

CITY OF SPOKANE



REGARDING CITY COUNCIL MEETINGS

City Council's standing committee meetings, Agenda Review Sessions, Legislative Sessions and study sessions are held in City Council Chambers – Lower Level of City Hall, 808 W. Spokane Falls Blvd.

City Council Members, City staff, presenters and members of the public have the option to participate virtually via WebEx during all meetings, with the exception of Executive Sessions which are closed to the public. Call in information for the January 13, 2025, meetings is below. All meetings will be streamed live on Channel 5 and online at <https://my.spokanecity.org/citycable5/live> and <https://www.facebook.com/spokanecitycouncil>.

WebEx call in information for the week of January 13, 2025:

3:30 p.m. Agenda Review Session: 1-408-418-9388; access code: 248 249 50291; password: 0320

6:00 p.m. Legislative Session: 1-408-418-9388; access code: 248 019 39199; password: 0320

Thursday Study Session: none

To participate in public comment (including Open Forum):

Testimony sign-up is open beginning at 5:00 p.m. on Friday, January 10, 2024, and ending at 6:00 p.m. on Monday, January 13, 2025, via the online testimony sign-up form link which can be accessed by clicking <https://forms.gle/Vd7n381x3seaL1NW6> or in person outside council chambers beginning at 8:00 a.m. on January 13, 2025. You must sign up by 6:00 p.m. to be called on to testify. (If you are unable to access the form by clicking the hyperlink, please copy and paste the link address into your browser window.) Instructions for participation are provided on the form when you sign up.

The open forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City and not relating to the current or advance agendas, pending hearing items, or initiatives or referenda in a pending election. "Affairs of the city" shall include (i) matters within the legislative, fiscal or regulatory purview of the city, (ii) any ordinance, resolution or other official act adopted by the city council, (iii) any rule adopted by the city, (iv) the delivery of city services and operation of city departments, (v) any act of members of the city council, the mayor or members of the administration, or (vi) any other matter deemed by the council president to fall within the affairs of the city, which determination may be overridden by majority vote of the council members present. Individuals speaking during the open forum shall address their comments to the council president and shall maintain decorum as laid out in Rule 2.15 (Participation by Members of the Public in Council Meetings).

THE CITY OF SPOKANE



UPDATED DRAFT COUNCIL AGENDA

MEETING OF MONDAY, JANUARY 13, 2025

MISSION STATEMENT

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

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBER JONATHAN BINGLE

COUNCIL MEMBER MICHAEL CATHCART

COUNCIL MEMBER PAUL DILLON

COUNCIL MEMBER KITTY KLITZKE

COUNCIL MEMBER LILI NAVARRETE

COUNCIL MEMBER ZACK ZAPPONE

**CITY COUNCIL CHAMBERS
CITY HALL**

**808 W. SPOKANE FALLS BLVD.
SPOKANE, WA 99201**

LAND ACKNOWLEDGEMENT

We acknowledge that we are on the unceded land of the Spokane people. And that these lands were once the major trading center for the Spokanes as they shared this place and welcomed other area tribes through their relations, history, trade, and ceremony. We also want to acknowledge that the land holds the spirit of the place, through its knowledge, culture, and all the original peoples Since Time Immemorial.

As we take a moment to consider the impacts of colonization may we also acknowledge the strengths and resiliency of the Spokanes and their relatives. As we work together making decisions that benefit all, may we do so as one heart, one mind, and one spirit.

We are grateful to be on the shared lands of the Spokane people and ask for the support of their ancestors and all relations. We ask that you recognize these injustices that forever changed the lives of the Spokane people and all their relatives.

We agree to work together to stop all acts of continued injustices towards Native Americans and all our relatives. It is time for reconciliation. We must act upon the truths and take actions that will create restorative justice for all people.

Adopted by Spokane City Council on the 22nd day of March, 2021
via Resolution 2021-0019

AGENDA REVIEW AND LEGISLATIVE SESSIONS

Council meetings consist of two parts: The Agenda Review Session (starting at 3:30 P.M.) and the Legislative Session (starting at 6:00 P.M.). The Agenda Review Session is open to the public, but participation is limited to Council Members and appropriate staff. The Legislative Session also is open to the public, and public comment is taken on legislative items (except those that are adjudicatory or solely administrative in nature). Following the conclusion of the Legislative portion of the meeting, an Open Forum is held unless a majority of Council Members vote otherwise. Please see additional Open Forum information that appears at the end of the City Council agenda.

SPOKANE CITY COUNCIL AGENDA REVIEW 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.

ADDRESSING THE COUNCIL

- Public participation in Council meetings is governed by Council Rules 2.15 and 2.16. A complete copy of the council rules can be found here: [City Council Rules](#).
- No member of the public may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide their name and city of residence as a condition of recognition.
- Persons speaking at the podium shall verbally identify themselves by name, city of residency and, if appropriate, representative capacity.
- Speakers may be provided additional written or verbal instructions to ensure that verbal remarks are electronically recorded. Documents submitted for the record are identified and marked by the Clerk. (If you are submitting paper copies of 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.)
- To ensure that evidence and expressions of opinion are included in the record, and to ensure that decorum befitting a deliberative process is maintained, no modes of expression including but not limited to demonstrations, banners, signs, applause, profanity, vulgar language, or personal insults are permitted. To prevent disruption of council meetings and visual obstruction of proceedings, members of the audience shall remain seated during council meetings.
- A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.
- When addressing the Council, members of the public shall direct all remarks to the Council President, and shall confine their remarks to the matters that are specifically before the Council at that time or, if speaking during Open Forum, shall confine their remarks to affairs of the city.
- City staff may testify at Council meetings, including open forum, providing the testimony is in compliance with the City of Spokane Code of Ethics and the staff follow the steps outlined in the City Council Rules of Procedure.

SPEAKING TIME LIMITS: Each person addressing the Council is limited to two minutes of speaking time, except during hearings and items under final consideration by the Council, for which three minutes will be allowed. The chair may allow additional time if the speaker is asked to respond to questions from the Council. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the Council. Note: No public testimony shall be taken on amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the Council.

CITY COUNCIL AGENDA: The City Council agendas may be obtained prior to Council Meetings by accessing the City's website at <https://my.spokanecity.org/citycouncil/documents/>.

AGENDA REVIEW SESSION

(3:30 p.m.)

(Council Chambers Lower Level of City Hall)

(No Public Testimony Taken)

ROLL CALL OF COUNCIL

INTERVIEWS OF NOMINEES TO BOARDS AND COMMISSIONS

COUNCIL OR STAFF REPORTS OF MATTERS OF INTEREST

ADVANCE AGENDA REVIEW (Staff or Council Member briefings and discussion)

APPROVAL BY MOTION OF THE DRAFT AGENDA

CONSIDERATION OF ANY REQUESTS FOR DEFERRAL OF ITEMS ON THE FINAL AGENDA

EXECUTIVE SESSION

(Closed Session of Council)

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

LEGISLATIVE SESSION

(6:00 P.M.)

(Council Reconvenes in Council Chamber)

LAND ACKNOWLEDGEMENT

PLEDGE OF ALLEGIANCE

POETRY AT THE PODIUM, WORDS OF INSPIRATION, AND SPECIAL INTRODUCTIONS

ROLL CALL OF COUNCIL

PROCLAMATIONS AND SALUTATIONS

REPORTS FROM COMMUNITY ORGANIZATIONS

ANNOUNCEMENTS

(Announcements regarding Changes to the City Council Agenda)

NO BOARDS AND COMMISSIONS APPOINTMENTS

CONSENT AGENDA

The consent agenda consists of purchases and contracts for supplies and services provided to the city, as well as other agreements that arise (such as settlement or union agreements), and weekly claims and payments of previously approved obligations and biweekly payroll claims against the city. Any agreement over \$50,000 must be approved by the city council. Typically, the funding to pay for these agreements has already been approved by the city council through the annual budget ordinance, or through a separate special budget ordinance. If the contract requires a new allocation of funds, that fact usually will be indicated in the summary of the contract in the consent agenda.

Unless a council member requests that an item be considered separately, the council approves the consent agenda as a whole in a single vote. Note: The consent agenda is no longer read in full by the city clerk. The public is welcome to testify on matters listed in the consent agenda, but individual testimony is limited to three minutes for the entire consent agenda.

REPORTS, CONTRACTS AND CLAIMS

RECOMMENDATION

- | | | | |
|----|--|---------|---------------|
| 1. | Contract Renewal with ParkMobile, LLC (Atlanta, GA) for a mobile parking payment system from January 1, 2025, through December 31, 2025—cost not to exceed \$500,000 (Estimated \$2,300,000 Revenue). (Council Sponsors: Council Members Bingle, Zappone, and Cathcart) | Approve | OPR 2022-0129 |
| 2. | Contract Extension with Eccovia, Inc. (Salt Lake City, UT) for subscription licenses and professional services for the City’s Homeless Management Information System (HMIS) from December 1, 2024, through November 30, 2025—\$155,649.92 (plus tax). (Council Sponsors: Council Members Zappone, Bingle, and Klitzke) | Approve | OPR 2016-0959 |
| 3. | Contract Amendments to inclement weather contracts adding clarity around data entry into ShelterMe and adding funds with: | Approve | |
| | a. The Salvation Army (The Way Out Shelter)—\$50,000. | | OPR 2024-0984 |

- b. Catholic Charities of Eastern Washington (The House of Charity and St. Margaret’s)—\$50,000. OPR 2024-1022
- c. Volunteers of America (Hope House)—\$50,000. OPR 2024-0983
- d. Revive Counseling (Revive Inclement Weather Beds)—\$50,000. OPR 2024-0982

(Council Sponsors: Council Members Zappone, Bingle, and Klitzke)

- 4. Contracts to fast-track spend-down of \$1.26 million remaining eviction prevention funds under the System Demonstration Grant with: **Approve & Authorize Contracts**
 - a. SNAP—\$873,290. OPR 2025-0012
 - b. Catholic Charities (St. Margaret’s)—\$158,000. OPR 2025-0013
 - c. Transitions—\$230,047. OPR 2025-0014

(Council Sponsors: Council Members Zappone, Klitzke, and Bingle)

- 5. Recommendation to list the Fred and Winona Adams House located at 11 West 26th Avenue on the Spokane Register of Historic Places. (Council Sponsors: Council Members Bingle, Zappone, and Klitzke) **Approve** OPR 2025-0015
- 6. Fourth Contract Amendment and Extension with Archbright Workplace Performance Experts (Seattle, WA) for operation support for the Human Resources Department from February 1, 2025, through June 30, 2025—additional \$46,000 (plus tax). (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon) **Approve** OPR 2024-0105
- 7. Third Amendment to Universal Transit Access Pass Agreement with Spokane Transit Authority (STA) beginning January 1, 2025—not to exceed \$73,484. (Council Sponsors: Council President Wilkerson and Council Members Bingle and Dillon) **Approve** OPR 2017-0727

- 8. Report of the Mayor of pending: **Approve & Authorize Payments**
 - a. Claims and payments of previously approved obligations, including those of Parks and Library, through _____, 2024, total \$_____, with Parks and Library claims CPR 2024-0002

approved by their respective boards. Warrants excluding Parks and Library total \$_____.

b. Payroll claims of previously approved obligations through _____, 2024: \$_____. CPR 2024-0003

9. a. City Council Meeting Minutes: _____, 2024. Approve All CPR 2024-0013

b. City Council Standing Committee Meeting Minutes: _____, 2024.

LEGISLATIVE AGENDA

NO SPECIAL BUDGET ORDINANCES

NO EMERGENCY ORDINANCES

NO RESOLUTIONS

NO FINAL READING ORDINANCES

FIRST READING ORDINANCES

ORD C36629

Relating to Building Opportunity for Housing (BOH) follow up code fixes making changes to the Unified Development Code that are intended to fix errors, clarify, and create more flexibility within the Spokane Municipal Code, amending Spokane Municipal Code (SMC) sections 17A.020.060 "F" Definitions, 17C.111.205 Development Standards Tables, 17C.111.210 Density, 17C.111.220 Building Coverage and Impervious Coverage, 17C.111.235 Setbacks, 17C.111.310 Open Space, 17C.111.315 Entrances, 17C.111.320 Windows, 17C.111.325 Building Articulation, 17C.111.335 Parking Facilities, 17C.111.420 Open Spaces, 17C.230.100 General Standards, 17C.230.110 Minimum Required Parking Spaces, 17C.230.120 Maximum Required Parking Spaces, 17C.230.130 Parking Exceptions, 17C.230.140 Development Standards, 17G.080.040 Short Subdivisions, 17G.080.065 Unit Lot Subdivisions, adopting a new section 17C.230.020 Vehicle Parking Summary Table, and repealing 17C.111.450 Pitched Roofs. (Council Sponsors: Council Members Bingle, Zappone, and Klitzke)

Wilkerson Proposed Amendment:

- Request motion to amend First Reading Ordinance C36629 with proposed updates filed January 3, 2025, and included in agenda packet under First Reading Ordinance C36629.

ORD C36630 Relating to language access and the recruitment of bilingual and multilingual applicants to the City of Spokane, and amending Section 18.11.050 of the Spokane Municipal Code. (Council Sponsors: Council Members Navarrete, Cathcart, and Dillon)

Request motion to withdraw the following item (ORD C36631):

ORD C36631 Relating to the Asset Forfeiture Program audit process and amending Section 08.19.20 of the Spokane Municipal Code. (Council Sponsor: Council Member Zappone)

ORD C36632 Providing for the acquisition by eminent domain of certain lands necessary for water booster pump station in the vicinity of N. Wieber Drive and W. Shawnee Lane, located in the City and County of Spokane, State of Washington. (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

ORD C36633 Amending Section 17D.100.230 of the Spokane Municipal Code to add Centers and Corridors to Historic Preservation review of proposed demolition of historic properties, also to bring review of buildings by the Spokane Historic Landmarks Commission into compliance with 2023 Washington House Bill 1293 by implementing clear and objective design standards, and to modify the limitations on redevelopment of a property after a historic or eligible structure has been demolished. (Council Sponsors: Council Members Zappone, Klitzke, and Bingle)

FURTHER ACTION DEFERRED

NO SPECIAL CONSIDERATIONS

NO HEARINGS

OPEN FORUM

At the conclusion of legislative business, the Council may recess briefly and then convene an open public comment period for up to twenty (20) speakers, unless a majority of council members vote otherwise. If more than twenty (20) people sign up for open forum, the individuals assigned to the twenty (20) spaces available will be chosen at random, with preference given to individuals who have not spoken at open forum during the calendar month. Each speaker is limited to no more than two (2) minutes. In order to participate in Open Forum, you must sign up beginning at 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting via the virtual testimony form linked in the meeting packet (<https://my.spokanecity.org/citycouncil/documents/>) or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. The virtual sign-up form can also be found here: <https://forms.gle/Vd7n381x3seaL1NW6>. (If you are unable to access the form by clicking the hyperlink, please copy and paste the link address into your browser window.) Speakers must sign themselves in using a name. Instructions for virtual participation are provided on the form when you sign up. The Open Forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City other than items appearing on the final or draft agendas, pending hearing items, and 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.

Motion to Approve Updated Draft Agenda for January 13, 2025 (per Council Rule 2.1.B)

ADJOURNMENT

The January 13, 2025, Regular Legislative Session of the City Council will be held and is adjourned to January 27, 2025.

NOTE: There is no meeting scheduled for Monday, January 20, 2025, as this day is the designated Dr. Martin Luther King, Jr. Day Holiday.

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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlovmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

NOTES



Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 12/09/2024

Committee Agenda type: Consent

Date Rec'd

11/22/2024

Clerk's File #

OPR 2022-0129

Cross Ref #

Project #

Council Meeting Date: 01/13/2025

Submitting Dept

CODE ENFORCEMENT & PARKING

Bid #

Contact Name/Phone

LUIS GARCIA 6850

Requisition #

Contact E-Mail

LGARCIA@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

JBINGLE ZZAPPONE MCATHCART

Agenda Item Name

4760 - PARKMOBILE, LLC CONTRACT RENEWAL WITH COST

Agenda Wording

Parking Services contract renewal with ParkMobile, LLC (OPR 2022-0129) for one year. This contract is both revenue and expense.

Summary (Background)

ParkMobile, LLC has been Parking Services Mobile Parking Payment System integrator and the merchant of record. Parking Services pays for bank fees and the customer pays for transaction fees with a revenue share of \$.10 back to Parking Services. The anticipated expense is up to \$500,000 and revenue is \$2.3 Million. Initial contract term was 3 years with the option for annual renewal. This is the first contract renewal which is from January 1, 2025 to December 31, 2025.

Lease? NO

Grant related? NO

Public Works? NO

Fiscal Impact

Approved in Current Year Budget? N/A

Total Cost

\$

Current Year Cost

\$

Subsequent Year(s) Cost

\$

Narrative

Mobile parking revenue, fees taken from revenue received.

Amount

Budget Account

Revenue \$ 2.3 Million

1460-21200-99999-36231-24006

Expense \$ 500,000

1460-21200-21710-54914-24006

Select \$

#

Select \$

#

\$

#

\$

#



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

Dept Head

GARCIA, LUIS

Division Director

MACDONALD, STEVEN

Accounting Manager

ZOLLINGER, NICHOLAS

Legal

HARRINGTON,

For the Mayor

PICCOLO, MIKE

Additional Approvals

Distribution List

justin.clifford@parkmobile.io (Justin Clifford)

lgarcia@spokanecity.org

smacdonald@spokanecity.org

jray@spokanecity.org

mwilliams@spokanecity.org

parkingservicesaccounting@spokanecity.org

legal-notices@parkmobile.io

akiehn@spokanecity.org

Mark.Larson@ParkMobile.io

Committee Agenda Sheet

Select Committee Name

Committee Date	12.9.24
Submitting Department	Parking Services
Contact Name	Luis Garcia
Contact Email & Phone	lgarcia@spokanecity.org ; 625-6850
Council Sponsor(s)	<u>TBD</u>
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	ParkMobile, LLC contract renewal with cost
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>ParkMobile, LLC has been Parking Services Mobile Parking Payment System integrator and the merchant of record. Parking Services pays for bank fees and the customer pays for transaction fees with a revenue share of \$.10 back to Parking Services. The anticipated expense is up to \$500,000 and revenue is \$2.3 Million. Initial contract term was 3 years with the option for annual renewal. This is the first contract renewal which is from January 1, 2025 to December 31, 2025.</p>
Summary (Background)	<p>*use the Fiscal Impact box below for relevant financial information</p>
<p>Fiscal Impact</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Total Cost: <u>N/A</u></p> <p>Current year cost:</p> <p>Subsequent year(s) cost:</p> <p>Narrative: Mobile parking revenue, fees taken from revenue received.</p> <p>Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Specify funding source: Program revenue</p> <p>Is this funding source sustainable for future years, months, etc? Yes.</p> <p>Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Other budget impacts: Revenue 2.3 Million; Expense \$500,000</p>	
Operations Impacts (If N/A, please give a brief description as to why)	
<p>What impacts would the proposal have on historically excluded communities?</p> <p>This contract will increase payment options available to parking customers by increasing the number of parking apps customers can use for payment. For customers that do not have smart phones, ParkMobile offers a pay by phone payment system to pay for parking. To ensure access for all customers, ParkMobile maintains a multi-channel call center with phone, email, in-app chat, and a website available 24/7/365 in a variety of languages for customers whose first language is not English.</p> <p>The City strives to offer a consistent level of service to everyone and to make parking easy, convenient, and accessible. This item supports the operations of Parking Services.</p>	

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

We do not collect data on race, ethnicity, gender, income level, etc. Those demographics are not available to us, nor do we require them to use a parking payment app.

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

Parking Services follows the City's established procurement regulations and policies to bring items forward, and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

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

This project implements recommendations from the 2019 Downtown Parking Study.



City of Spokane
CONTRACT RENEWAL #1
Title: Mobile Parking Payment System(s) Integrator

This Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **PARKMOBILE, LLC.**, whose address is 1100 Spring Street NW, Suite 200, Atlanta, Georgia 30309 as ("Firm"), individually hereafter referenced as a "Party", and together as the "Parties".

WHEREAS, the parties entered into a Contract wherein the Firm agreed to provide a Mobile Parking Payment ("MPP") System for the City of Spokane; and

WHEREAS, the original Contract allowed for annual upon mutual agreement of the Parties renewal #1, therefore the original Contracts needs to be formally renewed by this written Contract Renewal document; and

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

1. CONTRACT DOCUMENTS.

The original Contract, dated March 4, 2022, and March 11, 2022, any previous amendments, renewals and / or extensions / 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 January 1, 2025, and shall end December 31, 2025.

3. COMPENSATION.

The City shall pay an estimated maximum annual cost not to exceed **FIVE HUNDRED THOUSAND AND 00/100 (\$500,000.00)** for everything furnished and done under this Contract Renewal. This is the maximum amount to be paid under this Renewal, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this Renewal document.

4. DEBARMENT AND SUSPENSION.

The Contractor has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

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.

PARKMOBILE, LLC.

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

Attachments that are part of this Agreement:

Attachment A - Certificate of Debarment

24-208

ATTACHMENT A

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

 2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

_____ Name of Subrecipient / Contractor / Consultant (Type or Print)	_____ Program Title (Type or Print)
_____ Name of Certifying Official (Type or Print)	_____ Signature
_____ Title of Certifying Official (Type or Print)	_____ Date (Type or Print)



STATE OF WASHINGTON

BUSINESS LICENSE

Limited Liability Company

PARKMOBILE, LLC
1100 SPRING ST NW STE 200
ATLANTA GA 30309-2824

TAX REGISTRATION - ACTIVE

CITY/COUNTY ENDORSEMENTS:

SPOKANE GENERAL BUSINESS - NON-RESIDENT - ACTIVE

Issue Date: Apr 09, 2024

Unified Business ID #: 603478652

Business ID #: 001

Location: 0001

Expires: Jan 31, 2025

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

UBI: 603478652 001 0001

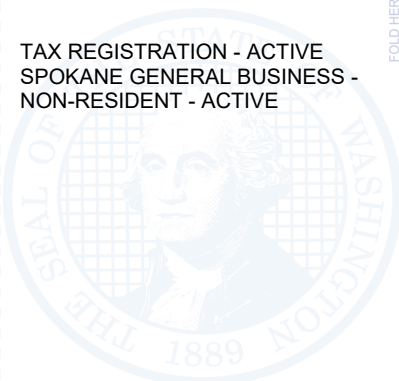
PARKMOBILE, LLC
1100 SPRING ST NW STE 200
ATLANTA GA 30309-2824

FOLD HERE

TAX REGISTRATION - ACTIVE
SPOKANE GENERAL BUSINESS -
NON-RESIDENT - ACTIVE

FOLD HERE

STATE OF WASHINGTON



Expires: Jan 31, 2025

Director, Department of Revenue

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.**

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

Telephone: 360-705-6741

Endorsements

All endorsements should be renewed by the expiration date that appears on the front of this license to avoid any late fees.

If there is no expiration date, the endorsements remain active as long as you continue required reporting. Tax Registration, Unemployment Insurance, and Industrial Insurance endorsements require you to submit periodic reports. Each agency will send you the necessary reporting forms and instructions.

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call (360) 705-6741. Teletype (TTY) users may use the Washington Relay Service by calling 711.

BLS-700-107 (07/27/20)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/1/2024

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 Arthur J. Gallagher Risk Management Services, LLC 1050 Crown Pointe Parkway, Suite 600 Atlanta GA 30338	CONTACT NAME: Dena Saad	
	PHONE (A/C. No. Ext): 678-393-5244	FAX (A/C. No):
E-MAIL ADDRESS: dena_saad1@ajg.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Charter Oak Fire Insurance Company		25615
INSURER B: Travelers Property Casualty Co of America		25674
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		
INSURED ParkMobile USA, Inc 1100 Spring Street Suite 200 Atlanta GA 30309		

COVERAGES

CERTIFICATE NUMBER: 446676238

REVISION NUMBER:

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
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZGC-41N61894-24-I5	4/23/2024	4/23/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	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			BA-6W658114-24-I5-G	4/23/2024	4/23/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-6W659319-24-I5	4/23/2024	4/23/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB2X44998424I5G	4/23/2024	4/23/2025	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Certificate Holder is an Additional Insured as respects to the General Liability policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

CERTIFICATE HOLDER**CANCELLATION**

City of Spokane
 808 W Spokane Falls Blvd
 Spokane WA 99201

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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**Agenda Sheet for City Council:****Committee:** PIES **Date:** 12/16/2024**Committee Agenda type:** Consent**Date Rec'd**

12/13/2024

Clerk's File #

OPR 2016-0959

Cross Ref #**Project #****Council Meeting Date:** 01/13/2025**Submitting Dept**

COMMUNITY, HOUSING & HUMAN

Bid #**Contact Name/Phone**

ARIELLE 509.564.5278

Requisition #**Contact E-Mail**

ARIELLEANDERSON@SPOKANECITY.

Agenda Item Type

Contract Item

Council Sponsor(s)

ZZAPPONE JBINGLE KKLITZKE

Agenda Item Name

1680- ECCOVIA HOMELESS MANAGEMENT INFORMATION SYSTEM SOFTWARE

Agenda Wording

Eccovia, Inc. is a critical vendor that provides the City's Homeless Management Information System (HMIS).

Summary (Background)

The software is needed for the data collection, storage and reporting of persons experiencing and at-risk of homelessness and as a requirement of state and federal funding administered by the CHHS Department. This software extension is for one year for the period of 12/1/2024 - 11/30/2025 at a cost of \$155,649.92.

Lease? NO

Grant related? YES

Public Works? NO

Fiscal Impact

Approved in Current Year Budget? YES

Total Cost \$ 155,649.92

Current Year Cost \$ 168,433.04

Subsequent Year(s) Cost \$

Narrative**Amount****Budget Account**

Expense \$ 134,462.32

1540-95570-65430-54214-99999

Expense \$ 21,187.60

1700-95613-51030-54214-99999

Select \$

#

Select \$

#

\$

#

\$

#



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

<u>Dept Head</u>	GBYRD
<u>Division Director</u>	GBYRD
<u>Accounting Manager</u>	GBYRD
<u>Legal</u>	GBYRD
<u>For the Mayor</u>	GBYRD

Additional Approvals

<u>ACCOUNTING -</u>	MURRAY, MICHELLE

Distribution List

	arielleanderson@spokanecity.org
mmorrison@spokanecity.org	dkinder@spokanecity.org
dnorman@spokanecity.org	sbrown@spokanecity.org
zhjelm@spokanecity.org	

Committee Briefing Paper

Public Infrastructure, Environment & Sustainability Committee

Committee Date	12/16/2024
Submitting Department	CHHS
Contact Name	Arielle Anderson
Contact Email & Phone	aanderson@spokanecity.org
Council Sponsor(s)	Wilkerson and Zappone
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	Eccovia Inc., Homeless Management Information System Software Extension
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	Eccovia, Inc. is a critical vendor that provides the City's Homeless Management Information System (HMIS). The software is needed for the data collection, storage and reporting of persons experiencing and at-risk of homelessness and as a requirement of state and federal funding administered by the CHHS Department. This software extension is for one year for the period of 12/1/2024 – 11/30/2025 at a cost of \$155,649.92.
Fiscal Impact	<p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Total Cost: <u>\$155,649.92</u></p> <p>Current year cost: 2023-2024 cost was \$168,433.04</p> <p>Subsequent year(s) cost:</p> <p>Narrative: Please provide financial due diligence review, as applicable, such as number and type of positions, grant match requirements, summary type details (personnel, maintenance and supplies, capital, revenue), impact on rates, fees, or future shared revenue</p> <p>Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Specify funding source: Select Funding Source*</p> <p>Is this funding source sustainable for future years, months, etc? Click or tap here to enter text.</p> <p>Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>
Operations Impacts (If N/A, please give a brief description as to why)	<ul style="list-style-type: none"> • What impacts would the proposal have on historically excluded communities? Ability to disaggregate data of those impacted by housing instability and homelessness, including historically excluded communities. • How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? An HMIS system and compliant software is a funding requirement which collects data on persons at risk or experiencing homelessness. This data is used at the local, state and federal level for planning and policy on reducing and ending homelessness. • How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

This software service collects data for system performance monitoring for local, state and federally funded programs.

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

This software service aligns provides critical data to inform the above plans and strategic initiatives.

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.



CITY OF SPOKANE
CONTRACT EXTENSION
Title: **CLIENTTRACK SUBSCRIPTION AGREEMENT**

This Contract Extension is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **ECCOVIA, INC.**, whose address is 2150 West Parkway Blvd, Suite A-101, Salt Lake City, UT 84119 as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Company agreed to provide Subscription Licenses and Professional Services to ClientTrack; and

WHEREAS, additional time is required, and thus the Contract time for performance needs to be formally extended by this written document.

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

1. CONTRACT DOCUMENTS.

The Contract, dated December 12, 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 Extension shall become effective on December 1, 2024 and shall run through November 30, 2025.

