.

The Historic Preservation Office will issue a Stop Work Order when it becomes aware of (major) work being undertaken without a Certificate of Appropriateness. At that time, the property owner must submit an application for a COA. The HPO will issue a Violation Notice when it becomes aware of (major) work completed without a COA – even if the work meets the standards and guidelines. At that time, the property owner must submit an application for a COA.

Goals Lists

The Historic District Standards & Guidelines for the Browne's Addition Historic District are intended to provide a framework for making decisions that can be approved with COA. Overall, the Historic District Standards & Guidelines have the goal of maintaining the historic character features of the district and of the buildings that contribute to its historical and architectural significance.

Goals lists are included throughout the guidelines chapters to remind users of the most important factors to consider when planning and reviewing proposed changes, as not every type of project can be anticipated and covered in the standards and guidelines.

In particular, the standards and guidelines should be used to:

- Make design decisions that reinforce, rather than diminish, the vibrant and varied character of the neighborhood that relies on the existence of historic buildings erected during the period 1881-1950;
- Plan work that includes rehabilitation and perhaps the restoration of missing components of historic buildings in order to maintain historic materials and design elements, yet affords a range of possibilities;
- Plan maintenance and repair work that prolongs the life of historic components of buildings;
- Plan re-investment in buildings built after 1950 so that they remain compatible elements in the district;
- Consider the design of new buildings that are compatible within the historic streetscapes of the district; and
- Consider the continued use, rehabilitation of, or demolition of a building in the district.

Key Terms and Definitions

Historic Character Features

This term is used to refer to the district as an entity, as well as each property within it, as they contribute to the historic character of the Browne's Addition Historic District. This character is established by numerous small elements that convey authenticity, use of materials, building designs and adaptation to changing residential patterns. Together they establish a sense of place – a place different from nearby neighborhoods in the city and neighborhoods in other cities. As specific elements of a building's design convey its architectural and historical design, so too do the buildings convey the district's architectural and historical design as a neighborhood.

Rehabilitation

Rehabilitation is a broad type of work that prepares a building for future use while maintaining its historic character. Work often incorporates updating of some interior components, correction of deferred maintenance conditions, and making small changes that increase the functionality and amenities of the property. Rehabilitation is a flexible and functional approach to work on contributing buildings in Browne's Addition and provides the framework for these standards, which address the portions of a project on the exterior of a building.



Restoration

Restoration means undoing changes, adding lost elements, and stabilizing a building to a former, historic appearance and condition. Some property owners combine quite a bit of restoration into a rehabilitation project. Other times restoration is more limited. There is no requirement to restore lost components of properties.

Recreation

When porches or entrance components have been removed from a property, the owner may wish to recreate such elements. Recreation of the element does not require the exact replication of the historic design, which may not be known. Recreation can be based on a similar example in the district or be a simplified version of the element with typical components. When an element is well-documented and the new work will replicate the original, it is often referred to as reconstruction.

Remodeling and Renovating

These approaches may be appropriate for only non-contributing buildings in the district as these interventions change the historic character features of buildings. Remodeling includes intentional changes of design and materials. Renovating is similar and may involve more changes to interior spaces and mechanical elements. When these approaches are proposed for non-contributing buildings, they must be undertaken so that the renovation is complete in visible areas in order to avoid introducing visually distracting and incompatible buildings. For instance, if new siding materials are applied, the project must include all visible areas, even those minimally visible.

Residential Amenities

This term refers to a range of visible, permanent components of residential properties that are not the house or apartment building and include: fences, paving, outdoor spaces such as decks, secondary structures from garden sheds to chicken coops, and even solar energy panels. These amenities keep properties occupied and up-to-date and almost always can be placed on a property in a historic district.

Visibility

Visibility is considered carefully in historic districts in terms of the effect and extent of what is visible.

Minimally Visible: Elements that are technically visible – but seen from oblique angles or at a distance from the sidewalk – are minimally visible and do not affect the historic character of a property or the district. Often one cannot determine the material or details of a design of minimally visible elements. For these reasons, replacement materials and minor changes are appropriate at these locations.

Highly Visible: Elements that are visible and easily seen from the sidewalk are highly visible. Highly visible elements establish character and distinguish one building from another. They are on street-facing façades and the front portion of side facades when there is a generous side yard.

Visually Intrusive: Some elements are visually intrusive because they call undue attention to themselves, seem obviously added to a property, shift the emphasis of the visible character, or dominate views of buildings and streetscapes. One of the goals of these standards is to avoid the addition of visually intrusive elements in the district.

Using Visibility in These Standards

Visible areas of properties are addressed in two main ways. These diagrams show three common situations in Browne's Addition and the visible areas of the properties that are addressed in the guidelines:




- Buildings close together with only the façades as highly visible.
- Building set far back from the street so side views are distant – façade and first third or so of elevations highly visible and visible.

- Corner building – two street facing sides are highly visible and the rear façade is visible.

The following figure provides a visual example of the three levels of visibility to be used to determine appropriate materials and options.



KEY:

	PUBLIC
	SEMI-PUBLIC
	PRIVATE

Corner and adjacent properties showing public, semi-public, and private areas of each property.

Public and Private Areas in the District

Properties in historic districts have public and private areas as well. Street-facing highly-visible portions of properties in historic districts contribute to the public perception of the district as a historic place and are thought of as “public.” Highly visible areas are seen from the streets and sidewalks (not alleys) and hence are available to the public. These areas contribute to the historic character of the district.

Thinking in these terms helps property owners plan for additions and changes to be in the less-visible and private portions of their property. These private areas form a U-shape around the building as the rear yard and some of the side yard.

For corner properties, there is usually one obviously “rear” side of the building. Even though it is visible from the street, this portion of the building and its yard would be a private portion of the property. The side yard not adjacent to the street may also be a private area.

Historic Character Features of Browne’s Addition Historic District

Browne’s Addition is an accumulation of various historic single- and multi-family residential building types from the 1880s through 1950; more multi-family residential buildings from 1950s and 1960s; and a small number of later ones.

Streetscapes in the district display an historic urban residential pattern with the positioning of buildings set back from the public sidewalk with front lawns and often relatively narrow side yards. The historic urban residential pattern incorporates a mature tree canopy and other plantings that provide variety in the vegetation and shade for people, and enhance the experience of walking in the neighborhood.

Browne’s Addition District Historic Character

- Historic single-family dwellings of various sizes are oriented to the street with visible entrances and generous amounts of windows, and very often with front porches.
- Some historic single-family dwellings convey that they have been converted into multiple units and in that way, are clear signals of the change of residential patterns over time.

- Historic apartment buildings have single entrances and access to the outdoors via balconies or individual entrances to each unit

- The largest scale pre-1950 apartment buildings maintain the setbacks and sense of spatial organization dominant in the district. Many later apartment buildings do this also.

- Non-contributing multi-family buildings display various plans, entrance arrangements, and access to the outdoors.

- Properties provide for automobiles with curb cuts and garages on single-family properties and small

on-site parking areas, often covered with carports, for apartment buildings and converted residences.

- There are no originally historic mixed-use buildings and residential use predominates.
- Commercial buildings are limited to the south side of West Pacific Avenue, flanking Cannon Street.

The main goal of historic district standards and guidelines is maintaining the historic character of the buildings and the district.

The Browne’s Addition nomination describes the historic character of the buildings and district as a whole.

The character is summarized here.

Basics for Compatibility: Contributing Buildings

Proposed changes to historic buildings are compatible if they do not reduce the historic character of the buildings. Such changes include undoing non-historic changes to buildings, replacing building parts that are not repairable with “in-kind” replacements, such as deteriorated wood windows with contemporary wood windows of the same size, configuration and operation, and providing residential amenities such as decks and additions in the least visible areas.

Basics for Compatibility: Non-Contributing Buildings

Proposed changes to non-contributing historic buildings are compatible if they do not result in incompletely remodeled building façades, introduce elements that are visually intrusive, and provide residential amenities, such as decks and additions.

Basics for Compatibility: New Construction

Many types of residential buildings have been built in the historic district, and consequently a variety of residential building types are compatible in the historic district, depending on a site’s setting. New construction should maintain the street-orientation of residential units and continue the pattern of lawns and vegetation. The introduction of property types, including buildings set at the sidewalk as in central urban residential areas of a different type, have no precedence in the district.

Use of Buildings in Historic Districts

Design review in historic districts assesses physical changes made to buildings and – in general – does not address use. Design review may limit changes to public, character-defining areas of properties due to new uses.

The long-term preservation of buildings in historic districts requires that they be in use.

In recognition of this need, these standards and guidelines – and the Spokane Historic Preservation Program in general – supports the notion of adaptive re-use of historic buildings. The goal of historic

districts – to maintain the historic character of an area – is not meant to control or limit the use of those buildings. As a matter of fact, historic designation in Spokane can be a way for property owners to petition for a conditional use of a building that may otherwise not be an allowed use in the neighborhood if it helps to keep the building viable and in use.

Adaptive Re-Use Basics

- Retain historic use or adapt for a new use that is a good fit.
- Recognize that buildings adapted for a new use do not need all expected features of that property type. For instance, a small church building re-used as a store usually does not have a storefront.
- Design adaptive use projects so that they maintain historic character features and; add and alter areas that are at the minimally visible, private areas of properties.

Adaptive Re-Use: Updating a building for new uses through rehabilitation

Examples:

- **Garage buildings adapted for breweries and retail spaces**
- **Churches adapted for restaurants or dance studios**
- **Historic residences adapted for offices and restaurants**

CHAPTER 3: EXISTING SINGLE FAMILY RESIDENTIAL

EXTERIOR WALLS: FOUNDATIONS, WALLS, SMALLER ELEMENTS

Goals

- Maintain historic character through exposed, well-maintained materials in highly-visible locations.
- Avoid coating of foundation materials rather than repairing and maintaining them.
- Repair and replace only damaged areas of exterior siding materials.
- Choose appropriate replacement materials and avoid imitative modern substitutes.
- Retain historic character of exterior elements, including chimneys.
- Avoid installation of intrusive elements.

Historic Character Features

- Above-grade foundation materials – basalt, granite or concrete – that convey times of construction and styles of buildings.
- Exterior wall materials that convey architectural style.
- Stone and brick masonry.
- Exterior portions of chimneys form and material.

Exterior Basics

- Retain historic materials, when present, particularly those in highly visible locations.
- Repair and replace only damaged or deteriorated elements, as their condition is often varied due to location and exposure.
- Keep protective coatings – paint and stain – intact and use caulking to keep water out.
- Avoid applying “technical fixes” or waterproofing coatings and masonry paint due to problems they can introduce; instead repair and maintain using traditional techniques.
- Avoid remodeling a building by replacing exterior wall materials with other kinds of materials and incompatible finishes.
- Consult the Paint and Color Section in Part 5 when planning to paint or stain exterior materials.

Foundations

- Maintain mortar to protect stone foundations.
- Repoint foundations as needed with mortar appropriate for that location and replicating the style, texture and color of the historic mortar.
- Avoid applying parging coats or swaths of mortar over masonry rather than repairing brick and stone.

Refer to [Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings](#)

- Maintain concrete foundations in their original conditions and unpainted.
- Address problems before applying a parging coat, if necessary, to a concrete foundation, and maintain the natural concrete color and texture to replicate its original character.
- Avoid introducing non-traditional stone and brick colors to foundations through parging and painting.

Raised foundation/basement features

- Maintain window openings and sash in raised basements.
- If desired, block windows from the interior of the basement.
- Avoid use of glass block in basement windows on public, highly-visible facades.
- Add egress windows at minimally visible locations.
- Design basement access stairs to be unobtrusive.
- Avoid re-grading to create a walk-out basement a visible location.

Exterior Wall Materials

Non-Masonry

- Maintain exterior wall materials as historic character features, including trim elements: corner boards, fascia boards, trim pieces.
- Repair damaged sections of materials in-kind by replicating the dimensions, materials, and finish of the historic material.
- Consider in-kind replacement materials, if necessary.
- Replicate the dimensions, design and finish of materials.



1827 W Riverside Ave: This home is adorned with pediments and projecting eaves accentuated by scrolled brackets. Exterior cladding materials include wood clapboard and different styles of decorative shingles.

- Avoid changing the reveal – how much you can see – of wood siding and shingles.
- Consider replicating the material, particularly at highly-visible and eye-level locations, where it is easy to see what the material is.
- Consider non-historic materials if they replicate dimensions and finish of the historic materials and, for wood alternatives, they can be painted.
- Select materials that do not attempt to imitate wood grain, as wood grain is usually concealed with finishes when applied to the exterior of buildings.
- Install replacement materials to maintain the same relationship to window frames and other trim elements to avoid non-historic appearing flat facades. This may require the removal of existing materials.

Masonry

- Plan repointing projects to replicate the mortar in kind and not change character of the masonry.
- Use recommended mortar type for type of material and exposure.
- Avoid eye-catching repointing using poorly matched mortar.
- Employ experienced masons who can prepare joints, match and mix mortar, and replicate style of mortar placement.

MASONRY

- **Masonry consists of solid units – brick, stone, or terra cotta – and mortar that joins the units.**
- **Mortar is both a technical and design element of a masonry wall.**
- **Mortar is the weaker, more porous component and allows moisture to move out of the building.**
- **The color, texture, and placement, the style of the mortar, are part of the historic character of masonry.**
- **Portland cement mortar is not appropriate for historic masonry elements because it is too hard and may damage the structure over time.**

Refer to Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings for technical guidance

Chimneys

- Recognize that exterior chimneys are historic character features of exterior walls.
- Maintain materials of exterior chimneys as other masonry elements, exposed and in good condition.

Half-Timbering

- Recognize half-timbered walls as assemblies of wood boards embedded into stucco areas that may require frequent maintenance.
- Maintain the historic pattern and dimensions of wood elements and perhaps uneven surface.
- Maintain historic texture and color of stucco.
- Replicate in-kind if necessary, in materials, design, dimensions, color and finish.

Non-Historic and Replacement Materials

- Avoid installation of non-historic materials that would be considered remodeling.
- Maintain authenticity by avoiding installation of other historic materials that might have been used when the house was built – but were not.
- Avoid using replacement materials that attempt to imitate traditional ones and that have non-traditional textures.
- Use materials that can be sized to replicate historic materials dimensions and that can be painted.
- Select materials for the public, highly-visible façade and all visible and minimally-visible facades that are not vinyl or applied in the manner that vinyl siding is applied with moldings that keep the siding in place.

Wall Elements

- Recognize that small elements attached to walls, such as lighting fixtures, may not be historic character features but can be intrusive if not traditional in design and materials.
- Mount lighting fixtures in ways that limits damage to exterior wall material.
- Use traditional gutters and downspouts to convey water from the roof.
- Locate downspouts in their original locations or around the corner from the street-facing façade on the side wall.

EXTERIOR ASBESTOS SHINGLES

- **Asbestos is a material that must be handled with care.**
- **The standard advice for asbestos shingles on the exterior of buildings is to leave them in place.**
- **Asbestos shingles can be painted.**
- **Fiber-cement shingles have a very similar appearance to asbestos shingles and are an appropriate replacement material.**



CHAPTER 3: EXISTING SINGLE FAMILY RESIDENTIAL

ROOFS

Goals

- Maintain of historic character features of the original roof forms and materials.
- Avoid remodeling buildings with the use of roof materials different than those of the original.
- Preserve historic character chimneys.
- Provide framework for recreation of missing tower roofs.
- Retain historic character of smaller roof elements, including exposed rafters and purlins, braces, cornices, and treatment of overhanging eaves.
- Avoid installation of intrusive roof elements such as skylights, on other than flat roofs in highly visible areas.