3. COMPENSATION.

The City shall pay an additional amount not to exceed **ONE HUNDRED FIFTY FIVE THOUSAND SIX HUNDRED FORTY NINE DOLLARS 92/100 DOLLARS, (\$155,649.92)**, and applicable sales tax, for everything furnished and done under this Contract Extension. This is the maximum amount to be paid under this Extension and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

4. DEBARMENT AND SUSPENSION.

The Company has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or

ineligible from participation in Federal Assistance Programs under Executive Order 12549 and “Debarment and Suspension”, codified at 29 CFR part 98.

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 Extension by having legally-binding representatives affix their signatures below.

ECCOVIA, INC.

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

Attachments that are part of this Agreement:
Attachment A – Certification Regarding Debarment

24-276

**ATTACHMENT A
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

 2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

<hr/> Name of Subrecipient / Contractor / Consultant (Type or Print)	<hr/> Program Title (Type or Print)
<hr/> Name of Certifying Official (Type or Print)	<hr/> Signature
<hr/> Title of Certifying Official (Type or Print)	<hr/> Date (Type or Print)

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 12/16/2024**Committee Agenda type:** Consent**Date Rec'd**

12/13/2024

Clerk's File #

OPR 2024-0984

Cross Ref #**Project #****Council Meeting Date:** 01/13/2025**Submitting Dept**

COMMUNITY, HOUSING & HUMAN

Bid #**Contact Name/Phone**

ARIELLE 509.564.5278

Requisition #**Contact E-Mail**

ARIELLEANDERSON@SPOKANECITY.

Agenda Item Type

Contract Item

Council Sponsor(s)

ZZAPPONE JBINGLE KKLITZKE

Agenda Item Name

1680- APPROVAL TO AMEND INCLEMENT WEATHER CONTRACTS AT \$50,000

Agenda Wording

CHHS requests City Council approval to amend the inclement weather contracts by \$50,000 and to add clarity around data entry into ShelterMe.

Summary (Background)

CHHS requests that the inclement weather contracts be amended to include an additional \$50,000 per contract for the following providers: 1. The Way Out Center (The Salvation Army) Singles (OPR 2024-0984) 2. House of Charity and St. Margaret's (Catholic Charities of Eastern Washington) Singles and Families (OPR 2024-1022) 3. Hope House (Volunteers of America) Single Women (OPR 2024-0983) 4. Revive Inclement Weather Beds (Revive) Singles and Small Families (OPR 2024-0982)

Lease? NO

Grant related? YES

Public Works? NO

Fiscal Impact

Approved in Current Year Budget? NO

Total Cost \$ 200,000

Current Year Cost \$ 108,635

Subsequent Year(s) Cost \$

Narrative

There will be no positions added to support this grant nor are any matching requirements required.

Amount**Budget Account**

Expense \$ 200,000

1595-53126-51010-54201-99999

Select \$

#

Select \$

#

Select \$

#

\$

#

\$

#



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

<u>Dept Head</u>	GBYRD
<u>Division Director</u>	GBYRD
<u>Accounting Manager</u>	GBYRD
<u>Legal</u>	GBYRD
<u>For the Mayor</u>	GBYRD

Additional Approvals

<u>ACCOUNTING -</u>	MURRAY, MICHELLE

Distribution List

	arielleanderson@spokanecity.org
mmorrison@spokanecity.org	dkinder@spokanecity.org
dnorman@spokanecity.org	sbrown@spokanecity.org
zhjelm@spokanecity.org	

Committee Agenda Sheet

Public Infrastructure, Environment & Sustainability Committee

Committee Date	December 16, 2024
Submitting Department	Community, Housing, and Human Services
Contact Name	Arielle M Anderson
Contact Email & Phone	arielleanderson@spokanecity.org
Council Sponsor(s)	<u>Wilkerson and Zappone</u>
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 10 minutes
Agenda Item Name	Approval to amend inclement weather contracts at \$50,001 each.
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>CHHS requests that the inclement weather contracts be amended to include an additional \$50,001 per contract for the following providers:</p> <ol style="list-style-type: none"> 1. The Way Out Center (The Salvation Army) <i>Singles</i> 2. House of Charity and St. Margrets (Catholic Charities of Eastern Washington) <i>Singles and Families</i> 3. Hope House (Volunteers of America) <i>Single Women</i> 4. Revive Inclement Weather Beds (Revive) <i>Singles and Small Families</i> <p>The funds used to increase the current contracts will come from 1590 Funds that had previously been allocated in Ordinance Number C36572. The total amount added to the Inclement Weather allocation from 1590 was \$200,004. The amount spent/incumbered as of December 12, 2024 (for all inclement weather beds) is \$108,635 and we surged 13 days in November and 11 days in December (as of December 1, 2024).</p> <p>Providers are updating the ShelterMe App on a daily cadence but CHHS has updated language in these amendments to require updates by 8:00pm each night.</p> <p>We will continue to update the community and City Council on the amounts spent and number of days surged as the year continues.</p>
Fiscal Impact	<p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Total Cost:</p> <p style="padding-left: 20px;">Current year cost:</p> <p style="padding-left: 20px;">Subsequent year(s) cost:</p> <p>Narrative: Each contract amount is \$50,001 for a total of \$200,004.</p> <p>Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Specify funding source: Grant</p> <p>Is this funding source sustainable for future years, months, etc? These are 1590 funds that will take us through until the end of 2025.</p> <p>Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>
Operations Impacts (If N/A, please give a brief description as to why). <i>None.</i>	

What impacts would the proposal have on historically excluded communities?

Inclement Weather Beds are dedicated to community members who are unsheltered and in need of a bed due to extreme weather conditions.

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

We have created a special enrollment in HMIS that is truncated than the general Emergency Shelter Enrollment. This allows providers to quickly enter folks into HMIS and not worry about the more detailed questions associated with a traditional ES Enrollment. CHHS is happy to elaborate on this at the Council's leisure.

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

The data collected through the ShelterMe App and HMIS will be critical in how we might shift funds around to support more beds for a specific sub population. CHHS will share out the utilization rate of each of shelter as time goes on with both Council and the community.

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

This program aligns with the CoC's Five Year Strategic Plan to End Homelessness and SMC 18.05.020.

**AGREEMENT BETWEEN
CITY OF SPOKANE ("CITY") AND THE SALVATION ARMY ("GRANTEE")
IN CONJUNCTION WITH 1590 - HOUSING RELATED SERVICES FUNDS**

1. Grantee THE SALVATION ARMY 222 E INDIANA AVE SPOKANE, WA 99207		2. Contract Amount \$ 100,000.00 Amendment Amount \$ 50,001.00		3. Tax ID 91-1156347 4. UEI# 626874572	
5. Grantee's Program Representative ANDREA REEDY 222 E INDIANA AVE SPOKANE, WA 99207 (509)435-4988 ANREA.REEDY@USW.SALVATIONARMY.ORG			6. City's Program Representative PARADIS POURZANJANI, PROGRAM PROFESSIONAL 808 W SPOKANE FALLS BLVD SPOKANE, WA 99201 (509)625-6510 PPOURZANJANI@SPOKANECITY.ORG		
7. Grantee's Financial Representative MEGAN SMITH 222 E INDIANA AVE SPOKANE, WA 99207 (509)435-9021 MEGA.SMITH@USW.SALVATIONARMY.ORG			8. City's Contract Signatory DAWN KINDER, NHHS DIRECTOR 808 W SPOKANE FALLS BLVD SPOKANE, WA 99201 (509)625-6443 DKINDER@SPOKANECITY.ORG		
9. Grantee's Signatory CYNTHIA FOLEY 222 E INDIANA AVE SPOKANE, WA 99207 (509)358-4250 x 4269 CINDY.FOLEY@USW.SALVATIONARMY.ORG			10. City of Spokane Internal Items Project Name: INCLEMENT WEATHER BEDS FMS Vendor ID: 000768 IDIS ID: N/A		
11. Grantor Award # N/A		12. Start Date 12/1/2024		13. End Date 12/31/2025	
14. Federal Funds N/A		ALN # N/A	Federal Agency N/A		Program Title N/A
15. Total Federal Award N/A		16. Federal Award Date N/A		17. Research & Development N/A	
18. Indirect Cost Rate N/A					
19. Grantee Selection Process: (check all that apply or qualify) <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E Services <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-approved by Funder			20. Grantee Type: (check all that apply) <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit		
21. CITY and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement.					



CITY OF SPOKANE
CONTRACT AMENDMENT B
Title: Inclement Weather Beds

This CONTRACT AMENDMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as ("CITY"), and THE SALVATION ARMY, a California nonprofit corporation registered to do business in Washington, whose address is 30840 HAWTHORNE BLVD, RANCHO PALOS VERDES, CA 90275 with a local business address at 222 E INDIANA AVE, SPOKANE, WA 99207, as ("GRANTEE"). Individually hereafter referenced as a "PARTY", and together as the "PARTIES".

WHEREAS, the PARTIES entered into a CONTRACT wherein the GRANTEE agreed to administer for the CITY the INCLEMENT WEATHER BED PROJECT; and

WHEREAS, the PARTIES desire to increase funding and modify the corresponding BUDGET; and

WHEREAS, a change or revision of the WORK has been requested, thus the original CONTRACT needs to be formally amended by this written document; and

-- Now, therefore, the PARTIES agree as follows:

1. DOCUMENTS.

The original CONTRACT dated November 1, 2024 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 DATE.

This CONTRACT AMENDMENT shall become effective December 1, 2024.

3. AMENDMENT.

[SECTION 1 – DESCRIPTION OF WORK] GRANTEE will update the Shelter Me Spokane portal no later than 8:00pm each night they are asked to activate beds.

4. AMENDMENT.

[SECTION 3 – COMPENSATION] The total amount CITY shall pay GRANTEE is increased by **FIFTY THOUSAND ONE AND NO/100 DOLLARS (\$50,001.00)** for everything furnished and done under this AMENDMENT which equates to a new total

CONTRACT amount not to exceed **ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00)** for everything furnished and done under the original CONTRACT and this AMENDMENT. This is the maximum amount to be paid under this AMENDMENT and original CONTRACT and shall not be exceeded without the prior written authorization of the CITY, memorialized with the same formality as the original CONTRACT and this AMENDMENT document.

THIS SECTION

INTENTIONALLY

LEFT BLANK

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 by having legally-binding representatives affix their signature below. The undersigned certifies compliance with all CONTRACT provisions as listed above.

THE SALVATION ARMY

By _____
Signature Date

Type or Print Name

Title

Attest:

CITY Clerk

CITY OF SPOKANE

By _____
Signature Date

Type or Print Name

Title

Approved as to form:

Assistant CITY Attorney

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 12/16/2024**Committee Agenda type:** Consent**Date Rec'd**

12/13/2024

Clerk's File #

OPR 2024-1022

Cross Ref #**Project #****Council Meeting Date:** 01/13/2025**Submitting Dept**

COMMUNITY, HOUSING & HUMAN

Bid #**Contact Name/Phone**

ARIELLE 509.564.5278

Requisition #**Contact E-Mail**

ARIELLEANDERSON@SPOKANECITY.

Agenda Item Type

Contract Item

Council Sponsor(s)

ZZAPPONE JBINGLE KKLITZKE

Agenda Item Name

1680- APPROVAL TO AMEND INCLEMENT WEATHER CONTRACTS AT \$50,000

Agenda Wording

CHHS requests City Council approval to amend the inclement weather contracts by \$50,000 and to add clarity around data entry into ShelterMe.

Summary (Background)

CHHS requests that the inclement weather contracts be amended to include an additional \$50,000 per contract for the following providers: 1. The Way Out Center (The Salvation Army) Singles (OPR 2024-0984) 2. House of Charity and St. Margaret's (Catholic Charities of Eastern Washington) Singles and Families (OPR 2024-1022) 3. Hope House (Volunteers of America) Single Women (OPR 2024-0983) 4. Revive Inclement Weather Beds (Revive) Singles and Small Families (OPR 2024-0982)

Lease? NO

Grant related? YES

Public Works? NO

Fiscal Impact

Approved in Current Year Budget? NO

Total Cost \$ 200,000

Current Year Cost \$ 108,635

Subsequent Year(s) Cost \$

Narrative

There will be no positions added to support this grant nor are any matching requirements required.

Amount**Budget Account**

Expense \$ 200,000

1595-53126-51010-54201-99999

Select \$

#

Select \$

#

Select \$

#

\$

#

\$

#



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

<u>Dept Head</u>	GBYRD
<u>Division Director</u>	GBYRD
<u>Accounting Manager</u>	GBYRD
<u>Legal</u>	GBYRD
<u>For the Mayor</u>	GBYRD

Additional Approvals

<u>ACCOUNTING -</u>	MURRAY, MICHELLE

Distribution List

	arielleanderson@spokanecity.org
mmorrison@spokanecity.org	dkinder@spokanecity.org
dnorman@spokanecity.org	sbrown@spokanecity.org
zhjelm@spokanecity.org	

Committee Agenda Sheet

Public Infrastructure, Environment & Sustainability Committee

Committee Date	December 16, 2024
Submitting Department	Community, Housing, and Human Services
Contact Name	Arielle M Anderson
Contact Email & Phone	arielleanderson@spokanecity.org
Council Sponsor(s)	<u>Wilkerson and Zappone</u>
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 10 minutes
Agenda Item Name	Approval to amend inclement weather contracts at \$50,001 each.
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>CHHS requests that the inclement weather contracts be amended to include an additional \$50,001 per contract for the following providers:</p> <ol style="list-style-type: none"> 1. The Way Out Center (The Salvation Army) <i>Singles</i> 2. House of Charity and St. Margrets (Catholic Charities of Eastern Washington) <i>Singles and Families</i> 3. Hope House (Volunteers of America) <i>Single Women</i> 4. Revive Inclement Weather Beds (Revive) <i>Singles and Small Families</i> <p>The funds used to increase the current contracts will come from 1590 Funds that had previously been allocated in Ordinance Number C36572. The total amount added to the Inclement Weather allocation from 1590 was \$200,004. The amount spent/incumbered as of December 12, 2024 (for all inclement weather beds) is \$108,635 and we surged 13 days in November and 11 days in December (as of December 1, 2024).</p> <p>Providers are updating the ShelterMe App on a daily cadence but CHHS has updated language in these amendments to require updates by 8:00pm each night.</p> <p>We will continue to update the community and City Council on the amounts spent and number of days surged as the year continues.</p>
Fiscal Impact	<p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Total Cost:</p> <p style="padding-left: 20px;">Current year cost:</p> <p style="padding-left: 20px;">Subsequent year(s) cost:</p> <p>Narrative: Each contract amount is \$50,001 for a total of \$200,004.</p> <p>Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Specify funding source: Grant</p> <p>Is this funding source sustainable for future years, months, etc? These are 1590 funds that will take us through until the end of 2025.</p> <p>Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>
Operations Impacts (If N/A, please give a brief description as to why). <i>None.</i>	

What impacts would the proposal have on historically excluded communities?

Inclement Weather Beds are dedicated to community members who are unsheltered and in need of a bed due to extreme weather conditions.

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

We have created a special enrollment in HMIS that is truncated than the general Emergency Shelter Enrollment. This allows providers to quickly enter folks into HMIS and not worry about the more detailed questions associated with a traditional ES Enrollment. CHHS is happy to elaborate on this at the Council's leisure.

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

The data collected through the ShelterMe App and HMIS will be critical in how we might shift funds around to support more beds for a specific sub population. CHHS will share out the utilization rate of each of shelter as time goes on with both Council and the community.

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

This program aligns with the CoC's Five Year Strategic Plan to End Homelessness and SMC 18.05.020.

**AGREEMENT BETWEEN
CITY OF SPOKANE ("CITY") AND CATHOLIC CHARITIES OF SPOKANE ("GRANTEE")
IN CONJUNCTION WITH 1590 - HOUSING RELATED SERVICES FUNDS**

1. Grantee CATHOLIC CHARITIES OF SPOKANE 12 E 5TH AVE SPOKANE, WA 99202		2. Contract Amount \$ 100,000.00 Amendment Amount \$ 50,001.00		3. Tax ID 91-0569880 4. UEI# KLV5D7M8LF44	
5. Grantee's Program Representative DENA CARR, DIRECTOR 12 E 5TH AVE SPOKANE, WA 99202 (509)624-7821 DENA.CARR@CCEASTERNWA.ORG			6. City's Program Representative PARADIS POURZANJANI, PROGRAM PROFESSIONAL 808 W SPOKANE FALLS BLVD SPOKANE, WA 99201 (509)625-6510 PPOURZANJANI@SPOKANECITY.ORG		
7. Grantee's Contract Signatory SHARON STADELMAN, CHIEF CRISIS AND SHELTER OFFICER 12 E 5TH AVE SPOKANE, WA 99202 (509)358-4250 X4269 SHARON.STADELMAN@CCEASTERNWA.ORG			8. City's Contract Signatory ALEXANDER SCOTT, CITY ADMINISTRATOR 808 W SPOKANE FALLS BLVD SPOKANE, WA 99201 (509)625-6250 ASCOTT@SPOKANECITY.ORG		
9. Grantee's Financial Representative JONI CARTWRIGHT 12 E 5TH AVE SPOKANE, WA 99202 (509)459-6160 JONI.CARTWRIGHT@CCEASTERNWA.ORG			10. City of Spokane Internal Items Project Name: INCLEMENT WEATHER BEDS FMS Vendor ID: 012876 IDIS ID: N/A		
11. Grantor Award # N/A		12. Start Date 12/1/2024		13. End Date 12/31/2025	
14. Federal Funds N/A	ALN # N/A	Federal Agency N/A		Federal Program N/A	
15. Total Federal Award N/A	16. Award Date N/A		17. Research & Development NO		18. Indirect Cost Rate N/A
19. Grantee Selection Process: (check all that apply or qualify) <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E Services <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-approved by Funder			20. Grantee Type: (check all that apply) <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit		
21. CITY and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement.					



CITY OF SPOKANE
CONTRACT AMENDMENT A
Title: Inclement Weather Beds

This CONTRACT AMENDMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as ("CITY"), and CATHOLIC CHARITIES OF SPOKANE, whose address is 12 E 5th AVE, SPOKANE, WA 99202, as ("GRANTEE"). Individually hereafter referenced as a "PARTY", and together as the "PARTIES".

WHEREAS, the PARTIES entered into a CONTRACT wherein the GRANTEE agreed to administer for the CITY the INCLEMENT WEATHER BED PROJECT; and

WHEREAS, the PARTIES desire to increase funding and modify the corresponding BUDGET; and

WHEREAS, a change or revision of the WORK has been requested, thus the original CONTRACT needs to be formally amended by this written document; and

-- Now, therefore, the PARTIES agree as follows:

1. DOCUMENTS.

The original CONTRACT dated **original contract signature date(s)**, 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 DATE.

This CONTRACT AMENDMENT shall become effective **effective date**.

3. AMENDMENT.

[SECTION 3 – COMPENSATION] The total amount CITY shall pay GRANTEE is increased by **FIFTY THOUSAND ONE AND NO/100 DOLLARS (\$50,001.00)** for everything furnished and done under this AMENDMENT which equates to a new total CONTRACT amount not to exceed **ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00)** for everything furnished and done under the original CONTRACT and this AMENDMENT. This is the maximum amount to be paid under this AMENDMENT and original CONTRACT and shall not be exceeded without the prior written authorization of the CITY, memorialized with the same formality as the

original CONTRACT and this AMENDMENT document.

4. AMENDMENT.

[SECTION 1 – DESCRIPTION OF WORK] GRANTEE will update the Shelter Me Spokane portal no later than 8:00pm each night they are asked to activate beds.

**THIS SECTION
INTENTIONALLY
LEFT BLANK**

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 by having legally-binding representatives affix their signature below. The undersigned certifies compliance with all CONTRACT provisions as listed above.

CATHOLIC CHARITIES OF SPOKANE

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

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 12/16/2024**Committee Agenda type:** Consent**Date Rec'd**

12/13/2024

Clerk's File #

OPR 2024-0983

Cross Ref #**Project #****Council Meeting Date:** 01/13/2025**Submitting Dept**

COMMUNITY, HOUSING & HUMAN

Bid #**Contact Name/Phone**

ARIELLE 509.564.5278

Requisition #**Contact E-Mail**

ARIELLEANDERSON@SPOKANECITY.

Agenda Item Type

Contract Item

Council Sponsor(s)

ZZAPPONE JBINGLE KKLITZKE

Agenda Item Name

1680- APPROVAL TO AMEND INCLEMENT WEATHER CONTRACTS AT \$50,000

Agenda Wording

CHHS requests City Council approval to amend the inclement weather contracts by \$50,000 and to add clarity around data entry into ShelterMe.

Summary (Background)

CHHS requests that the inclement weather contracts be amended to include an additional \$50,000 per contract for the following providers: 1. The Way Out Center (The Salvation Army) Singles (OPR 2024-0984) 2. House of Charity and St. Margaret's (Catholic Charities of Eastern Washington) Singles and Families (OPR 2024-1022) 3. Hope House (Volunteers of America) Single Women (OPR 2024-0983) 4. Revive Inclement Weather Beds (Revive) Singles and Small Families (OPR 2024-0982)

Lease? NO

Grant related? YES

Public Works? NO

Fiscal Impact

Approved in Current Year Budget? NO

Total Cost \$ 200,000

Current Year Cost \$ 108,635

Subsequent Year(s) Cost \$

Narrative

There will be no positions added to support this grant nor are any matching requirements required.

Amount**Budget Account**

Expense \$ 200,000

1595-53126-51010-54201-99999

Select \$

#

Select \$

#

Select \$

#

\$

#

\$

#



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

<u>Dept Head</u>	GBYRD
<u>Division Director</u>	GBYRD
<u>Accounting Manager</u>	GBYRD
<u>Legal</u>	GBYRD
<u>For the Mayor</u>	GBYRD

Additional Approvals

<u>ACCOUNTING -</u>	MURRAY, MICHELLE

Distribution List

	arielleanderson@spokanecity.org
mmorrison@spokanecity.org	dkinder@spokanecity.org
dnorman@spokanecity.org	sbrown@spokanecity.org
zhjelm@spokanecity.org	

Committee Agenda Sheet

Public Infrastructure, Environment & Sustainability Committee

Committee Date	December 16, 2024
Submitting Department	Community, Housing, and Human Services
Contact Name	Arielle M Anderson
Contact Email & Phone	arielleanderson@spokanecity.org
Council Sponsor(s)	<u>Wilkerson and Zappone</u>
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 10 minutes
Agenda Item Name	Approval to amend inclement weather contracts at \$50,001 each.
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>CHHS requests that the inclement weather contracts be amended to include an additional \$50,001 per contract for the following providers:</p> <ol style="list-style-type: none"> 1. The Way Out Center (The Salvation Army) <i>Singles</i> 2. House of Charity and St. Margrets (Catholic Charities of Eastern Washington) <i>Singles and Families</i> 3. Hope House (Volunteers of America) <i>Single Women</i> 4. Revive Inclement Weather Beds (Revive) <i>Singles and Small Families</i> <p>The funds used to increase the current contracts will come from 1590 Funds that had previously been allocated in Ordinance Number C36572. The total amount added to the Inclement Weather allocation from 1590 was \$200,004. The amount spent/incumbered as of December 12, 2024 (for all inclement weather beds) is \$108,635 and we surged 13 days in November and 11 days in December (as of December 1, 2024).</p> <p>Providers are updating the ShelterMe App on a daily cadence but CHHS has updated language in these amendments to require updates by 8:00pm each night.</p> <p>We will continue to update the community and City Council on the amounts spent and number of days surged as the year continues.</p>
Fiscal Impact	<p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Total Cost:</p> <p style="padding-left: 20px;">Current year cost:</p> <p style="padding-left: 20px;">Subsequent year(s) cost:</p> <p>Narrative: Each contract amount is \$50,001 for a total of \$200,004.</p> <p>Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Specify funding source: Grant</p> <p>Is this funding source sustainable for future years, months, etc? These are 1590 funds that will take us through until the end of 2025.</p> <p>Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>
Operations Impacts (If N/A, please give a brief description as to why). <i>None.</i>	

What impacts would the proposal have on historically excluded communities?

Inclement Weather Beds are dedicated to community members who are unsheltered and in need of a bed due to extreme weather conditions.

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

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

The data collected through the ShelterMe App and HMIS will be critical in how we might shift funds around to support more beds for a specific sub population. CHHS will share out the utilization rate of each of shelter as time goes on with both Council and the community.

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

This program aligns with the CoC's Five Year Strategic Plan to End Homelessness and SMC 18.05.020.

**AGREEMENT BETWEEN
CITY OF SPOKANE ("CITY") AND VOLUNTEERS OF AMERICA ("GRANTEE")
IN CONJUNCTION WITH 1590 - HOUSING RELATED SERVICES FUNDS**

1. Grantee VOLUNTEERS OF AMERICA 525 W 2ND AVE SPOKANE, WA 99201		2. Contract Amount \$ 100,000.00 Amendment Amount \$ 50,001.00		3. Tax ID 91-0577131	
5. Grantee's Program Representative BRIDGET CANNON, SVP OF SHELTER SERVICES 525 W 2ND AVE SPOKANE, WA 99201 (509)688-1120 BCANNON@VOASPOKANE.ORG		6. City's Program Representative PARADIS POURZANJANI, PROGRAM PROFESSIONAL 808 W SPOKANE FALLS BLVD SPOKANE, WA 99201 (509)625-6510 PPOURZANJANI@SPOKANECITY.ORG			
7. Grantee's Contract Signatory FAWN SCHOTT, CEO 525 W 2ND AVE SPOKANE, WA 99201 (509)688-1102 FSCHOTT@VOASPOKANE.ORG		8. City's Contract Signatory DAWN KINDER, NHHS DIRECTOR 808 W SPOKANE FALLS BLVD SPOKANE, WA 99201 (509)625-6443 DKINDER@SPOKANECITY.ORG			
9. Grantee's Financial Representative DAYNA BROWN, FISCAL PROGRAM MANAGER 525 W 2ND AVE SPOKANE, WA 99201 (509)688-1107 DBROWN@VOASPOKANE.ORG		10. City of Spokane Internal Items Project Name: INCLEMENT WEATHER BEDS FMS Vendor ID: 006700 IDIS ID: N/A			
11. Grantor Award # N/A		12. Start Date 12/1/2024		13. End Date 12/31/2025	
14. Federal Funds N/A	ALN # N/A	Federal Agency N/A		Federal Program N/A	
15. Total Federal Award N/A	16. Award Date N/A		17. Research & Development NO		18. Indirect Cost Rate N/A
19. Grantee Selection Process: (check all that apply or qualify) <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E Services <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-approved by Funder			20. Grantee Type: (check all that apply) <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit		
21. CITY and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement.					

(FACE SHEET)



CITY OF SPOKANE
CONTRACT AMENDMENT A
Title: Inclement Weather Beds

This CONTRACT AMENDMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as ("CITY"), and VOLUNTEERS OF AMERICA OF EASTERN WASHINGTON AND NORTHERN IDAHO, whose address is 525 W 2ND AVE, SPOKANE, WA 99201, as ("GRANTEE"). Individually hereafter referenced as a "PARTY", and together as the "PARTIES".

WHEREAS, the PARTIES entered into a CONTRACT wherein the GRANTEE agreed to administer for the CITY the INCLEMENT WEATHER BED PROJECT; and

WHEREAS, the PARTIES desire to increase funding and modify the corresponding BUDGET; and

WHEREAS, a change or revision of the WORK has been requested, thus the original CONTRACT needs to be formally amended by this written document; and

-- Now, therefore, the PARTIES agree as follows:

1. DOCUMENTS.

The original CONTRACT dated November 1, 2024 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 DATE.

This CONTRACT AMENDMENT shall become effective December 1, 2024.

3. AMENDMENT.

[SECTION 1 – DESCRIPTION OF WORK] GRANTEE will update the Shelter Me Spokane portal no later than 8:00pm each night they are asked to activate beds.

4. AMENDMENT.

[SECTION 3 – COMPENSATION] The total amount CITY shall pay GRANTEE is increased by **FIFTY THOUSAND ONE AND NO/100 DOLLARS (\$50,001.00)** for everything furnished and done under this AMENDMENT which equates to a new total CONTRACT amount not to exceed **ONE HUNDRED THOUSAND AND NO/100**

DOLLARS (\$100,000.00) for everything furnished and done under the original CONTRACT and this AMENDMENT. This is the maximum amount to be paid under this AMENDMENT and original CONTRACT and shall not be exceeded without the prior written authorization of the CITY, memorialized with the same formality as the original CONTRACT and this AMENDMENT document.

THIS SECTION

INTENTIONALLY

LEFT BLANK

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 by having legally-binding representatives affix their signature below. The undersigned certifies compliance with all CONTRACT provisions as listed above.

VOLUNTEERS OF AMERICA

By _____
Signature Date

Type or Print Name

Title

Attest:

CITY Clerk

CITY OF SPOKANE

By _____
Signature Date

Type or Print Name

Title

Approved as to form:

Assistant CITY Attorney

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 12/16/2024**Committee Agenda type:** Consent**Date Rec'd**

12/13/2024

Clerk's File #

OPR 2024-0982

Cross Ref #**Project #****Council Meeting Date:** 01/13/2025**Submitting Dept**

COMMUNITY, HOUSING & HUMAN

Bid #**Contact Name/Phone**

ARIELLE 509.564.5278

Requisition #**Contact E-Mail**

ARIELLEANDERSON@SPOKANECITY.

Agenda Item Type

Contract Item

Council Sponsor(s)

ZZAPPONE JBINGLE KKLITZKE

Agenda Item Name

1680- APPROVAL TO AMEND INCLEMENT WEATHER CONTRACTS AT \$50,000

Agenda Wording

CHHS requests City Council approval to amend the inclement weather contracts by \$50,000 and to add clarity around data entry into ShelterMe.

Summary (Background)

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Lease? NO

Grant related? YES

Public Works? NO

Fiscal Impact

Approved in Current Year Budget? NO

Total Cost \$ 200,000

Current Year Cost \$ 108,635

Subsequent Year(s) Cost \$

Narrative

There will be no positions added to support this grant nor are any matching requirements required.

Amount**Budget Account**

Expense \$ 200,000

1595-53126-51010-54201-99999

Select \$

#

Select \$

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Select \$

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Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

<u>Dept Head</u>	GBYRD
<u>Division Director</u>	GBYRD
<u>Accounting Manager</u>	GBYRD
<u>Legal</u>	GBYRD
<u>For the Mayor</u>	GBYRD

Additional Approvals

<u>ACCOUNTING -</u>	MURRAY, MICHELLE

Distribution List

	arielleanderson@spokanecity.org
mmorrison@spokanecity.org	dkinder@spokanecity.org
dnorman@spokanecity.org	sbrown@spokanecity.org
zhjelm@spokanecity.org	

Committee Agenda Sheet

Public Infrastructure, Environment & Sustainability Committee

Committee Date	December 16, 2024
Submitting Department	Community, Housing, and Human Services
Contact Name	Arielle M Anderson
Contact Email & Phone	arielleanderson@spokanecity.org
Council Sponsor(s)	<u>Wilkerson and Zappone</u>
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 10 minutes
Agenda Item Name	Approval to amend inclement weather contracts at \$50,001 each.
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>CHHS requests that the inclement weather contracts be amended to include an additional \$50,001 per contract for the following providers:</p> <ol style="list-style-type: none"> 1. The Way Out Center (The Salvation Army) <i>Singles</i> 2. House of Charity and St. Margrets (Catholic Charities of Eastern Washington) <i>Singles and Families</i> 3. Hope House (Volunteers of America) <i>Single Women</i> 4. Revive Inclement Weather Beds (Revive) <i>Singles and Small Families</i> <p>The funds used to increase the current contracts will come from 1590 Funds that had previously been allocated in Ordinance Number C36572. The total amount added to the Inclement Weather allocation from 1590 was \$200,004. The amount spent/incumbered as of December 12, 2024 (for all inclement weather beds) is \$108,635 and we surged 13 days in November and 11 days in December (as of December 1, 2024).</p> <p>Providers are updating the ShelterMe App on a daily cadence but CHHS has updated language in these amendments to require updates by 8:00pm each night.</p> <p>We will continue to update the community and City Council on the amounts spent and number of days surged as the year continues.</p>
Fiscal Impact	<p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Total Cost:</p> <p style="padding-left: 20px;">Current year cost:</p> <p style="padding-left: 20px;">Subsequent year(s) cost:</p> <p>Narrative: Each contract amount is \$50,001 for a total of \$200,004.</p> <p>Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Specify funding source: Grant</p> <p>Is this funding source sustainable for future years, months, etc? These are 1590 funds that will take us through until the end of 2025.</p> <p>Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>
Operations Impacts (If N/A, please give a brief description as to why). <i>None.</i>	

What impacts would the proposal have on historically excluded communities?

Inclement Weather Beds are dedicated to community members who are unsheltered and in need of a bed due to extreme weather conditions.

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

We have created a special enrollment in HMIS that is truncated than the general Emergency Shelter Enrollment. This allows providers to quickly enter folks into HMIS and not worry about the more detailed questions associated with a traditional ES Enrollment. CHHS is happy to elaborate on this at the Council's leisure.

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

The data collected through the ShelterMe App and HMIS will be critical in how we might shift funds around to support more beds for a specific sub population. CHHS will share out the utilization rate of each of shelter as time goes on with both Council and the community.

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

This program aligns with the CoC's Five Year Strategic Plan to End Homelessness and SMC 18.05.020.

**AGREEMENT BETWEEN
 CITY OF SPOKANE ("CITY") AND REVIVE COUNSELING SPOKANE, PLLC ("GRANTEE")
 IN CONJUNCTION WITH 1590 - HOUSING RELATED SERVICES FUNDS**

1. Grantee REVIVE COUNSELING SPOKANE, PLLC 901 N MONROE ST, SUITE 200 SPOKANE, WA 99201		2. Contract Amount \$ 100,000.00 Amendment Amount \$ 50,001.00	3. Tax ID 81-5106750 4. UEI# HE2UCLKF5BS5
5. Grantee's Program Representative LAYNE PAVEY, EXECUTIVE DIRECTOR 901 N MONROE ST, SUITE 200 SPOKANE, WA 99201 (509)998-8388 LAYNE@REVIVESPOKANE.COM		6. City's Program Representative PARADIS POURZANJANI, PROGRAM PROFESSIONAL 808 W SPOKANE FALLS BLVD SPOKANE, WA 99201 (509)625-6510 PPOURZANJANI@SPOKANECITY.ORG	
7. Grantee's Contract Signatory LAYNE PAVEY, EXECUTIVE DIRECTOR 901 N MONROE ST, SUITE 200 SPOKANE, WA 99201 (509)413-2950 LAYNE@REVIVESPOKANE.COM		8. City's Contract Signatory DAWN KINDER, NHHS DIRECTOR 808 W SPOKANE FALLS BLVD SPOKANE, WA 99201 (509)625-6443 DKINDER@SPOKANECITY.ORG	
9. Grantee's Financial Representative RICK PAVEY, FINANCE DIRECTOR 901 N MONROE ST, SUITE 200 SPOKANE, WA 99201 (509)998-1701 RICK@REVIVESPOKANE.COM		10. City of Spokane Internal Items Project Name: INCLEMENT WEATHER BEDS FMS Vendor ID: 050399 IDIS ID: N/A	
11. Grantor Award # N/A	12. Start Date 12/1/2024		13. End Date 12/31/2025
14. Federal Funds N/A	ALN # N/A	Federal Agency N/A	Federal Program N/A
15. Total Federal Award N/A	16. Award Date N/A	17. Research & Development NO	18. Indirect Cost Rate N/A
19. Grantee Selection Process: (check all that apply or qualify) <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E Services <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-approved by Funder		20. Grantee Type: (check all that apply) <input checked="" type="checkbox"/> Private Organization/Individual <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> For-Profit	
21. CITY and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement.			



CITY OF SPOKANE
CONTRACT AMENDMENT A
Title: Inclement Weather Beds

This CONTRACT AMENDMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as ("CITY"), and REVIVE COUNSELING SPOKANE, PLLC, whose address is 901 N MONROE ST, SUITE 200, SPOKANE, WA 99201, as ("GRANTEE"). Individually hereafter referenced as a "PARTY", and together as the "PARTIES".

WHEREAS, the PARTIES entered into a CONTRACT wherein the GRANTEE agreed to administer for the CITY the INCLEMENT WEATHER BED PROJECT; and

WHEREAS, the PARTIES desire to increase funding and modify the corresponding BUDGET; and

WHEREAS, a change or revision of the WORK has been requested, thus the original CONTRACT needs to be formally amended by this written document; and

-- Now, therefore, the PARTIES agree as follows:

1. DOCUMENTS.

The original CONTRACT dated November 1, 2024 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 DATE.

This CONTRACT AMENDMENT shall become effective December 1, 2024.

3. AMENDMENT.

[SECTION 1 – DESCRIPTION OF WORK] GRANTEE will update the Shelter Me Spokane portal no later than 8:00pm each night they are asked to activate beds.

4. AMENDMENT.

[SECTION 3 – COMPENSATION] The total amount CITY shall pay GRANTEE is increased by **FIFTY THOUSAND ONE AND NO/100 DOLLARS (\$50,001.00)** for everything furnished and done under this AMENDMENT which equates to a new total CONTRACT amount not to exceed **ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00)** for everything furnished and done under the original

CONTRACT and this AMENDMENT. This is the maximum amount to be paid under this AMENDMENT and original CONTRACT and shall not be exceeded without the prior written authorization of the CITY, memorialized with the same formality as the original CONTRACT and this AMENDMENT document.

**THIS SECTION
INTENTIONALLY
LEFT BLANK**

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 by having legally-binding representatives affix their signature below. The undersigned certifies compliance with all CONTRACT provisions as listed above.

REVIVE COUNSELING SPOKANE, PLLC

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



Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 01/13/2025

Committee Agenda type: Consent

Date Rec'd

12/19/2024

Clerk's File #

OPR 2025-0012

Cross Ref #

Project #

Council Meeting Date: 01/13/2025

Submitting Dept

COMMUNITY, HOUSING & HUMAN

Bid #

Contact Name/Phone

KERI 6577

Requisition #

Contact E-Mail

KCEDERQUIST@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

ZZAPPONE KKLITZKE JBINGLE

Agenda Item Name

1680- EVICTION PREVENTION FUND SUBCONTRACT APPROVAL

Agenda Wording

Requesting City Council approval to enter new contracts to fast-track spend-down of \$1.26m remaining Eviction Prevention Funds under the System Demonstration Grant, ensuring expenditure by the June 30, 2025, deadline.

SNAP - OPR 2025-0012

Summary (Background)

CHHS manages \$3.4m Eviction Prevention fund through WA Dept. of Commerce. Subawards were initially made to 3 organizations for FY23-25. As of Nov. 2024, \$1.26m remains in the award, due to slow draw-down and unused admin/operations held by the City. CHHS issued an RFP from Nov. 15-Dec. 8. 2024 for providers with capacity to rapidly mobilize funds and received 4 applications. The CHHS Human Services committee recommends entering subcontracts with providers listed in attachments.

Lease? NO

Grant related? YES

Public Works? NO

Fiscal Impact

Approved in Current Year Budget? YES

Total Cost \$ 3,462,099.00

Current Year Cost \$

Subsequent Year(s) Cost \$ 1,261,337.00

Narrative

Unused admin/operations held by City CHHS was originally intended for 1.0 FTE but consolidated into existing portfolio.

Amount

Budget Account

Neutral \$

#

Select \$

#

Select \$

#

Select \$

#

\$

#

\$

#



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

<u>Dept Head</u>	GBYRD
<u>Division Director</u>	GBYRD
<u>Accounting Manager</u>	GBYRD
<u>Legal</u>	GBYRD
<u>For the Mayor</u>	GBYRD

Additional Approvals

<u>ACCOUNTING -</u>	GBYRD

Distribution List

	arielleanderson@spokanecity.org
dkinder@spokanecity.org	mmorisson@spokanecity.org
kcederquist@spokanecity.org	sbrown@spokanecity.org
aduffey@spokanecity.org	dnorman@spokanecity.org
zhjelm@spokanecity.org	

Committee Agenda Sheet

Urban Experience Committee

Committee Date	1/13/2025
Submitting Department	Community Housing and Human Services
Contact Name	Keri Cederquist
Contact Email & Phone	kcederquist@spokanecity.org ext. 6577
Council Sponsor(s)	Zappone, Bingle, Klitzke
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 5 min
Agenda Item Name	Eviction Prevention Subcontract Approval
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>*use the Fiscal Impact box below for relevant financial information. Click or tap here to enter text.</p> <p>CHHS manages a \$3.4m Eviction Prevention grant funded by WA State Dept. of Commerce. As of Nov. 2024, \$1.26m remained in the award, which must be expended by June 30, 2025. CHHS issued an RFP from Nov. 15-Dec. 8. 2024 for contractors with demonstrated capacity to rapidly mobilize prevention funds. The CHHS Human Services committee recommends subcontracting with SNAP, Catholic Charities, and Transitions in addition to current subgrantees Carl Maxey Center, Nuestras Raices Centro Comunitario, and Family Promise of Spokane.</p>
Fiscal Impact	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Total Cost: \$3,462,099.00 Current year cost: Subsequent year(s) cost: \$1,261,337.00	
<p>Narrative: The \$3.4m Eviction Prevention portfolio, funded by the WA Department of Commerce’s System Demonstration Grant (SDG), requires all funds to be expended by June 30, 2025 or returned to Commerce. \$2.4m was subcontracted to three providers in 2023. As of Nov. 2024, \$1.26m remained due to slow spend-down and unutilized administrative funds. To prevent forfeiture of funds, an RFP was issued (Nov.15-Dec.8) and four applicants responded. The CHHS Human Services Committee recommends funding SNAP, Catholic Charities, and Transitions as they demonstrated capacity to rapidly deploy rental assistance and comply with program requirements.</p>	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A Specify funding source: Grant Is this funding source sustainable for future years, months, etc? Dept. of Commerce indicates the fund will be included in Homelessness Prevention activities under the System Demonstration Grant (SDG) in subsequent years	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A	

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

Unused admin/operations held by City CHHS was originally intended for 1.0 FTE but consolidated into existing portfolio

Operations Impacts (If N/A, please give a brief description as to why)

- What impacts would the proposal have on historically excluded communities?
44% of funds are distributed through by-and-for organizations to ensure resources are directed to communities most affected by housing instability.
- How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?
Data is collected through HMIS and is reviewed in accordance with city, state, and federal performance metrics. In addition, Commerce maintains an Equity Analysis dataset to identify service gaps and guide resource distribution to historically underserved/marginalized populations
- How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?
Department of Commerce will use submitted data to benchmark the effectiveness of this program.
- Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This program aligns with the CoC's Five Year Strategic Plan to End Homelessness

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.

Provider	Avg Score	Funds Requested	% of funds available	Funds Recommended	# Served	Cost per
SNAP - Singles	94.0	\$ 787,332.86	62.4%	\$ -	155 singles & youth	\$ 3,875.00
SNAP - Families	94.0	\$ 1,045,572.86	82.9%	\$ 873,290.00	103 singles&youth 83 Families	\$3,875 = S \$4,800 = F
St. Margarets	79.7	\$ 158,000.00	12.5%	\$ 158,000.00	20 households	\$ 5,000.00
Transitions	93.9	\$ 230,047.00	18.2%	\$ 230,047.00	12 households	\$ 1,380.00
NECC-Zone	0.0	\$ 225,862.30	17.9%	\$ -	12 households	\$ 7,500.00



**CITY OF SPOKANE
Eviction Prevention**

Project applicants may submit applications for eviction prevention activities as described in the associated Eviction Prevention City of Spokane Notice of Funding Availability (NOFA).

PROPOSAL SUBMITTED BY:

ORGANIZATION Spokane Neighborhood Action Partners
POINT OF CONTACT Aaron Riley
PHONE 509-456-7627 ext. 3209
E-MAIL Riley@snapwa.org

SIGNATURE  _____

Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.

Applicants that wish to be considered for funding under this opportunity must respond to the following questions in writing and meet all conditions and requirements as stated in the NOFA. Submission of this application does not guarantee that a proposal will be approved.

General Instructions

Please complete a single narrative application for the proposal. Please be concise but complete in your responses.

Proposal Summary

Organization Signing Authority Contact Information

Contact Person: Julie Honekamp
Mailing Address: 3102 W. Whistalks Way,
Telephone: 509-456-7627
E-mail: Honekamp@snapwa.org

Organization Project Contact Information

Contact Person: Aaron Riley
Mailing Address: 124 E Pacific
Telephone: 509-456-7627 ext. 3209
E-mail: Riley@snapwa.org

Submission Date: 12-6-24

Project Title: SNAP Eviction Prevention Expansion

Applicant Organization / Lead Agency Name: SNAP

Dollar Amount Requested from City of Spokane: \$787,332.86 - \$1,045,572.86

Project Overview and Description Questions

1. Describe your experience managing Eviction Prevention Funds:

SNAP has been a consistent provider of Eviction Prevention, Homeless Prevention and Rental Assistance both before, during and after the COVID-19 pandemic. As Spokane's principle provider of pandemic rental assistance, SNAP participated in all iterations of the federal pandemic response and distributed over \$44 million to city and county residents. Through this experience we navigated changing programmatic guidelines and developed robust processes for intake, certification, fiscal and fraud controls, and data management.

Since 2023, we have applied these best practices as a CHG Eviction Prevention program provider in the form of our Singles Targeted Eviction Prevention (STEP) program. A collaboration between our experienced Rental Assistance team and SNAP Homeless Services, STEP assists single individuals and couples without minor children (including youth) with rental and utility arrearage assistance and light case management in order to avert eviction and restore housing stability. Now in its second year, STEP has prevented over 250 evictions in the Spokane area.

Our community understands the devastating and costly consequences of eviction and we are proud to be able to continue to provide this vital service. This proposal contains two variations: a Singles Expansion proposal, which would focus on the Singles subpopulation by expanding our existing STEP program to allow us to serve an additional 155 Singles and Youth households in 2025; and a Singles and Families expansion proposal, which would allow us to expand the program to serve 83 Families in addition to 103 Singles and Youth households.

2. Describe your proposed intake and assessment process; including the capacity to manage a potentially high volume of applications for assistance

Our application and intake process strives to be equitable and transparent while being sensitive to the extraordinary demand for rental assistance and the time-sensitive nature of the eviction process. SNAP's Eviction Prevention website includes an eligibility questionnaire that prospective clients are invited to take to verify their basic eligibility for the program. Eligible households can present at any of SNAP's six offices, or simply call SNAP's main line, and request an assessment appointment. Assessment referrals are filled via a common calendar and additional assessment slots are added on a rolling basis.

Per CHG/SDG guidelines, the STEP program receives clients exclusively through Coordinated Entry and all clients must first receive a Coordinated Assessment. As SNAP also serves as the lead agency for Singles Coordinated Entry, all assessments for STEP are completed at SNAP's Pacific Office by SNAP's Homeless Services team. Assessments are completed by appointment and clients are asked to bring documents verifying basic eligibility (i.e., income below 80% AMI, one of the SDG eligibility criteria, and Singles household status). Assessments utilize Commerce's Targeted Prevention Screening Tool (TPST) and clients are entered into HMIS and SNAP's internal

database. Although receiving an assessment does not guarantee clients will be served by the STEP program, all assessments include a Housing Stability conversation where clients engage with a Housing Specialist in problem-solving and goal setting, including the potential for community referrals. This reflects the program's intention of rebuilding stability comprehensively and not just through one-time financial assistance. Clients leave their assessment appointment with a Next Steps form with information about what to expect and additional resources regarding the eviction process.

Referrals are then requested by our Rental Intake Specialists, who enroll clients into the STEP program in HMIS and begin processing the client's file. This includes reaching out to the client and landlord to obtain additional documents such as the lease, ledger, landlord W-9, and supporting documentation. A Rental Payment Agreement details the assistance to be provided and stipulates that the payment will satisfy the eviction process.

Once the Rental Payment Agreement has been signed, the client file, intake record and subsidy request are reviewed and then reviewed for accuracy by the Certifier. Once certified, the subsidy request is sent to accounting where it is once more reviewed by fiscal staff before payment is processed.

This proposal includes an option to fund a Families variant of the Eviction Prevention program. Initial assessment for the families system will go through Homeless Families Coordinated Assessment and SNAP will request referrals through HFCA on a weekly basis. Once referred to Eviction Prevention, the process for Families will closely resemble the existing procedure. A notable addition will be a lead-based paint visual assessment, which will be completed for households with pregnant persons or children under the age of six residing in a unit constructed prior to 1978.

3. Describe how you will conduct marketing and outreach activities to connect with households most likely to become homeless

SNAP serves over 50,000 low-income households in Spokane County per year and this has resulted in high visibility around our services. A 2022 survey found that SNAP was the most-commonly known provider of rental assistance services. Nevertheless, our Outreach team attends dozens of events annually to educate potential clients about scope of our services. This has recently included initiatives to reach Spokane's underserved BIPOC, immigrant and refugee communities. These communities face heightened risks of eviction, and our project has worked to ensure access through real time and in-person translation services. Clients and prospective clients are encouraged to connect with tenant services organizations such as the Tenants Union and Fair Housing Alliance as early in the process as possible. In certain instances, our program has worked to connect clients with legal representation through Northwest Justice Project. In 2025, SNAP will be partnering with the Northwest Mediation Center to provide referrals for mediation services to all Eviction Prevention clients.

In recognizing that clients accessing one of our programs are likely eligible and in need of others, SNAP generates a large number of cross-referrals from one program area to

another. These referrals are managed in our database by SNAP's Resource Team, which meets regularly to share program information and developments across the agency. Moreover, SNAP has recently invested in a new office on Pacific Avenue which brings together Rental Assistance and Homeless Services under one roof. This has not only improved the efficiency of our Eviction Prevention services, but has created a clear point of access for those who are either literally homeless or are precariously close to becoming so.

4. Please provide a detailed plan of how you will mobilize rental assistance funds efficiently and effectively within a six-month period

As our Eviction Prevention program is presently fully staffed and operational, these additional funds will be immediately put into effect to substantially increase the number of applications pulled for service. We will begin increasing the number of weekly referrals accepted into the program which will have an immediate demonstrable effect on the number of evictions averted in our community.

Our Singles-only Expansion proposal would see us serve a projected 155 additional households over the 6-month project term, while the Singles and Families Expansion would serve a projected 103 Singles households and 83 Families. These projections are based on average spend from current Singles EP projects and previous Rental Assistance projects in the case of Families. The Rental Assistance Coordinator monitors spend down weekly and adjusts the number of weekly referrals requested accordingly. The project would continue serving clients until the second week of June to allow two weeks for project close-out.

To respond to the increased inflow, we will expand our team by 1-2 FTE project/temp Rental Intake Specialist(s) determined by funding level. SNAP has previously utilized temporary staff to ramp up output during pandemic-era Rental Assistance program. Funding for the existing team are detailed in the budget section below.

If our Singles and Families Expansion proposal is funded, we would amend our current procedures serving Singles households to begin processing family applications. These referrals would be requested through Homeless Families Coordinated Assessment (HFCA) but the intake, processing, certification and payment processes would remain largely unchanged. By maintaining two equal sets of rental assistance funds – one for Singles and one for Families—we would ensure that both subpopulations are served with consistent referrals.

SNAP has an extensive background in serving the families subpopulation through our Rental Assistance programs, and our existing policies and procedures can be easily amended to begin processing family applications. The Singles and Families expansion would see us bring on 2 FTE project staff.

1. Please describe how your project will document program eligibility:

A client file is created for each household which receives services. This file includes
Application for Funding – SNAP – Eviction Prevention Expansion

12/6/24

documentation of eligibility including income (e.g., recent pay stubs, a benefit award letter, unemployment, etc.). Income is documented with the CHG/SDG Verification of Household Eligibility and Recertification Form. Those with no income complete and sign a CHG/SDG Self-Declaration form. Households must also meet one of seven eligibility criteria as provided by Section 5.3.1 of the SDG guidelines. Documentation varies by circumstance but most commonly include a 14- or 30-day notice to vacate, or a ledger provided by the landlord showing past-due rent.

The STEP program serves the Singles subpopulation and therefore an additional eligibility requirement is that the household does not contain minor children. This is typically documented by the lease record where available. Households without leases must complete a Certification of Payment Obligation Form. Additional information may be required if there are inconsistencies with the household composition (e.g. a larger number of bedrooms than stated household members, receipt of family food benefits, etc.). A home visit may be requested to verify project eligibility. Households with joint custody qualify as a Singles household if they have 49% or less custody. The Singles and Families expansion request would allow our program to serve families by providing an equal fund with which to assist families. These referrals would be requested through Families Coordinated Entry, which will verify their household status.

As a Homeless Prevention project, HMIS is an integral part of the documentation process. An HMIS enrollment is created upon successful referral and all required data points are captured. Case notes are used to document referral completion and pertinent case information. Upon completion, enrollments are exited in a timely manner and services are entered into the client's dashboard.

2. Describe the experience/qualifications required by your staff for financial report preparation, management, and frontline positions:

Financial Report Preparation:

Accountant II: Bachelor's Degree and one year experience or AA degree in combination with a minimum of three years relevant experience. Payroll, loans, fund and contract experience preferred.

Management & Admin:

Rental Assistance Coordinator & Homeless Services Manager: Three years of supervisory experience in any field. High School diploma and five years' non-profit experience OR AA degree with three years non-profit experience OR Bachelor's Degree with one year of non-profit experience.

Essential Connections Director: Master's degree in social service, business or related field and four years of social service experience, or a combination of education and experience totaling 11 years.

Project Specialist: Four years' full-time experience in administrative support, Executive Assistant, Office Manager, Project Manager, Lead position or related

combined experience.

Frontline Staff:

Housing Specialist: HS/GED plus 3 years of experience with case management, social services or related work or education and experience in case management, social services or related field combined to equal 3 years. AA with two years' experience preferred. Bilingual skills preferred.

Rental Intake Specialist: High school diploma or equivalent and at least two years' experience in a clerical position, preferably in a social service setting. Bilingual skills preferred.

Information Specialist: High School diploma or equivalent and two years clerical or administrative experience. AA degree and one year experience preferred. Bilingual skills preferred.

3. Please describe how your organization interacts and collaborates with Coordinated Entry

SNAP is the lead agency for Singles Homeless Coordinated Entry. In this role, we manage our community's Singles By-Name List and are responsible for serving referrals to all projects connected to Singles Coordinated Entry. As a decentralized system, we provide training and support to the network of trained assessors across our community as well as monitoring data quality in conjunction with the HMIS team. Our role as SHCA lead has allowed us to build strong relationships with a diversity of providers including health, behavioral health, substance use, public safety, as well as By/For providers. We take walk-in assessments daily and perform approximately 60 percent of all assessments completed per year.

SNAP has a close relationship with the other CE systems. We previously managed the Youth By-Name List and have provided technical assistance to Youth Coordinated Entry. We meet regularly with HFCA and the families system. We broadly participate in all aspects of the homelessness response system, including sitting on all CoC subcommittees apart from families.

Budget Narrative

Applicants are required to complete and submit a Summary Budget Workbook that outlines the costs of operations of the proposal. The Summary Budget Workbook must have an accompanying budget narrative and justification that provides the total amount for implementation of the project. If multiple agencies will be partnering on this proposal, provide a cost breakdown of the expenses that will be incurred by each individual agency.

In a budget narrative below, please explain how the requested funds will be used to support the proposed service. For each line item listed with a dollar figure (except expense category

subtotals), provide a brief narrative detailing: (a) how the item relates to the proposed service and (b) the method used to determine the cost. The budget narrative should be laid out in the same format relative to the budget categories as provided in the budget worksheet and provide information regarding the basis of estimation for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.). Full guidelines for eligible expenses are located here <https://deptofcommerce.app.box.com/s/9z5u4yiy7w1d19wrch6mhkeedt0o0h08>

Rent Payments

Monthly rent, rental arrears as described in SDG guidelines

Rental Assistance estimates are based on average actuals from clients served by existing or past programs, e.g.: \$3875 is the average subsidy provided to prevent an eviction in the current Singles Eviction Prevention program, and \$4800 is the average subsidy SNAP provided in rental assistance to families in the federal ERA 2.0 rental assistance program.

Eviction Prevention Singles Expansion: \$600,000

Singles + Families Eviction Prevention Expansion: \$800,000 (\$400,000 Singles + \$400,000 Families).

Eligible expenses must be directly related to a client's eviction crisis and include:

- Leased unit rent – up to 150% Fair Market Value (FMR).
- Costs of parking spaces when connected to a unit.
- Lot rent for RV or manufactured home.
- Utilities that are included in rent.
- Standalone utility charges.
- Administrative fees required with rent.
- Reasonable late fees (defined as 20% or less of the monthly rent amount)
- Incentives paid to landlords. This can include reimbursement for damages.
- Application fees, background check, credit check fees, and costs of urinalyses for drug testing of household members if necessary/required for rental housing.

Rental Assistance Policy:

Rental Assistance is provided as a one-time payment and may cover up to 12 months of rent, including a combination of arrears and up to one month of future rent. For example, if a client owes six months of rent, the program will cover six months of arrears plus one month of future rent for a total of seven months.

Rent must be paid to the verified owner of the unit or an authorized property manager. The landlord must agree to halt the eviction process by signing the Rental Payment Agreement. Standalone utility assistance can be provided if the household is ineligible for other Energy Assistance funding. Assistance may be provided to eligible households once per calendar year.

Operations

Salaries and Benefits for staff costs directly attributable to the program, including but not limited to program staff, information technology staff, human resources staff, bookkeeping staff, and accounting staff:

Cost estimates for salaries are based on the percentage of time allocated per role expressed as a percentage of FTE. SNAP uses an activities-based timesheet allowing each employee to allocate their time distribution.

Benefits are derived as a percentage of salaries for full-time employees only. Benefits are not calculated for project/temp employees.