Historic Character Features

- Roof shape, pitch and materials reflect the building type, time of construction and style of a residence.
- Complex roof forms generally are covered with one consistent roof material.
- Tower roofs with conical or dome shapes are often covered with a different material from the rest of the roof.
- Chimneys often have design features: corbeling, panels and decorative “chimney pots.”

- Parapets edging flat roofs often have elements conveying the style of the building.

Roof Basics

- When present, retain the historic materials, particularly those on highly visible locations.



1725 W First Ave: The Glover House has probably the most distinctive corbeled exterior brick chimney in the district.

- Repair and replace only damaged elements of unusual roofing materials, including clay tile, metal, and slate.
- Avoid remodeling residences with the installation of novelty or brightly colored roof coverings.
- Plan to use Architectural Shingles with more depth and texture similar to historic wood and slate shingles on roofs with large expanses of roof that are part of the character of the house if those materials were used historically.
- Plan to use conventional asphalt shingles in a neutral color on roofs whose surfaces are not important design elements.
- Maintain and repair roof edging and eave elements and replace any missing elements in-kind.

**Refer to Preservation Brief 4:
Roofing for Historic Buildings**

Roof Chimneys

- Recognize that some chimneys that rise from the roof are historic character features.
- Maintain materials of chimneys as other masonry elements, exposed and in good condition.
- When repair and limited reconstruction is necessary, recreate the form, height, corbeling, paneling and other character features of roof chimneys.
- Treat standard chimneys in minimally visible locations as important functional elements and maintain in good condition.

Recreation of tower roofs

- Consider the design and cost of any recreation of a tower roof project carefully.
- Use historic photographs of the house or similar houses in the district to plan the design of the tower and select traditional exterior materials.
- Avoid planning a “reinterpretation” of a tower roof as a remodeling of a historic character feature rather than base the new design on historic evidence found in the district.



Lowenberg-Roberts House, 1923 W. First Avenue: the house is capped with a complex roof composed of a hip roof with cross-gables on the north façade and west elevation, and a bellcast roof over the west elevation turret

Eaves of Sloped Roofs

- Retain all combined functional and ornamental elements of the eaves area: the underside of overhanging roofs, exposed rafter tails and purlin ends, brackets, assembly of trim boards called an entablature, and projecting elements as components of architectural style and historic character features.
- Avoid concealing deteriorated elements with thin sheet metal called “panning” or aluminum stock coil material. Instead, address deteriorated material and the cause of deterioration.

- Use existing elements as the sources for replacing missing ones in design, dimensions, and likely in material, although cast composite elements might be appropriate to use at the second story and above.
- Avoid redesigning architectural elements in these areas with the use of mass-produced elements that are not near replicas to historic elements.

Cornices

- Retain projecting cornices and all of their elements as important components of architectural style.
- Use existing elements as the sources for replacing missing ones in design, dimensions, and likely in material, although cast composite elements might be appropriate to use at the second story and above.

Dormers

Existing Dormers

- Retain visible components of dormers: walls, windows, small architectural elements and roofing as historic character.
- Retain contrasting wall material for dormer walls, if present in the historic building, and avoid applying roofing materials to dormer walls.
- Retain dormer roof shape and eave design.
- Retain any special windows in dormers.
- Follow guidance for windows replacement standards (see below) for dormer windows.
- Discuss whether dormer windows above the second story may be classified as not highly visible, depending on the distance from the street.
- Consider dormer windows in non-street-facing facades as minimally-visible or not-visible.
- Select dormer windows for conversion to egress points in least visible areas of the building and make minimal changes needed for egress.



New Dormers

- Plan to add new dormers to the uppermost story in non-visible and minimally-visible areas.
- Avoid planning new dormers for street-facing, highly visible roof slopes.
- Position new dormers towards the rear of the house on side-slopes of roofs.
- Select dormer siding and roofing materials to allow them to blend in with the historic elements of the house.
- Select window shapes and configurations that are traditionally used in dormers and that fill most of the dormer outward-facing.



Top: 2218-2222 W. Fifth Ave: Dormer on a polygonal bay roof
Left: 2301 W. Pacific Ave: building is capped with a cross-gable roof with narrow projecting eaves with bargeboards from which several cross gables and dormers

CHAPTER 3: EXISTING SINGLE FAMILY RESIDENTIAL

PORCHES AND ENTRANCES

Goals

- Maintain all intact historic porches and entrances as they are historic character features.
- Consider recreating as open porches those that have been removed or enclosed, as open porches were quite common in the district.
- Maintain historic materials at this highly-visible portion of houses.
- Avoid the remodeling of entrances and porches by removing them, enclosing them, or adding them where they did not historically exist.

Porches have a standard set of features that determine their character and should not be altered:

- Depth, width and height of the covered area
- Location of steps
- Foundation material supporting the floor
- Elements between the floor and the roof: posts and railings
- Porch roof shape and materials

Historic Character Features

The entrance to a residential property is always a historic character feature. It establishes or reinforces the style of the building and often uses high-quality materials that are experienced at and near eye level.

The entrance sequence for single-family houses in the Browne's Addition Historic District often includes a porch and an entrance.

- The porch, like a stoop, provides physical access to the entrance. **Porch** features include the design and materials of: steps, foundation, floor, balustrades, posts or columns; frieze below porch roof edge; and porch roof shape and materials.
- The entrance is where one enters the house. **Entrance** features include: surround (framing) design and materials; side and upper windows design and materials, and door design and materials.

Porch Basics

- Retain the historic components and materials of a porch, when present, if at all possible.
- Repair and replace only very deteriorated and damaged elements, retaining historic material when possible as condition is often varied due to location and exposure.
- Keep porch elements protective coatings – paint and stain – intact and use caulking to keep water out.
- Avoid the permanent installation of vinyl panels – solid or with clear panels – to enclose a porch unless the panels can be rolled and stored in a not-visible position

**Refer to Preservation Brief 45:
Preserving Historic Wooden Porches**

Reopening an enclosed porch

- Reopening an enclosed porch can be a rewarding way to restore the historic character of the property.
- Consider carefully how much of the porch to reopen and, if possible, return it to its historic configuration.
- For completely enclosed porches, determine if historic posts and other elements were left in place when the porch was enclosed and look for elements that may remain on the property. Reuse any remaining elements or use them as guides for replacement elements.
- For partially enclosed porches, use posts, brackets, railings and other elements in the open porch area as basis for the design of replacement elements.



1819 W 1st Avenue: porch reconstruction

PORCH RAILINGS

- **Porch railings were common in some porch designs and were omitted in others. Historic porch railings were lower than modern, pre-fabricated ones that are often 36" in height.**
- **Substitute materials may be acceptable in porch railings if the dimensions and design are appropriate for the building**
- **Porch Railing Building Code Requirements:**
- **When the porch floor is less than 30" above grade, there is no requirement for a handrail or a handrail of a specific height.**
- **If a handrail is required, consider how to maintain historic handrail height and add an additional, little-noticed railing above it to meet code requirements or contact the SHPO to see if code relief may be obtained.**

Recreating a Porch

When there is no evidence of an historic porch design, use one of these approaches:

1. Copy a porch design from a nearby house that has the same style and size of porch.
2. Use available millwork components or brick masonry to complete a simplified version of a porch appropriate for, and of the same size as, the historic porch.
3. Create a porch space of the historic size with neutral, unobtrusive components with the emphasis on recreating the porch, rather than its design.
4. Recreate a porch floor at its original height, if it has been removed, by using evidence on the building
5. Use tongue-and-groove flooring to help a recreated porch to complement the historic house.

Porch Floor and Steps

- Maintain traditional material in place for porch steps: stone, brick and concrete.
- Replace irreparable stone steps in kind or with neutral concrete steps.
- Maintain the historic configuration of steps.
- Maintain the handrail location or add handrails at the sides of steps.
- Maintain slight slope of porch floors for water runoff.
- Replace partial or entire individual pieces of tongue-and-groove porch flooring as needed and maintain as much historic material as possible.
- Keep wood floor and steps painted and use sand in paint or non-slip material on steps.
- Keep concrete flooring uncoated to avoid trapping moisture under waterproof coatings.

Porch posts

Wood porch elements are often original character-defining features but are also exposed to the elements. When maintenance has been intermittent, changes throughout Browne's Addition have included replacement with masonry, other wood elements, boxed-in square columns, or columns of composite materials.

- Repair wood porch posts or columns with small wood Dutchmen repairs and use epoxy to strengthen wood material, as appropriate, and keep painted.
- Select replacement posts or columns to replicate height, use of bases and caps, as well as form and style of original posts, if possible.

Masonry posts and post bases

- Keep original materials in place and repoint as needed.
- Maintain original aesthetic and technical components of mortar.
- Keep masonry unpainted to maintain and expose historic character materials in highly visible areas.

Porch Railings

- Porch railings historically were wood, stone or cast stone, and porch walls at railing height were brick or stone.



1728 W. First Ave: Three-quarter width front porch with round columns resting on wood paneled bases supporting a hip roof with decorative gable peak.

- Maintain the original design of porch railings as they were integral to the porch design.
- Consider using cast stone porch balusters to replace deteriorated stone balusters of similar design and the same dimensions.
- Consider using composite materials to replace wood porch railings if they will receive paint.
- Avoid taller porch railings as they alter the proportions of the design.
- Delay purchasing mass-produced railings and columns until after the issuance of a Certificate of Appropriateness.

Porch Ceiling

- Keep wood ceilings, often tongue-and-groove, painted or varnished.
- Maintain moldings and decorative trim elements at ceiling and entablature areas to keep historic materials exposed near eye level.
- Avoid installing overlay materials (metal or vinyl) that conceal historic materials and trap moisture.

Porch Amenities

Porch lighting and fans do not require review or issuance of a Certificate of Appropriateness.



2425 W Pacific Avenue: porch with Ionic columns and masonry foundation

***T*ips for planning a porch re-creation:**

- Historic Sanborn fire insurance maps show the size of historic porches.
- Be restrained with the use of millwork on a new porch as it will all have to be painted.



2208 W Pacific: The porch is constructed with cut-and-coursed basalt columns and railings supporting the shed roof with projecting exposed eaves.

Sun Porches and Second-Story Sleeping Porches

- Consider retaining portions of porches enclosed with windows as sun porches as an historic alteration.
- Select replacement windows for sun and sleeping porches that are appropriate for the style of the house and nature of the porch, using the Windows section of this document.
- Retain the traditional design of sun porches that have windows that are entire or partial window walls: use sash of one size; use a combination of operable and fixed units if desired; and avoid calling undue attention to the area.
- Retain the traditional design of sleeping porches on second stories that usually have consistent windows filling the upper walls above a low solid wall.

Entrance Basics

- Retain all historic elements of an entrance – framing and decorative components, windows if any, and door – as historic character features.
- Select a replacement door, if needed, in the appropriate style and with the appropriate extent of glazing for the age and style of the building.
- Retain historic doors, refinished if necessary, and re-glazed with clear glass if necessary.
- Retain decorative narrow side windows and transom or fan windows above doors as the framing, size, and decorative glazing are difficult to replicate.
- Keep all entrance elements rather than remove some, or add some, for a door of a different size.

ENTRANCE PITFALLS:

- **Doors of different style than the building.**
- **Purchase of mass-produced door or pre-hung door that cannot be used in historic opening.**
- **Removal of decorative wood framing elements and side windows.**
- **Not refinishing historic door for continued use.**
- **Failure to receive a building permit for replacing a front door and jamb.**

- Select storm and screen doors to be appropriate for the style and age of the house and door.
- Avoid use of glass blocks in an entrance assembly to replace window sash.



This home at 1915 W. Second was remodeled in 1936 and the original full-width front porch was removed and the entry portico was added.

CHAPTER 3: EXISTING SINGLE FAMILY RESIDENTIAL

WINDOWS

Goals

- Recognize that windows are one of the most important architectural features of a building and are a character element.
- Maintain the historic character of all windows in historic contributing buildings, particularly those in the special window category due to their distinct historic design and materials.
- Avoid replacing windows for energy conservation, as that is not necessary to control heat loss and there are other, more effective means to control heat loss.
- Avoid diminishing historic character and authenticity through the use of non-traditional window materials and windows of the wrong size for the opening.
- Maintain building fenestration, pattern of windows, with no additions or subtractions, except in minimally-visible and private locations.

Historic Character Features

Windows have several characteristics:

- Windows are openings of particular size and orientation vertically or horizontally.
- Window openings have frames that hold the sash in position and moldings that conceal the joints between sash and siding.
 - Frames have dimensions relating to the size of the opening and operation of the sash.
 - Moldings, including wood “brick molding,” have profiles that add shadows, depth, and interest to historic façades.

- Window sash has various characteristics:
 - Material
 - Dimensions and amount of glazing
 - Configuration (number of sash in an opening and divisions in the glass)
 - Operation: hung, casement, fixed, awning



Original wood windows at the home at 1722 W Riverside Ave.

**Refer to Preservation Brief 9:
The Repair of Historic Wood Windows**

Window Basics

- Retain historic wood sash windows as a high-quality, well-performing material that cannot be replaced in kind as new wood is not as strong and durable.
- Repair damaged sections of window sash and framing elements.
- Consider the use of storm windows for heat retention.
- Avoid remodeling by changing major characteristics of windows.
- Plan to replicate any special window through custom fabrication.
- Avoid converting a door to a window or a window to a door in highly visible locations as this alters historic character.

TRUE DIVIDED LIGHTS

- Windows are divided into small sections of panes – lights – by wood or metal muntins.
- Specific patterns of muntins are closely aligned with some architectural styles and are hence design elements.
- Windows with decorative muntin designs are “special windows” and should be retained as they are difficult and expensive to replicate.
- Muntins provide depth of profiles and shadow lines: historic character.
- Simulated divided lights with snap-in or sandwiched grids do not replicate the character of historic sash and do NOT look the same.
- Sash with simulated divided lights is not appropriate in historic buildings in highly visible locations.

Ways to reduce heat loss at windows:

- Use storm windows on the outside
- Seal all cracks around window frames that allow air and heat to leak out with caulking and weather-stripping
- Use interior curtains or install interior storm windows
- Explore whether double-glazed standard sash could be installed in existing window frames

Other ways to reduce heat loss

- Install insulation above ceilings in attic spaces and below floors in basements to provide barriers between heated and unheated spaces. Be sure to install insulation in the correct locations.
- Insulate exterior walls
- Improve efficiency of the heating system



WINDOW TERMINOLOGY

- Special window: units that have decorative muntin patterns; leaded glass; etched, opaque and colored glass; curved glass.
- Standard window: units that are common, basic glass held in a simple wood frame.
- Muntins: narrow strips of wood that hold small panes of glass that may be decorative or simple.
- Mullions: wider divisions, usually wood, that separate each sash in a grouped sash assembly.
- Light: the pane of glass held by muntins that are often counted do describe windows, as in one-over-one (lights) or six-over-one (lights)
- Operation: refers to various ways to open windows, as in sliding up a hung sash, pushing casement sash out to the side, and pushing out a lever to open awning sash.