Information Specialist - .2 FTE \$8,112: Provides information to clients in-person and remotely. Receives phone calls, makes referrals, creates appointments.

Housing Specialist I - .2 FTE \$9,301: Conducts assessments and provides case management in the form of Housing Stability Plans. Helps connect clients to additional resources and referrals in the community that will assist them with regaining stability.

SHCA Lead - .05 FTE \$2632.50: Provides support by managing the Eviction Prevention waiting pool and serving referrals as requested. Conducts assessments as needed.

Rental Intake Specialist: 1-2 FTE (Project/Temp) \$58,240.00 - \$116,480: Processes Eviction Prevention applications. Communicates with clients and landlords to receive and verify documents. Creates intakes and enrollments. Based on hourly temp agency rate for roles previously hired by rental assistance program.

Director: .052 FTE \$4867.20: Provides general program guidance and oversight to the entire team.

Homeless Services Manager - .05 FTE \$3143.40 : Provides supervision and support to the Homeless Services team. Monitors data quality and audits files for completeness.

Rental Assistance Coordinator - .3 FTE \$24,960.00: Provides oversight of the program. Reviews and certifies applications to be processed for payment. Completes program reports.

Project Specialist: - .2 FTE \$9274.20: Provides administrative support to management and frontline staff. Reviews and certifies applications to be processed for payment.

Accountant: .06 FTE \$3238.56: Receives, reviews and processes subsidy requests. Prepares financial reports.

Benefits: \$24,901.16 – Health and other fringe benefits for full-time employees

Office space, utilities, supplies, phone, internet, and training related to grant management and/or service delivery.

Rent/Occupancy: \$4587.06 – Occupancy costs for SNAP's Pacific Avenue Office.

Communications: \$1310.59 – Costs associated with telecommunications and physical communications. Calculated at the program level by SNAP's fiscal team.

Supplies: \$1310.59 – Office and program-related supplies. Calculated at the program level by SNAP's fiscal team.

Equipment Maintenance/Wide Area Network (WAN): \$10,484.70 – Costs related to

maintaining SNAP's IT and database infrastructure. Calculated at the program level by SNAP's fiscal team.

Indirect Administration (not to exceed 15% of eligible expenses)

Indirect Administration: \$14,416.46 – Based on SNAP's internal cost allocation policy.

Required Attachments

A Risk Assessment is required for each RFP. Please include a completed Eviction Prevention Risk Assessment along with the application budget and narrative.

The following items are required, unless you have submitted valid copies within past six-months and are currently under contract with the City:

- 1. Business license**
- 2. Certificate of insurance**
- 3. Copy of most recent financial audit (as applicable)**



Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 01/13/2025

Committee Agenda type: Consent

Date Rec'd 12/19/2024

Clerk's File # OPR 2025-0013

Cross Ref #

Project #

Council Meeting Date: 01/13/2025

Submitting Dept	COMMUNITY, HOUSING & HUMAN	Bid #	
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Contact Name/Phone	KERI 6577	Requisition #	
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Contact E-Mail	KCEDERQUIST@SPOKANECITY.ORG		
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Agenda Item Type	Contract Item		
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Council Sponsor(s)	ZZAPPONE KKLITZKE JBINGLE		
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Agenda Item Name	1680- EVICTION PREVENTION FUND SUBCONTRACT APPROVAL		
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Agenda Wording

Requesting City Council approval to enter new contracts to fast-track spend-down of \$1.26m remaining Eviction Prevention Funds under the System Demonstration Grant, ensuring expenditure by the June 30, 2025, deadline.

Catholic Charites - St. Margaret's - OPR 2025-0013

Summary (Background)

CHHS manages \$3.4m Eviction Prevention fund through WA Dept. of Commerce. Subawards were initially made to 3 organizations for FY23-25. As of Nov. 2024, \$1.26m remains in the award, due to slow draw-down and unused admin/operations held by the City. CHHS issued an RFP from Nov. 15-Dec. 8. 2024 for providers with capacity to rapidly mobilize funds and received 4 applications. The CHHS Human Services committee recommends entering subcontracts with providers listed in attachments.

Lease? NO Grant related? YES Public Works? NO

Fiscal Impact

Approved in Current Year Budget? YES

Total Cost	\$ 3,462,099.00
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Current Year Cost	\$
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Subsequent Year(s) Cost	\$ 1,261,337.00
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Narrative

Unused admin/operations held by City CHHS was originally intended for 1.0 FTE but consolidated into existing portfolio.

Amount	Budget Account
--------	----------------

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



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

<u>Dept Head</u>	GBYRD
<u>Division Director</u>	GBYRD
<u>Accounting Manager</u>	GBYRD
<u>Legal</u>	GBYRD
<u>For the Mayor</u>	GBYRD

Additional Approvals

<u>ACCOUNTING -</u>	GBYRD

Distribution List

	arielleanderson@spokanecity.org
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kcederquist@spokanecity.org	sbrown@spokanecity.org
aduffey@spokanecity.org	dnorman@spokanecity.org
zhjelm@spokanecity.org	

Committee Agenda Sheet

Urban Experience Committee

Committee Date	1/13/2025
Submitting Department	Community Housing and Human Services
Contact Name	Keri Cederquist
Contact Email & Phone	kcederquist@spokanecity.org ext. 6577
Council Sponsor(s)	Zappone, Bingle, Klitzke
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 5 min
Agenda Item Name	Eviction Prevention Subcontract Approval
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>*use the Fiscal Impact box below for relevant financial information. Click or tap here to enter text.</p> <p>CHHS manages a \$3.4m Eviction Prevention grant funded by WA State Dept. of Commerce. As of Nov. 2024, \$1.26m remained in the award, which must be expended by June 30, 2025. CHHS issued an RFP from Nov. 15-Dec. 8. 2024 for contractors with demonstrated capacity to rapidly mobilize prevention funds. The CHHS Human Services committee recommends subcontracting with SNAP, Catholic Charities, and Transitions in addition to current subgrantees Carl Maxey Center, Nuestras Raices Centro Comunitario, and Family Promise of Spokane.</p>
Fiscal Impact	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Total Cost: \$3,462,099.00 Current year cost: Subsequent year(s) cost: \$1,261,337.00	
<p>Narrative: The \$3.4m Eviction Prevention portfolio, funded by the WA Department of Commerce’s System Demonstration Grant (SDG), requires all funds to be expended by June 30, 2025 or returned to Commerce. \$2.4m was subcontracted to three providers in 2023. As of Nov. 2024, \$1.26m remained due to slow spend-down and unutilized administrative funds. To prevent forfeiture of funds, an RFP was issued (Nov.15-Dec.8) and four applicants responded. The CHHS Human Services Committee recommends funding SNAP, Catholic Charities, and Transitions as they demonstrated capacity to rapidly deploy rental assistance and comply with program requirements.</p>	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A Specify funding source: Grant Is this funding source sustainable for future years, months, etc? Dept. of Commerce indicates the fund will be included in Homelessness Prevention activities under the System Demonstration Grant (SDG) in subsequent years	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A	

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

Unused admin/operations held by City CHHS was originally intended for 1.0 FTE but consolidated into existing portfolio

Operations Impacts (If N/A, please give a brief description as to why)

- What impacts would the proposal have on historically excluded communities?
44% of funds are distributed through by-and-for organizations to ensure resources are directed to communities most affected by housing instability.
- How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?
Data is collected through HMIS and is reviewed in accordance with city, state, and federal performance metrics. In addition, Commerce maintains an Equity Analysis dataset to identify service gaps and guide resource distribution to historically underserved/marginalized populations
- How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?
Department of Commerce will use submitted data to benchmark the effectiveness of this program.
- Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This program aligns with the CoC's Five Year Strategic Plan to End Homelessness

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.

Provider	Avg Score	Funds Requested	% of funds available	Funds Recommended	# Served	Cost per
SNAP - Singles	94.0	\$ 787,332.86	62.4%	\$ -	155 singles & youth	\$ 3,875.00
SNAP - Families	94.0	\$ 1,045,572.86	82.9%	\$ 873,290.00	103 singles&youth 83 Families	\$3,875 = S \$4,800 = F
St. Margarets	79.7	\$ 158,000.00	12.5%	\$ 158,000.00	20 households	\$ 5,000.00
Transitions	93.9	\$ 230,047.00	18.2%	\$ 230,047.00	12 households	\$ 1,380.00
NECC-Zone	0.0	\$ 225,862.30	17.9%	\$ -	12 households	\$ 7,500.00



CITY OF SPOKANE
Eviction Prevention

Project applicants may submit applications for eviction prevention activities as described in the associated Eviction Prevention City of Spokane Notice of Funding Availability (NOFA).

PROPOSAL SUBMITTED BY:

ORGANIZATION Catholic Charities Eastern Washington
POINT OF CONTACT Sharon Stadelman, Chief Crisis & Shelter Officer
PHONE 509-358-4269
E-MAIL sharon.stadelman@cceasternwa.org

SIGNATURE

Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.

Applicants that wish to be considered for funding under this opportunity must respond to the following questions in writing and meet all conditions and requirements as stated in the NOFA. Submission of this application does not guarantee that a proposal will be approved.

General Instructions

Please complete a single narrative application for the proposal. Please be concise but complete in your responses.

Proposal Summary

Organization Signing Authority Contact Information

Contact Person: Sharon Stadelman, Chief
Crisis & Shelter Officer

Mailing Address: PO BOX 2253
Spokane, WA 99210-2253

Telephone: 509-358-4269

E-mail: sharon.stadelman@cceasternwa.org

Organization Project Contact Information

Contact Person: Jill Herrera

Mailing Address: PO BOX 2253
Spokane, WA 99210-2253

Telephone: 509-505-4450

E-mail: jill.herrera@cceasternwa.org

Submission Date: 12/7/24

Project Title: Leveraging HFCA to Provide Eviction Prevention for Spokane Families

Applicant Organization / Lead Agency Name: Catholic Charities Eastern Washington (CCEW)

Dollar Amount Requested from City of Spokane: \$157,500.00

Project Overview and Description Questions

1. Describe your experience managing Eviction Prevention Funds:

Since 1912 Catholic Charities Eastern Washington (CCEW) has committed to feed the hungry, heal the hurting, and welcome the stranger through programs that respond in crisis, stabilize lives, and advocate in hope.

One of our key crisis response programs is St. Margaret's Shelter (SMS), which serves households with at least one adult and one minor child/youth experiencing homelessness. SMS has served families experiencing homelessness since 1992 and operates major parts of the Coordinated Entry (CE) system for households with minor children to help households find and use resources to exit homelessness.

SMS has 15+ years of experience delivering effective homeless resource services. Our integrated approach to these services has directly increased the housing stability of thousands of families. Our proven track record of supporting families in increasing their income across all of our programs is significant, and over 95% of the families that we permanently house stay housed.

As the operator of Homeless Families Coordinated Assessment (HFCA) since 2016, SMS has served as the entry point for households with minor children seeking Eviction Prevention Services. It is our commitment to serve families before they become homeless, and we recognize that there may only be a small window of opportunity to do so. To reach families in that small window, we have worked with other CE providers, and the municipalities to refine how families access those services. Understanding that preventing eviction requires some awareness and sensitivity to timing, particularly with the requirement to use Coordinated Entry (CE), we have worked to adjust processes associated with intake so that households are not waiting in a priority pool longer than necessary. SMS is the overarching umbrella for both HFCA and several other projects. Along with Transitional Housing, Rapid Rehousing, and Diversion, Eviction Prevention will be one of these projects and requires referrals to be received through HFCA. This direct connection to HFCA allows SMS to get referrals and begin intervention with high efficiency, and without the time delay that would typically occur if referrals had to be sent to a third-party agency for intervention implementation.

Since 2019 CCEW has driven the following outcomes:

HFCA:

- Reached successful outcomes for 786 households with minor children; and

Rapid Rehousing:

- Exited 483 households (consisting of 1,610 total people) to permanent housing;
- Saw only 4.26% of households returning to homelessness; and
- Increased income for 38% of participants

In 2020 we were awarded funds to administer the Eviction Rent Assistance Program (ERAP) for youth-led households (18-24). 70 households were stabilized in their housing through this program. In 2020 we were awarded an 18-month United Way Emergency Food & Shelter CARES contract that in part provided rent or mortgage assistance to 38 households.

In 2021 we served 35 households with Homeless Prevention funds: 18 through SDG administered by the City of Spokane and 17 through CHG administered by the City of Spokane with county dollars. These were attached to our existing Rapid Rehousing contracts to address challenges associated with the COVID-19 pandemic. When our community's already low rental stock was

further impacted by the eviction moratorium, we had to pivot to best utilize the funds to meet the evolving needs of the families we served. Of these 35 households we served, all remained stable in housing for two years.

2. Describe your proposed intake and assessment process; including the capacity to manage a potentially high volume of applications for assistance

INTAKE AND ASSESMENT PROCESS

HFCA provides CE assessments Monday through Friday 8am-4pm, with assessments available by phone or in person at a time that is convenient to those seeking services. We have walk-in appointments available Tuesday through Thursday 8am-3pm. We also have trained satellite partners that provide assessments for families that cannot make it to our centralized location and/or who feel more comfortable connecting with a community partner. We provide translated documents (the most common are always on hand, including Spanish, Russian, Vietnamese, Marshallese, and Arabic,) and real-time interpretation services through our relationship with Spokane International Translation so families can access services in their language of choice.

Before enrolling households, HFCA staff will engage them in a supportive, strengths-based, trauma-informed, Diversion First conversation to help the household identify natural and formal resources to access that would keep them housed rather than experiencing homelessness. Our team of specialists acts as a sounding board as families work to create a plan to access these resources. Our staff are highly trained in community resources and function as system navigators for all families that walk through our doors. We understand that families are dealing with critical, life-changing events, so we do all that we can to expertly navigate and help families make sense of very complex systems.

SMS HAS UNIQUE CAPACITY TO MANAGE HIGH VOLUME OF EVICTION PREVENTION APPLICATIONS

After conducting a Diversion-First screening, staff seek to stabilize and/or return families to housing as quickly as possible using a Progressive Engagement model of service delivery that incorporates case management, landlord referrals, and financial assistance to use program resources efficiently and effectively. Progressive Engagement serves families in a client-centered approach that strengthens and empowers them to find their own sustainable solutions for financial and housing stability, supported by the minimum necessary financial assistance and resources to mitigate move-in barriers.

SMS's highly trained Case Managers will connect with families within 24 business hours of receiving an Eviction Prevention referral from HFCA/CE. They will immediately start a conversation with the families about their housing needs, enrollment, and qualifying guidelines. At this time, SMS staff document housing and income status to create the client file and then enter client data in CMIS. This includes instances of missed rent payments, moving because of economic reasons two or more times during the 60 days immediately preceding the application for assistance, living in the home of another person because of economic hardship, notification that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance, living in a hotel/motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals, living in an SRO or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than one and a half persons per room, or exiting a publicly funded

institution or system of care. Housing and income status are documented using the *CHG Verification of Household Eligibility and Income Recertification Form*.

For families who have no alternative but to enter the homeless resources system, HFCA assesses their vulnerability, identifying their strengths and connecting them to housing resources based upon their level of need and preferences. CCEW has built the HFCA system to have the lowest possible barriers.

For families that have immediate safety or health concerns, we provide referrals and warm handoffs to partner agencies that can assist in meeting these immediate needs, provide culturally specific services, including language interpretation services, and trained specialized staff to support families fleeing DV with safety planning.

As a supplement to these services and to lower every possible barrier to housing stability, we triage an array of needs and refer families to the resources they ask for connections to, including accessing clothing, hygiene food bank services, and computer access for job and housing searches through our brick-and-mortar shelter facility.

Knowing that there is a high volume of households in need, we have used the CHG Targeted Prevention tool to prioritize those most at risk.

3. Describe how you will conduct marketing and outreach activities to connect with households most likely to become homeless

SMS will use the Homeless Coalition website to announce the availability of Eviction Prevention funds to connect with providers who work with a variety of populations in need. Additionally, we will use social media platforms and our website to reach a larger audience who may search within our broader Agency for resources. Households at risk of or experiencing homelessness look to HFCA for resources that align with their housing needs. This natural referral connection to SMS will help us capture families who come to us through that pathway. Our satellite partnerships through CE will also help cast the net wider to families who may inquire about such assistance through other providers.

Our Landlord Liaison participates in the Landlord Association meetings and can share information regarding this program with association members.

4. Please provide a detailed plan of how you will mobilize rental assistance funds efficiently and effectively within a six-month period

As the operators of HFCA we have a direct connection with the households that are seeking assistance. We can engage with households needing Eviction Prevention immediately as they are identified and swiftly begin intake and enrollment. Because of our experience and unique qualification representing HFCA, we can begin expending funds on day one of the grant performance period with great efficacy. Additionally, we are seeking an award amount consistent with our ability to serve additional households within our current staffing structure which eliminates the need to hire any additional staff.

The leveraged staff have extensive experience working in Rapid Rehousing and therefore are well

versed in identifying needs and barriers in households and matching a level of service provision that helps the family to be best served. They are familiar with negotiating with landlords and mediating plans that allow families to find housing stability. Essentially, our staff will be continuing the work they are already doing with Eviction Prevention funding.

HFCA staff will use Progressive Engagement to implement program resources efficiently and effectively. Progressive Engagement serves families in a client-centered approach that strengthens and empowers them to find their own sustainable solutions for financial and housing stability, supported by the minimum necessary financial assistance and resources.

While some households may have stable housing and only need one-time support to get out of arrears, others may need their rent subsidized for a short period while they stabilize their housing. Our experienced staff will work with enrolled families to identify their individualized needs; keeping in mind that there is only a six-month period of funding, ensuring that support will have to be less than or equal to the remaining months of funding. Based on years' experience providing services, we know our capacity to provide eviction prevention services; SMS is perfectly situated to mobilize rental assistance funds within the contract's short-term period of performance.

5. Please describe how your project will document program eligibility:

At HFCA, families seeking Eviction Prevention services will complete the CHG Targeted Prevention Screening Tool. Once their referral is pulled for enrollment into the Eviction Prevention project their assigned Case Manager will revisit this to determine if their living situation has changed and if they continue to be eligible based on their current living situation and income.

Additionally, staff will use the CHG Eligibility Verification form to document eligibility. Income and housing status must be verified in this project for households to receive assistance.

6. Describe the experience/qualifications required by your staff for financial report preparation, management, and frontline positions:

CCEW BRINGS AN EXPERIENCED, SUCCESSFUL RECORD OF MANAGING CONTRACTS AND HOMELESS RESOURCES SERVICES

CCEW brings more than 50 years of experience successfully managing federal, state municipal, and private grants, including pass-through contracts. We specifically manage many grants funded by HUD, including CDBG contracts in the City of Spokane, Spokane County, and Walla Walla County, as well as many Continuum of Care, Emergency Solutions Grants, Section 8 vouchers across multiple programs, and Multifamily Service Coordinator Grants. The structure and capacity of our administrative groups, including our executive Senior Leadership Team (SLT), Finance Department, Data Services Department, and Grants Team have been developed to best manage these complex federal contracts.

ON-SITE STAFF PROVIDE DIRECT SUPPORT TO SMS BENEFICIARIES

Our staff's system knowledge and institutional memory helps us create efficiencies by using fewer staff and optimizing families' pathways through services. We bring 15 years' worth of landlord relationships and a deep understanding of the various homeless programs/funding streams, including the foundational role that school of origin considerations—mandated by the McKinney-

Vento Act—play into a family’s ultimate choice in housing location.

Our staff has been providing successful services for more than 15 years. Our front-line staff are trained in evidence-based practices (EBPs) and best practices that have been demonstrated to improve engagement with services and create durable, positive outcomes, including Housing First, Motivational Interviewing, Trauma-Informed Care, and Client-Centered Goal Planning. We have worked under SDG and CHG guidelines in the provision of Eviction Prevention and Rapid Rehousing projects and are familiar with the requirements of our funders. Our frontline staff for this project have combined experience of over 20 years with similar projects.

Project management staff have overseen Eviction Prevention, Rapid Rehousing and other homeless response programs for over 10 years, successfully serving many families and accomplishing strong performance, data quality, and financial management. CCEW Vice President of Crisis Response Shannon Boniface has primary responsibility for grant compliance and reporting, oversees day-to-day operations, and serves as the primary contact at CCEW to the City of Spokane. Ms. Boniface has 4 years’ experience managing HFCA/CE and 8 years’ experience managing grants and contracts.

CCEW EXECUTIVE AND ADMINISTRATIVE STAFF IMPLEMENT FINANCIAL CONTROLS

The Finance Team supports the CCEW Vice President and staff by implementing CCEW’s strong financial controls to ensure proper use of funds, support financial reporting, and comply with all City and HSG financial requirements and billing procedures. The Finance Team is led by a Chief Financial Officer (CFO) responsible for ensuring compliance with accounting regulations and principles. Our CFO supervises the Vice President of Finance, who is responsible for the day-to-day financial operations of our Agency, including payroll, accounts payable and receivable, and grants and medical billing.

CCEW’s Finance Team has been developed specifically to manage large and complex federal grants. We have 2 FTE—an Accounting Coordinator and a Grant Billing Specialist—who are dedicated to grants management, billing, and reporting. The Vice President for Finance supervises this function. The Grant Billing Specialist is responsible for preparing all grant invoices and backup documentation and preparing monthly spend-down reports to track each contract’s progress and identify potential spend-down challenges as early as possible in the grant cycle. The Accounting Coordinator reviews all grant billings.

The CCEW Finance staff engage in an annual financial statement audit and our annual single audit of federal grants.

The CCEW Finance staff, including payroll, accounts payable, cash receipts, grant and other billing position, all are qualified accountants with experience and education appropriate for their roles and job descriptions. Job duties are well defined and documented. We ensure appropriate segregation of duties, review and approval processes, timely financial reporting, and supervision and evaluation of staff to ensure accurate transaction processing, reporting, compliance and stewardship of resources and funds.

CCEW has also invested heavily in industry standard financial management software to support our \$40M annual budget, 500-person staff, and our large portfolio of public grants and contracts. We use ADP for payroll and time and attendance tracking, Power Plan for budget development management, Sage Intact for cloud financial management, and Salesforce NPSP for grants tracking. These systems, implemented along with CCEW’s Board-approved financial policies and procedures, provide CCEW with a sophisticated and industry standard set of financial control capabilities,

including but not limited to:

- Segregating expenditures by funding source;
- Producing budget vs. expenditures reports;
- Maintaining central files for grants, loans, and other types of financial assistance;
- Allocating direct and indirect expenses by means of a cost allocation plan;
- Recording all time worked, including time not charged to awards;
- Recording employee time specifically by cost objective/activity;
- Requiring sign off by the employee and supervisor; and
- Complying with the established accounting policies and practices of our Agency.

7. Please describe how your organization interacts and collaborates with Coordinated Entry

What makes our proposal unique is that CCEW is the operator of HFCA, giving SMS direct connection to referrals allowing us to quickly provide Eviction Prevention in alignment with the community's existing, well known, and effective HFCA program without requiring additional staff, infrastructure, or community referral pathways. In other words, these funds will be available to all Spokane families experiencing housing instability on the day the contract is signed.

The goal of HFCA is to provide each family experiencing homelessness with the services and support they need to rapidly return to permanent housing. We provide oversight to seven satellite sites to ensure that households with minor children can be served where they are present, in an environment where they are comfortable; minimizing the need to re-tell their story. We work closely with the other sub-population specific entry points; Singles Homeless Coordinated Assessment (SHCA) and Youth and Young Adult CE to ensure services are equitable across the system; with the goal of all households having similar and streamlined experiences.

When Eviction Prevention came into the fold as a funded project in our community, CCEW was involved in the planning discussions regarding the use of CE for Eviction Prevention and the use of the CHG Targeted Prevention Screening Tool to prioritize the large volume of individuals seeking Eviction Prevention Assistance.

We have staff who sit on the CoC Board and lead the Coordinated Entry Work Group which gathers with professionals across the system whose works centers on CE to collaborate, identify barriers and concerns, and work towards improvements in the overall CE consumer experience. As CE is the entry point for those seeking services to combat homelessness, it is the goal of the CE workgroup to help ensure that an individual's experience of homelessness is rare, brief, and non-recurring.

Budget Narrative

Applicants are required to complete and submit a Summary Budget Workbook that outlines the costs of operations of the proposal. The Summary Budget Workbook must have an accompanying budget narrative and justification that provides the total amount for implementation of the project. If multiple agencies will be partnering on this proposal, provide a cost breakdown of the expenses that will be incurred by each individual agency.

In a budget narrative below, please explain how the requested funds will be used to support the proposed service. For each line item listed with a dollar figure (except expense category subtotals), provide a brief narrative detailing: (a) how the item relates to the proposed service and (b) the method used to determine the cost. The budget narrative should be laid out in the same format relative to the budget categories as provided in the budget worksheet and provide information regarding the basis of estimation for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.). Full guidelines for eligible expenses are located here <https://deptofcommerce.app.box.com/s/9z5u4yiy7w1d19wrch6mhkeedt0o0h08>

Rent Payments

Monthly rent, rental arrears as described in SDG guidelines

We are requesting \$100,000 in the rent payment category.

- a. Rent payments relate to the proposed service as a fundamental approach to Eviction Prevention. This will be split between rents (\$95,000) to cover anything associated with rent including monthly rents and arrears and other housing costs (\$5,000) for utilities and other allowable expenses not directly related to monthly rent.
- b. We determined the cost by multiplying the projected average of \$5,000 per household served, and we intend to serve 20 families with these dollars.

Operations

Salaries and Benefits for staff costs directly attributable to the program, including but not limited to program staff, information technology staff, human resources staff, bookkeeping staff, and accounting staff:

We are requesting \$50,000 in operations to supplement the salaries and benefits of current case management staff.

- a. These salaries and benefits related to the proposed services because they cover the remaining cost to provide Eviction Prevention services for the period of performance for our existing staff, including our front desk at HFCA; triaging and coordinating appointments and assessments, and supervisory staff.
- b. We determined the cost of salaries and benefits by identifying the number of households we plan to serve along with the amount of rental assistance requested, we then calculated the amount of staff time needed to serve those individuals: \$50,000 will be split--\$30,000 for Case Management staff, \$10,000 to support the Triage Specialist, and \$10,000 for supervision.

Office space, utilities, supplies, phone, internet, and training related to grant management and/or service delivery.

We are not requesting any funding in this category.

Indirect Administration (not to exceed 15% of eligible expenses)

We are requesting \$7,500, in Indirect Administration.

- a. Indirect costs relate to our proposed services because Eviction Prevention Services require funds to administer the grant award.
- b. We determined the cost by calculating 15% of MDTC.

Required Attachments

A Risk Assessment is required for each RFP. Please include a completed Eviction Prevention Risk Assessment along with the application budget and narrative.

Please find as an attachment in the submission email, along with all required Risk Assessment documents:

1. Chart of Accounts
2. Sample Report Time and Effort
3. Sample Time Sheet
4. P&P Procurement Policy
5. Conflict of Interest-Equal Employment Opportunity_Drug and Alcohol Policy
6. Financial Management
7. Procurement-Management-Disposition Procedures
8. Personnel Records Retention Policy
9. Records Retention Procedure_Non-Covered Entity
10. CHHS Risk Assessment Questionnaire

The following items are required, unless you have submitted valid copies within past six-months and are currently under contract with the City:

- 1. Business license**
- 2. Certificate of insurance**
- 3. Copy of most recent financial audit (as applicable)**

These documents were submitted as part of our CHHS SDG Homeless Services application on 7/12/24. Please reach out with any questions.



Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 01/13/2025

Committee Agenda type: Consent

Date Rec'd 12/19/2024

Clerk's File # OPR 2025-0014

Cross Ref #

Project #

Council Meeting Date: 01/13/2025

Submitting Dept	COMMUNITY, HOUSING & HUMAN	Bid #	
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Contact Name/Phone	KERI 6577	Requisition #	
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Contact E-Mail	KCEDERQUIST@SPOKANECITY.ORG		
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Agenda Item Type	Contract Item		
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Council Sponsor(s)	ZZAPPONE KKLITZKE JBINGLE		
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Agenda Item Name	1680- EVICTION PREVENTION FUND SUBCONTRACT APPROVAL		
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Agenda Wording

Requesting City Council approval to enter new contracts to fast-track spend-down of \$1.26m remaining Eviction Prevention Funds under the System Demonstration Grant, ensuring expenditure by the June 30, 2025, deadline.

Transitions - OPR 2025-0014

Summary (Background)

CHHS manages \$3.4m Eviction Prevention fund through WA Dept. of Commerce. Subawards were initially made to 3 organizations for FY23-25. As of Nov. 2024, \$1.26m remains in the award, due to slow draw-down and unused admin/operations held by the City. CHHS issued an RFP from Nov. 15-Dec. 8. 2024 for providers with capacity to rapidly mobilize funds and received 4 applications. The CHHS Human Services committee recommends entering subcontracts with providers listed in attachments.

Lease? NO Grant related? YES Public Works? NO

Fiscal Impact

Approved in Current Year Budget? YES

Total Cost	\$ 3,462,099.00
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Current Year Cost	\$
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Subsequent Year(s) Cost	\$ 1,261,337.00
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Narrative

Unused admin/operations held by City CHHS was originally intended for 1.0 FTE but consolidated into existing portfolio.

Amount	Budget Account
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Neutral	\$	#
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Select	\$	#
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Select	\$	#
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Select	\$	#
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	\$	#
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	\$	#
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Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

<u>Dept Head</u>	GBYRD
<u>Division Director</u>	GBYRD
<u>Accounting Manager</u>	GBYRD
<u>Legal</u>	GBYRD
<u>For the Mayor</u>	GBYRD

Additional Approvals

<u>ACCOUNTING -</u>	GBYRD

Distribution List

	arielleanderson@spokanecity.org
dkinder@spokanecity.org	mmorisson@spokanecity.org
kcederquist@spokanecity.org	sbrown@spokanecity.org
aduffey@spokanecity.org	dnorman@spokanecity.org
zhjelm@spokanecity.org	

Committee Agenda Sheet

Urban Experience Committee

Committee Date	1/13/2025
Submitting Department	Community Housing and Human Services
Contact Name	Keri Cederquist
Contact Email & Phone	kcederquist@spokanecity.org ext. 6577
Council Sponsor(s)	Zappone, Bingle, Klitzke
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 5 min
Agenda Item Name	Eviction Prevention Subcontract Approval
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>*use the Fiscal Impact box below for relevant financial information. Click or tap here to enter text.</p> <p>CHHS manages a \$3.4m Eviction Prevention grant funded by WA State Dept. of Commerce. As of Nov. 2024, \$1.26m remained in the award, which must be expended by June 30, 2025. CHHS issued an RFP from Nov. 15-Dec. 8. 2024 for contractors with demonstrated capacity to rapidly mobilize prevention funds. The CHHS Human Services committee recommends subcontracting with SNAP, Catholic Charities, and Transitions in addition to current subgrantees Carl Maxey Center, Nuestras Raices Centro Comunitario, and Family Promise of Spokane.</p>
Fiscal Impact	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Total Cost: \$3,462,099.00 Current year cost: Subsequent year(s) cost: \$1,261,337.00	
<p>Narrative: The \$3.4m Eviction Prevention portfolio, funded by the WA Department of Commerce’s System Demonstration Grant (SDG), requires all funds to be expended by June 30, 2025 or returned to Commerce. \$2.4m was subcontracted to three providers in 2023. As of Nov. 2024, \$1.26m remained due to slow spend-down and unutilized administrative funds. To prevent forfeiture of funds, an RFP was issued (Nov.15-Dec.8) and four applicants responded. The CHHS Human Services Committee recommends funding SNAP, Catholic Charities, and Transitions as they demonstrated capacity to rapidly deploy rental assistance and comply with program requirements.</p>	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A Specify funding source: Grant Is this funding source sustainable for future years, months, etc? Dept. of Commerce indicates the fund will be included in Homelessness Prevention activities under the System Demonstration Grant (SDG) in subsequent years	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A	

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

Unused admin/operations held by City CHHS was originally intended for 1.0 FTE but consolidated into existing portfolio

Operations Impacts (If N/A, please give a brief description as to why)

- What impacts would the proposal have on historically excluded communities?
44% of funds are distributed through by-and-for organizations to ensure resources are directed to communities most affected by housing instability.
- How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?
Data is collected through HMIS and is reviewed in accordance with city, state, and federal performance metrics. In addition, Commerce maintains an Equity Analysis dataset to identify service gaps and guide resource distribution to historically underserved/marginalized populations
- How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?
Department of Commerce will use submitted data to benchmark the effectiveness of this program.
- Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This program aligns with the CoC's Five Year Strategic Plan to End Homelessness

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.

Provider	Avg Score	Funds Requested	% of funds available	Funds Recommended	# Served	Cost per
SNAP - Singles	94.0	\$ 787,332.86	62.4%	\$ -	155 singles & youth	\$ 3,875.00
SNAP - Families	94.0	\$ 1,045,572.86	82.9%	\$ 873,290.00	103 singles&youth 83 Families	\$3,875 = S \$4,800 = F
St. Margarets	79.7	\$ 158,000.00	12.5%	\$ 158,000.00	20 households	\$ 5,000.00
Transitions	93.9	\$ 230,047.00	18.2%	\$ 230,047.00	12 households	\$ 1,380.00
NECC-Zone	0.0	\$ 225,862.30	17.9%	\$ -	12 households	\$ 7,500.00



CITY OF SPOKANE
Eviction Prevention

Project applicants may submit applications for eviction prevention activities as described in the associated Eviction Prevention City of Spokane Notice of Funding Availability (NOFA).

PROPOSAL SUBMITTED BY:

ORGANIZATION **Transitions**
POINT OF CONTACT **Sarah Lickfold**
PHONE **(509) 328-6702**
E-MAIL **slickfold@help4women.org**

SIGNATURE  _____

Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.

Applicants that wish to be considered for funding under this opportunity must respond to the following questions in writing and meet all conditions and requirements as stated in the NOFA. Submission of this application does not guarantee that a proposal will be approved.

General Instructions

Please complete a single narrative application for the proposal. Please be concise but complete in your responses.

Proposal Summary

Organization Signing Authority Contact Information

Contact Person: Sarah Lickfold
Mailing Address: 3128 N. Hemlock St
Spokane, WA 99205
Telephone: (509) 328-6702
E-mail: slickfold@help4women.org

Organization Project Contact Information

Contact Person: Angela Amos
Mailing Address: 920 W. 2nd Ave
Spokane, WA 99201
Telephone: (509) 455-4249
E-mail: aamos@help4women.org

Submission Date: **12/8/24**

Project Title: **Eviction Prevention**

Applicant Organization / Lead Agency Name: **Transitions**

Dollar Amount Requested from City of Spokane: **\$230,047**

Project Overview and Description Questions

1. Describe your experience managing Eviction Prevention Funds:

Transitions has managed and disbursed housing assistance funds for many years. We operate six programs with the mission of ending poverty and homelessness for women and children in Spokane; 100% of our participants are low-income, with most below 30% AMI. We have administered direct client assistance funds routinely over our decades of operation, and our intake processes at all program sites ensure and document client eligibility for projects like these. All Transitions housing and housing case management participants are entered into the City of Spokane's Community Management Information System (CMIS).

Most recently, our Women's Hearth site, the focus of this current request, disbursed Spokane County/ Dept. of Commerce Eviction Prevention funds over the past 12 months. Through this program, we were able to assist 40 households who were facing acute risk of eviction due to rental or utilities arrears. We have disbursed assistance approximately once a week since the initial County award, managing a total of \$55,200. We have maintained compliance with all Commerce disbursement parameters, eligibility requirements, and reporting schedules. We have well-established intake and recordkeeping processes in place. The County has affirmed our performance and approach with positive feedback during desk audits. This experience has been extremely positive for participants, as Transitions is able to complement the disbursed funds with individualized case management and aftercare to help households address their risk factors for eviction.

2. Describe your proposed intake and assessment process; including the capacity to manage a potentially high volume of applications for assistance effectively within a six-month period:

Our current Eviction Prevention assessment and disbursal process is already in line with Commerce's Consolidated Homeless Grant requirements. The Women's Hearth is an extremely low-barrier environment, with no participation or documentation requirements for entry. Households are not screened out based on income, credit history, rental history, disability, justice system involvement, substance use, lack of ID, or other potential barriers to housing readiness. Intake scheduling is very flexible, and our drop-in service model increases access for participants who may not have the personal infrastructure or capacity to maintain scheduled appointments. Community expectations at the Hearth are focused on maintaining an environment that is safe and affirming for all participants, including transgender women. The Women's Hearth is Spokane's only daytime shelter space solely for women and non-binary individuals. If awarded Eviction Prevention funds, however, the Hearth is well-equipped to offer virtual appointments and dedicated drop-in visit times for male participants. Participants will also be welcome to submit scanned documentation electronically as part of the virtual appointment process; we hope this will further reduce barriers or delays to assessment and project enrollment.

When participants disclose housing insecurity and/or a desire to participate in housing case management, Case Managers complete a more formal intake for Eviction Prevention assistance, assessing participant eligibility for grant funds. We next communicate directly with the participant's property manager to obtain a ledger of balances owed and a copy of the rental agreement. If participants are indeed eligible for Eviction Prevention funds, the amount owed is paid directly to landlords. This process is accompanied by ongoing case management and supportive conversations with participants to determine what financial stability looks like for them following this assistance, to minimize repeat need. Goals may include seeking a roommate to share rental expenses, vocational services to increase income, referrals for healthcare or services, and transportation to referral appointments to ensure access and further participation. With an added 1.0 FTE case manager, we could increase capacity for Eviction Prevention funds disbursement to up to 8 clients participants served per day.

3. Describe how you will conduct marketing and outreach activities to connect with households most likely to become homeless:

The Women's Hearth serves approximately 1200 individuals annually; in fact, we are on track to serve at least 1400 in 2024. Our busy event and services calendar has a wide reach among Spokane's homeless and insecurely-housed communities; simply adding Eviction Prevention drop-in hours, announcing these funds at monthly Matters of the Hearth meetings, and our ongoing daily conversations with participants will create widespread awareness. Word-of-mouth is one of the primary ways new participants find their way to the Hearth; referrals from a peer or trusted friend often help new participants feel safe and more likely to engage in services. Our soft-touch, relationship-focused approach builds trust with participants who may not otherwise feel inclined to disclose housing insecurity. And the Hearth has no requirements for participation, which also helps participants take ownership of their pathways and seek the assistance that they most need. We often serve participants who have been exited from services elsewhere, and our drop-in service model and supportive staff enable us to have successful case management appointments with high-need participants. Additionally, our Housing Alumnae Case Management staff and New Leaf Vocational Services sites will be able to refer participants to the Hearth for Eviction Prevention Funds.

4. Please provide a detailed plan of how you will mobilize rental assistance funds efficiently and effectively within a six-month period:

We anticipate a brisk spend-down of any funds awarded. The Hearth currently receives constant requests for housing assistance funds by phone, email, and Homeless Coalition listserv messages. We already have a well-established Eviction Prevention intake process, which will be scalable if we are awarded funds to add case management staff hours. Adding case management staffing will increase our capacity to complete eligibility intakes, submit referrals to Coordinated Entry, and process Coordinated Entry referrals for disbursement. We estimate that we can more than double the Hearth's current assessment/disbursement capacity with the addition of a 1.0 FTE case manager.

The Hearth exclusively serves women and non-binary individuals during our regular opening hours. To accommodate male participants for assessment, referral, and disbursement, we are well-prepared to offer both virtual appointments and dedicated drop-in hours so that male participants can complete intakes and access disbursement and case management.

5. Please describe how your project will document program eligibility:

Our current Eviction Prevention intake process includes documented eligibility verification, assessing each participant's level of need and verifying that the participant meets grant-required eligibility parameters, including income level and having a signed lease agreement. Once eligibility is established, our case manager contacts the participant's property management company to obtain a balance owed and a copy of the rental agreement. If a participant meets the eligibility requirements, their referral will be submitted to Coordinated Entry. Case managers keep documentation throughout this process and of financial stability problem-solving conversations with participant and what goals are formulated through this discussion. All of the steps of this process are documented in the participant's confidential file and retained in a locked cabinet for a minimum of seven years.

6. Describe the experience/qualifications required by your staff for financial report preparation, management, and frontline positions:

Financial reports are prepared by the Women’s Hearth Program Director and Transitions’ Financial Controller. Our Financial Controller holds an MBA and 7 years of experience in accounting in both the private and nonprofit sectors. The Women’s Hearth Program Director holds an M.A. in Addiction Studies, is a certified Substance Use Disorder Professional trainee, and has 8 years experience in management roles and social service delivery.

Front-line staff and all program volunteers are required to complete a background check and sign a confidentiality contract. Staff must have either significant relevant employment or first-hand life experience in social work/housing insecurity/poverty/disability services. Upon hire, staff are required to complete trainings in trauma-informed care and race equity, and to adhere to the Hearth’s values of engagement-centered healing, respect for human dignity, and client-led goalsetting. Additionally, by the end of 2024, all staff members at Transitions will have completed the required trainings (Trauma-Informed Care, Rapid Re-Housing, Race Equity, et al) for Commerce CHG funding projects.

7. Please describe how your organization interacts and collaborates with Coordinated Entry:

Transitions is an experienced collaborator with Coordinated Entry (CE) as both a source and recipient of referrals. Our three housing sites receive CE referrals for both Singles and Families, and at the Hearth, we participate in CE by offering Singles Coordinated Entry assessments. At the Hearth, Case Managers enter new participants into CMIS when they enroll in case management. All Transitions Housing participants are also entered into CMIS. We are fully equipped to accept CE referrals for Eviction Prevention assistance and to fill Eviction Prevention openings exclusively through those referrals.

We maintain strong and cordial relationships with other CE providers and are active in the Spokane homeless services provider network, participating in the Spokane Homeless Coalition, bimonthly Spokane Regional Health District Service Providers call, Empire Health Foundation’s Housing Navigation/Surge Shelter provider forums, and the City of Spokane Street Outreach meetings. And we collaborate frequently with other Coordinated Entry intake sites (Catholic Charities, SNAP, and Goodwill) to ensure that the referral process works as smoothly as possible so that participants can get housed quickly.

Budget Narrative

Rent Payments

Monthly rent, rental arrears as described in SDG guidelines

\$141,800 is requested for rent payments: \$124,057 is requested for direct client assistance with monthly rent / rental arrears. At an average disbursement about of \$1,380 per household, we estimated serving 89 households with rent assistance. \$17,725 is requested for direct assistance with application fees, background and credit check fees. Our current disbursements indicate that approximately one out of every seven households requesting assistance is seeking help with property rental application and screening fees, so the above requested amounts reflect that ratio. At an average of \$1480 per household, we anticipate serving 12 households with rental application process fees.

Operations

Salaries and Benefits for staff costs directly attributable to the program, including but not limited to program staff, information technology staff, human resources staff, bookkeeping staff, and accounting staff:

\$58,241 is requested for salaries and benefits: \$45,479 for a 1.0 FTE case manager salary; \$8,417 for case manager benefits; \$3,666 for 0.05 FTE Hearth Program Director salary staff hours; and \$678 for Hearth Program Director benefits. This figure is arrived at using internal payroll scales and an 18.5% rate for calculating benefits. The case management staff time would support client intake appointments, assessment and referral time, documentation time, and disbursement time. The Program Director staff time supports direct supervision of case management time and Eviction Prevention project implementation.

Indirect Administration (not to exceed 15% of eligible expenses)

\$30,006 is requested for project administration.

Required Attachments

Please see attached Risk Assessment. Transitions is currently under contract with the City of Spokane, so please refer to previously submitted business license, financial audit, and confirmation of insurance.



Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 12/09/2024

Committee Agenda type: Discussion

Date Rec'd

11/22/2024

Clerk's File #

OPR 2025-0015

Cross Ref #

Project #

Council Meeting Date: 01/13/2025

Submitting Dept

HISTORIC PRESERVATION

Bid #

Contact Name/Phone

MEGAN 6543

Requisition #

Contact E-Mail

MDUVALL@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

JBINGLE ZZAPPONE KKLITZKE

Agenda Item Name

0470 – FRED AND WINONA ADAMS HOUSE NOMINATION TO THE REGISTER

Agenda Wording

The Spokane Historic Landmarks Commission reviews properties for listing on the Spokane Register of Historic Places to ensure that they meet the criteria set out in SMC 17D.100.

Summary (Background)

The Spokane Historic Landmarks Commission reviews properties for listing on the Spokane Register of Historic Places to ensure that they meet the criteria set out in SMC 17D.100. The Adams House at 11 W 26th Avenue was constructed in 1914 and has been found to meet the criteria set forth for such designation, and a management agreement has been signed by the owner.

Lease? NO Grant related? NO Public Works? NO

Fiscal Impact

Approved in Current Year Budget? N/A

Total Cost \$

Current Year Cost \$

Subsequent Year(s) Cost \$

Narrative

Property listing on the Spokane Register of Historic Places does not have a direct impact on City revenues or expenses.

Amount

Budget Account

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

Committee Agenda Sheet

Urban Experience Committee

Committee Date	12/9/2024
Submitting Department	Historic Preservation
Contact Name	Megan Duvall
Contact Email & Phone	mduvall@spokanecity.org
Council Sponsor(s)	<u>CM Zappone; CM Klitzke; CM Bingle</u>
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 5 min
Agenda Item Name	0470 – FRED & WINONA ADAMS HOUSE NOMINATION TO THE SPOKANE REGISTER OF HISTORIC PLACES
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>The Spokane Historic Landmarks Commission reviews properties for listing on the Spokane Register of Historic Places to ensure that they meet the criteria set out in SMC 17D.100.</p> <p>The Adams House at 11 W 26th Avenue was constructed in 1914 and has been found to meet the criteria set forth for such designation, and a management agreement has been signed by the owner.</p>
Fiscal Impact	<p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Total Cost: <u>0</u></p> <p>Current year cost:</p> <p>Subsequent year(s) cost:</p> <p>Narrative: <u>Property listing on the Spokane Register of Historic Places does not have a direct impact on City revenues or expenses.</u></p> <p>Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A</p> <p>Specify funding source: Select Funding Source*</p> <p>Is this funding source sustainable for future years, months, etc? N/A</p> <p>Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p> <p>Properties listed on the Spokane Register are subject to design review in the future which does generate revenue through small fees. Tax incentives are available to listed properties and also can generate future revenue.</p>
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities?	This contract would have no meaningful impact on historically excluded communities.
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	That specific data is not something that is collected by the Historic Preservation Department.
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	

The Historic Preservation Office's primary responsibility is to protect historic properties and neighborhoods in Spokane. The more properties that are listed on the Spokane Register, the more ability we have to offer incentives that help keep those properties viable and in use. As we list additional properties, we increase our ability to protect Spokane's historic resources.

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

SMC 04.35.010 Spokane Historic Landmarks Commission Findings and Purpose:

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.

Comprehensive Plan Goals

DP 1.1: Landmark Structures, Buildings, and Sites

Recognize and preserve unique or outstanding landmark structures, buildings, and sites.

DP 3.3: Identification and Protection of Resources

Identify historic resources to guide decision making in planning.

DP 3.11: Rehabilitation of Historic Properties

Assist and cooperate with owners of historic properties to identify, recognize, and plan for the use of their property to ensure compatibility with preservation objectives.

N 2.4: Neighborhood Improvement

Encourage revitalization and improvement programs to conserve and upgrade existing properties and buildings.

Findings of Fact and Decision for Council Review

Nomination to the Spokane Register of Historic Places

Fred & Winona Adams House – 11 W 26th Avenue

FINDINGS OF FACT

1. **SMC 17D.100.090:** "Generally a building, structure, object, site, or district which is more than fifty years old may be designated an historic landmark or historic district if it has significant character, interest, or value as part of the development, heritage, or cultural characteristics of the city, county, state, or nation."
 - Originally built in 1914; the Fred & Winona Adams House meets the age criteria for listing on the Spokane Register of Historic Places.

2. **SMC 17D.100.090: The property must qualify under one or more categories for the Spokane Register (A, B, C, D, E).**
 - The Adams House is a very example of a one and a half story Craftsman-style bungalow and is eligible for the Spokane Register of Historic Places under Category C. Its rectangular shape, low-pitched roof with overhanging eaves and front gable, and partially covered porch are typical exterior features. Inside, its oak floors with decorative inlay, beamed ceilings, and its built-in bookcases, dining buffet and hutch are all in the Craftsman style.
 - The Adams House is architecturally significant as a well-preserved example of a Craftsman-style bungalow. Its organic and locally sourced materials, overhanging eaves, prominent support columns, and porch with pergola are defining exterior features of the style. It was constructed by J. Oscar Johnson who constructed several houses in the neighborhood.
 - Fred Adams, the first resident owner of the home, was a Stanford Law graduate and junior partner at the Davies & Adams law firm in Spokane. He was elected to the state House of Representatives from 1917-1921, and was Speaker of the House from 1919-1921. After serving in the legislature, he played a significant role in the development of the Columbia Basin Project, which transformed the economy of the central and eastern Washington regions. He and his wife, Winona, purchased the house in 1919 during an instrumental time in his political life.

3. **SMC17D.100.090: "The property must also possess integrity of location, design, materials, workmanship, and association."** *From NPS Bulletin 15: "Integrity is the ability of a property to convey its significance...it is not necessary for a property to retain all its historic physical features...the property must retain, however, the essential physical features that enable it to convey its historic identity."*
 - Well-preserved with a good degree of integrity in original location, design, materials, workmanship, and association, the Adams House is eligible for listing on the Spokane Register of Historic Places.

4. **Once listed, this property will be eligible to apply for incentives, including:**
Special Valuation (property tax abatement), Façade Improvement Grants, Spokane Register historic property plaque, and special code considerations.

RECOMMENDATION

The Spokane Historic Landmarks Commission found the **Fred & Winona Adams House** is eligible for listing on the Spokane Register under **Category C – Architecture as a good example of the Craftsman Bungalow style and Category B for Fred Adams, Speaker of the House and Columbia Basin advocate.**

After Recording Return to:
City of Spokane Clerk
808 W Spokane Falls Blvd
Spokane, WA 99201

NOTICE OF MANAGEMENT AGREEMENT

NOTICE IS HEREBY GIVEN that the property legally described as:

30-25-43: CANNON HILL 1ST ADDITION LOT 3 TOGETHER WITH THE WEST 5 FEET OF LOT 2 BLOCK 4.

Parcel Number(s) **35304.2630**, is governed by a Management Agreement between the City of Spokane and the Owner(s), **Timothy and Mia Theis**, of the subject property.

The Management Agreement is intended to constitute a covenant that runs with the land and is entered into pursuant to Spokane Municipal Code Chapter 6.05. The Management Agreement requires the Owner of the property to abide by the "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" (36 CFR Part 67) and other standards promulgated by the Historic Landmarks Commission.

Said Management Agreement was approved by the Spokane City Council on _____. I certify that the original Management Agreement is on file in the Office of the City Clerk under File No. _____.

I certify that the above is true and correct.

Spokane City Clerk

Historic Preservation Officer

Dated: _____

Dated: 11/21/24

MANAGEMENT AGREEMENT

The Management Agreement is entered into this **20** day of **November 2024**, by and between the City of Spokane (hereinafter “City”), acting through its Historic Landmarks Commission (“Commission”), and **Tim & Mia Theis** (hereinafter “Owner”), the owner of the property located at **11 West 26th Avenue** commonly known as the **Fred & Winona Adams House** in the City of Spokane.

WHEREAS, the City of Spokane has enacted Chapter 4.35 of the Spokane Municipal Code (SMC) and Spokane has enacted Chapter 1.48 of the Spokane County Code (SCC), both regarding the establishment of the Historic 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, both Ch. 17D.100 SMC and Ch. 1.48 SCC provide that the City/County Historic Landmarks Commission (hereinafter “Commission”) is responsible for the stewardship of historic and architecturally significant properties in the City of Spokane and Spokane County; and

WHEREAS, the City has authority to contract with property owners to assure that any owner who directly benefits by action taken pursuant to City ordinance will bind her/his benefited property to mutually agreeable management standards assuring the property will retain those characteristics which make it architecturally or historically significant;

NOW THEREFORE, -- the City and the Owner(s), for mutual consideration hereby agree to the following covenants and conditions:

1. CONSIDERATION. The City agrees to designate the Owner’s property an Historic Landmark on the Spokane Register of Historic Places, with all the rights, duties, and privileges attendant thereto. In return, the Owner(s) agrees to abide by the below referenced Management Standards for his/her property.

2. COVENANT. This Agreement shall be filed as a public record. The parties intend this Agreement to constitute a covenant that runs with the land, and that the land is bound by this Agreement. Owner intends his/her successors and assigns to be bound by this instrument. This covenant benefits and burdens the property of both parties.

3. ALTERATION OR EXTINGUISHMENT. The covenant and servitude and all attendant rights and obligations created by this Agreement may be altered or extinguished by mutual agreement of the parties or their successors or assigns. In the event Owner(s) fails to comply with the Management Standards or any City ordinances governing historic landmarks, the Commission may revoke, after notice and an opportunity for a hearing, this Agreement.

4. PROMISE OF OWNERS. The Owner(s) agrees to and promises to fulfill the following Management Standards for his/her property which is the subject of the Agreement. Owner intends to bind his/her land and all successors and assigns. The Management Standards are: "THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION AND GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS (36 CFR Part 67)." Compliance with the Management Standards shall be monitored by the Historic Landmarks Commission.

5. HISTORIC LANDMARKS COMMISSION. The Owner(s) must first obtain from the Commission a "Certificate of Appropriateness" for any action which would affect any of the following:

- (A) demolition;
- (B) relocation;
- (C) change in use;
- (D) any work that affects the exterior appearance of the historic landmark; or
- (E) any work affecting items described in Exhibit A.

6. In the case of an application for a "Certificate of Appropriateness" for the demolition of a landmark, the Owner(s) agrees to the provisions as set forth in SMC 17D100.220.

This Agreement is entered into the year and date first above written.

Owner

Owner

CITY OF SPOKANE

HISTORIC PRESERVATION OFFICER

CITY OF SPOKANE

Megan M.K. Duvall

City Administrator

ATTEST:

City Clerk

Approved as to form:

Assistant City Attorney

STATE OF _____)
) ss.
County of _____)

On this _____ day of _____, 2024, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____, to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that _____(he/she/they) signed the same as _____ (his/her/their) free and voluntary act and deed, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this _____ day of _____, 2024.

Notary Public in and for the State
of _____, residing at _____
My commission expires _____

STATE OF WASHINGTON)
) ss.
County of Spokane)

On this _____ day of _____, 2024, before me, the undersigned, a Notary Public in and for the State of Washington, personally appeared _____, CITY ADMINISTRATOR and TERRI L. PFISTER, to me known to be the City Administrator and the City Clerk, respectively, of the CITY OF SPOKANE, the municipal corporation that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute said instrument and that the seal affixed is the corporate seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this _____ day of _____, 2024.

Notary Public in and for the State
of Washington, residing at Spokane
My commission expires _____

Attachment A

None

Secretary of The Interior's Standards

- 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 historic 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.

Spokane Register of Historic Places Nomination

*Spokane City/County Historic Preservation Office, City Hall, Third Floor
808 Spokane Falls Boulevard, Spokane, Washington 99201-3337*

1. Name of Property

Historic Name: Fred & Winona Adams House
Common Name: Adams House

2. Location

Street & Number: 11 W. 26th Ave.
City, State, Zip Code: Spokane, WA 99203
Parcel Number: 35304.2630

3. Classification

Category	Ownership	Status	Present Use
<input checked="" type="checkbox"/> building	<input type="checkbox"/> public <input type="checkbox"/> both	<input checked="" type="checkbox"/> occupied	<input type="checkbox"/> agricultural <input type="checkbox"/> museum
<input type="checkbox"/> site	<input checked="" type="checkbox"/> private	<input type="checkbox"/> work in progress	<input type="checkbox"/> commercial <input type="checkbox"/> park
<input type="checkbox"/> structure			<input type="checkbox"/> educational <input checked="" type="checkbox"/> residential
<input type="checkbox"/> object	Public Acquisition	Accessible	<input type="checkbox"/> entertainment <input type="checkbox"/> religious
	<input type="checkbox"/> in process	<input checked="" type="checkbox"/> yes, restricted	<input type="checkbox"/> government <input type="checkbox"/> scientific
	<input type="checkbox"/> being considered	<input type="checkbox"/> yes, unrestricted	<input type="checkbox"/> industrial <input type="checkbox"/> transportation
		<input type="checkbox"/> no	<input type="checkbox"/> military <input type="checkbox"/> other

4. Owner of Property

Name: Mia and Timothy Theis
Street & Number: 11 W. 26th Ave.
City, State, Zip Code: Spokane, WA 99203
Telephone Number/E-mail: 510-684-9679 (Mia); 415-879-1780 (Tim)

5. Location of Legal Description

Courthouse, Registry of Deeds	Spokane County Courthouse
Street Number:	1116 West Broadway
City, State, Zip Code:	Spokane, WA 99260
County:	Spokane

6. Representation in Existing Surveys

Title: none
Date: Enter survey date if applicable Federal State County Local
Depository for Survey Records: Spokane Historic Preservation Office

7. Description

Architectural Classification

Condition

- excellent
- good
- fair
- deteriorated
- ruins
- unexposed

Check One

- unaltered
- altered

Check One

- original site
- moved & date _____

Narrative statement of description is found on one or more continuation sheets.

8. Spokane Register Categories and Statement of Significance

Applicable Spokane Register of Historic Places category: Mark "x" on one or more for the categories that qualify the property for the Spokane Register listing:

- A Property is associated with events that have made a significant contribution to the broad patterns of Spokane history.
- B Property is associated with the lives of persons significant in our past.
- C Property embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D Property has yielded, or is likely to yield, information important in prehistory history.
- E Property represents 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.