Planning a window replacement project:

- Consider sash replacement only and retain and reuse window frames and any brick molding.
- Select replacement windows as you would any expensive item: compare companies, windows and prices.
- Retain and replicate the historic character features of the entire window and its sash.
 - Retain historic size and shape of the opening.
 - Select windows that fill the opening without making it smaller.
 - Select windows that do not require a second set of framing elements as this reduces glazed area.
 - Retain window moldings as significant historic character features that can be repaired.
- Replicate any wood brick molding that covers the joint between the window and wall with millwork that replicates the historic molding on the building or is a reasonably close alternative design suitable for the style of the building.
- Select window sash that replicate the characteristics of the historic:
 - Very similar size of the overall window as well as components: top rail, bottom rail, side rails and muntins so that glazed area is very close to what it was historically.
 - Select sash that has the frame dimension patterns of historic sash, such as taller bottom rails for hung windows and casement sash.
 - Select sash with the same configuration: number of sash in a group and number of lights in a sash.
 - Select sash that has the same operation – how a window is opened – or, if fixed, appears to have the same operation.

VISIBILITY MATTERS:

- Windows are important building elements positioned at and near eye-level.
- When windows are highly visible, as on a public street-facing façade, the material of the windows can be perceived: replicate the material of the historic sash as well as other design elements.
- When windows are visible on side elevations and are standard sash, alternative materials can be used if desired if all other aspects of the sash replicate the historic sash.
- When windows are minimally visible and standard in design, replicate the size, operation and configuration of historic sash; alternative materials can be used, and dimensions do not have to be as close to the original.

Use Visibility and Location to Determine Materials

At **highly visible** and **visible locations**, plan to replicate material or its character:

For wood windows use:

- Wood
- Metal clad wood
- Composite materials that replicate historic sash and can be painted

For metal windows use:

- Iron or aluminum

Replicate any special window that must be replaced with custom mill-work so that it matches the historic window in design, size, operation, configuration, materials, and dimensions.

At **minimally visible** and **not visible** locations of the building:

For wood windows use:

- Wood
- Metal clad wood
- Composite materials that can be painted
- Vinyl

At **private, not visible** locations:

- Windows can be of any material, configuration, and operation.
- Windows can be replaced and are not reviewed for appropriateness.
- Openings may be enlarged; openings may be blocked.
- Doors may be converted to windows and windows to doors.

KEEP IN MIND: Historic houses were built with one type of window sash and therefore materials were consistent from room to room. While these standards allow for the use of sash of replacement materials in minimally visible areas, seeing different kinds of window materials on the interior may not be visually pleasing.

Storm Windows

New and replacement storm windows:

- Consider retaining existing storm sash.
- Select wood or metal storm windows.
- Select configurations of storm sash that replicate that of the window sash – with a framing element in the location of a meeting rail or mullion of casement sash.
- Consider using removable interior storm sash for casement windows.

New Windows in Highly-Visible and Visible Locations

- Avoid disrupting historic fenestration with the addition of new windows.
- In some cases, a new window can be added to appear to be part of the historic arrangement of openings on a side elevation.

Blocking and Changing Window Openings

- Plan to maintain all window openings and sash in highly visible and visible areas.
- Windows in visible areas may be shortened in height from the bottom to accommodate a kitchen layout.
- Plan blocking window openings and changing the size of windows carefully in minimally visible areas

Skylights

- Avoid adding skylight openings in street-facing sloped roofs, both main and secondary roofs.
- Position skylights in minimally visible or not visible portions of the main roof.



Highly visible locations: avoid the selection of vinyl windows.

The limitations of vinyl windows in meeting historic district standards:

- Vinyl sash may not be available in historic dimensions and reducing the size of an opening to hold narrower or shorter sash is not appropriate.
- Vinyl sash does not replicate the dimensions of the taller bottom rail, has a flat appearance, often has meeting rails that do not meet, and true divided light designs are not available.
- Simulated muntins placed on the interior of the glass are not appropriate as they do not have the same appearance.

This home at 1901 W First Ave has had significant window replacement work on the primary facade. Due to the new openings, vinyl replacements and siding changes, the property is no longer considered contributing to the district.

CHAPTER 4: EXISTING MULTI-FAMILY RESIDENTIAL

EXTERIOR WALLS: FOUNDATIONS, WALLS, SMALLER ELEMENTS

Goals

- Maintain the historic character through exposed, well-maintained materials that are historic character features in highly-visible locations.
- Avoid coating of foundation materials rather than repair and maintenance.
- Repair and replace damaged areas of exterior siding materials.
- Guide selection of replacement materials and avoid use of non-appropriate imitative materials.

Historic Character Features

- Above-grade foundation materials related to time of construction and style of buildings.
- Exterior wall materials related to architectural style.
- Relationship between stone and brick masonry and mortar.

Exterior Basics

- Retain the historic materials, when present, particularly those on highly visible locations.
- Repair and replace only very deteriorated and damaged elements, as condition is often varied due to location and exposure.
- Avoid applying “technical fixes” or waterproofing coatings and masonry paint due to problems they can introduce; instead repair and maintain masonry using traditional techniques.
- Avoid remodeling a building by replacing exterior wall materials with other kinds of materials and characteristics.

Foundations

- Maintain mortar in good condition to protect stone foundations.
- Repoint foundations as needed with appropriate mortar that replicates the style, texture and color of historic mortar.
- Avoid applying parging coats or swaths of mortar rather than repairing or replacing brick and stone.
- Maintain concrete foundations in their original conditions and unpainted.
- Address problems before applying a parging coat if necessary, to a concrete foundation, maintaining the natural concrete color and texture to replicate its original character.
- Avoid introducing non-traditional stone and brick colors to foundations through parging and painting.

Raised foundation/basement features

- Maintain window openings and sash in raised basements.
- Avoid use of glass block in basement windows on public, highly-visible facades.
- Avoid re-grading to create a walkout basement in a visible location.

Refer to [Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings](#)

Exterior Wall Materials

Non-Masonry

- Maintain exterior wall materials as historic character features, including trim elements: corner boards, fascia boards and trim pieces.
- Repair damaged sections of materials in-kind – replicating the dimensions, materials, and finish of the historic material.
- Consider in-kind replacement materials, if necessary.
 - Replicate the dimensions, design and finish of materials.
 - Avoid changing the reveal – how much you can see – of wood siding and shingles.
 - Consider replicating the material, particularly at highly-visible and eye-level locations, where it is easy to see what the material is.



EXTERIOR ASBESTOS SHINGLES

- **Asbestos is a material that must be handled with care.**
 - **The standard advice for asbestos shingles on the exterior of buildings is to leave them in place.**
 - **Asbestos shingles can be painted.**
 - **Fiber-cement shingles have a very similar appearance to asbestos shingles and are an appropriate replacement material.**
- Consider non-historic materials if they replicate dimensions and finish of the historic materials. Finish means materials that accept paint for wood alternatives.
 - Select materials that do not attempt to imitate wood grain, as wood grain is usually concealed with finishes when applied to the exterior of buildings.
 - Apply replacement materials to maintain the same relationship to window frames and other trim elements to avoid non-historic appearing flat facades. This may require the removal of existing materials.

The Kellner's Flats apartment building at 1617 W Pacific Ave retains wood clapboard siding and sits on a raised basalt foundation.

Masonry

- Plan repointing projects to replicate mortar in-kind and not change character of the masonry.
- Use recommended mortar for type of material and exposure.
- Avoid eye-catching repointing using poorly matched mortar.
- Employ experienced masons who can prepare joints, match and mix mortar, and replicate style of mortar placement.

Chimneys

- Recognize that exterior chimneys are historic character features of exterior walls.
- Maintain materials of exterior chimneys as other masonry elements, exposed and in good condition.
- Recognize that some chimneys that project through the roof convey architectural style and maintain as historic character features.
- Treat standard chimneys in minimally visible locations as important functional elements and maintain in good condition

Half-Timbering

- Recognize half-timbered walls as assemblies of wood boards embedded into stucco areas that may require frequent maintenance.
- Maintain historic pattern and dimensions of wood elements, and perhaps uneven surface.
- Maintain historic texture and color of stucco.
- Replicate in-kind if necessary, in materials, design, dimensions, color and finish.

Non-Historic and Replacement Materials

- Avoid installation of non-historic materials that would be considered remodeling.
- Maintain authenticity of the historic design by avoiding installation of other historic materials that might have been used when the house was built – but were not.
- Avoid using replacement materials that imitate traditional ones and that have non-traditional textures.
- Use materials that can be sized to replicate historic materials dimensions and that can be painted.
- Select materials for the public, highly-visible façade and all visible and minimally-visible facades that are not vinyl or applied in the manner that vinyl siding is applied with moldings that keep the siding in place.



This multi-family apartment building at 1714 W Pacific is clad with stucco that has been applied over the original brick; that, combined with complete window replacement, has resulted in its non-contributing status.

Wall Elements

- Recognize that small elements attached to walls such as lighting fixtures may not be historic character features but can be intrusive if not traditional in design and materials.
- Use traditional gutters and downspouts to convey water from the roof.
- Locate downspouts in their original locations or adjacent to the street-facing façade on the side wall.
- Mount lighting fixtures in ways that limit damage to exterior wall material.



MASONRY

- **Masonry consists of solid units – brick, stone, or terra cotta – and mortar that joins the units.**
- **Mortar is both a technical and design element of a masonry wall.**
- **Mortar is the weaker, more porous component and allows moisture to move out of the building.**
- **The color, texture, and placement, the style of the mortar, are part of the historic character of masonry.**
- **Portland cement mortar is not appropriate for historic masonry elements because it is too hard and may damage the structure over time.**

Refer to [Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings](#) for technical guidance

The Marlboro Apartments at 180 S. Cannon Street is an elegant masonry building accentuated with arched window lintels with key-stones, raised frieze trim, and a projecting terra cotta belt course.

CHAPTER 4: EXISTING MULTI-FAMILY RESIDENTIAL

ROOFS

Goals

- Maintain the historic character of original roof forms and materials.
- Avoid remodeling buildings with the use of roof materials different than those of the original.
- Retain parapets surrounding flat roofs in original dimensions, configuration and materials.
- Retain smaller roof elements on pitched roofs.
- Avoid installation of intrusive roof elements such as skylights, decks on other than flat roofs.

Historic Character Features

- Roof shape, pitch and materials reflect the building type, time of construction and style of a residence.
- Parapets edging flat and low-pitched roofs serve as visual terminations of the façade and protect flat roofs.

Roof Basics

- When present, retain the historic materials, particularly those on highly visible locations.

- Repair and replace only damaged elements of unusual roofing materials, including clay tile and slates.
- Plan to use conventional asphalt shingles in a neutral color on roofs whose surfaces are not important design elements.
- Maintain and repair roof edging elements and replace any missing elements.
- Recognize that parapets are both wall and roof elements, as they are the termination of the walls that edge flat roofs.

- Retain historic configuration of parapets as they have important functional and aesthetic functions.

Eaves of Sloped Roofs

- Retain all combined functional and ornamental elements of the eaves area: the underside of overhanging roofs, exposed rafter tails and purlin ends, brackets, assembly of trim boards called an entablature, and projecting cornice elements as components of architectural style and historic character features.

- Avoid concealing deteriorated elements with “panning” or aluminum stock

coil material rather than addressing deteriorated material and the cause of deterioration.



The Italian Renaissance style apartment building at 2306 W Pacific Avenue stands three stories tall in a rectangular plan that is capped with a flat roof edged with parapets exhibiting a dentilated cornice

- Use existing elements to replace missing ones in design, dimensions, and likely in material, although cast composite elements might be appropriate to use at the third-story and above
- Avoid redesigning architectural elements in these areas with the use of mass-produced elements that are not near replicas to historic elements.

Parapets

- Retain all parapets, the low walls rising above flat or nearly flat areas of roofs as architectural features.
- Rebuild any missing areas of parapets to the original height using in-kind materials.
- Maintain a water-shedding terminating element at the top edge – a coping – and replace in-kind with masonry or other material.
- Avoid replacing parapet coping with sheet-metal bent to fit the wall.
- Avoid redesigning parapets with the use of additional materials, decorative elements, or change in height.

Cornices

- Retain projecting cornices and all of their elements as important components of architectural style.
- Use existing elements to replace missing ones in design, dimensions, and likely in material, although cast composite elements might be available and appropriate to use at the third-story and above.

Flat Roof Elements

- Retain roofline with no upward projecting elements if possible as many apartment buildings do not have elevators and shaft enclosures rising above flat roofs.

- Position any new equipment or shaft enclosures in not-visible or minimally-visible locations.
- Plan any roof amenities, as decks with lighting, to be minimally-visible or not-visible from adjacent sidewalks.
- See Additions (Chapter 5) for standards for adding usable space on the roof.

Dormers

See Single-Family Residence (Chapter 3) Roof Section for Standards for Dormers



The Renaissance Revival style Elm Apartments at 1905 W Second Avenue stands three stories tall and is capped with a flat roof with projecting eaves and a prominent stone cornice.

CHAPTER 4: EXISTING MULTI-FAMILY RESIDENTIAL

ENTRANCES

Goals

- Maintain the historic character of all entrances.
- Maintain historic materials at this highly-visible portion of buildings.
- Avoid the remodeling of entrances.
- Provide guidance for designing increasing accessibility at an entrance.

Historic Character Features

The entrance to an apartment building is always a historic character feature. It establishes or reinforces the style of the building and often uses high-quality materials that are experienced at and near eye level.

- Apartment building entrances are often recessed with an exterior vestibule rather than a porch to shelter the entrance and may have steps and a handrail.
- Often, entrances exhibit high-quality materials for wall materials, doors, hardware, signs and mailboxes.
- The entrance likely consists of a surround (framing) with character-defining design and materials, including side and upper windows and doors.
- When there are steps to the entrance, their design and material are historic character-defining features.

Entrance Basics

- When present, retain the historic components of the entrance if at all possible.
- Repair and replace only deteriorated or damaged elements, retaining historic material when possible, as condition is often varied due to location and exposure.

- Retain exposed exterior vestibule walls and maintain them as exterior materials.
- Retain exterior vestibule flooring, which likely is historic masonry material.
- Retain exterior vestibule ceiling as historic material and without lowering its height.
- Retain historic lighting fixtures, signs, mailboxes, even if not in use.



The entryway of the Avenida Apartments at 2009 W Pacific remains unaltered.

Entrances and Doors

- Retain all elements of the entrance – framing and decorative components, windows if any, and doors – as historic character features.
- Retain doors and replace in kind – materials, extent of glazing, configuration – if necessary.
- Retain historic doors, refinished if necessary, and re-glazed with clear glass if necessary.
- Retain decorative narrow side windows and transom or fan windows above doors as the framing, size, and decorative glazing are difficult to replicate.
- Keep all entrance elements rather than remove some, or add some, for a door of a different size.
- Select storm and screen doors appropriate for the style of the building and door.
- Install awnings appropriate in scale, made of canvas, and traditional in design with a front slope and avoid newer forms and materials and designs that are overly conspicuous.
- Install entrance canopies of traditional design and materials, in a pleasing scale for the entrance.

Guidance for Creating Accessibility

- Plan accessibility projects with a professional knowledge about the range of solutions so that the design of the project considers alternatives.
- Consider changing grade of pavement to eliminate one step.
- Design any ramp to be as integrated into the design of the entrance and its landscaping as possible.

- Select ramp railings to coordinate with the style of the building and materials of the entrance.
- Redesign entrance configuration to provide a wider opening, while retaining as much of the historic configuration as possible.



The entryway of the apartment building at 2230 W Pacific has a mix of historic and modern elements.