Narrative statement of significance is found on one or more continuation sheets.

9. Major Bibliographical References

Bibliography is found on one or more continuation sheets.

10. Geographical Data

Acreage of Property: 0.17 acres
Verbal Boundary Description: 30-25-43: CANNON HILL 1ST ADDITION LOT 3
TOGETHER WITH THE WEST 5 FEET OF LOT 2
BLOCK 4.
Verbal Boundary Justification: Nominated property includes entire parcel and urban legal description.

11. Form Prepared By

Name and Title: Mia Theis, owner
Organization: n/a
Street, City, State, Zip Code: 11 W. 26th Ave. Spokane, WA 99203
Telephone Number: 510-684-9769
E-mail Address: theismia@gmail.com
Date Final Nomination Heard:

12. Additional Documentation

Additional documentation is found on one or more continuation sheets.

13. Signature of Owner(s)

14. For Official Use Only:

Date nomination application filed: _____

Date of Landmarks Commission Hearing: _____

Landmarks Commission decision: _____

Date of City Council/Board of County Commissioners' hearing: _____

I hereby certify that this property has been listed in the Spokane Register of Historic Places based upon the action of either the City Council or the Board of County Commissioners as set forth above.

Megan Duvall
City/County Historic Preservation Officer
City/County Historic Preservation Office
Third Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, WA 99201

Date

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

SUMMARY STATEMENT

The Adams House, built in 1914, is an excellent example of a one and a half story Craftsman-style bungalow. Its rectangular shape, low-pitched roof with overhanging eaves and front gable, and partially covered porch are typical exterior features. Inside, its oak floors with decorative inlay, beamed ceilings, and its built-in bookcases, dining buffet and hutch are all in the Craftsman style. The house, one block from Manito Park, is located in an area of Spokane's South Hill containing a variety of well-maintained homes built mostly from the early 1900s to 1945.

DESCRIPTION OF PROPERTY

Site

The Adams house is located at 11 W 26th Ave. The home was built in 1914, making it the second-oldest home on the block. The Adams home is located at the eastern edge of First Addition to Cannon Hill -- Block 4 Lot 3, one block from the south end of Manito Park. The neighborhood features homes built mostly between 1911 and 1941, in a variety of architectural styles. The property measures 54 feet wide and 135 feet deep. The home is centered on the north-facing sloped lot and sits approximately 8ft above 26th Ave. The front of the house faces north onto a paved public sidewalk and 26th Ave. A trim lawn, mature evergreen and deciduous trees, and border plant beds accent this charming home. The curb strip has been planted with drought-tolerant and native plants to reduce water usage. A paved driveway runs south on the east border of the property to a one-car garage located behind the home.



Figure 1: Adams House facing south in 2024

House Exterior

The Adams House has an irregular rectangular footprint of 31 feet wide and 40 feet deep. It is one and a half stories tall, with a low-pitched front-gabled roof and a separate, partial-width front-gabled porch roof. The roof has widely overhanging eaves with decorative rafter tails under the gables and is covered in composition asphalt shingles.



Figure 2: Rubblemix column at west end of front porch

Exterior, front (north)

The foundation is irregularly textured and sized basalt rock. This extends to two low retaining walls on either side of the front steps. The retaining walls have flat concrete tops edged in brick ends.

Two tapered rubblemix columns support the porch roof, and two more support the pergola. The columns' spacing and repetition evoke pilasters that flank the windows and front door. These columns feature more basalt rock studded with brick odds and ends. Many bricks are clearly marked 'AFB Co Spokane WA' which indicates they were manufactured locally at the American Firebrick Company (American Firebrick Company is on the National Register of Historic Places). The 8-foot-wide poured concrete porch runs the entire 30-foot width of the house; the west 16 feet are topped with a pergola, while the east 14 feet are covered by a porch roof. The pergola's beams and joists have diamond-cut ends, as does the porch railing that appears to skewer the rubblemix columns. A

large fixed picture window dominates the front of the home under the pergola, between the columns. From under the covered porch, four concrete steps descend to a sloped walkway and three more steps terminate at the public sidewalk.

The home's exterior is covered in narrow-width horizontal clapboard siding on the first floor, a wide belly band, and stucco infill covering the gable fields at the second level. Window and door casings on the first floor feature decorative trapezoidal top trim.

The ceiling of the beamed porch roof is clad in narrow horizontal beadboard, with a centered flush-mount light. The exposed beams also have diamond-cut ends, as do the rafter tails under the gable. Above the beams is a belly band topped by stucco infill that extends to the porch gable. To the right of center under the porch roof is the front entry door. To the left of center is a small tilt sash 8-light window.



Figure 3: Brick in front porch column stamped with 'AFB Co Spokane WA'

Centered under the front gable at the second floor is a tripartite window, with 8-pane casement windows on either side of a fixed center 8-pane window.



Figure 4: Porch roof and gable in 2024



Figure 5: Adams House, northwest corner in 2024. 'Skewered' porch columns visible.

Exterior, west

The windows on the first floor of the west side are all single pane original wood windows, having better protection from the elements thanks to mature trees on this and the adjoining property. A rubblemix chimney with two unique decorative brick patterns laid in a sun or star design is flanked by two fixed 12-light bookcase windows. A center square bay, measuring nearly 8 feet wide, projects 17 inches from the planar wall, flanked by two single-hung 9/1 windows. In the center of the bay is a fixed 12-light window. Centered above the bay at the second floor is a cross gable with exposed rafter tails with diamond-cut ends. A single slider window with 9 lights per pane is centered under the gable. South of the bay, a pair of original single-hung 6/1 windows was removed during a recent remodel, and are now patched with narrow-width clapboard siding to match the existing siding.



Figure 6: Decorative brick inlay in chimney

Exterior, east

The east side of the house features continuous narrow clapboard siding, overhanging eaves, and replacement fiberglass and wood double pane windows. Between two sets of paired single-hung 12/1 windows is a pair of small casement windows. Near the southern end is a coal chute door, now inoperative.

Exterior, rear (south)

From the driveway on the east side of the house, a set of 4 concrete steps leads to a 52” W x 115” L mudroom. A back entry door to the home’s kitchen, a small tilt sash 9-light window, and the exterior’s clapboard siding are on the north wall of the mudroom; originally these formed the rear eastern exterior of the home. The mudroom has a fixed 1:1 window on the west side and a sliding glass door that leads to an expansive deck. To the west of the mudroom is a fiberglass and wood replacement single-hung 10/1 window; below this are concrete steps leading to a basement door. The mudroom is covered by a shed roof, covered in the same asphalt shingles as the main roof. The gabled roof, overhanging eaves, and exposed rafter tails with diamond-cut ends all match those on the front of the house. At the second floor, a single slider window with 9 lights per pane is centered under the gable. Four deck steps align with the center of the gable and back entry, and lead to the backyard.



Figure 7: Rear steps to mudroom and back entry in 2024



Figure 8: Adams House, rear view (facing north) in 2024

Interior

Through the front entry door, which features a brass doorknob and mail slot, and a 12-light beveled glass window, is a small entry hall with gumwood baseboards and crown molding. A door to the primary bedroom forms the majority of the south wall of the entry hall. The living room and dining room have oak hardwood floors with dark-stained knot-style inlay around the perimeter. Both rooms have original plaster on the walls. Both feature unpainted gumwood beams/box beams, trim, and built-ins, all of which have been polished and well maintained for 110 years. The west wall is dominated by built-ins: bookcases that run the entire length of the wall flank a gas fireplace in the living room, with high fixed windows above the bookcases. The wall above the fireplace projects one foot from the planar wall to the ceiling. The 4-inch-thick mantel is shallow, and connects seamlessly to the bookcase tops.



Figure 9: Decorative inlay in front entry hall of Adams House in 2024



Figure 10: Living room of Adams House, facing west, in 2024



Figure 11: Living room of Adams House (facing north) in 2024. Beamed ceiling visible



Figure 12: Fireplace and built-in bookcases of Adams House in 2024

The wide entry to the dining room features two 8-inch-wide square support columns with top and bottom rounded trim. Along the west wall of the dining room is a built-in buffet and hutch, flanked by two single-hung 9/1 windows with original brass hardware. Above the hutch is a fixed window. The buffet has two large middle drawers flanked by two sets of three smaller drawers; all have original brass pulls. The buffet's 4-inch-thick top matches the thickness of the mantel and bookcases. A beveled mirror is framed into the wall above the buffet, and a shelf sits atop the mirror, just below the window. The hutch cabinets are each supported by a 3-inch thick square pillar. The 6-light cabinet doors have clear glass, and original brass hinges and latches. Two small brass and glass wall-mounted lights are hard-wired into the hutch; the current fixtures are replacements. A plate rail extends around the room. There is an interior door to the upper half-story in the dining room.



Figure 13: Built-in buffet and hutch in dining room of the Adams House, facing west, in 2024



Figure 14: Detail of plate rail in dining room of the Adams House



Figure 15: Continuation of flooring and wood cabinetry from dining room to kitchen of Adams House, facing south, in 2024



Figure 16: Dining room, facing north, of the Adams House in 2024. Box beam ceiling visible.



Figure 17: Door to stairway to upper half story of the Adams House (dining room, facing east) in 2024

Through the dining room is the kitchen, in the southwest corner of the house. It was remodeled down to the studs in 2023. Left intact are the walls, two interior doorways to the kitchen, the doorways' wood trim, and a brick chimney that originates in the basement and continues into the attic. While nearly everything in the kitchen is new, its components were chosen to complement the era and unfussy style of the home, and the dominant woodwork in the adjoining rooms. A back door leads to the mudroom.



Figure 18: Remodeled kitchen of the Adams House, facing west, in 2024

Figure 6: Original brick chimney and northeast doorway in kitchen of the Adams House in 2024

The northeast doorway from the kitchen opens to a small, angled hallway leading to the second bedroom, main floor full bathroom, primary bedroom, and basement. The hallway and bedrooms have narrow-width oak hardwood flooring, painted woodwork, and five-panel wood doors (entry and closet) with brass hardware. The bathroom has been remodeled at least twice since 1914, and currently features black-and-white basketweave floor tile, subway wall tile, wainscoting, and fiberglass and wood replacement windows.



Figure 19: Original brick chimney and northeast doorway in kitchen of the Adams House in 2024



Figure 20: Angled hallway, facing northeast, of the Adams House in 2024

Up the shallow pie stairs is the upper half-story, with a small nursery/office space at the southern end. This room has a single-slider window on the south wall, and a shallow bench seat in front of the window. In the crawl space along the east wall is the central air conditioning unit, installed in the 2010s.

In the middle is the space under the cross-gable, including a single-slider window on the west wall. This space is currently used as a home office, though can be used as a bedroom. The north end of the space under the front gable is currently configured as a $\frac{3}{4}$ bathroom and storage area, with fiberglass and wood casement windows on the north wall.

The basement is fully finished. The southeast corner contains a full bathroom and laundry room. The gas hot water heater and furnace are housed between the laundry room and small southwest bedroom; the latter contains a fixed vinyl window and exterior door leading to the concrete steps to the backyard. The northeast portion of the basement features a basalt rock fireplace surround with brick firebox and hearth. At some point the basalt rock was covered with a plaster-like substance to create a smoother surface and was painted black. There is a non-egress bedroom in the northeast corner of the basement with a single-slider window.

ORIGINAL APPEARANCE & SUBSEQUENT MODIFICATIONS

A 1959 Spokane County Tax Assessor photograph shows the Adams House in nearly identical form, though in the photo some of the exterior features are obscured by trees and foliage.



Figure 7: The Adams House in 1959

Modifications to the Adams House include:

- 1917: -Electrical wiring for a kitchen range was installed (permit #56192)
-A single-car garage was built on the east side of the property (permit #8232)
- 1947: The single-car garage was moved forward on the lot (permit #86736)
- 1974: Gas furnace installed (permit #5622)
- 2000s: -Vinyl replacement single-slider windows were installed in the upper half story on the south and west sides. One single-slider and 3 fixed vinyl replacement windows were installed in the basement.
-Replacement picture window installed in living room
- 2012: Gas furnace and thermostat replaced (permit #B1213217MECH)

2014: -New architectural composition asphalt roof installed (permit #B1413875RFSW)

2016: Gas insert fireplace installed in living room (permit #B1618092MECH)

2021: Backyard deck replaced (permit #B2118522BLDR)

2022: -Concrete front steps replaced

-Main floor bathroom remodeled: Flooring tile replaced, plastic tub/shower liner replaced with subway tile and small porcelain enameled steel tub, new toilet, vanity, lighting, and fan installed, wainscoting installed.

2023: -Kitchen remodeled: Pair of single-hung 6/1 windows removed on west wall. New hardwood flooring to closely match existing flooring on main floor. New electric wiring, gas line for dual-fuel range, new lighting, new cabinets installed. (Permits B222619BLDR, B222620PLMB, B2300369ELEC)

-Replacement fiberglass and wood dual-pane windows installed in primary and second bedrooms, kitchen, and north wall of upper half story. Replacements replicate form, style, and size of original windows, except for interior hardware.

-Exterior repainted, with accent color to highlight decorative rafter tails.

CURRENT APPEARANCE & CONDITION

Few exterior modifications have been made to the Adams House in its 110-year existence. The most significant changes appear to be at the rear of the home: the garage was moved forward several feet on the lot, a pair of windows on the west wall was removed, and the back porch was enclosed at some point to form a mudroom. Despite this, the home's overall footprint appears to be the same as originally built.

The replacement windows on the front of the house are made of fiberglass on the exterior, with wood on the interior. When compared to the aforementioned 1959 photo, they appear to exactly replicate the size, style and function of the original windows: a large, unadorned fixed picture window on the first floor, and a tripartite casement/fixed/casement set on the upper half-story. The vinyl windows under the west cross-gable and the rear gable have faux muntins to replicate the style of the original windows. However, with no historic photos of the side or rear of the home to refer to, it is difficult to tell whether or not the size or exterior trim of these has changed.

Inside the home, the main floor retains much of its original Craftsman-style character, style, and hardware. Its most striking feature is its intact gumwood woodwork with its rich warm tone and polished shine. In addition, it retains the original floorplan, not having fallen victim to the "open floor plan" trend of the last few decades.

Area of Significance **Category B: Agriculture, Government**
Category C: Architecture
Period of Significance **Category C: 1914; Category B: 1919-1933**
Built Date **1914**
Architect **Unknown**
Developer/Builder **J. Oscar Johnson**

SUMMARY STATEMENT

The Adams House is eligible for listing on the Spokane Register of Historic Places under Categories B and C.

Category B: Fred Adams, the first resident owner of the home, was a Stanford Law graduate and junior partner at the Davies & Adams law firm in Spokane. He was elected to the state House of Representatives from 1917-1921, and was Speaker of the House from 1919-1921. After serving in the legislature, he played a significant role in the development of the Columbia Basin Project, which transformed the economy of the central and eastern Washington regions.

Category C: The Adams House is architecturally significant as a well-preserved example of a Craftsman-style bungalow. Its organic and locally sourced materials, overhanging eaves, prominent support columns, and porch with pergola are defining exterior features of the style. Its rich woodwork, beamed ceilings, hardwood floors with inlay, and built-in cabinetry are significant interior features. It was constructed by J. Oscar Johnson who constructed several houses in the neighborhood.

HISTORIC CONTEXT, CATEGORY B

Eastern Washington, on the Columbia Plateau, is a semi-arid region, with unique geologic features formed by glaciers, ice-age floods, and flood basalts. Average annual rainfall ranges from 15-30 inches in the Spokane area to a mere 7-9 inches near the confluence of the Snake and Columbia rivers¹. Despite this, agriculture has become central to Washington state, accounting for 13 percent of the economy², particularly east of the Cascades.

How? The Columbia Basin Project.

Irrigation techniques have existed for millenia in human settlements worldwide. In the Pacific Northwest, Native groups have inhabited areas along rivers, including the Columbia, for about 11,000 years. In their more recent history, they used localized irrigation to cultivate crops such as corn and potatoes. Notably, these Native groups

¹ https://wrcc.dri.edu/Climate/narrative_wa.php

² <https://www.cantwell.senate.gov/issues/agriculture>

avoided much of the Plateau specifically because of its dryness (Simonds p. 3). PNW rivers were also full of a rich food source: fish.

In the late 19th century, few white settlers came to the Columbia basin, with its to-be-avoided dry terrain dominated by bunchgrass and sagebrush; those who did used the land for grazing. Around the turn of the 20th century, homesteaders settled in the basin in larger numbers, using dryland farming techniques (USDOI p. 29), which rely on available soil moisture, groundwater, and any rainfall that occurs.

These homesteaders planted fruit orchards, among other crops. To meet water demand, several large-scale irrigation projects were developed in the region. Some were completed and others were abandoned due to cost, and all failed to meet the high demand for water. Thus, the basin settlers' early large-scale agriculture attempts were defined by repeated failure and slow death of crops, trees, and livestock, as well as mass exodus by 1930 (*ibid*, and 39-40).

During this period the Washington Legislature created the Columbia Basin Survey Commission in 1919. With a budget of \$100,000 it was tasked with studying two proposed irrigation plans for central and eastern Washington: the "gravity plan" and the "pumping plan." The gravity plan would divert water from the Pend Oreille River in Idaho and channel it through a network of canals and tunnels to the Big Bend area. The pumping plan required a dam to be built on the Columbia River, which would raise the water level behind the dam, creating a reservoir. Water from the reservoir could be pumped out and uphill through a network of canals, using power generated by the dam (Simonds p. 7).

Both plans had avid supporters from various groups and interests. The gravity plan's biggest backer was the Washington Water Power Company, which was: a) Spokane's largest employer at the time; b) the most influential supporter of the Chamber of Commerce; c) directly threatened by the development of power in the pumping plan. In other words, the WWPC wanted to protect its economic interests by backing the plan that didn't compete with it (*ibid*).

After more than a decade of debates, studies, follow-up studies backed by special interest groups, and cost projections for both plans that were unfathomable, bringing water to the region seemed impossible. For a time, Congress was unwilling to fund the project. But when the Dust Bowl and extreme economic hardship reached the region, the desire for irrigation brought new attention to the pumping plan and dam at Grand Coulee. In 1932, President Franklin D. Roosevelt included Grand Coulee Dam in his Public Works Administration program aimed at stimulating economic growth (*ibid*, p. 9).

Construction began in 1933 and took eight years to complete. It is one of the largest man-made structures ever built and is the largest water reclamation project in the United States. It helped power production of aluminum for planes and ships during WWII, as well as plutonium at Hanford Site, which was integral to the creation of the atomic bomb.

As explained in the Department of the Interior's 1964 report:

[T]his... continuing quest for water to make the land productive was the driving force behind the building of Grand Coulee Dam. The electric power potential of the proposed dam was secondary. Primarily it was the belief that water from the Columbia River would turn the desert lands of the Columbia Basin into a prosperous and productive region that was responsible for the building of Grand Coulee Dam and the huge Columbia Basin Irrigation Project. (p. ix)

Today, Grand Coulee is the largest hydropower producer in the US.³ Its irrigation network supplies water to more than 2000 farms totaling over 670,000 acres. The crops produced have an annual cash value of approximately \$630 million.⁴ The Columbia Basin Project changed the economic and agricultural outlook of central and eastern Washington, with north-central Washington becoming one of the largest and most productive tree fruit-producing areas in the world.

STATEMENT OF SIGNIFICANCE, CATEGORY B

Area of Significance: Agriculture; Political Government

Period of Significance: 1919-1933

Fred Adams spent much of his childhood in Spokane and graduated from South Central High School, the current Lewis and Clark High School. He attended Stanford Law School, graduating in 1908, and worked in the newspaper industry in several major cities on the west coast before returning to Spokane. At the time of his first marriage in 1910, he was on the editorial staff of the Spokane Chronicle.⁵ By 1916, he had shifted to a career in law in Spokane, and also ran for a seat in the state legislature.

The Washington Legislature created the Columbia Basin Survey Commission in 1919. Beginning in the same year, Speaker of the House Fred Adams held three roles related to the survey: first as the educational director for the Commission, then as a statistician for the survey, and ultimately as the supervisor of the survey in 1921. From his office in Spokane, he spoke of a clear vision:

The first steps of the policy of this division...will be to seek the cooperation of the United States reclamation service in getting the federal government to take over the Columbia basin as a government project. We shall also endeavor to gain the cooperation of the federal service in drilling for a dam site on the Columbia River at Grand Coulee (*Spokane Chronicle* 17 Feb 1921).

As early as 1921, then, Adams was a backer of the "pumping plan." Ten years later, he was heavily involved with the Spokane Chamber of Commerce, an early backer of the "gravity plan" thanks in part to its aforementioned ties to the Washington Water Power

³ <https://nps.gov/articles/washington-grand-coulee-dam.htm>

⁴ <https://www.nwcouncil.org/reports/columbia-river-history/columbiabasinproject/>

⁵ *Spokane Chronicle* 2 July 1910.

Company. It is unclear whether the Chamber changed its plan preference due to Adams' influence or some other factor. Either way, by 1931 the Chamber had developed its own Columbia basin committee, with Fred Adams as its chairman.

Reflecting the economic and environmental hardships of the Dust Bowl and Great Depression, Adams lobbied hard for the Columbia basin project. Knowing the plan needed unprecedented financial backing from Congress, he pushed other influential citizens to speak up too. In a July 1931 address to the Spokane Lions Club, Adams proclaimed:

If we tell our congressmen: 'We want the Columbia basin before you do anything else,' the basin authorization bill will be passed at the next session of Congress... Senators from the northwest say there will be no trouble about passage in the Senate. If the administration gives us its backing, and we remember President Hoover included Columbia basin as one of his 16 great public improvements, we will be successful in the House. Even so, we will not get our bill unless we go to Washington, militantly organized and demanding Columbia basin (*Spokane Chronicle*, 2 July 1931).

Less than 18 months later, Grand Coulee Dam and the Columbia basin project's "pumping plan" was included in FDR's Public Works Administration program.

A project as massive as Grand Coulee cannot be undertaken by one or two individuals. Instead, Adams' political clout as Speaker of the House gained him entry into the project, and progressively more involvement during his term. When he returned to Spokane from Olympia, his political connections earned him continued leadership in the project. It is likely that his years spent in the newspaper industry, particularly as a writer for the *Spokane Chronicle*, granted him steady media attention in the form of newspaper articles and speaking engagements. In this way, he was an early 20th century "influencer," helping direct local and regional resources toward one plan over the other, and eventually toward financial backing from the federal government. This influence helped create permanent change to the environment and economy of the region.

HISTORICAL ACKNOWLEDGEMENT

No account of historical events is complete without examining their effects on all people, not just those who benefitted. Therefore, the current owners of the Adams House acknowledge the cultural and economic devastation on Native tribes caused by the Columbia Basin Project.

Government and private development of dams in the region, including Grand Coulee, was in violation of treaties with tribes, and was "part and parcel of the historical transfer of land, natural resources, and wealth away from the tribes."⁶ While white settlers and corporate interests have gained economically from hydropower, irrigation, mining and

⁶ <https://www.doi.gov/media/document/tribal-circumstances-analysis>

improved river navigation, tribes have lost hundreds of thousands of acres of land, traditional fishing areas, and the endangerment or extinction of native fish stocks.⁷

In a 2024 report, the US government acknowledged the dams' harm to the tribes. As of this writing, litigation between the federal government and tribes of the region is ongoing, as are studies on how to bring economic, cultural, and environmental justice to tribes.

The Spokane Tribe of Indians is one of eight tribes most affected by the dams⁸, and it is the ancestral land of the Spokane Tribe upon which the Adams House sits.

HISTORIC CONTEXT, CATEGORY C

The Craftsman

The Arts and Crafts movement in the United States was a reaction to the Industrial Revolution, in which cheaply made mass-produced goods began to replace previously hand-made goods. On the one hand, the middle class could now afford these goods, previously accessible only to the wealthy. On the other hand, the working class was being heavily exploited and subjected to appalling factory conditions to produce these goods. The Arts and Crafts movement, then, was aimed in part at improving pay and conditions for skilled workers, as well as bringing a high level of craftsmanship to home building, without all the embellishment of the Victorian era. As Jane Powell puts it in *Bungalow Details: Interiors*, Arts and Crafts was not just a style, but also a political movement (p. 13-14).

Homeownership, too, became attainable to the working and middle classes, with Craftsman-style homes that were “economical, artistic, and practical” (*ibid* 16). These practical and reasonably priced homes were usually constructed in the bungalow form, which is generally defined as a small, one-storied house with a low-pitched roof; some variations include one and a half stories with upper rooms set in the roof (*ibid* 12).

Inside, Powell notes, bungalows aimed to maximize their modest sizes, through elements such as built-in furniture and tricks to the eye. One such illusion is the way rooms are laid out:

Bungalows by and large are laid out informally, with rooms often opening into one another for the illusion of more space... [many] have the living room, dining room, and kitchen on side and the bedrooms and bath(s) on the other... Dining and living rooms are often open to one another, separated by an arch or colonnade, or possibly by a wide doorway. (p. 23).

⁷ <https://oregoncapitalchronicle.com/2024/06/21/dams-devastated-northwest-tribes-and-fish-stocks/>

⁸ *Ibid*.

According to John Baker in *American House Styles*, the Craftsman style is “characterized by the rustic texture of the building materials... Stone was never laid in a coursed ashlar pattern, but in a more random texture of rounded cobblestones... The color and tone of the house derive from natural materials and an earth-toned stain applied to the wood” (p. 96).

Cannon Hill and Manito Park

Spokane’s South Hill was once known as Manito Plateau, covered in basalt formations, native pines and grasses. Early development efforts in the 1880s-90s included streetcar lines along Grand, Bernard/Browne, and Monroe/Lincoln Avenues. A 160-acre plot of land was called Montrose Park, but otherwise the Plateau was largely undeveloped by the turn of the 20th century⁹.

Land speculator J.P. Graves began investing heavily in the South Hill, acquiring large sections of land at bargain prices after the 1893 Depression. This included the 160-acre park called Montrose, so named by a previous developer. In 1902, Graves also purchased an existing streetcar line, the Spokane & Montrose Railway. With other successful projects under his belt, Graves recognized the benefit that city services and a public park would bring to his latest residential development. So, he and his company donated over 90 acres to the city for a park, in exchange for infrastructure: water and sewer lines, and paved roads.¹⁰ In 1904, present-day Manito Park was established.

By 1909, residential development was underway. Cannon Hill (Park) Addition was advertised by Arthur D. Jones & Co as “A distinctly high-grade residence district. Building restrictions prohibit the erection of dwellings costing less than \$3000 to \$4000, and prohibit stores or apartments.”¹¹

Around the same time, development extended into First Addition to Cannon Hill, which consisted of 194 residential lots situated between Division and Bernard streets, with north-south boundaries at 25th and 29th avenues. On March 7, 1909 the newly platted lots went on sale, with one-third of them selling in a single day!¹²

Today, Manito Park is perhaps Spokane’s most iconic park. The Cannon Hill and Manito neighborhoods are in demand just as they were in 1909, with many historic homes still standing and in excellent condition.

⁹ <https://static.spokanecity.org/documents/shapingspokane/neighborhood-profiles/manito-cannon-hill-neighborhood-profile.pdf>

¹⁰ <https://historylink.org/File/7721>

¹¹ "April 4, 1909 (Page 44 of 72)." *The Spokesman-Review (1894-)*, Apr 04 1909, p. 44. *ProQuest*. Web. 18 Sep. 2024.

¹² "March 8, 1909 (Page 7 of 14)." *The Spokesman-Review (1894-)*, 08 March 1909, p. 7. *ProQuest*. Web. 17 Sep. 2024.

STATEMENT OF SIGNIFICANCE, CATEGORY C

Area of Significance: Architecture

Built: 1914

Neighborhood in 1914

The Adams House is within the First Addition to Cannon Hill, one block south of Manito Park.

When the residential lots went on sale on March 7, 1909, developer J. Oscar Johnson bought Lots 2 and 3 of Block 4. He built a Craftsman-style bungalow home on each lot; both homes featured rich interior woodwork, oak hardwood floors with dark inlay, and the widely overhanging eaves so indicative of the style.¹³ The home on Lot 3 (now the Adams House) was completed in 1914, and in 1919 Johnson sold the home to attorney Fred Adams and his wife Winona.

As some of the oldest homes on the block, these two Craftsman-style bungalows helped anchor the block and the First Addition to Cannon Hill. With stately Manito Park an enticing feature of this new neighborhood, the “life-changing design” and resultant “wholesome life” that the Arts and Crafts advocates predicted (Powell 16) appeared to be found here.

The Craftsman Style of the Adams House

Powell notes that bungalows were “often set atop an embankment, which...gives them a certain stature” (p. 20). The homes on Lots 2 and 3 were set this way: the buildable area on the south side of 26th Avenue is up an embankment, giving the homes visual prominence over those on the north side. When viewing the Adams House from the north side’s sidewalk, the angle belies the modest one-and-a-half story size of the home.

The Adams House’s space-saving interior layout matches Powell’s description exactly:

- a modest one-and-a-half story home with upper rooms set in the eaves
- a small entryway
- living and dining rooms that are open to one another, separated by a colonnade
- bedrooms and a bathroom on one side of the home; living, dining, and kitchen on the other
- a stairway to the upper floor set in the dining room

¹³ https://www.zillow.com/homedetails/7-W-26th-Ave-Spokane-WA-99203/23534659_zpid/



Figure 22: Colonnade separating living and dining rooms in the Adams House in 2024



Figure 23: Stairway to upper half story set in the dining room of the Adams House in 2024

Elements of the Adams House are consistent with Baker's description above. Its rubblemix columns, though uniform in size, appear to be randomly assembled, with brick bits sticking out at odd angles or that seem accidentally frozen in place. Its current exterior color scheme is lightened up from its previous iteration, featuring warm earth tones. Inside, its rich warm woodwork and dominant built-ins are "economical, artistic, and practical": now, as then, their original purpose still applies, and are in use daily.



Figure 24: Vertically oriented, misshapen brick in rubblemix column

In the remodeled kitchen, white cabinets with inset doors are mounted to the ceiling, as was common in bungalow kitchens of the era (Powell p. 28). Lower cabinets are walnut with brass pulls, and though not an exact match, do suggest a visual continuation of the wood built-ins from the dining room. Warm-toned subway tile forms the backsplash, also common in bungalows (*ibid*). As with the AFB brick on the exterior, kitchen materials were sourced as locally/domestically as was practical: the subway tile was manufactured in Spokane Valley, the cabinets were built in South Dakota, and the replacement window was manufactured in the US. New oak hardwood floors are closely matched in color and board width to the existing floors in the other rooms.

Neighborhood today

For over a century, the homes on Lots 2 and 3 embodied the style and politics of the Arts and Crafts movement. After years of deferred maintenance and the death of its long-term owners, the house on Lot 2 was demolished in 2021 by new owners. In its place, a new build dominates the now-double corner lot.

The Adams House thus gains architectural importance two ways: first, it is an excellent example of the Craftsman-style bungalow, featuring locally sourced materials and an organic, back-to-nature emphasis. Second, of the two homes on the lots purchased and built by J. Oscar Johnson, it is the only one that remains.

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Newspaper articles

“Adams will run for state legislature.” *Spokane Chronicle*, 28 July 1916.

<https://content.libraries.wsu.edu/digital/collection/clipping/id/70694>

“Federal government acknowledges dams devastated Northwest tribes and fish stocks.” *Oregon Capital Chronicle*, 21 June 2024.

<https://oregoncapitalchronicle.com/2024/06/21/dams-devastated-northwest-tribes-and-fish-stocks/>

“Fight for basin, urges F. Adams.” *Spokane Chronicle*, 02 July 1931.

“Fred A. Adams goes on payroll of Basin survey.” *Spokane Chronicle*, 25 October 1919.

“Fred Adams placed at head of Columbia Basin survey.” *Spokane Chronicle*, 17 February 1921.



Figure 25: Fred Adams in 1931¹⁴

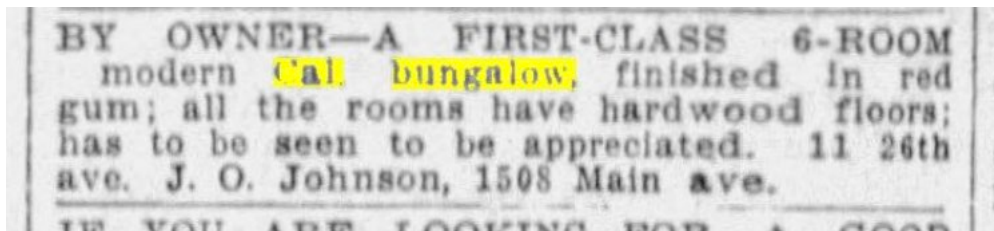


Figure 8: Advertisement for the Adams House in the Spokane Daily Chronicle, 1913¹⁵

¹⁴ Charles Libby Collection, <https://ferrisarchives.northwestmuseum.org/Item/Index/10119>

¹⁵ "September 30, 1913 (Page 13 of 16)." *The Spokesman-Review (1894-)*, Sep 30 1913, p. 13. *ProQuest*. Web. 23 Oct. 2024.

ADAMS WILL RUN FOR LEGISLATURE

Local Attorney Announces
Candidacy on Republican
Ticket From Sixth.

Fred A. Adams today announced his candidacy for state representative from the Sixth district on the republican ticket. He expects to file in a few days.

"There are no strings to my candidacy nor hope of reward other than that I believe that I am well qualified to serve the people of the Sixth district and of the state to good advantage," said Mr. Adams.

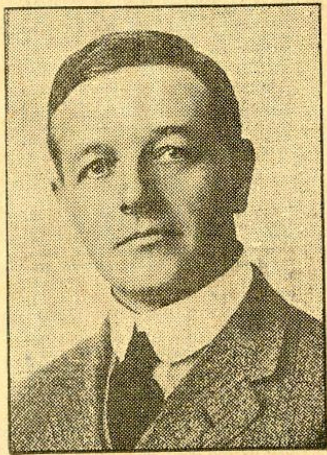
"If nominated and elected I propose to fight for state reapportionment, neglected by the last legislature, and at this time so necessary to equal representation if the state is not to become modeled after the old 'rotten borough' system of English history fame.

"The republican party is pledged to state constitutional revision, and believing that our present constitution has outlived its usefulness, I will, if nominated and elected, support the party's pledge.

"I believe that the present unwieldy membership of the legislature, which presents the spectacle of a two-ring circus, should be cut down to a working basis, where responsibility can be placed to better advantage. I believe in a closer scrutiny of the expenditure of the taxpayers' money; that legislative appropriations should be governed by necessity and not pork.

My residence in Spokane has been long enough to fully acquaint me with the needs of the Sixth district, eastern Washington and the state as a whole."

Mr. Adams is the junior member of the law firm of Davies & Adams in the Columbia building. He has been a resident of Spokane for more than 30 years, having been educated in the Spokane public schools and later attending the law school at Stanford university. Before entering the practice of law he was engaged in newspaper work in Spokane and on the Coast.



Fred A. Adams, candidate for state representative.

Figure 27: Article in Spokane Chronicle announcing Adams' candidacy, 1916

**FRED ADAMS PLACED AT HEAD
OF COLUMBIA BASIN SURVEY**

**Spokane Man Is Named by
Director Scott to Carry
On the Project Work.**

Fred A. Adams of Spokane has been named supervisor of the Columbia Basin survey by Dan A. Scott, director of conservation and development in Governor Hart's administrative cabinet.

Mr. Adams, former member of the state legislature and speaker of the house in 1919, has been serving as

statistician of the Columbia Basin survey commission and has been closely identified with all the operations of the commission.

The office to which he was appointed yesterday was created by the new administrative code in recognition of the importance of the Columbia Basin project.

Office to Remain Here.

"So far as I know," Mr. Adams said in speaking of his appointment, "the office of the Columbia basin survey will remain in Spokane. This was indicated by Director Scott when he was here last week.

"The first steps of the policy of this division," Mr. Adams declared, "will be to seek the cooperation of the United States reclamation service in getting the federal government to take over the Columbia basin as a government project. We shall also endeavor to gain the cooperation of the federal service in drilling for a dam site on the Columbia river at Grand Coulee."

Director Scott also announced yesterday at Olympia the appointment of F. E. Pape, state forester and fire warden, as state supervisor of forestry, and Dr. Solon Shedd, professor of geology at Washington State college, as supervisor of geology. Dr. Shedd will succeed Henry Landes of the University of Washington as state geologist.

Survey



Fred A. Adams, named chief of the Columbia survey work in the state.

Figure 28: Clipping from Spokane Chronicle, February 21, 1921¹⁶

¹⁶ <https://content.libraries.wsu.edu/digital/collection/clipping/id/14379>

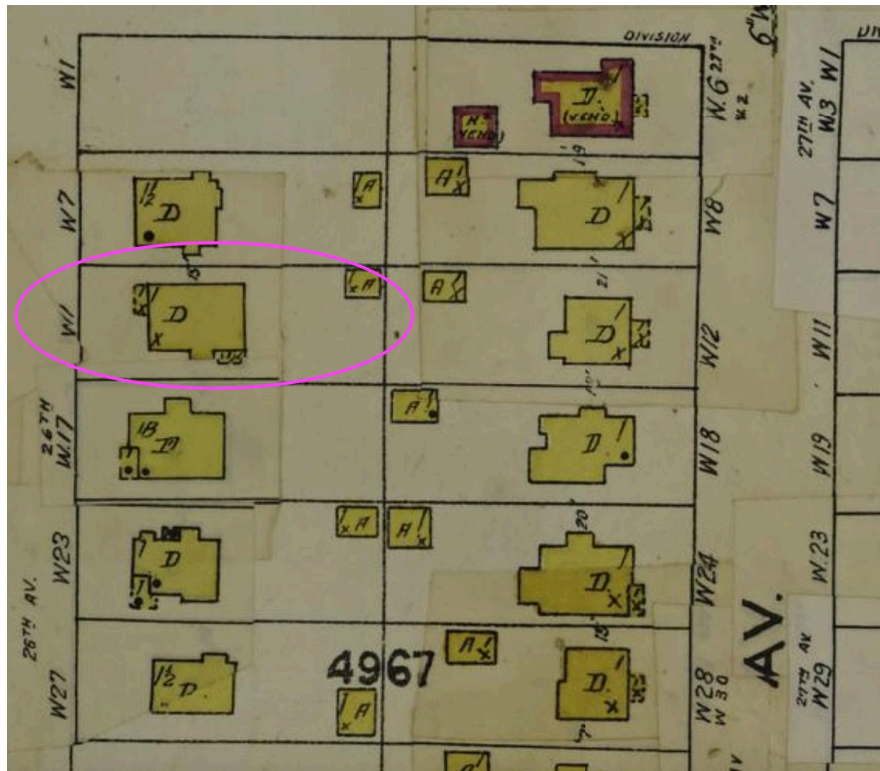


Figure 29: Sanborn fire insurance map of the Adams House, 1950¹⁷

¹⁷ Sanborn Fire Insurance Map from Spokane, Spokane County, Washington. Sanborn Map Company, Vol. 3, - Jun 1950, 1950. Map. Retrieved from the Library of Congress, www.loc.gov/item/sanborn09331_014/.



Agenda Sheet for City Council:

Committee Meeting Information:

Public Safety	Consent
01/06/2025	Duration: 0 min.

Date Rec'd (Clerk use only)	12/19/2024
Clerk's File #	OPR 2024-0105
Cross Ref #	
Project #	
Bid #	

Status: DIVISION\ACCOUNTING\LEGAL REVIEW

Council Meeting Date: 01/13/2025 Briefing date: 01/06/2025

Submitting Dept*:	HUMAN RESOURCES	Requisition #	CR 27049; SBO PE
Contact Name & Phone*:	MIKE ORMSBY 6287		
Contact E-Mail*:	MORMSBY@SPOKANECITY.ORG		
Add'l Docs Attached? <input type="checkbox"/>	Contract Item		
Council Sponsor(s):	MCATHCART PDILLON BWILKERSON		

Agenda Item Name: Begin with Dept #
0620-CONTRACT AMENDMENT WITH ARCHBRIGHT

Agenda Wording*: (177 character max) Additional attached?
Contract Amendment OPR 2024-0105 ArchBright Workplace Performance Experts

Summary (Background)*: (278 character max.) Additional attached?
The City has been contracting with Archbright to provide HR and related services, primarily to SFD. This is the fourth amendment to this contract. It's proposed to provide services from February 1, 2025 to June 30, 2025.

Approved in current year budget? Yes No N/A

Total cost: \$ 46,000

Current year cost: \$

Subsequent year(s) cost: \$

Narrative: (2 character max)
HR's discretionary budget for 2025 is \$66,500 and this amendment would consume 69% of that amount. The funding for this amendment will be coming from a 2025 SBO to recognize salary savings for vacant positions. This has been discussed with Matt Boston.

Lease? Yes No Grant related? Yes No Public Works? Yes No

Fiscal Impact		Budget Account <input type="checkbox"/> Additional attached?	
Expense	\$ 46,000	#	0620-31100-18100-54201-99999
Select	\$	#	
Select	\$	#	
Select	\$	#	

Approvals		Distribution List (Emails preferred) <input type="checkbox"/> Additional?	
Dept Head	ADAM, ALLISON	Vendor Signer (First & Last Name & E-Mail)	
Division Director	ADAM, ALLISON	ddaniels@spokanecity.org	
Accounting Manager		shenry@spokanecity.org	

Legal	HARRINGTON, MARGARET	kbustos@spokanecity.org
Executive		aadam@spokanecity.org
Additional Approvals		joberg@spokanecity.org
PURCHASING ▼		sfdaccounting@spokanecity.org
Select Dept 2 ▼		ckittrell@spokanecity.org
Select Dept 3 ▼		
Select Dept 4 ▼		

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Committee Agenda Sheet

Public Safety & Community Health Committee

Committee Date	January 6, 2025 (With department request to move advanced agenda approval up one week)
Submitting Department	Human Resources and Fire Department
Contact Name	Mike Ormsby
Contact Email & Phone	mormsby@spokanecity.org
Council Sponsor(s)	<u>CM Cathcart, CM Dillon Council, President Betsy Wilkerson</u>
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 5min
Agenda Item Name	Contract Amendment with Archbright
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background) *use the Fiscal Impact box below for relevant financial information	The City has been contracting with Archbright to provide HR and related services, primarily to SFD. This is the fourth amendment to this contract. It's proposed to provide services from February 1 st , 2025, to June 30, 2025
<p>Fiscal Impact</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Total Cost: Click or tap here to enter text.</p> <p>Current year cost: not to exceed \$46,000</p> <p>Narrative: Please provide financial due diligence review, as applicable, such as number and type of positions, grant match requirements, summary type details (personnel, maintenance and supplies, capital, revenue), impact on rates, fees, or future shared revenue</p> <p>Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Specify funding source: Reallocation</p> <p>Is this funding source sustainable for future years, months, etc? Click or tap here to enter text.</p> <p>Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities? N/A – this proposal is to extend temporary HR coverage as we recruit to fill open positions	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? N/A – this proposal is to extend temporary HR coverage as we recruit to fill open positions	

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

N/A – this proposal is to extend temporary HR coverage as we recruit to fill open positions

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

The contract provides for essential services required by both HR and SFD for the operations of the Fire Department.



CITY OF SPOKANE
**FOURTH CONTRACT
AMENDMENT/EXTENSION**
Title: **HUMAN RESOURCES CONSULTING**

This Contract Amendment/Extension is made and entered into by and between the **CITY OF SPOKANE** as (“City”), a Washington municipal corporation, and **ARCHBRIGHT WORK-PLACE PERFORMANCE EXPERTS**, whose Spokane address is 5601 6th Avenue South, Suite 400, Seattle, WA 98108 as (“Company”), individually hereafter referenced as a “party”, and together as the “parties”.

WHEREAS, the parties entered into a Contract wherein the Company agreed to provide Human Resources Operation Support, which was previously amended on or about August 19, 2024; and

WHEREAS, due to staffing shortages in the Human Resources Department, there is a need to extend this work and add additional funds, thus, the original Contract needs to be formally Amended and Extended by this written document; and

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

1. CONTRACT DOCUMENTS.

The Contract, effective December 11, 2023, 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 Amendment/Extension shall become effective on February 1, 2025, and shall run through June 30th 2025.

3. COMPENSATION.

The City shall pay an additional amount not to exceed **FORTY-SIX THOUSAND AND NO/100 DOLLARS (\$46,000.00)**, plus applicable sales tax, in accordance with the updated Statement of Work, for everything furnished and done under this Contract Amendment/Extension. This is the maximum amount to be paid under this Amendment/Extension and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

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/Extension by having legally-binding representatives affix their signatures below.

**ARCHBRIGHT WORKPLACE
PERFORMANCE EXPERTS**

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

Attachments:
Updated Statement of Work

24-269

ATTACHMENT A

Updated Statement of Work

Provide HR support to the Spokane Fire Department including advice and assistance on employee discipline, collective bargaining agreement management, employee grievances and preparation for collective bargaining. Also be available to provide advice and assistance to other Human Resource Analysts on various employment issues including ADA and FMLA matters.



Agenda Sheet for City Council:

Committee Meeting Information:

Public Safety	Consent
01/06/2025	Duration: 0 min.

Date Rec'd (Clerk use only)	12/19/2024
Clerk's File #	OPR 2017-0727
Cross Ref #	
Project #	
Bid #	

Status: **COMMITTEE AGENDA REVIEW**

Council Meeting Date: 01/13/2025 Briefing date: 01/06/2025

Submitting Dept*:	HUMAN RESOURCES	Requisition #	2025 FUNDS
Contact Name & Phone*:	ALLISON ADAM 6383		
Contact E-Mail*:	AADAM@SPOKANECITY.ORG		
Add'l Docs Attached? <input type="checkbox"/>	Contract Item		
Council Sponsor(s):	JBINGLE PDILLON BWILKERSON		

Agenda Item Name: Begin with Dept #

0620- STA-UNIVERSAL TRANSIT ACCESS PASS AGREEMENT THI

Agenda Wording*: (163 character max) Additional attached?

Contract Amendment Spokane Transit Authority Spokane Washington. Not to Exceed \$73,484

Summary (Background)*: (347 character max.) Additional attached?

This program has been in place since 2012. The City of Spokane utilizes STA's CONNECT Card platform for bus fare.

Approved in current year budget? Yes No N/A

Total cost: \$ Not to Exceed \$73,484

Current year cost: \$

Subsequent year(s) cost: \$

Narrative: (255 character max)

Please provide financial due diligence review, as applicable, such as number and type of positions, grant match requirements, summary type details (personnel, maintenance and supplies, capital, revenue), impact on rates, fees, or future shared revenue...

Lease? Yes No Grant related? Yes No Public Works? Yes No

Fiscal Impact

Budget Account Additional attached?

Expense	\$ 73,484	#	0020-88400-18900-54201-99999
Select	\$	#	
Select	\$	#	
Select	\$	#	

Approvals

Distribution List (Emails preferred) Additional?

Dept Head	ADAM, ALLISON	Vendor Signer (First & Last Name & E-Mail)
Division Director	ADAM, ALLISON	budget@spokanecity.org
Accounting Manager	BUSTOS, KIM	shenry@spokanecity.org

Legal	HARRINGTON, MARGARET	kbustos@spokanecity.org
Executive	PICCOLO, MIKE	
Additional Approvals		
PURCHASING ▼	NECHANICKY, JASON	
Select Dept 2 ▼		
Select Dept 3 ▼		
Select Dept 4 ▼		

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Committee Agenda Sheet

Public Safety & Community Health Committee

Committee Date	1/6/2025
Submitting Department	Human Resources
Contact Name	Allison Adam
Contact Email & Phone	aadam@spokanecity.org 509-625-6383
Council Sponsor(s)	<u>Cathcart, Dillon, Wilkerson</u>
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 5
Agenda Item Name	STA-Universal Transit Access Pass Agreement Third amendment
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	This program has been in place since 2012. The City of Spokane utilizes STA's CONNECT Card platform for bus fare. *use the Fiscal Impact box below for relevant financial information
Fiscal Impact	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Total Cost: Cost for 2025 not to exceed \$73,484 Current year cost: \$NTE \$49, 479 Subsequent year(s) cost:	
Narrative: Please provide financial due diligence review, as applicable, such as number and type of positions, grant match requirements, summary type details (personnel, maintenance and supplies, capital, revenue), impact on rates, fees, or future shared revenue	
Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring <input type="checkbox"/> N/A Specify funding source: Select Funding Source* Is this funding source sustainable for future years, months, etc? Click or tap here to enter text.	
Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring <input type="checkbox"/> N/A Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities? N/A -all employees are eligible for this benefit	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? N/A all employees are eligible for this benefit	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? <i>Human Resources will review the monthly bills and collect feedback from employees and departments on level and quality of service along with wait and turnaround times for results.</i>	

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

Providing access to mass transit promotes environmentally sustainable travel to and from the work location which reduces carbon emissions from single occupant vehicles and wear and tear on city roadways. Additionally, it is a benefit to employees which enables the City to be competitive in the labor market, aligns with our goal of becoming an employer of choice and developing a 21st Century Workforce. It is a major part of our CTR program required by the State Department of Transportation

**UNIVERSAL TRANSIT ACCESS PASS AGREEMENT
THIRD AMENDMENT**

This “Third Amendment” to the Universal Transit Access Pass Agreement 2022-10763 (“Agreement”) is between the **City of Spokane** (“Participant”) and the **Spokane Transit Authority** (“STA”); individually each a “Party” and collectively, the “Parties”.

WHEREAS, on December 17, 2022, the Parties executed the Agreement for STA’s provision of public transit services under its Universal Transit Access Pass program; and

WHEREAS, Section 4 of the Agreement allows for an annual adjustment of the Trip Fee and NTE Fee for each Contract Year; and

WHEREAS, the Parties wish to enter into this Third Amendment to update the Trip Fee and NTE Fee for the 2025 Contract Year.

NOW, THEREFORE, the Parties agree as follows:

The following changes shall be effective January 1, 2025:

1. Exhibit A shall be deleted in its entirety and replaced with the January 1, 2025-December 31, 2025, Fee Schedule, attached hereto as Exhibit 1 and incorporated herein.

All other terms, prices and conditions as they currently relate to the Agreement shall remain unchanged.

City of Spokane

Spokane Transit Authority

By: Lisa Brown
Title: Mayor

By: E. Susan Meyer
Title: Chief Executive Officer

Date: _____

Date: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

EXHIBIT 1
FEE SCHEDULE

Contract Year:	January 1, 2025, to December 31, 2025
Trip Fee:	\$ 1.59
NTE Fee:	\$ 73,484



City of Spokane 2025 Universal Transit Access Pass (UTAP) Program

Dainon Setzer

Business Development Manager

November 27, 2024

UTAP Benefits for the City of Spokane

- **Recruiting and Retention Benefit.** By offering sponsored transit benefits, the City of Spokane can set themselves apart from the crowd and secure the best people.
- **Minimize congestion.** A healthy public transit system helps cut drive-time and traffic while reducing wear-and-tear on roads and improving freight movement throughout the region.
- **Keep Spokane beautiful.** The natural beauty of our region is one of the reasons we love living, working and playing here. A community-wide commitment to accessible, affordable public transit will go a long way toward keeping our air clean and our parks green.
- **Parking Mitigation.** Providing transit passes for employees can help lower parking congestion.

City of Spokane Ridership

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	5,977	5,361	5,297	5,267	5,263	5,512	5,730	5,535	4,972	5,767	4,739	5,132	64,552
2020	5,943	5,139	2,918	No Fare Charged			987	1,026	928	1,192	1,076	1,072	20,281
2021	1,191	1,220	1,338	1,304	1,256	1,535	1,652	1,725	1,710	1,816	1,751	1,944	18,442
2022	1,930	1,899	2,486	2,215	2,508	2,632	2,661	2,850	2,427	2,782	2,577	2,618	29,585
2023	2,660	2,457	2,990	2,713	3,114	3,112	2,697	3,040	3,187	3,693	3,280	3,181	36,124
2024	3,667	3,704	3,784	4,440	4,018	3,281	3,786	3,798	3,418	3,902	3,772	3,658	45,228
2025	3,751	3,789	3,871	4,542	4,110	3,356	3,873	3,885	3,497	3,992	3,859	3,742	46,268

Forecasted

2024 was a 25% increase in rides from 2023

2025 is forecasted at a 2.3%* increase in rides from 2024

***STA forecasting a system-wide 2.3% growth in ridership from 2024 to 2025**

City of Spokane Rate and Not To Exceed (NTE)

	Rate	NTE
2020	Table of Rates by Route	\$75,700
2021		\$51,708
2022		\$31,426
2023		\$40,021
2024	\$1.11	\$49,479
2025	\$1.22	\$73,484
	\$1.59	



Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 12/09/2024

Committee Agenda type: Discussion

Date Rec'd 11/26/2024

Clerk's File # ORD C36629

Cross Ref #

Project #

Council Meeting Date: 01/13/2025

Submitting Dept PLANNING & ECONOMIC

Bid #

Contact Name/Phone RYAN SHEA 509-625-6087

Requisition #

Contact E-Mail RSHEA@SPOKANECITY.ORG

Agenda Item Type First Reading Ordinance

Council Sponsor(s) JBINGLE ZZAPPONE KKLITZKE

Agenda Item Name 0650 BUILDING OPPORTUNITY FOR HOUSING (BOH) TEXT AMENDMENTS

Agenda Wording

Corrections to the Spokane Unified Development Code intended to fix errors, clarify, and create more flexibility.

Summary (Background)

The proposal amends 17A.020.060 "F" Definitions, 17C.111.205 Development Standards Tables, 17C.111.210 Density, 17C.111.220 Building Coverage and Impervious Coverage, 17C.111.235 Setbacks, 17C.111.310 Open Space, 17C.111.315 Entrances, 17C.111.320 Windows, 17C.111.325 Building Articulation, 17C.111.335 Parking Facilities, 17C.111.420 Open Spaces, 17C.111.450 Pitched Roofs, 17C.230.020 Vehicle Parking Summary Table, 17C.230.100 General Standards, 17C.230.110 Minimum Required Parking Spaces,

Lease? NO Grant related? NO Public Works? NO

Fiscal Impact

Approved in Current Year Budget? N/A

Total Cost \$

Current Year Cost \$

Subsequent Year(s) Cost \$

Narrative

N/A

Amount

Budget Account

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



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

17C.230.120 Maximum Required Parking Spaces, 17C.230.130 Parking Exceptions, 17C.230.140 Development Standards, 17G.080.040 Short Subdivisions, and 17G.080.065 Unit Lot Subdivisions.

Approvals

<u>Dept Head</u>	BLACK, TIRRELL
<u>Division Director</u>	BLACK, TIRRELL
<u>Accounting Manager</u>	MURRAY, MICHELLE
<u>Legal</u>	SCHOEDEL, ELIZABETH
<u>For the Mayor</u>	SCOTT, ALEXANDER

Additional Approvals

Distribution List

	rshea@spokanecity.org
akiehn@spokanecity.org	eking@spokanecity.org
amccall@spokanecity.org	sgardner@spokanecity.org
smacdonald@spokanecity.org	

Committee Agenda Sheet

Urban Experience Committee

Submitting Department	Planning Services & Economic Development
Contact Name	Ryan Shea
Contact Email & Phone	rshea@spokanecity.org
Council Sponsor(s)	
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 15 min
Agenda Item Name	Building Opportunity for Housing (BOH) Code Fixes
Summary (Background) *use the Fiscal Impact box below for relevant financial information	<p>In November of 2023 the City of Spokane adopted new zoning regulations for lower-intensity residential zones. These changes, referred to as “Building Opportunity for Housing” (BOH) were intended to permanently implement the temporary changes put in place by the Building Opportunities and Choices for All program (BOCA).</p> <p>BOH was a major change to The City’s zoning regulations. As staff have worked with developers and property owners to implement the new regulations, some areas have been identified that need clarification or further refinement. This is an expected aspect of adopting major changes to the development code.</p> <p>These corrections are intended to fix errors, clarify, and create more flexibility within the Spokane Unified Development Code (Title 17).</p> <p>The proposal amends 17A.020.060 "F" Definitions, 17C.111.205 Development Standards Tables, 17C.111.210 Density, 17C.111.220 Building Coverage and Impervious Coverage, 17C.111.235 Setbacks, 17C.111.310 Open Space, 17C.111.315 Entrances, 17C.111.320 Windows, 17C.111.325 Building Articulation, 17C.111.335 Parking Facilities, 17C.111.420 Open Spaces, 17C.111.450 Pitched Roofs, 17C.230.020 Vehicle Parking Summary Table, 17C.230.100 General Standards, 17C.230.110 Minimum Required Parking Spaces, 17C.230.120 Maximum Required Parking Spaces, 17C.230.130 Parking Exceptions, 17C.230.140 Development Standards, 17G.080.040 Short Subdivisions, and 17G.080.065 Unit Lot Subdivisions.</p>
Proposed Council Action	Approval
<p>Fiscal Impact Total Cost: Click or tap here to enter text. Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: N/A</p> <p>Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
Operations Impacts (If N/A, please give a brief description as to why)	

What impacts would the proposal have on historically excluded communities?

N/A- these changes are minor in nature and only seek to improve clarity of code language.

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

N/A- no data will be collected as a result of these minor text amendments.

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

We are continually monitoring and assessing the effectiveness of the City's development code. We regularly interact with Development Services staff as they implement code to identify problems and areas for refinement.

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

These text amendments do not change the application or outcome related to the enforcement of the UDC. Proposed text amendments are refinements and do not affect alignment with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, etc.