Left: The Buckman Apartment building at 1824 W First Ave features a distinctive entryway with multi-colored patterned brick and original door and windows.

CHAPTER 4: EXISTING MULTI-FAMILY RESIDENTIAL

WINDOWS

Goals

- Recognize that windows are one of the most important architectural features of a building and are a defining element of historic buildings.
- Recognize that in some styles of apartment buildings, including Minimal Traditional, windows contribute significantly to historic character as there are few other architectural elements.
- Maintain the historic character of all windows in historic contributing buildings, particularly those in the special window category due to their distinct historic design and materials.
- Avoid replacing windows for energy conservation, as there are other, more effective means to control heat loss.
- Avoid diminishing historic character and authenticity through the use of non-traditional window materials and windows of the wrong size for the opening.
- Maintain building fenestration with no additions or subtractions, except in minimally-visible and private locations.

Historic Character Features

- Apartment buildings are more likely to have fenestration patterns related to the interior layout of units and perhaps a special, larger stair-hall window.
- Windows are likely to be uniform throughout the building in material, design, and operation, per location in the unit and hence uniformity is a historic character feature.

- Windows have several characteristics:

- Windows are openings of particular size and orientation vertically/horizontally.
- Window openings have frames that hold the sash in position and moldings that conceal the joints between sash and siding.
- Frames have dimensions relating to the size of the opening and operation of the sash.
- Moldings have profiles that add shadows, depth, and interest to the historic façade.



The duplex at 142-144 S. Poplar Street retain original wood 1:1 double hung windows.

- Window sash has various characteristics:
 - Material
 - Dimensions and amount of glazing
 - Configuration (number of sash in an opening and divisions in the glass)
 - Operation: hung, casement, fixed, awning

See Chapter 3: Single Family Residential Windows for more information on windows.

Window Basics

- Retain historic wood sash windows as a high-quality, well-performing material that cannot be replaced in kind as new wood is not as strong and durable.
- Repair damaged sections of window sash and assemblies.
- Consider the use of storm windows for heat retention.
- Avoid remodeling by changing major characteristics of windows.
- Plan to replicate any special window through custom fabrication.
- Avoid converting a door to a window or a window to a door as this alters the historic character.

Planning a window replacement project:

- Consider sash replacement only and retaining and re-using window frames and brick molding.
- Consider more than one vendor for the specific characteristics necessary in replacement windows.
- Retain and replicate the historic character features of the entire window and its sash.
 - Retain historic size and shape of the opening.

- Select windows that fill the opening without any blocking down at the top, bottom or sides.
- Select windows that do not require a second set of framing as this reduces the glazed area.



Windows at the small apartment building at 1908 W Second Avenue have been changed to internal grid vinyl sash. The impact of these inappropriate windows is heightened on such a small building.

Use Visibility and Location to Determine Materials

At highly visible and visible locations, plan to replicate material or its character:

For wood windows use:

- Wood
- Metal clad wood
- Composite materials that replicate historic sash and can be painted

For metal windows use:

- Iron and aluminum

Replicate any special window that must be replaced with custom millwork so that it replicates the historic window in design, size, operation, configuration, materials, and dimensions.

At **minimally visible** and **not visible** locations of the building:

For wood windows use:

- Wood
- Metal clad wood
- Composite materials that can be painted
- Vinyl



The apartment building at 2325 W. Second Avenue retains original aluminum sliding windows.

At **private, not visible** locations:

- Windows can be of any material, configuration, and operation.
- Windows can be replaced and are not reviewed for appropriateness.
- Openings may be enlarged; openings may be blocked.
- Doors may be converted to windows and windows to doors.
- Select window sash that replicate the characteristics of the historic:
 - Very similar size of the overall window as well as components: top rail, bottom rail, side rails and muntins so that percent glazing is very close to the historic amount.
 - Select sash that has the frame dimension patterns of historic sash, such as taller bottom rails for hung windows and casement sash.
 - Select sash with the same configuration: number of sash in a group and number of lights in a sash.
 - Select sash that has the same operation or – if fixed – appears to have the same operation.

Fenestration in **private, not visible** facades:

- Windows can be replaced and are not reviewed for appropriateness.
- Openings may be enlarged; openings may be blocked.
- Doors may be converted to windows and windows to doors.

Storm Windows

New and replacement storm windows:

- Select wood or metal storm windows.
- Select configurations that replicate that of the window sash – with a framing element in the location of a meeting rail or mullion of casement sash.
- Consider using interior storm sash for casement windows.

Consider Balcony Doors as Windows

- Recognize that multiple doors and door and window combination that provide access to private balconies are historic character features similar to windows on public street-facing facades.
- Consider the visibility of balcony doors on other visible facades in terms of consistency.
- Retain design, materials and configuration of doors, if replaced, at public-street-facing façades.
- Maintain uniformity of balcony doors at all visible locations.



This small apartment building at 6 S. Oak Street retains original wood casement windows.

Window plans for condominiums or large apartment buildings

- Plan a major window replacement project with pre-approval of identical sash and balcony doors, if present, for each unit to maintain uniformity in apartment building sash, particularly on public, street-facing façades.
- Obtain approval for the window replacement project and make sure the replacement plan is followed.

New Windows in Highly-Visible and Visible Locations

- Avoid disrupting historic fenestration with the addition of new windows.
- In some cases, a new window can be added to appear to be part of the historic arrangement of openings.
- In some cases, new windows can be added on an elevation to light a stair hall or similar area.

Blocking Window Openings

- Plan to maintain all window openings in highly visible and visible areas.
- Windows in visible areas may be shortened in height from the bottom to accommodate a kitchen layout.
- Plan blocking window openings and changing the size of windows carefully in minimally visible areas.

Skylights

- Avoid installing skylight openings in street-facing sloped roofs: main or secondary roofs.
- Position skylights in minimally visible or not visible portions of the main roof.

CHAPTER 5: DISTRICT-WIDE GUIDELINES

PAINT AND USE OF COLOR

Goals

- Allow property owners to paint traditionally-painted materials in colors they select.
- Avoid visually disruptive use of color by providing some guidelines.
- Retain the inherent original color in all masonry materials.
- Avoid the painting of masonry materials – brick, stone, terra cotta, cast stone – that should not be painted for both technical and historic character reasons.

Paint and Color Basics

- Historically, paint color was derived from mineral pigments and these natural, earth-toned colors remained in common use in the built environment.
- Many cities do not review and approve paint colors used for painted portions of buildings. The HPO is adopting this practice for the Browne's Addition Historic District, although individually listed properties on the Spokane Register do go through paint color review.
- The fact that paint is a relatively short-term presence in the historic district supports this approach to not approve the color of paint.
- Retaining the inherent color of masonry materials exposed and unpainted is critical as they are historic character features and can be harmed by the application of paint and other coatings.
- Use the correct type of exterior paint for the material to be painted.

USING TRADITIONAL PAINT COLORS

- **Traditional paint colors are derived from mineral pigments, natural materials.**
- **These same colors appear in the various shades of brick.**
- **Historic paint catalogs present small samples of these colors and are good references. The Northwest Museum of Arts and Culture archives has a set of historic paint color samples in a Dutch Boy Paint publication (ca. 1929).**
- **The Sherwin Williams Company's Exterior Historic Colors are appropriate for many buildings, particularly those built in the 1910s-1930s.**

Paint, Stain and Coating Review

- Apply for a COA for the application of paint if a property owner desires to paint an unpainted surface.
- Select and apply paint or stain without applying for a COA on traditionally coated materials:
 - wood;
 - substitute materials that receive paint;
 - stucco;
 - some metal elements, such as porch railings.

- Consider using consolidating materials such as epoxy and water-proofing coatings only on material that is in active deterioration, and then, with caution, as such coatings can trap moisture and create laminated sections of materials and cause more damage.
- Plan to repair cracks and apply paint on stucco rather than an additional layer of plaster or mortar, called parging.



USING PAINT TO HIGHLIGHT THE DETAILS ON QUEEN ANNE HOUSES

- After a period when many Queen Anne Houses were painted white or one color, the use of several colors to accentuate ornamental details began in San Francisco during the 1960s, popularized by the term “Painted Ladies.”
- Some property owners have used paint to highlight architectural details in Browne’s Addition and these standards support the freedom to select paint colors and design color schemes.

Paint color selection tips:

- Traditional paint colors are derived from mineral pigments, natural materials.
- These same colors appear in the various shades of brick.
- Historic paint catalogs present small samples of these colors and are good references. The Northwest Museum of Arts and Culture archives has a set of historic paint color samples in a Dutch Boy Paint publication (ca. 1929).
- The Sherwin Williams Company’s Exterior Historic Colors are appropriate for many buildings, particularly those built in the 1910s-1930s.

Colors to avoid on the exterior:

- Black as it absorbs heat and will fade.
- Bright tropical colors that don’t seem to fit in Spokane.
- Pastel colors that don’t fit with the medium to dark values and saturated colors of traditional masonry colors.
- Colors that are inharmonious with existing masonry colors.

CHAPTER 5: DISTRICT-WIDE GUIDELINES

SITE AND LANDSCAPING

Goals

- Maintain the historic character of the district with traditional landscape elements and do not introduce intrusive elements.
- Maintain the historic pattern of curb cuts and driveways as secondary elements of residential properties and streetscapes.
- Maintain traditional ratios of vegetation and buildings and paved areas.

Historic Character Features

- The historic urban residential pattern incorporates a mature tree canopy and other plantings that provide variety in the vegetation and shade for people and enhance the experience of walking in the neighborhood.
- Concrete on-premises walks connect public sidewalks and entrances of both houses and apartment buildings.
- Buildings built as single-family houses provide for automobiles with curb cuts, narrow driveways and garages.
- Apartments provide for automobiles with curb cuts and parking lots, carports, and garages.
- Few fences divide the front and side lawns of properties in the district.
- The remaining brick streets in the district document the appearance of historic streets.

Fences

- Recognize the historic pattern of few fences separating front yards in the historic district.
- Plan fence projects in compliance with the City of Spokane's Fences Residential Zoning guide.
- Plan open fencing at the 42" height in front of the building.
- Plan for 6-foot privacy fencing at lot perimeter behind the public façade of the house.
- Avoid using fencing to recast the character of the property, as in adding a grand masonry pier-framed front gate.
- Consider traditional materials for walls and fencing in the historic district: masonry walls; masonry pier and metal panel fences; metal fences; and wood privacy fencing.
- Avoid use of imitative materials such as shiny vinyl as inauthentic components of the historic district in highly-visible, public areas and limit their use to minimally visible and not visible locations.
- Avoid use of chain-link fencing as open fencing in front yards it was not used historically in that location.

Hardscape

- Keep and maintain historic hardscape features in highly-visible areas, in particular stone retaining walls
- Keep and maintain the traditional ratio of paved on-premises paths and building to lawn and vegetated areas.

- Use traditional materials for on-premises sidewalks and hardscape. Use concrete unless there is evidence of brick or stone paving.
- Plan new exterior hardscape amenities, such as patios, water features, pergolas, and gazebos in minimally visible, private locations of the property.
- Avoid using hardscape design to suggest an inauthentic historic feature or changing the character of the historic setting.

Small Lawn Features

- Install sculpture, fountains, and other artistic elements without review for a Certificate of Appropriateness.

Vegetation

- Maintain approximately 70-80 percent of the area of the property not covered by the building as vegetation to approximate traditional patterns.
- Carefully select areas for Xeriscaping that mostly maintains historic district lawn patterns.
- Install all vegetation without review for a Certificate of Appropriateness.
- Consider maintaining the historic urban canopy of Browne's Addition by maintaining trees on each property and planting new ones.



Left: The home at 2128 W. Second Avenue has some lawn ornamentation such as a front yard fountain.

Bottom: The Patsy Clark Mansion at 2208 W. Second Avenue has hardscape in planter edging and paths; as well as vegetation in the form of lawn and flower gardens.



CHAPTER 5: DISTRICT-WIDE GUIDELINES

NEW ELEMENTS: ENERGY GENERATION, COMMUNICATIONS EQUIPMENT, TRANSPORTATION ACCESS

Goals

- Afford possibilities for incorporating elements necessary and desired for urban life into the district.
- Recognize that features such as solar panels communication and utility elements can be technically visible in historic districts without altering its overall historic character but cannot be visually intrusive.
- As a historic transit-oriented neighborhood, allow for the presence of public transportation and access facilities in the district without design review by the HPO.
- Balance competing goals of retaining historic character with the presence of features that represent other environmental interests.

New Element Basics

- Consider the degree of visibility and placement when planning to install new elements in historic districts.
- New types of installations shall not be considered to be intrusive in the historic district unless they constitute a dominant pattern of conspicuous elements.

Solar Panels

- Plan a solar panel installation that minimizes visibility of the panels by:
- Using rear-sloping roofs and garage roofs if possible;
- Using the rear portion of side-facing roofs;

- Avoiding street-sloping roofs;
- Avoiding placement on porch and dormer roofs;
- Placing panels on flat roofs.

Plan a solar panel installation that minimizes visual intrusion by:

- Using regular rectangular forms for grouped panels;
- Installing panels as close to and parallel to a roof slope;
- Avoid considering new properties devoted to solar generation, such as a lot-sized solar panel installation.



An example of solar panel placement on an historic house in San Francisco.

CHAPTER 5: DISTRICT-WIDE GUIDELINES

ADDITIONS

Goals

- Maintain the historic character of the building by ensuring that its original plan and massing are evident.
- Maintain the historic portion of the building as dominant in perceptions of the property through the use of secondary additions.
- Provide guidance for the design of additions that balance both compatibility and differentiation.
- Provide guidance for the design of replacement or new exterior access staircases.
- Provide guidance for the siting and design of new garages.

Additions Basics

- Plan additions to be not highly-visible changes to a contributing property.
- Consider the most important determinations of appropriateness for new additions to be location and scale.
- Design and materials can increase or decrease the appropriateness of an addition.

Location and Scale for Additions

- Plan an addition to be located adjacent to a rear, private elevation or the rear of a visible side elevation and to be minimally visible in the district.

- Locate an addition on a side elevation at the rear of the building, leaving the front third of the original wall exposed.
- Design an addition at a scale that is secondary to the historic building so it would be slightly lower in height and smaller in footprint.



This house at 1721 W. Riverside Avenue had a large addition added at some point in the past.

- Plan an addition's massing to avoid significant contrast.
- Avoid introducing non-traditional materials in visible areas of the addition.
- Consider common traditional extensions of historic residences, such as sun porches and sleeping porches on the second story, as the inspiration for the design of additions.

Materials and Design for Additions

- Design an addition that is more compatible than differentiated in design if most of it is visible in the historic district.
- Design an addition in materials that replicate, or are quite similar to, those of the historic building, considering slight differences, such as in the exposure of lapped siding or brick color or texture.

- Consider using a simplified version of the style of the historic building for an addition.
- Consider varying the grouping of windows of similar scale to provide compatibility but not introducing significantly different fenestration in visible areas.
- Avoid introducing non-traditional materials in visible areas of the addition.

Exterior space additions

- Plan for new decks, porches, balconies, pools, and other amenities to be located in private and the least visible portion of the property.
- Plan for these types of additions to be not visible in the district to avoid the need for design and materials review.



This garage at 2425 W. Pacific Avenue appears to have been added in 1954 according to building permits.

- Plan for the review of exterior additions that are minimally visible in terms of scale, location and materials.

Exterior Stairs

- Maintain existing exterior access stairs to upper floor rental units if needed; remove stairs if no longer used.
- Plan to replace access stairs in ways that minimize their visual presence through location, scale and materials.
- Place stairs in locations that minimize their visibility.
- Design stairs to be steps and landings only and do not incorporate any exterior amenity space, if not located on a private, rear facade.
- Use materials and color to help the stairs not stand out against the building to which they are adjacent.

Garages

- Maintain historic garages that contribute to the historic character of the property.
- Site new free-standing garages at the rear of the property or at least behind the residence.
- Site attached garages to the rear, non-visible portion of the historic building. Garages that are attached to a contributing historic building will be treated as an addition.
- Site a garage so that no more than two garage bays are visible from the street.
- Design a garage as a traditional, one-story non-intrusive building with a gable roof, single siding material, garage doors, people door, and windows.

- Design a garage with occupiable space on the upper level to be in scale with lot, sited as other garages, and compatible with the primary residential building on the property.
- Use one of these approaches:
 - Maintain height and scale of an historic two-story carriage house but avoid replicating aspects of the main building
 - Design the building to be perceived as a contemporary garage with apartment above.
- Consider using a simplified treatment of the historic style of the main house using roof type, materials and color to minimize intrusiveness.
- Garage construction shall be treated as new construction and requires a COA.

Storage Sheds, Chicken Coops and Other Sheds

Select a location in a place that is not visible or minimally visible.

Secondary Living Units

- Site new building at the least visible portion of the property to not significantly impact the historic building or streetscape.
- Design the building to be in scale with the lot and compatible with, yet secondary to, the primary residential building on the property.
- Design the building within the framework for evaluating new construction in the historic district, Chapter 7.



The carriage house at 2003 W. Riverside is an early example of an accessory dwelling.

CHAPTER 5: DISTRICT-WIDE GUIDELINES

USE OF COMPOSITE BUILDING MATERIALS

Basics

- Composite building material are those that are engineered for performance in exterior applications and often comprised of several materials.
- The composite building materials field is dynamic and will offer new products over time that property owners will want to consider as appropriate for use in historic districts.
- Composite materials have many attributes as exterior building materials – lightweight and durable, for instance. While those attributes may be good, they do not outweigh other considerations for use on historic buildings.

For many years, the use of molded fiberglass or other polymer materials for small elements of – and even sections of – cornices have been acceptable as the design and dimensions of the pieces are “in-kind.”

When considered for use on historic buildings, composite materials of various types must be evaluated in terms of:

- Ability to be cast, extruded, and stamped to replicate historic elements in design and dimensions
- Ability to have a finish that does not have a shine, false grain or other texture, or other characteristics that readily identify it as a non-traditional material
 - Historically all exterior wood elements were finished with an opaque stain or paint.
 - Both finishes conceal the presence of wood graining and have a smooth, not-textured finish.
 - Any original sheen on exterior paint and opaque stain quickly weathers to a less shiny state.

Avoid the use of composite materials used for elements of porches that must be installed with visible brackets, rather than by the traditional inset joints of wood elements.

Consider composite materials only if they can be painted with exterior or house paint and installed without visible joints, are of appropriate design and dimensions, and in consultation with HPO staff.

**Refer to [Preservation Brief 16:](#)
The Use of Substitute Materials on Historic Building Exteriors**



Notice what some composite siding materials look like (above). The false graining is not historically appropriate. The house below has wood clapboard siding which would have originally been sanded smooth and painted, concealing the grain.

CHAPTER 6: NON-CONTRIBUTING BUILDINGS

Goals

- Keep non-contributing buildings as compatible elements in the historic district.
- Provide owners of non-contributing buildings a range of options for building management without increasing the visual presence of such buildings in the district.
- Avoid the partial remodeling of non-contributing buildings.



The townhouse style condominiums on Fourth Avenue were constructed in 2007 and are therefore outside of the period of significance for the district.

Compatibility Basics: Non-Contributing Buildings Built after 1950

- Proposed changes to non-contributing buildings will be compatible if they do not result in incompletely remodeled buildings or introduce elements that are visually intrusive.
- Non-contributing buildings in the Browne's Addition Historic District in 2019 tend to be in their original conditions in terms of design and materials, although some buildings have replacement siding and windows.
- These buildings are coherent designs representing residential preferences, primarily of the 1950s through the 1970s.
- These buildings tend to be compatible with the historic, contributing buildings in the district due to their siting, scale and materials.
- Owners can choose to retain these buildings as designed, update them, or replace them as they do not contribute to the historic significance of the district.

That said, they should not be altered in ways that make them less compatible and more intrusive in the district.

Project Planning

- Consider retaining the original design intact as it is likely compatible with its surrounding environment in the district.
- Consider a renovation:
 - Complete repainting or residing of the exterior walls for a new exterior appearance
 - Updating amenities: i.e., new balcony railings and access doors; or

- Replacing all window sash.
- Consider a featured update:
 - New enhanced shelter or updated design for the main entrance.
 - Better shelter between parking and rear entrances.
 - Landscaping.
- Review the Standards for New Construction so that renovating and updating projects maintain the goals of visual compatibility and contemporary design.

Compatibility Basics: Non-Contributing Historic Buildings Due to Loss of Integrity

- Proposed changes to non-contributing historic buildings due to loss of historic character should not further their incompatibility in the historic district. On the other hand, changes that reverse loss of historic character elements are welcome to enhance the sense of compatibility.
- Proposed changes are compatible if they are grounded in the architectural vocabulary of the historic district and do not introduce a false sense of history through redesign.

Project Planning

- Use the guidance in Chapters 3 and 4 to design elements and select materials that are appropriate for the building type and district.
- Plan on working within the original building type and style of the building and avoid remodeling the building.



2318 W Third Avenue does not contribute to the Browne's Addition Historic District due to extensive modifications over time, such as replacement siding and windows, and front porch modifications.

- Use well-planned exterior changes to correct loss of historic character to the building plan, exterior materials and windows.
- If desired, improve exterior historic integrity to the point where a building can be categorized as contributing and use incentives programs.

CHAPTER 7: NEW CONSTRUCTION

Design review of new construction in historic districts has a particular goal: new buildings designed to fit into – or are compatible with – the historic streetscapes of the district. Because the “sense of place” is a characteristic of an historic district, how that environment changes with new construction matters because it is a permanent change in the district.

Compatibility Basics: Context Sensitive Design

The field of historic preservation has long used the concept of “context sensitive design” but uses the term “compatible.” Designing for a specific site within the historic district allows for compatible new construction in one spot that may not be suitable for another site within the district. Architects will need to think carefully about how the new building fits in with the immediate surroundings as well as the neighborhood as a whole.

This concept of compatibility is spelled out in the National Park Service’s Secretary of Interior’s Standards for the Treatment of Historic Properties. That set of standards includes The Standards for Rehabilitation that are the basis for the Browne’s Addition Historic District Design Standards and Guidelines. This guidance uses the term “compatible” in both the technical sense – as in not introducing incompatible materials – as well as in the visual terms like massing, scale and set back. The guidance notes that compatibility can be achieved with various design solutions.

It is important to note that “compatibility” is not “comparability.” Compatibility can be defined in terms of the absence of conflict; in more casual and visual terms, it can mean being a good neighbor in that a building “fits in.” Comparability is a very close state of compatibility, in that the two things have enough in common that they can be compared meaningfully. The common phrase “don’t compare apples to oranges” refers to real differences.

Apples are not oranges, but they are compatible in the fruit bowl. Compatibility may incorporate comparability – which in the built environment can include some form of replication.

Approximately twenty-five percent of the properties within the Browne’s Addition Historic District are non-contributing and these properties could be redeveloped. The built environment in the historic district will change over time, but the historic, contributing buildings

will continue to provide the underlying historic character for the residential area.

In order to encourage creative design solutions within Browne’s Addition, a design framework and compatibility scoresheet were created. This approach is open ended rather than

CITY ZONING FOR BROWNE’S ADDITION

Design review in historic districts does not address land use. Most of Browne’s Addition Historic District is in the City’s RHD (Residential High Density) Zoning category, one that reflects its historic development and continuing use.



prescriptive. In a nutshell, we are not going to tell you how to design a building for the district. There are no requirements for flat roofs or pitched roofs – but if the surrounding buildings all have pitched roofs, the new building will score higher if a pitched roof is incorporated into the design. The framework for context-sensitive new construction is firmly grounded in compatible contemporary design: design that is clearly of the 21st century and doesn’t try to fool the viewer into thinking that it might be historic, but at the same time, it still fits into the historic district as compatible design.

This is how it will work: architects propose new designs. The Design Review Committee of the Spokane Historic Landmarks Commission will use the compatible design framework and scoresheet to determine how compatible the project is. That will then shape the conversations about the appropriateness of that design for a specific site in the historic district. The framework is intended to not favor any particular era or style of design – but it does rely on long-held principles of building design.

The overarching goal of this framework for new construction is that new buildings in the district will not diminish the historic character of the neighborhood, or district, as a whole. Compatible, context-sensitive design avoids that effect. In this way, the changing residential patterns of Spokane’s residents will continue to be met.

This framework – which constitutes the standards for **new** construction – has a different format and way of use than traditional historic district standards and guidelines.

Important tips for success:

- Be sure to read the introductory material to understand the open-ended nature of this framework and the various opportunities to achieve compatible new design.
- Note that some aspects of new designs are incentivized with additional points in the scoring of compatible design.

- Be prepared to discuss your project with the Historic Preservation Officer and Landmarks Commission members in terms of this framework.

New Construction Design Review Basics

This section of the Browne’s Addition Historic District Standards and Guidelines introduces this type of design review, the concepts that it was based on, as well as the approach the residents of the district decided to take.



This new construction apartment building in Browne’s replaced two historic homes that had been converted to multi-family use.

The consideration of compatible new construction is based on these concepts:

- The streetscapes of the historic district are the main resource that will be considered, and no building will be approved that is visually intrusive.
- Contemporary design can be compatible within a historic district.
- While energy conservation and durability attributes are important to consider for materials used for new construction, these reasons alone will not likely be reasons for finding materials compatible.

The importance of insuring new construction in a historic district is compatible means that the SHLC will review and approve proposals at a monthly commission meeting with a public hearing where members of the public will be able to comment on proposals.

Individual Review and No Standard Solutions

The very nature of context-sensitive, compatible design in Browne's Addition where streetscapes and residential building types are varied, means that a proposal approved for one location would not automatically be compatible and appropriate in another location.

Each proposal will be considered for its specific location only. There should be no expectation that a proposal approved for one location will be approved for another site in the district.

Design Strategies

There are several broad strategies for the design of infill buildings, or new construction, in historic districts:

1. **Replication** of historic buildings in design and materials is one approach. This strategy has been popular because people enjoy, for instance, Queen Anne houses and Craftsman bungalows. And using replica design avoids the discussion of contemporary designs as compatible. Criticism of replication, or copying, include creating a false sense of historic with replica buildings, keeping costs reasonable and appearance of the replicas in the streetscape. With the use of modern construction methods and the high cost of construction, property owners of-



A newer, Craftsman-style bungalow in the Inman Park Historic District in Atlanta. This would fall into the "replication" strategy for designing new buildings within the district.

ten select a simple example to copy. Decisions based on cost and simplification diminish the ability of a new building to appear "historic" in design. Even so, there are instances where a replica design strategy is appropriate, perhaps in an intact historic streetscape with only one location available for new construction.

2. The strategy of making an **abstract reference** to historic examples, or context, in the design of a new building can result in a range of solutions. A new building could



A house at Shoshone Place, 1998, is an example of abstract reference and invention within a form on a block of varied Early-20th Century houses

have an abstract, yet obvious visual reference to buildings in the setting. Sometimes the reference is so abstract that it must be explained and visually, it seems like a design with no contextual references. Buildings with abstract references to a historic context may be appropriate in a streetscape with several non-contributing buildings or for a relatively small building.

3. **Juxtaposition** as a design strategy results in buildings that are intended to have little relationship with their historic context and stand out noticeably in a streetscape. This is the most difficult strategy to be successful with in historic districts because it is difficult to see the new building as visually compatible with historic buildings. Even so, a small building in a location that has buildings of various ages and sizes may be an appropriate place to use design juxtaposition.

4. A fourth design strategy is recommended for most new buildings in the Browne's Addition Historic District. This is an **"invention within"** approach – one that clearly references common building types and/or building types in the district without replicating them. Instead, these designs incorporate historic forms and details and "reinvents" them to seem more contemporary. Another way to think about this type of design is "traditional with a twist," to be "of its time" rather than a replica or standard design. An example is a porch on a new building that had a slightly different form than was common historically and perhaps modern posts and railing designs. Another type of reinvention would be to use the massing of a large single-family home for a duplex or triplex and reinvent porch and entrance location and detailing to indicate the number of units within. Criticisms of this design approach come from some district residents who favor replica design.



(Left) The house at 1909 S Stevens (1985) is an example of juxtaposition in form, materials, and fenestration on a block of varied Early-20th Century houses.

(Below) The East 500 block of 7th Avenue is an example of the juxtaposition in scale and materials in a neighborhood of small single-family houses.



The condominium complex at 2205-13 W. Fourth Avenue would fall into the category of "invention within" - they are not copies of historic buildings, but the general form is compatible with nearby historic homes.



For more information on these design strategies, see:

Sense of Place: Design Guidelines for Historic Districts (2007) Philadelphia. http://www.preservationalliance.com/publications/Senseof-Place_final.pdf

Steven W. Semes, *The Future of the Past: A Conservation Ethic for Architecture, Urbanism and Historic Preservation*. 2009.

Recommended Design Strategy: Invention within a building type or style

The “***invention within***” approach is recommended for new buildings in historic districts for several reasons. “Invention within” can and should be a coherent approach to design, not a jumble of various elements from building types and styles. Reinvention allows for various building forms and styles in the district to be used as inspiration and will result in buildings that would come under the broad umbrella of compatible contemporary construction.

Other approaches to design are possible even though the result must be considered compatible design per these standards.

The encouragement of the “invention within” approach to design and the open-endedness of the framework and compatibility scoresheet allow the architect to decide where to make strong references to the underlying type or style – and where to include more contemporary expression. The results of this approach have the visual references necessary for compatibility but avoid attempts to copy the past and the urge to draw from several styles.

Utilizing abstract reference and juxtaposition as a component of a compatible design – rather than the design strategy itself –incorporates more opportunities for variety into the framework for design and achieves compatibility.



The house at 2108 Cherrytree Lane is an example of invention within the bungalow form and detailing with the garage forward, no porch, roof over the walkway to a recessed entrance, and large-scale details.



The house at 1826 E Pinecrest is an example of replication of a traditional Early-20th Century house with a porch.



The house at 1925 S. Stevens is a 2018 remodel of 1940 house (above is the before). It is an example of invention within a side-gabled house with addition of a larger porch and second-story deck and additions to the rear.



Browne's Addition Historic Overlay

The City has identified a need for more housing and increased density of development in areas zoned RHD, which is the zoning of the Browne's Addition neighborhood (smaller areas are zoned office retail and neighborhood retail). Through the creation of the historic district and by providing these standards and guidelines, Browne's Addition is positioned to allow development to occur within its boundaries with the understanding that new construction must be compatible with the neighborhood's existing resources. Infill developments will be reviewed through a public process of the SHLC. The creation of an overlay zone does not change the underlying zoning.

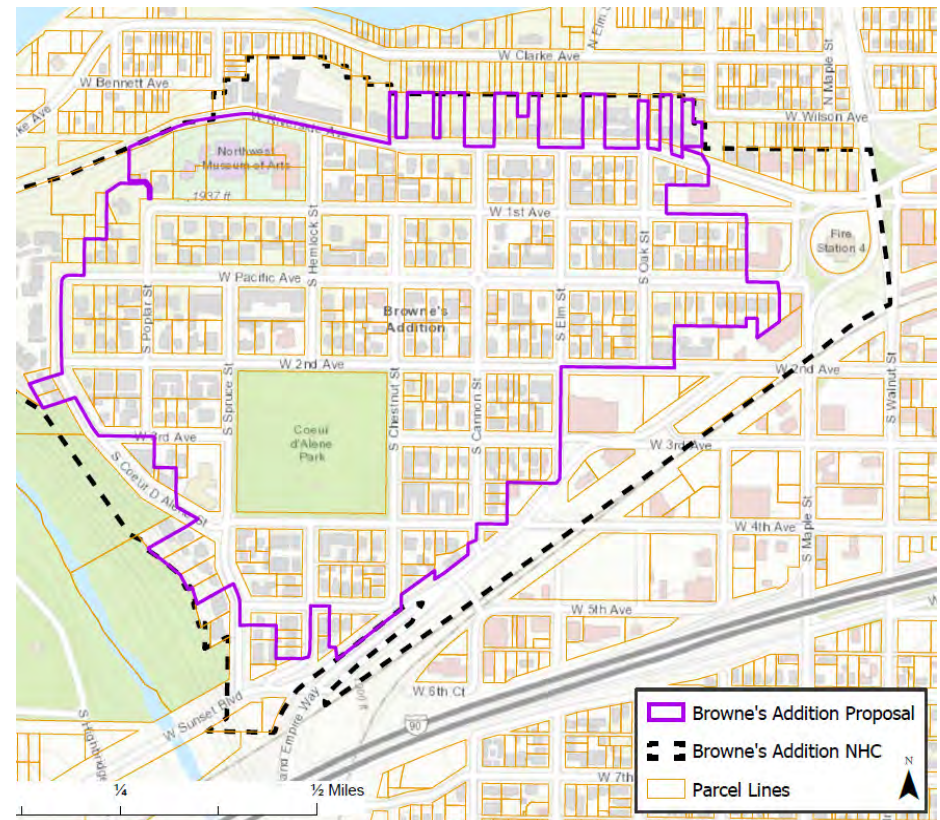
In Browne's Addition, the Local Historic District Overlay Zone provides the standards and guidelines for new construction in that portion of the RHD zone. Because these guidelines state expectation for compatibility, rather than include dimensions and requirements, and require site-specific design, they do not include a maximum height for new construction defined in number of feet because each site will be reviewed for compatibility of surrounding buildings.

However, the City of Spokane general development standards cap building height at 35 feet for the RHD zone, but may be modified up to 50 feet if certain conditions are met (SMC 17C.110.215 Height). The standards for new construction in this document work in conjunction with the general development standards adopted for multi-family buildings.

Precedent and Patterns in Browne's Addition

Browne's Addition Historic District has some of the most varied street-scapes found in areas protected as historic districts. While this variety allows for a somewhat wide range of compatible new construction, there are strong patterns in scale, siting, design, and use of materials that provide context for the design of new buildings. This variety does mean that several types of multi-family buildings are appropriate in

Browne's Addition, including duplexes, tri-plexes, buildings appearing as attached rowhouses and apartment buildings of various sizes.



This map of the Browne's Addition Historic District shows the proposed boundaries of the district

CHAPTER 7: NEW CONSTRUCTION

FRAMEWORK FOR COMPATIBLE DESIGN

Using the Framework

The following sets of directives under each section of the Framework for Compatible Design correspond directly with the Compatibility of Design Scoresheet that Commission members and others will use to assess the compatibility of the proposed design.

Rather than be stated requirements, these directives suggest ways that compatible, context-sensitive design can be achieved. The directives are not a checklist or prescriptive set of standards to be met with each project. The architect is free to choose from among the elements that will ensure compatibility while introducing some differentiation.

Hence, the directives about compatibility are not requirements for each design. Instead, they should be understood as part of a set of framework and assessment tools, rather than requirements.

Using the Scoresheet

Values signifying the importance of the factor in achieving a compatible design have been assigned.

Scorers should enter a low value, zero or one, if the goal is not met and one of the higher values to indicate that the designer has used this factor successfully in the design.

The right column is a place to indicate the total points the scorer gave to a section of the scoresheet in contrast to the total amount possible. For instance, in the Context Compatibility section, one could score a 3 for the Character Area, 2 for Facing Blockfronts and 2 for Adjacent Buildings to indicate that the building does not have the strongest sense of compatibility for its location. A total of 7 out of 15 possible points indicates that this aspect of context sensitive design has not been a focus for the designer.

Once all the sections are scored, totals for Parts I and II can be compared. One proposal may score higher in context and urban form than

in design components, and vice versa. Each total can be categorized as highly compatible, compatible, or incompatible.

Finally, the overall score assigned by the scorer is compared with the three categories of overall compatibility. A careful review of the score will indicate areas where a design could be altered to be more compatible.

A Process: Using the Framework and Scoresheet to Consider New Construction

Several, if not all, members of the commission and the HPO staff will score proposed buildings and the scores will be compared. The HPO will use this feedback in conversations about the project with applicants, who will alter the design to increase its compatibility score as they see fit. A subsequent design will then be scored and discussed.

The HPO and the applicant will determine when a project is ready to be presented to the Commission for a public hearing and approval. The HPO's report on the proposed building will include information on how it was scored. Members of the public will be expected to make comments about the appropriateness of the project in its location in terms of the Framework for Compatible Design.

The goals of this process include:

- Keeping the design of the project on the desk of the designer and avoiding design by committee;
- Providing broad categories of urban design and design factors for comment and review; and
- Providing a transparent evaluation process for applicants and residents of the district as projects are considered.

TIPS FOR SUCCESS

- Do not disregard any aspect of this framework, as such an approach may delay your project or introduce expectations for approval of new construction that cannot be realized.
- Do not search for uncommon elements to justify what is proposed.
- Use the request for compatible design as one that spurs creativity rather than one with limitations.
- Propose new construction that you can discuss in terms of this framework and compatibility.
- Respect the efforts of the residents of Browne's Addition who worked to establish the historic district and the design review it includes.

Browne's Addition Framework for Compatible Design

District Basics

The district is the resource and all new buildings must not have a negative effect on the historic character of the district. The streetscape is the experienced historic character and the basis of compatibility. For this reason, emphasis will be placed on the public, visible portions of new buildings.

Compatibility in design is a visual characteristic. Compatible design is an achievable design challenge that requires some comparability. Height, color, materials, and use of materials all matter and shall be carefully considered.

The Historic Character Features of Browne's Addition Historic District are shown on the map on the following page. The analysis of the con-

text includes the blockfront in which the building site is located and the one across the street. One experiences the district while moving through the facing blockfronts and they provide both the variety and continuity of the historic district.

For the purposes of planning for context-sensitive new construction, the district has five character areas:

Northwest (1):

- Larger residential buildings are located on east-west avenues and more modest buildings on the on smaller lots on north-south streets and areas with more consistent placement of less substantial houses.
- Some areas have very deep setbacks for buildings that further a park-like setting.

Northeast (2):

- Substantial residences are closely spaced on narrow, deep lots.
- There is a lively mix of apartment buildings and single-family buildings.
- Setback depths vary by blockfront.

Park East (3):

- This area has distinct sub-areas of smaller residences and large apartment buildings.
- Setback depths vary by blockfront.

Park West (4):

- This area historically had large properties.
- Setback depths are generous for single-family houses, less deep for apartment buildings.

Park South (5):

- There are subareas of substantial residences, modest houses and apartment areas.
- Setback depths vary by blockfront.

HISTORIC CHARACTER AREAS OF BROWNE'S ADDITION

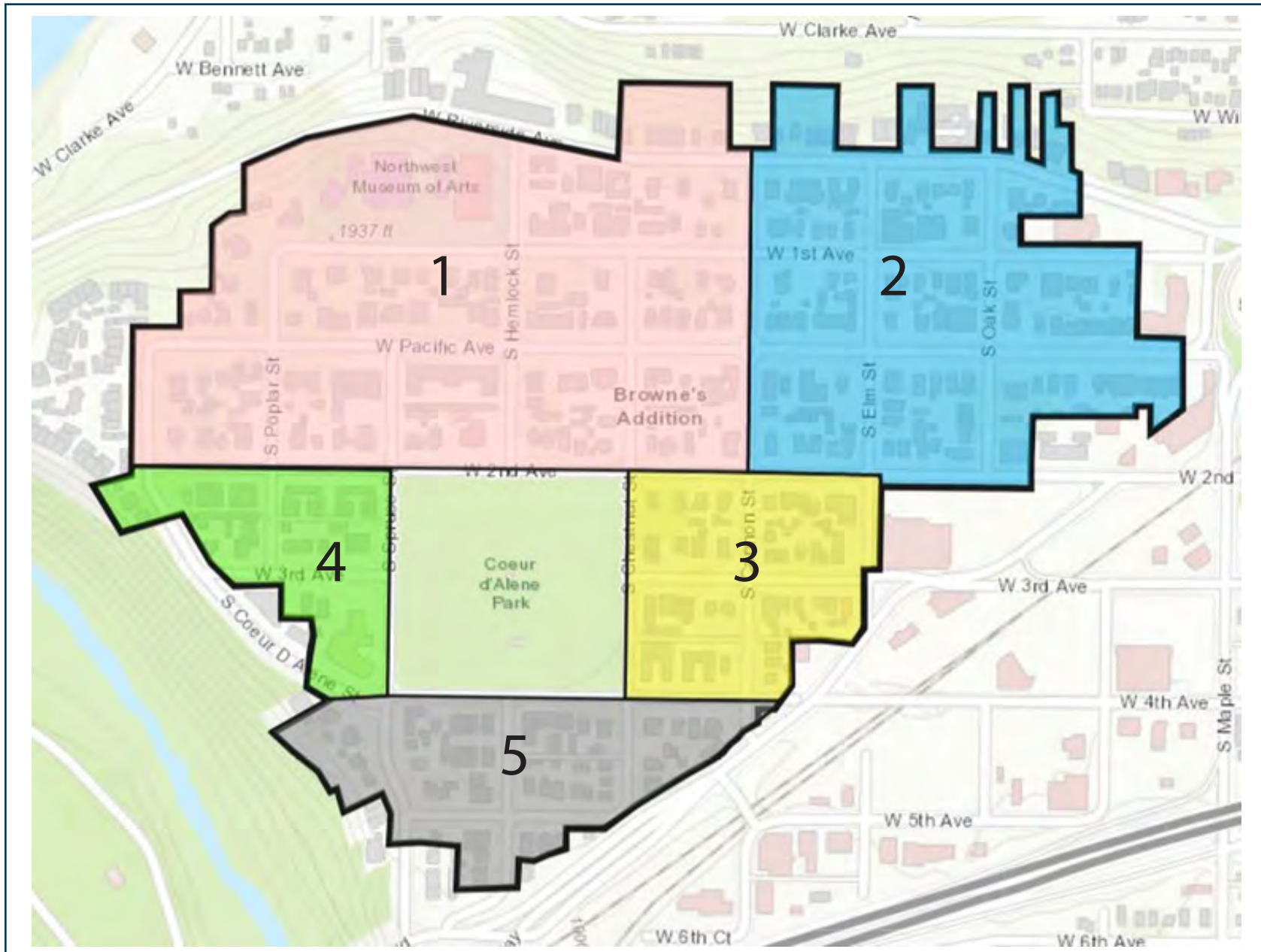


Figure 1. The five character areas of the Browne's Addition Historic District, coded by color.

SCORESHEET

COMPATIBILITY OF DESIGN RATING

New Construction in a Historic District Setting

This rating scoresheet provides the framework for evaluating the visual compatibility of a proposed construction project for a specific site in the Browne's Addition Local Historic District, which is listed in the Spokane Register of Historic Places. The rating allows for variety in meeting the stated goal of visual compatibility without requiring specific materials or elements.

Scoring	Urban Form	Design	Overall
Highly Compatible (80%)	42+	70+	112+
Compatible (60%)	31+	53+	84+
Incompatible (50%)	<26	<44	<70

Section1: Context Sensitive Design and Urban Form

Context compatibility with:

Historic Character Area	0-4	
Facing block fronts	0-5	
Adjacent buildings	0-6	___/15

Streetscape factors

Maintains common setback on block front	0-4	
Maintains lot coverage patterns	0-3	
Maintains rhythm, spacing	0-4	
Maintains ground story at common position	0-4	___/15

Scale, massing, height

Scale

Maintains scale of district and to humans	0-4	
Massing		

Relates to historic patterns of massing of dominant and secondary	0-2	
Large forms modulated with horizontal/vertical breaks	0-2	
Roof forms related to building type; cover occupiable space	0-2	

Height

Avoids difference in height of more than two stories	0-4	
Uses floor heights to further height compatibility	0-4	

Provision for automobiles: Maintains patterns	0-4	___/18 ___/4
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Urban Design total ___/52

Section 2. Design Components

General: Compatible Orientation, Design Quality, Presence

Entrance oriented to street	0-3	
Evidence of traditional design principles	0-3	
Compatible, well-designed presence	0-3	
360-degree design	0-3	___/12

Use of façade material

Uses material(s) found in district	0-5	
Uses primary façade material	0-4	
Respects "rule of five" for total number of materials	0-3	
Uses materials in traditional manner	0-3	___/15

Use of secondary façade and accent materials

Uses materials in district	0-3	
Materials changed at vertical plane, story breaks, bays	0-3	___/6

Use of Color

One color dominant	0-5	
Dominant color traditional mineral-based color	0-5	
Color similar in value and saturation as context	0-3	
Secondary colors compatible contrast with dominant	0-2	___/15

Façade design

Has elements of similar scale as context	0-5	
Avoids mixing disparate elements	0-5	
Has degree of articulation similar to context	0-5	
Has logical and compatible fenestration	0-5	
Clear evidence of architectural design principles	0-5	___/25

Incentivized aspect of the design

Response to context	5	
Comparability/differentiation ratio	5	
Uses metal or wood windows and doors	5	___/15

Design Component Total: ___/88

Urban Form Score: ___/52
Design Score: ___/88
Compatibility ranking: ___/140 (___%)

FRAMEWORK FOR COMPATIBLE DESIGN

Section 1: Context and Urban Form Analysis

Project Location Analysis

Use three tiers for the context analysis for new construction:

- The historic district Character Area:
 - Analyze patterns and unifying aspects
 - Note how diversity is present and absent
- Facing blockfronts of building site:
 - Analyze building types and patterns of location on both blockfronts
 - Diagram setbacks and spacing to insure compatibility
 - Depict streetscapes as elevations and in plan to note height, materials, and site access for vehicles
- Adjacent buildings:
 - Establish compatible setback and height
 - With elevations indicate floor heights and entrances and window placement

This Minimal Traditional style apartment building at 2227 W. Fourth constructed in 1950 has a similar setback to neighboring properties along Coeur d'Alene Street, but is much closer to the sidewalk on Fourth Avenue.



- Use similar relationships between a building and a lot size, known as lot coverage
- Keep a common rhythm of building placement and distance between buildings, at least on one side
- Place the ground story at an elevation common for the blockfront
- Do not use unnecessary terraces to raise the lawn above adjacent ones or excavation to create walk-out basements
- Minimize the visibility of underground and interior parking access points and other modern elements of multi-family buildings, such as an outdoor deck for recreation above ground level
- Orient buildings and human access to the street while providing provision for automobiles at the rear of the property.

Urban Form Analysis

Compatibility in the urban form and design of a new building within the Browne's Addition Historic District relies primarily on the following factors. Design choices to provide compatibility are listed for each factor.

Streetscape factors: siting and setback

- Site buildings to hold common set-backs from the public sidewalks to maintain the historic urban form of the district.
- Avoid encroachment on the public sidewalk with a shallow front lawn or no lawn.

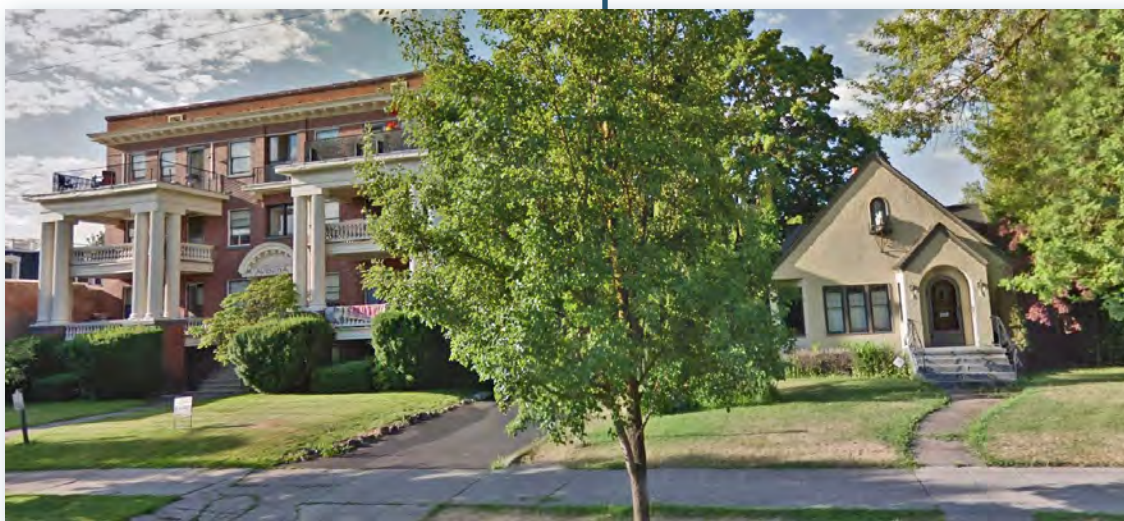
Scale, Massing and Height

Scale

- Design to maintain compatibility in scale – the combined effects of footprint and height, as compared to buildings in the facing blockfronts.
- Both the height and the footprint of new buildings are important for compatibility in scale.
- Design for comfortable scale with the human body.

Massing

- Refer to the massing of historic apartment buildings and multi-family buildings that are relatively simple arrangements of volumes with rectangular footprints for new multi-family buildings.
- Recognize that the complexity of massing and use of materials for historic Queen Anne style residences is particular to that building type.
- Incorporate vertical and horizontal plane breaks in massing as the means for subtle modulation of form, minimize scale and as the point for a change in materials.
- Use inset and projecting balconies and porches to provide semi-private exterior space.
- Use massing that finds a balance between an unmodulated box and too much variation.



The 1906 Avenida Apartments are much larger than the small Period Revival house next door. The smaller building was constructed in 1927 and the large expanse of yard and setbacks on both buildings allow them to co-exist in harmony.

- Use pitched roofs over usable space, not only as false fronts or accent points.
- Use flat roofs to minimize scale and massing.

Height

- Recent changes to RHD zones have allowed for higher structures within those zones, however, new construction heights in Browne's Addition will be reviewed for compatibility at a specific site.

- Avoid significant difference in height of closely positioned buildings by proposing no more than a two-story difference.

- Use some stepping up to the maximum height to limit the visual and privacy effects of a two-story height difference.

- Avoid proposing large, one-story buildings.

- Consider the effects of hillside locations and height on down-hill sites.
- Use comparable floor heights so that windows and other horizontal elements on all stories have some visual consistency in the streetscape.

Provision for automobiles

- On street parking is a consistent issue in Browne's Addition and projects that incorporate parking on-site will be scored higher based on the impacts to the neighborhood.
- Provide access via minimal curb access and narrow driveways to parking at the rear or side of the lot.
- Incorporate parking into the rear lower story of a building.
- Limit paved areas to minimum required for access and parking.
- Limit interaction between vehicles and pedestrians in a walkable neighborhood.



This 1939 apartment building was constructed with onsite parking underneath the structure. New construction projects which incorporate parking will be scored higher on the Urban Design section of the framework scoresheet.

The 1967 Frank Toribara designed apartment building at 1717 W. First Avenue does not contribute to the historic district due to the year of construction, but it does show parking integrated into the overall design of the building.

Section 2. Design Component Analysis

General: Orientation, Design Quality, Presence

- Orient the building to the street with visible human entrances and windows facing the street or near the façade if it is a side entrance.
- Consider the overall presence of the building in the streetscape and its balance of compatibility and differentiation.
- Design a building based on intended use to avoid a false sense of history, i.e. new residential buildings should appear as such and not new converted industrial lofts on the exterior.
- Ensure a building does not use differentiation or overly complex design to call undue attention to itself and create a lack of visual harmony in the streetscape.
- Use a level of detail in massing, façade design, and use of color comparable to nearby historic buildings.
- Pay sufficient attention to 360-degree design beyond the façade by continuing use of materials or introducing complementing materials, continuing some design element, and avoiding blank or barely developed highly-visible walls.

Use of façade materials:

- Use the same materials as the historic buildings in the district.
- Use material of similar perceived quality as historic materials and avoid low-cost imitative materials that lack quality and endurance.

TRADITIONAL BUILDING MATERIALS:

- Brick veneer
- Lapped siding

- Stucco

TRADITIONAL ACCENT MATERIALS:

- Limestone, basalt, granite
- Brick
- Textured and colored stucco
- Architectural metals

- Use materials in the same manner as used on historic buildings, i.e. place wood siding in a traditional horizontal position rather than on the diagonal.
- Maintain a hierarchy of primary and secondary materials with primary material consisting of 70% of the façade.
- Use constructional logic in use of materials with lighter materials above heavier ones.
- Change materials only at vertical plane breaks or horizontal story breaks, or for projecting bays.
- Use materials with small variations, such as siding width.
- Use primary materials on all facades of a building or follow the historic pattern of brick buildings that have less expensive brick on the elevations and rear facades than the face brick on the façade.
- Avoid materials traditionally not used on residential buildings, such as those considered to be appropriate for industrial or commercial building use.

Use of secondary façade materials and accent materials:

- Use the “rule of five” to avoid too many materials and visual clutter.
- Start with three materials found in walls, windows and roof.
- Use no more than two additional ones: a second wall material or accent material in railings or porch elements.
- Use the same materials as the historic buildings in the district

- Limit total number of materials to no more than five.
- Use vertical plane and story breaks as locations for material changes.
- Use high-quality accent materials.
- Use traditional window materials: wood and metal.

Use of Color

- Use primary materials with traditional mineral-based colors.
- Use color in the manner used in historic buildings:
 - with non-traditional colors used primarily as accents
 - with one dominant color, or with carefully selected colors as seen in some brick buildings
- Use color of similar value and saturation of permanent materials (brick and stone)

Façade design

- Use elements of similar scale as buildings in facing blockfronts context.
- Use level of detail similar to buildings in facing blockfronts context.
- Avoid copying historic styles.
- Avoid combining elements from different styles and creating a collage effect.
- Use constructional logic in dimensions of elements.
- Using fenestration logic based on the interior plan.
- Avoid eccentricity in fenestration.
- Use traditional approach to entrance design:
 - Place individual entrances in multi-family buildings oriented to the street and clearly evident as the main entrance to each unit.

PLANE BREAKS

This term refers to shifts in the planes of wall surfaces.

A vertical plane break occurs when a vertical element is introduced. Examples include a bay window projecting from the main wall and vertical elements used to break up a long facade.

A horizontal plane break occurs when the plane is broken parallel to the ground. An example is when a second story overhangs the lower one slightly.

District patterns:

Several Queen Anne houses have a plane break just above the second story line with a flared wall clad with shingles.

The long facades of apartment buildings are visually broken up with changes in materials and vertical plane breaks.



Vertical Plane Breaks



Horizontal Plane Breaks

- Place entrances into a building with multiple units oriented to the street and be clearly evident as the main entrance for residents and visitors.
- Use design principles to keep entrances in scale with the human body and the building.

Basics: Architectural Design

- Incorporate traditional architectural design principles.
- Design with order and unity in visual aspects of the design.
 - Use proportion and rhythm to establish pleasing relationships.
 - Design with visual hierarchy in massing and fenestration.
 - Use symmetry or asymmetry to establish balance
- Consider proportions
 - Design with consideration to relationships of the parts to each other and to the whole.
 - Design so the visual relationship between all parts is harmonious and in scale.
- Consider proximity
 - Design so that building elements that are close together complement each other rather than compete for attention.
- Strive for Coherence
 - Design to avoid too many textures, shapes, colors and other characteristics that are perceived as non-similar and introduce jarring visual clutter or “busy-ness.”

Recognizing the Effort to Provide Compatibility

The Compatibility of Design Scoresheet includes opportunities to score additional points for compatibility:

- Some designs convey extra attention to the immediate context yet are contemporary in design.

- Sometimes a design does not meet all expectations, but feels “right” for the location. It is very difficult to articulate all of the possible ways a proposed design may be appropriate for the district - so the option is left open for something that had not been considered at the time these guidelines were created to meet compatibility.
- Use of historic window materials – wood and metal – to increase compatibility.



The apartment building constructed in 2006 on Fifth Avenue appears to have taken some design cues from its across-the-street neighbors. Note the entryway canopy, vertical plane break in a similar position as the chimney on the historic home, and the similar setback. Across Hemlock, a 1956 two-story apartment also has stacked balconies which the newer condo unit compliments (see above).

CHAPTER 8: DEMOLITION REVIEW CRITERIA

DEMOLITION OF ENTIRE BUILDINGS OR SIGNIFICANT FEATURES

City of Spokane SMC 17D.100.220 requires the SHLC to consider the following factors when reviewing an application for demolition. This section expands on the criteria in terms of the historic character and significance of the Browne's Addition Historic District.

1. *The historic importance of the property*

The Browne's Addition Historic District nomination states that the district is eligible under Criteria A, History, and C, Architecture. The nomination categorizes properties as contributing and non-contributing in terms of their ability to convey one or both of these aspects of significance. The broad categories of Contributing and Non-Contributing are the starting points for the consideration of the importance of each property.

Contributing properties should be protected, in general, from demolition as they are part of the district's historic character and importance.

Non-Contributing properties are not protected from demolition because they are not part of the district's historic character and importance.

An individual contributing property was built during the period of significance and has the historic integrity to convey historic and/or architectural significance. While architectural significance – particularly

when related to impressive buildings with high-style design – is easier to see and perhaps understand, historical significance allows the more everyday buildings belonging to less influential persons in the neighborhood to contribute due to how they illustrate the changes in living in Browne's Addition over time.

It is difficult to develop a credible argument that any of the contributing buildings in the historic district are not important to the historic resource. Any statements in support of additional significance or against the importance of the property will be considered in written form. Authenticity and historic character in the district is in danger of being lost, one building at a time as a result of demolition. The point of the historic district designation is to limit this type of loss.

2. *The nature of the redevelopment which is planned for the property*

While each contributing building has comparable historic significance in terms of demolition, this criterion requires the consideration of the subsequent use of the property if a contributing building would be demolished. The changing nature of residential buildings and occupancy in Browne's Addition suggests that replacement residential buildings will need to be considered, sometimes at the expense of a contributing one.

If redevelopment of the site is proposed, that development project should be presented prior to or at the same time as approval of dem-



olition is requested. The replacement building must be in the highly-compatible category (as determined by consensus through the Compatibility in Design Scorecard in Chapter 7, in order to minimize the loss of historic character in the district as a whole. When a project is rated only as compatible, the redevelopment project may not be as likely to be supported and justify approval of demolition.

The 2018 historic preservation ordinance revision removed the provision that allowed for demolition of a contributing building for a parking lot. The proposal of a temporary parking lot will not be considered in the spirit of meeting that intent of the ordinance.

3. The condition of the existing structure

The difference between deferred exterior maintenance and structural soundness that will be considered. While the City identifies several conditions for Substandard Buildings, that code enforcement program notes conditions to be addressed but is not evidence that a contrib-



uting building must be demolished. There is always the option to rehabilitate a substandard building.

Historic integrity – authenticity – was assessed in 2018 and 2019 when the district was established, but neither the condition nor the structural soundness of buildings was formally

assessed. While many buildings have deferred maintenance, the measure of the continued existence of the building in the district should be soundness, rather than minor damage or deterioration.

As many historic buildings with deferred maintenance exhibit mold and have asbestos components, these conditions, in themselves, do not justify demolition. On the other hand, loss of soundness – structural stability – is grounded in years of water damage, settlement, and other conditions that threaten the structural soundness of the building, not just its finishes.

Conditions that merit serious consideration for the demolition of contributing buildings in Browne's Addition include damage by fire, damage due to storm and tree damage, ground shifting and collapse, and similar unexpected circumstances.

When a building is determined to be a threat to life and safety, the Building Official or Fire Marshall will order demolition, no matter the status of the building in the historic district.

4. The effect on the surrounding neighborhood of the planned replacement use

Some contributing buildings are highly-visible, iconic, well-known "landmark-like" properties that, if demolished, would introduce a sense of loss that cannot adequately be replaced by the new development. The demolition of such buildings would have a significant adverse effect on the historic character and identity of the Browne's Addition Historic District.

Some historic buildings do not have such qualities that bring them to the attention of the community. Their loss would be mainly noticed by those who frequent the facing blockfronts. They may be replaced with highly compatible new construction without the overall effect of loss.

5. The overall effect of the proposed redevelopment on the neighborhood character and the elements of the neighborhood's urban design

As previously noted, redevelopment that is not highly compatible with the district at all levels of analysis, would not contribute or maintain the historic character of the historic district.

Other aspects of redevelopment would also affect the larger patterns of the district and should be avoided. These include street vacations, the assembly of significantly larger parcels than found within the district, any type of variance in terms of Residential High Density zoning.

6. Any proposed mitigation measures under which the owner would salvage significant architectural features of the structure after properly documenting the building before demolition

The SHLC will take into consideration any mitigation measures proposed by the applicant.

PARTIAL DEMOLITION

Goals

- Avoid the demolition of historic character features of contributing buildings.
- Avoid changing the historic footprint and mass of contributing buildings.

Basics

- Avoid demolishing any portion of a contributing building in the highly-visible, public area.
- Avoid planning for partial demolition in order to upgrade or improve secondary areas of a building unless they are not visible.
- Limit partial demolition to small, non-historic character elements, such as non-historic additions.
- Limit partial demolition to the minimum area necessary when planning an addition per Chapter 5.

APPENDIX I

GLOSSARY OF TERMS

Balustrade: a railing supported by balusters, especially an ornamental parapet on a balcony, bridge, or terrace.

Band Board: a set of boards (in wood frame houses), or blocks (in a brick house) that sit on top of the foundation wall and run in a band around the building.

Barge Board: a board fastened to the projecting gables of a roof to give them strength, protection, and to conceal the otherwise exposed end of the horizontal timbers or purlins of the roof to which they were attached.

Belt Course: also called a string course or sill course, is a continuous row or layer of stones or brick set in a wall.



Brackets on the building at
1623 W. First

Brackets: structural or decorative members that project from a wall to support or decorate the roofline.

Casement Window: a window that is attached to its frame by one or more hinges at the side. They are used singly or in pairs within a common frame, in which case they are hinged on the outside

Clapboard: one of a series of boards used for siding. It is usually installed horizontally and the board is most often tapered in cross-section.

Column: used to support beams or arches on which the upper parts of walls or ceilings rest.

Cornice: the projecting moldings that form the top band of an entablature or wall.

Dentil: a small, square bracket, typical in Colonial architectural styles

Eave: the projecting overhang at the lower edge of a roof.

Façade: the exterior faces of a building, often used to refer to the wall in which the building entry is located.



This rowhomes at 2018 W. Riverside shows several architectural features: pediments, overhanging eaves, clapboard siding, and soffit.

Fascia Board: mounted at the point where the roof meets the outer walls of the house.

Fenestration: the arrangement of windows and doors on the elevations of a building.

Frieze Board: the flat, middle portion of an entablature (sometimes decorated).

Gable: the wall that encloses the end of a gable roof; triangular gable end below a roof overhand.

Gambrel: a roof shape characterized by a pair of shallow pitch slopes above a steeply pitched slope on each side of a center ridge.

Hip: a roof that slopes inward from all four exterior walls.

Lintel: a horizontal support of timber, stone, concrete, or steel across the top of a door or window.

Maintenance: the process of keeping a building in good condition by regularly checking and repairing it when necessary.

Modillion: a projecting bracket under the corona of a cornice in the Corinthian and other orders.

Mullion: a vertical member separating window sash.

Muntin: a bar or rigid supporting strip between adjacent panes of glass.

Parging: cover (a part of a building, especially an external brick wall) with plaster or mortar that typically bears an ornamental pattern.

Pilaster: a rectangular column, especially one projecting from a wall.

Pediment: the triangular gable end of a classical building, or the same form used elsewhere in the building.

Portico: a structure consisting of a roof supported by columns at regular intervals, typically attached as a porch to a building.

Quoin: a large rectangular block of stone or brick (sometimes wood) used to accentuate an outside corner of a building; typically in a toothed form with alternate quoins projecting and receding from the corner.

Sash: the part of a window frame that holds the glazing, usually movable or fixed.

Shed roof: a roof with a single slope and rafters spanning from one wall to the other.

Sidelight: narrow windows flanking an entry door.

Sill: a shelf or slab of stone, wood, or metal at the foot of a window or doorway.

Soffit: the underside of an architectural structure such as an arch, a balcony, or overhanging eaves.

Transom: a small window placed above a door or window.

Turret: a small tower at the corner of a building.

Veneer: a thin decorative finish typically made of brick, stone or stucco.



The house at 2036 W. Riverside Ave has a transom, clapboard siding, and a portico.



The house at 2114 W. First Avenue has a gambrel style roof.



A barge board hides the eaves of this home at 2003 W. Third. Also note the string course that acts as a lintel above the windows and visually separates floors.



The house at 1920 W. Riverside has a balustrade and a decorative portico with a frieze.



The house at 2328 W. Pacific Avenue shows a hip roof, boxed eaves, clapboard siding, dentil molding and the soffit under the front porch roof.

APPENDIX II

SECRETARY OF THE INTERIOR'S STANDARDS

The Secretary of the Interior's Standards are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect our nation's irreplaceable cultural resources.

The Standards for Rehabilitation are used during the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.

The **Standards** are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The **Guidelines** offer general design and technical recommendations to assist in applying the Standards to a specific property. Together, they provide a framework and guidance for decision-making about work or changes to a historic property.

The Standards and Guidelines can be applied to historic properties of all types, materials, construction, sizes, and use. They include both the exterior and the interior and extend to a property's landscape features, site, environment, as well as related new construction.

Federal agencies use the Standards and Guidelines in carrying out their historic preservation responsibilities. State and local officials use them in reviewing both Federal and nonfederal rehabilitation proposals. Historic district and planning commissions across the country use the Standards and Guidelines to guide their design review processes.

The Standards offer four distinct approaches to the treatment of historic properties—preservation, rehabilitation, restoration, and reconstruction with Guidelines for each. The Standards for the Treatment of Historic Properties are regulatory for all grant-in-aid projects assisted through the national Historic Preservation Fund. The Standards for Rehabilitation, codified in 36 CFR 67, are regulatory for the review of rehabilitation work in the Historic Preservation Tax Incentives program.

THE STANDARDS FOR REHABILITATION

1. *A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.*
2. *The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.*
3. *Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*
4. *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*
5. *Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
6. *Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
7. *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*
8. *Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*
9. *New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*
10. *New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

APPENDIX III

PRESERVATION BRIEFS

Preservation Briefs provide guidance on preserving, rehabilitating, and restoring historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to work. The briefs are especially useful to Historic Preservation Tax Incentives Program applicants because they recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character.

Some of the web versions of the Preservation Briefs differ somewhat from the printed versions. Many illustrations are new and in color rather than black and white; captions are simplified and some complex charts are omitted.

1. [Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#)
2. [Repointing Mortar Joints in Historic Masonry Buildings](#)
3. [Improving Energy Efficiency in Historic Buildings](#)
4. [Roofing for Historic Buildings](#)
5. [The Preservation of Historic Adobe Buildings](#)
6. [Dangers of Abrasive Cleaning to Historic Buildings](#)
7. [The Preservation of Historic Glazed Architectural Terra-Cotta](#)
8. [Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings](#)
9. [The Repair of Historic Wooden Windows](#)
10. [Exterior Paint Problems on Historic Woodwork](#)
11. [Rehabilitating Historic Storefronts](#)
12. [The Preservation of Historic Pigmented Structural Glass \(Vitrolite and Carrara Glass\)](#)
13. [The Repair and Thermal Upgrading of Historic Steel Windows](#)
14. [New Exterior Additions to Historic Buildings: Preservation Concerns](#)
15. [Preservation of Historic Concrete](#)
16. [The Use of Substitute Materials on Historic Building Exteriors](#)
17. [Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character](#)
18. [Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements](#)
19. [The Repair and Replacement of Historic Wooden Shingle Roofs](#)
20. [The Preservation of Historic Barns](#)
21. [Repairing Historic Flat Plaster—Walls and Ceilings](#)
22. [The Preservation and Repair of Historic Stucco](#)
23. [Preserving Historic Ornamental Plaster](#)
24. [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches](#)
25. [The Preservation of Historic Signs](#)
26. [The Preservation and Repair of Historic Log Buildings](#)

PRESERVATION BRIEFS

27. [The Maintenance and Repair of Architectural Cast Iron](#)
28. [Painting Historic Interiors](#)
29. [The Repair, Replacement, and Maintenance of Historic Slate Roofs](#)
30. [The Preservation and Repair of Historic Clay Tile Roofs](#)
31. [Mothballing Historic Buildings](#)
32. [Making Historic Properties Accessible](#)
33. [The Preservation and Repair of Historic Stained and Leaded Glass](#)
34. [Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament](#)
35. [Understanding Old Buildings: The Process of Architectural Investigation](#)
36. [Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes](#)
37. [Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing](#)
38. [Removing Graffiti from Historic Masonry](#)
39. [Holding the Line: Controlling Unwanted Moisture in Historic Buildings](#)
40. [Preserving Historic Ceramic Tile Floors](#)
41. [The Seismic Rehabilitation of Historic Buildings](#)
42. [The Maintenance, Repair and Replacement of Historic Cast Stone](#)
43. [The Preparation and Use of Historic Structure Reports](#)
44. [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design](#)
45. [Preserving Historic Wooden Porches](#)
46. [The Preservation and Reuse of Historic Gas Stations](#)
47. [Maintaining the Exterior of Small and Medium Size Historic Buildings](#)
48. [Preserving Grave Markers in Historic Cemeteries](#)
49. [Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement](#)
50. [Lightning Protection for Historic Buildings](#)

APPENDIX IV

HISTORIC PRESERVATION INFORMATION AND CONTACTS

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Stephanie Bishop, Clerk III

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Fax: (509) 625-6013
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Local Resources:

- [City of Spokane Official Website](#)
- [Northwest Museum of Arts & Culture \(MAC\)](#)
- [Spokane Valley Heritage Museum](#)
- [Spokane County Official Website](#)
- [Spokane Preservation Advocates](#)
- [Spokane Public Library – Northwest Room](#)

Statewide and National Historic Preservation Organizations:

- [National Trust for Historic Preservation](#)
- [Washington State Department of Archaeology and Historic Preservation \(DAHP\)](#)
- [Washington Trust for Historic Preservation](#)
- [National Main Street Program](#)
- [Washington Trust Consultant Directory](#)
- [Washington State Digital Archives](#)

National Park Service Links

- [National Park Service](#)
- [National Register of Historic Places](#)
- [Secretary of the Interior's Standards for Rehabilitation](#)
- [Preservation Briefs](#)
- [Technical Preservation Services](#)
- [Federal Tax Credit Incentives](#)
- [CLG Program](#)

APPENDIX V

DESIGN REVIEW CHART: TYPES OF WORK AND REVIEW REQUIRED

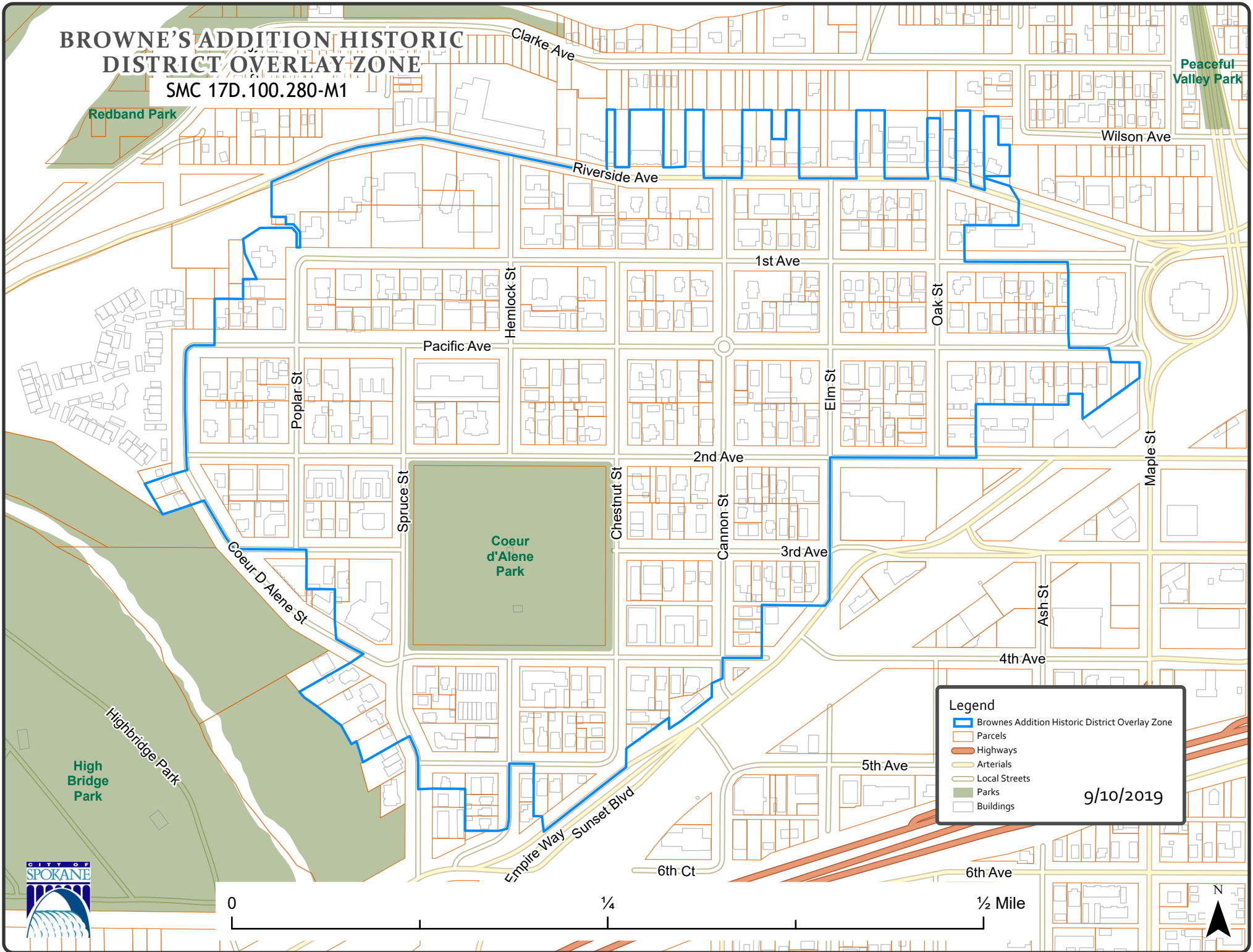
Type of Work	No Review	Staff Review	Commission Review
Awnings			
Awning - change of color		X	
Awning - change of style		X	
Awning - new			X
Paint			
Paint with same color	X		
Paint unpainted masonry, including murals			X
Paint with non-historic color			X
Paint with new historic color		X	
Remove paint from masonry		X	
Browne's Addition HD: Paint previously painted surface	X		
Landscaping			
Install garden or landscaping structures	X		
Remove historic landscape features such as rock walls or structure noted in nomination			X
Install new fence (except in Corbin Park)	X		
Install paved walkway	X		
Corbin Park HD: tree removal 6" or larger		X	
Corbin Park HD: install new fence		X	
Windows and Doors			
Replace windows			X
Replace doors - street-facing façade			X
Replace doors - secondary elevation		X	
Changing window openings - primary façade			X
Changing window openings - secondary elevation		X	X
Create new opening for window/door - primary façade			X
Create new opening for window/door - secondary elevation/rear		X	

DESIGN REVIEW CHART: TYPES OF WORK AND REVIEW REQUIRED

Type of Work	No Review	Staff Review	Commission Review
Porch			
Repair porch	X		
Replace porch in kind		X	
Enclose porch - street-facing façade			X
Enclose porch - secondary elevation		X	
Build new porch			X
Siding			
Repair siding	X		
Install new siding			X
Garage			
Demolish historic garage			X
Demolish non-historic garage	X		
Browne's Addition HD: Construct detached garage			X
Construct detached garage	X		
Construct attached garage			X
Roof			
New roofing with like materials		X	
New roofing with new materials			X
Replace/remove sheet-metal cornice on commercial building			X
Remove or alter prominent chimney			X
Change roofline			X
Other Exterior Renovations			
Install mechanical and utility equipment - if NOT visible from street	X		
Install mechanical and utility equipment - if visible from street		X	
Install fire exits			X
ADA accessibility - street-facing façade			X
ADA accessibility - secondary elevation		X	
New Construction			
Build new addition			X
Build new deck		X	
Move a building			X
Minor construction not seen from street		X	

BROWNE'S ADDITION HISTORIC DISTRICT OVERLAY ZONE

SMC 17D.100.280-M1



Legend

- Browne's Addition Historic District Overlay Zone
- Parcels
- Highways
- Arterials
- Local Streets
- Parks
- Buildings

9/10/2019