Code section	Description of Changes
17A.020.060 "F" Definitions	- Add definitions for Front Facade and Street Side Facade.
17C.111.205 Development Standards Tables	<ul style="list-style-type: none"> - Clarify that single-family and duplex construction within RMF and RHD should use the impervious coverage requirements of the R1 zone. - Fix footnote references. - Consolidate minimum lot width to 15 ft regardless of driveway approach (include footnote that other limitations on driveways may prevent a property owner from achieving the minimum).
17C.111.210 Density	<ul style="list-style-type: none"> - Reorganize section to improve clarity. - Change density calculation to gross area rather than net area. - Specify that for subdivisions in R1 and R2 zones, one lot is counted as one dwelling unit. - Ensure that no matter what a density calculation says, a property is allowed to have a minimum of six units (ensures compliance with HB 1110) - Clarify that minimum density does not apply when new construction occurs on an existing lot - Provide guidance for how to apply minimum density for subdivisions on a property with an existing structure - Small changes describing how to calculate density, including examples - Ensure critical areas "may" be deducted from density calculations, consistent with prior practice
17C.111.220 Building Coverage and Impervious Coverage	- Remove outdated references to FAR
17C.111.235 Setbacks	- Reinstate allowance for covered front porch to extend into front setback up to six feet. (was mistakenly removed)
17C.111.310 Open Space	<ul style="list-style-type: none"> - Rename from "Outdoor Areas" to "Open Space" - Rename "common outdoor area" to "courtyard outdoor area" - Clarify that private open space must be met in whole. It can't be partially met with the remainder going to courtyard open space. - Clarify how units whose open space is provided via a courtyard are identified. - Clarify how to count open space when multiple courtyards are provided.
17C.111.315 Entrances	<ul style="list-style-type: none"> - Clarify that houses adjacent to a courtyard can front onto the courtyard and are not required to face the street. - Clarify that a door may face the side yard on a recessed entrance as long as there is a direct pedestrian connection to the street and the entrance is recognizable as a building entryway.
17C.111.320 Windows	<ul style="list-style-type: none"> - Clarify that for living units with attached garages, the window requirement is only applicable to the part of the facade related to living unit (such as an ADU above a garage). - Clarify that window requirements don't apply to facades that are not visible from the street or 60' away from a street lot line.
17C.111.325 Building Articulation	<ul style="list-style-type: none"> - Clarify that attached houses are treated as a single building for this section - Clarify exceptions for ADUs above a garage and for facades not visible from the street or 60' away from a street lot line. - Adjust building modulation rules to be more flexible by: <ul style="list-style-type: none"> * increasing the width at which modulation is required (increase from 30' to 40') * allowing for bay windows or bump-outs to meet the requirement *- allowing for a covered porch to meet the requirement - Adjust requirements for design features on long facades to be more flexible as follows: <ul style="list-style-type: none"> * Clarify that the building modulation requirement can count towards the required design features - Provide specific examples to make requirements clearer

17C.111.335 Parking Facilities	<ul style="list-style-type: none"> - Add definition for Primary Street-Facing Facade - Exempt garages that are not visible from the street or are at least 60' from a lot line - Allow a single-car garage to cover more than 50% of the front facade in certain situations with narrow houses - Clarify application of garage width limitations to Front Facade only (do not apply on side street facades on corner lots) - Allow a single-car garage to be even with the house instead of stepped back - Allow a covered porch to count towards the step-back requirement for a garage - Exempt garages that are turned to face the side lot line as long as the facade meets other design standards (e.g. windows) - Provide for waivers of garage step-back requirement in limited conditions, including additions to existing structures - Clarify that detached garages should not be located between the primary structure and the street, with exceptions provided for limited situations - Provide limited exceptions to the 36' driveway approach requirement.
17C.111.420 Open Spaces	<ul style="list-style-type: none"> - Fix inconsistency in how to measure distance to a park. The measurement should occur from the property boundary.
17C.111.450 Pitched Roofs	<ul style="list-style-type: none"> - Repeal as it doesn't make sense to have this requirement be more burdensome on RMF/RHD development than what is allowed in R1/R2
17C.230.020 Vehicle Parking Summary Table	<ul style="list-style-type: none"> - New table summarizing required/allowed parking amounts
17C.230.100 General Standards	<ul style="list-style-type: none"> - Remove elements related to parking minimums per recent Council action to remove minimums - Minor wording changes
17C.230.110 Minimum Required Parking Spaces	<ul style="list-style-type: none"> - Remove current language and state no minimum spaces are required
17C.230.120 Maximum Required Parking Spaces	<ul style="list-style-type: none"> - Remove Table 17C.230.120-1 and relocate information to 17C.230.020
17C.230.130 Parking Exceptions	<ul style="list-style-type: none"> - Remove Table 17C.230.130-1 and relocate information to 17C.230.020 - Remove elements related to parking minimums
17C.230.140 Development Standards	<ul style="list-style-type: none"> - Remove language referring to City applying surfacing requirements retroactively - Remove Table 17C.230.140-1 and apply same dimensional requirements across all zones - Clarify curbing requirements to only apply adjacent to parking stalls and parking aisles - Extend exceptions for marked parking for detached homes to apply to Middle Housing as well (per HB 1110 requirement to treat them equally)
17G.080.040 Short Subdivisions	<ul style="list-style-type: none"> - Clarifications to submittal requirements regarding electronic submittals - Wording clarifications
17G.080.065 Unit Lot Subdivisions	<ul style="list-style-type: none"> - Clarify parent site requirements. - Clarify that common space may be owned by an HOA that is larger than the Unit Lot portion of a development. - Clarify that an ADU lot may be created whether it is existing or planned. - Add section with requirements for combining a Unit Lot Subdivision with a regular long plat or short plat. - Clarify that parent sites within a larger plat are limited to 2 acres total. - Remove requirement for utility lines to branch from a common line.

ORDINANCE NO. C36629

AN ORDINANCE relating to Building Opportunity for Housing (BOH) follow up code fixes making changes to the Unified Development Code that are intended to fix errors, clarify, and create more flexibility within the Spokane Municipal Code, amending Spokane Municipal Code (SMC) sections 17A.020.060 "F" Definitions, 17C.111.205 Development Standards Tables, 17C.111.210 Density, 17C.111.220 Building Coverage and Impervious Coverage, 17C.111.235 Setbacks, 17C.111.310 Open Space, 17C.111.315 Entrances, 17C.111.320 Windows, 17C.111.325 Building Articulation, 17C.111.335 Parking Facilities, 17C.111.420 Open Spaces, 17C.230.100 General Standards, 17C.230.110 Minimum Required Parking Spaces, 17C.230.120 Maximum Required Parking Spaces, 17C.230.130 Parking Exceptions, 17C.230.140 Development Standards, 17G.080.040 Short Subdivisions, 17G.080.065 Unit Lot Subdivisions, adopting a new section 17C.230.020 Vehicle Parking Summary Table, and repealing 17C.111.450 Pitched Roofs.

WHEREAS, the maintenance of the Unified Development Code (UDC) and in general the Spokane Municipal Code (SMC) has been a periodic, recurring project of Planning Services as well as other City departments to improve clarity and consistency with local policy and State and Federal laws; and,

WHEREAS, as part of its regular review and assessment of the Unified Development Code, Planning Services has identified multiple sections of the SMC requiring corrections, clarification, and adjustments to enable more flexibility in response to development applications; and,

WHEREAS, in the City of Spokane Comprehensive Plan Chapter 3 Land Use, Policy 7.2 Continuing Review Process, calls out a process to periodically review and correct the SMC; and,

WHEREAS, by the public process outlined in the Plan Commission Findings of Fact, Conclusions, and Recommendations (Exhibit A), and the Planning Services Staff Report (Exhibit B), interested agencies and the public have had opportunities to participate throughout the process and all persons wishing to comment on the amendment were given an opportunity to be heard; and,

WHEREAS, the proposed text amendments were drafted and reviewed consistent with the requirements of RCW 36.70A.370 to assure protection of private property rights; and,

WHEREAS, on September 11, 2024, the Washington State Department of Commerce and appropriate state agencies were given the required 60-day notice before the adoption of proposed changes to the Unified Development Code according to RCW 36.70A.106; and,

WHEREAS, on October 16, 2024 a notice of intent to adopt was issued through the City of Spokane Gazette according to SMC 17G.025.010; and,

WHEREAS, a legal notice of a SEPA Determination of Nonsignificance was issued by the director of Planning Services on October 29, 2024 and published in the *Spokesman Review* on October 30 and November 6, 2024, for the amendment related to the proposed code text amendments. No comments were received; and,

WHEREAS, before the Plan Commission public hearing a legal notice was published in the *Spokesman-Review* on October 30 and November 6, 2024; and,

WHEREAS, on November 13, 2024, the Plan Commission held a public hearing on the proposed amendments. No testimony was heard; and,

WHEREAS, on November 13, 2024, the Plan Commission voted to recommend the City Council adopt the proposed amendments (see Exhibit A); and,

WHEREAS, the proposed actions are consistent with and supported by the Spokane Comprehensive Plan as outlined in the Plan Commission Findings of Fact, Conclusions, and Recommendations (Exhibit A); and,

WHEREAS, the City Council adopts the recitals set forth herein as its findings and conclusions in support of the adoption of this ordinance and further adopts the findings, conclusions, and recommendations from the Planning Services Staff Report (Exhibit B) and the City of Spokane Plan Commission Findings of Fact, Conclusions, and Recommendations (Exhibit A) for the same purposes.

NOW, THEREFORE, the City of Spokane Does ordain:

Section 1. That Section 17A.020.060 SMC is amended to read as follows:

Section 17A.020.060 “F” Definitions

A. Facade.

All the wall planes of a structure as seen from one side or view. (~~For example, the front facade of a building would include all of the wall area that would be shown on the front elevation of the building plans.~~)

1. Front Facade.

The facade facing the Front Lot Line as defined in SMC 17A.020.120(T). For example, the Front Facade of a building would include all of the wall area that would be shown on the front elevation of the building plans.

2. Side Street Facade.

The facade facing a Side Street Lot Line as defined in SMC
17A.020.120(T).

B. Facade Easement.

A use interest, as opposed to an ownership interest, in the property of another. The easement is granted by the owner to the City or County and restricts the owner's exercise of the general and natural rights of the property on which the easement lies. The purpose of the easement is the continued preservation of significant exterior features of a structure.

C. Facility and Service Provider.

The department, district, or agency responsible for providing the specific concurrency facility.

D. Factory-built Structure.

1. "Factory-built housing" is any structure designed primarily for human occupancy, other than a mobile home, the structure or any room of which is either entirely or substantially prefabricated or assembled at a place other than a building site.
2. "Factory-built commercial structure" is a structure designed or used for human habitation or human occupancy for industrial, educational, assembly, professional, or commercial purposes, the structure or any room of which is either entirely or substantially prefabricated or assembled at a place other than a building site.

E. Fair Market Value.

The open market bid price for conducting the work, using the equipment and facilities, and purchase of the goods, services, and materials necessary to accomplish the development. This would normally equate to the cost of hiring a contractor to undertake the development from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead, and profit. The fair market value of the development shall include the fair market value of any donated, contributed, or found labor, equipment, or materials.

F. Fascia Sign.

See SMC 17C.240.015.

G. Feasible (Shoreline Master Program).

1. For the purpose of the shoreline master program, means that an action, such as a development project, mitigation, or preservation requirement, meets all of the following conditions:
 - a. The action can be accomplished with technologies and methods that have been used in the past in similar circumstances, or studies or tests have demonstrated in similar circumstances that such approaches are currently available and likely to achieve the intended results;
 - b. The action provides a reasonable likelihood of achieving its intended purpose; and
 - c. The action does not physically preclude achieving the project's primary intended legal use.
2. In cases where these guidelines require certain actions, unless they are infeasible, the burden of proving infeasibility is on the applicant.
3. In determining an action's infeasibility, the reviewing agency may weigh the action's relative public costs and public benefits, considered in the short- and long-term time frames.

H. Feature.

To give special prominence to.

I. Feeder Bluff.

Or "erosional bluff" means any bluff (or cliff) experiencing periodic erosion from waves, sliding, or slumping, and/or whose eroded sand or gravel material is naturally transported (littoral drift) via a driftway to an accretion shoreform; these natural sources of beach material are limited and vital for the long-term stability of driftways and accretion shoreforms.

J. Fill.

The addition of soil, sand, rock, gravel, sediment, earth retaining structure, or other material to an area waterward of the ordinary high-water mark in wetlands, or on shorelands in a manner that raises the elevation or creates dry land.

K. Financial Guarantee.

A secure method, in a form and in an amount both of which are acceptable to the city attorney, providing for and securing to the City the actual construction and installation of any improvements required in connection with plat and/or building permit approval within a period specified by the City, and/or securing to the City the successful operation of the improvements for two years after the City's final inspection and acceptance of such improvements. There are two types of financial guarantees under chapter 17D.020 SMC, Financial Guarantees: Performance guarantee and performance/warranty retainer.

L. Fish Habitat.

A complex of physical, chemical, and biological conditions that provide the life-supporting and reproductive needs of a species or life stage of fish. Although the habitat requirements of a species depend on its age and activity, the basic components of fish habitat in rivers, streams, ponds, lakes, estuaries, marine waters, and near-shore areas include, but are not limited to, the following:

1. Clean water and appropriate temperatures for spawning, rearing, and holding.
2. Adequate water depth and velocity for migrating, spawning, rearing, and holding, including off-channel habitat.
3. Abundance of bank and in-stream structures to provide hiding and resting areas and stabilize stream banks and beds.
4. Appropriate substrates for spawning and embryonic development. For stream- and lake-dwelling fishes, substrates range from sands and gravel to rooted vegetation or submerged rocks and logs. Generally, substrates must be relatively stable and free of silts or fine sand.
5. Presence of riparian vegetation as defined in this program. Riparian vegetation creates a transition zone, which provides shade and food sources of aquatic and terrestrial insects for fish.
6. Unimpeded passage (i.e., due to suitable gradient and lack of barriers) for upstream and downstream migrating juveniles and adults.

M. Fiveplex.

A building that contains five dwelling units on the same lot that share a common wall or common floor/ceiling.

N. Flag.

See SMC 17C.240.015.

O. Float.

A floating platform similar to a dock that is anchored or attached to pilings.

P. Flood Insurance Rate Map or FIRM.

The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the City.

Q. Flood Insurance Study (FIS).

The official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base flood.

R. Flood or Flooding.

1. A general and temporary condition of partial or complete inundation of normally dry land areas from:
 - a. The overflow of inland waters;
 - b. The unusual and rapid accumulation of runoff of surface waters from any source; or
 - c. Mudslides or mudflows, which are proximately caused by flooding as defined in section (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in section (1)(a) of this definition.

S. Flood Elevation Study.

An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination,

evaluation and determination of mudslide or mudflow, and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

T. Flood Insurance Rate Map (FIRM).

The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

U. Floodplain or Flood Prone Area.

Any land area susceptible to being inundated by water from any source. See "Flood or Flooding."

V. Floodplain administrator.

The community official designated by title to administer and enforce the floodplain management regulations.

W. Floodway.

1. As identified in the Shoreline Master Program: ~~((, the area that either))~~

a. The floodway is the area that either

- i. has been established in federal emergency management agency flood insurance rate maps or floodway maps; or
- ii. consists of those portions of a river valley lying streamward from the outer limits of a watercourse upon which flood waters are carried during periods of flooding that occur with reasonable regularity, although not necessarily annually, said floodway being identified, under normal condition, by changes in surface soil conditions or changes in types or quality of vegetative ground cover condition, topography, or other indicators of flooding that occurs with reasonable regularity, although not necessarily annually.

b. Regardless of the method used to identify the floodway, the floodway shall not include those lands that can reasonably be expected to be protected from flood waters by flood control devices maintained by or maintained under license from the federal government, the state, or a political subdivision of the state.

2. For floodplain management purposes, the floodway is the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as "Regulatory Floodway."

X. Floor Area.

The total floor area of the portion of a building that is above ground. Floor area is measured from the exterior faces of a building or structure. Floor area does not include the following:

1. Areas where the elevation of the floor is four feet or more below the lowest elevation of an adjacent right-of way.
2. Roof area, including roof top parking.
3. Roof top mechanical equipment.
4. Attic area with a ceiling height less than six feet nine inches.
5. Porches, exterior balconies, or other similar areas, unless they are enclosed by walls that are more than forty-two inches in height, for fifty percent or more of their perimeter; and
6. In residential zones, FAR does not include mechanical structures, uncovered horizontal structures, covered accessory structures, attached accessory structures (without living space), detached accessory structures (without living space).

Y. Flood Proofing.

Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

Z. Floor Area Ratio (FAR).

The amount of floor area in relation to the amount of site area, expressed in square feet. For example, a floor area ratio of two to one means two square feet of floor area for every one square foot of site area.

AA. Focused Growth Area.

Includes mixed-use district centers, neighborhood centers, and employment centers.

AB. Fourplex.

A building that contains four dwelling units on the same lot that share a common wall or common floor/ceiling.

AC. Frame Effect.

A visual effect on an electronic message sign applied to a single frame to transition from one message to the next. This term shall include, but not be limited to scrolling, fade, and dissolve. This term shall not include flashing.

AD. Freestanding Sign.

See SMC 17C.240.015.

AE. Frontage.

The full length of a plot of land or a building measured alongside the road on to which the plot or building fronts. In the case of contiguous buildings individual frontages are usually measured to the middle of any party wall.

AF. Functionally Dependent Water-Use.

A use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

Section 2. That Section 17C.111.205 SMC is amended to read as follows:

Section 17C.111.205 Development Standards Tables

Development standards that apply within the residential zones are provided in Tables 17C.111.205-1 through 17C.111.205-3.

TABLE 17C.111.205-1 LOT DEVELOPMENT STANDARDS [1]					
	RA	R1	R2	RMF	RHD
DENSITY STANDARDS					

Maximum density on sites 2 acres or less [2][3]	No maximum	No maximum	No maximum	No maximum	No maximum
Maximum density on sites larger than 2 acres [2]	10 units/acre	10 units/acre	20 units/acre	No maximum	No maximum
Minimum density [2]	4 units/acre	4 units/acre	10 units/acre	15 units/acre	15 units/acre
LOT DIMENSIONS FOR SUBDIVISIONS AND SHORT SUBDIVISIONS					
Minimum lot area	7,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.
Minimum lot width ((with no driveway approach)) [4]	40 ft.	15 ft.	15 ft.	15 ft.	15 ft.
((Minimum lot width with driveway approach [4]))	((40 ft.))	((36 ft.))	((36 ft.))	((25 ft.))	((25 ft.))
Minimum lot width within Airfield Overlay Zone	40 ft.	40 ft.	36 ft.	25 ft.	25 ft.
Minimum lot depth	80 ft.	80 ft.	40 ft.	N/A	N/A
Minimum lot frontage	40 ft.	Same as minimum lot width	Same as minimum lot width	Same as minimum lot width	Same as minimum lot width
MINIMUM LOT DIMENSIONS FOR UNIT LOT SUBDIVISIONS					
Minimum parent lot area	No minimum	No minimum	No minimum	No minimum	No minimum
Maximum parent lot area	2 acres	2 acres	2 acres	2 acres	2 acres
Minimum child lot area	No minimum	No minimum	No minimum	No minimum	No minimum
Minimum child lot depth	No minimum	No minimum	No minimum	No minimum	No minimum
LOT COVERAGE					
Maximum total building coverage [5][6][7]	50%	65%	80%	100%	100%
Maximum lot impervious coverage without engineer's stormwater drainage plan - not in ADC [5][8][9]	50%	60%	60%	N/A	N/A
Maximum lot impervious coverage without engineer's	40%	40%	40%	N/A	N/A

stormwater drainage plan - inside ADC [5][8][9]					
<p>Notes:</p> <p>[1] Plan district, overlay zone, or other development standards contained in Title 17C SMC may supersede these standards.</p> <p>[2] See SMC 17C.111.210 for applicability of minimum and maximum density standards in the residential zones.</p> <p>[3] Development within Airfield Overlay Zones is further regulated as described in SMC 17C.180.090, Limited Use Standards.</p> <p>[4] ((Lots with vehicle access only from an alley are not considered to have a “driveway approach” for the purposes of this standard.)) <u>Requirements for driveway approaches may prevent narrow lots with a driveway approach from achieving the minimum.</u></p> <p>[5] Lot and building coverage calculation includes all primary and accessory structures.</p> <p>[6] Building coverage for attached housing is calculated based on the overall development site, rather than individual lots.</p> <p>[7] Developments meeting certain criteria relating to transit, Centers & Corridors, or housing affordability are given a bonus for building coverage. See SMC 17C.111.225 for detailed eligibility criteria.</p> <p>[8] Projects may exceed impervious coverage requirements by including an engineer’s drainage plan in submittals, subject to review by the City Engineer as described in SMC 17D.060.135. “ADC” means Area of Drainage Concern.</p> <p>[9] <u>Projects in the RMF and RHD zones that are exempted from review under the Spokane Regional Stormwater Manual shall follow the impervious coverage requirements of the R1 zone.</u></p>					

TABLE 17C.111.205-2 BUILDING AND SITING STANDARDS [1]					
	RA	R1	R2	RMF	RHD
PRIMARY BUILDINGS					
Floor area ratio	N/A	N/A	N/A	N/A	N/A
Maximum building footprint per primary building - lot area 7,000 sq. ft. or less	N/A	2,450 sq. ft.	2,450 sq. ft.	N/A	N/A
Maximum building footprint per primary building - lot area more than 7,000 sq. ft.	N/A	35%	35%	N/A	N/A
Maximum building height [2]	35 ft.	40 ft.	40 ft.	55 ft.	75 ft.
Minimum Setbacks					
Front [3]	15 ft.	10 ft.	10 ft.	10 ft.	10 ft.
Interior side lot line - lot width 40 ft or less (([3]))	3 ft.	3 ft.	3 ft.	3 ft.	3 ft.

Interior side lot line - lot width more than 40 ft [4] [5]	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
Street side lot line – all lot widths	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
Attached garage or carport entrance from street	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.
Rear	25 ft.	15 ft.	15 ft.	10 ft.	10 ft.
ACCESSORY DWELLING UNITS					
Maximum building footprint for accessory dwelling unit - lot area 5,500 sq. ft. or less	1,100 sq. ft.	1,100 sq. ft.	1,100 sq. ft.	1,100 sq. ft.	1,100 sq. ft.
Maximum building footprint for accessory dwelling unit - lots larger than 5,500 sq. ft.	15%	15%	15%	15%	15%
Maximum building height	25 ft.	25 ft.	25 ft.	25 ft.	25 ft.
Minimum side lot line setbacks [5] [6]	Same as Primary Structure				
Minimum rear setback with alley [4] [5] [6]	0 ft.	0 ft.	0 ft.	0 ft.	0 ft.
Minimum rear setback no alley	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
OTHER ACCESSORY STRUCTURES					
Maximum lot coverage for accessory structures – lots 5,500 sq. ft. or less	20%	20%	20%	See Primary Structure	See Primary Structure
Maximum lot coverage for accessory structures – lots larger than 5,500 sq. ft.	20%	15%	15%	See Primary Structure	See Primary Structure
Maximum building height	30 ft.	20 ft.	20 ft.	35 ft.	35 ft.
Minimum side lot line setbacks [4] [5] [6]	Same as Primary Structure				
Minimum rear setback with alley	0 ft.	0 ft.	0 ft.	0 ft.	0 ft.
Minimum rear setback no alley	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
OPEN SPACE [7]					
Minimum open space per unit [8]	250 sq. ft.	250 sq. ft.	250 sq. ft.	Studio: 48 sq. ft. per unit 1-bedroom: 75 sq. ft. per unit	Studio: 48 sq. ft. per unit 1-bedroom: 75 sq. ft. per unit

				2+ bedrooms: 150 sq. ft. per unit	2+ bedrooms: 100 sq. ft. per unit Sites 20,000 sq. ft. or less: 36 sq. ft. per unit
Minimum common open space per unit as a substitute for private area - first six units	200 sq. ft.	200 sq. ft.	200 sq. ft.	Studio: 48 sq. ft. per unit 1- bedroom: 75 sq. ft. per unit 2+ bedrooms: 150 sq. ft. per unit	Studio: 48 sq. ft. per unit 1- bedroom: 75 sq. ft. per unit 2+ bedrooms: 100 sq. ft. per unit Sites 20,000 sq. ft. or less: 36 sq. ft. per unit
Minimum common open space per unit as a substitute for private area - all units after six	150 sq. ft.	150 sq. ft.	150 sq. ft.	Studio: 36 sq. ft. per unit 1- bedroom: 48 sq. ft. per unit	Studio: 36 sq. ft. per unit 1- bedroom: 48 sq. ft. per unit

				2+ bedrooms: 48 sq. ft. per unit	2+ bedrooms: 48 sq. ft. per unit Sites 20,000 sq. ft. or less: 25 sq. ft. per unit
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Notes:

- [1] Plan district, overlay zone, or other development standards contained in Title 17C SMC may supersede these standards.
- [2] Base zone height may be modified according to SMC 17C.111.230, Height.
- [3] Certain elements such as covered porches may extend into the front setback. See SMC 17C.111.235, Setbacks.
- [4] There is an additional angled setback from the interior side lot line. Refer to SMC 17C.111.230(C) and 17C.111.235(E) for more detail.
- [5] Setbacks for a detached accessory structure and a covered accessory structure may be reduced to zero feet with a signed waiver from the neighboring property owner as specified in SMC 17C.111.240(C).
- [6] Accessory structures may be subject to an additional side setback adjacent to streets as specified in 17C.111.240(C)(5).
- [7] Residential units with a continuous pedestrian route as defined in SMC Section 17C.111.420(B) from the property boundary to a public park within 800 feet shall have a minimum of not more than 36 square feet of open space per unit.
- [8] Common open space may be substituted for private outdoor area according to SMC 17C.111.310.

TABLE 17C.111.205-3 DEVELOPMENT STANDARDS FOR PROPERTIES QUALIFYING FOR DEVELOPMENT BONUS [1] [2]					
	RA	R1	R2	RMF	RHD
LOT COVERAGE					
Maximum total building coverage	N/A	80%	90%	100%	100%
PRIMARY BUILDINGS					
Floor area ratio	N/A	N/A	N/A	N/A	N/A
Maximum building footprint per primary building - lot area 7,000 sq. ft. or less	N/A	2,450 sq. ft.	2,450 sq. ft.	N/A	N/A

Maximum building footprint per primary building - lot area more than 7,000 sq. ft.	N/A	35%	35%	N/A	N/A
Notes: [1] Standards not addressed in this table are consistent with the general standards in Tables 17C.111.205-1 and 17C.111.205-2. [2] Criteria to qualify for Development Bonuses is outlined in SMC 17C.111.225.					

Section 3. That Section 17C.111.210 SMC is amended to read as follows:

Section 17C.111.210 Density

A. Purpose.

The number of dwellings per unit of land, the density, is controlled so that housing can match the availability of public services. The use of density minimums ensures that in areas with the highest level of public services, ~~((that))~~ the service capacity is not wasted and that the City's housing goals are met.

B. Unless specifically exempted, all residential development shall meet the minimum and maximum densities provided in Table 17C.111.205-1.

~~((B))~~C. ((Calculating)) Gross Density Used.

The calculation of density for a subdivision or residential development is ~~((net area and is))~~ based on the total (gross) area of the subject property~~((, less the area set aside for right-of-way and tracts of land dedicated for stormwater facilities. Land within a critical area (see definitions under chapter 17A.020 SMC) may be subtracted from the calculation of density. When the calculation of density results in a fraction, the density allowed is rounded up to the next whole number. For example, a calculation in which lot area, divided by minimum unit area equals 4.35 units, the number is rounded up to five units))~~.

~~((C.))~~ Maximum Density Applicability and Calculation.

- ~~1.~~ The maximum density standards in Table 17C.111.205-1 shall be met only when the development site exceeds 2 acres in area. In such cases, the following apply:
 - ~~a.~~ If a land division is proposed, the applicant must demonstrate how the proposed lots can meet maximum density once construction is completed.

- b. ~~— If no land division is proposed, maximum density must be met at the time of development.~~
 - c. ~~— Maximum density is based on the zone and size of the site. The following formula is used to determine the maximum number of units allowed on the site:
Square footage of site, less the area set aside for right-of-way and tracts of land dedicated for stormwater facilities;
Divided by maximum density from Table 17C.111.205-1;
Equals maximum number of units allowed. If this formula results in a decimal fraction, the resulting maximum number of units allowed is rounded up to the next whole number. Decimal fractions of five tenths or greater are rounded up. Fractions less than five tenths are rounded down.~~
2. ~~— If the development site is 2 acres or less in area, the maximum density standards do not apply.~~
 3. ~~— The number of units allowed on a site is based on the presumption that all site development standards will be met.~~

~~D. — Minimum Density Applicability and Calculation.~~

1. ~~— The minimum density standards in Table 17C.111.205-1 shall be met under the following circumstances:
 - a. ~~— A land division is proposed.~~
 - b. ~~— In such cases, the applicant must demonstrate how the proposed lots can meet minimum density once construction is completed.~~
 - c. ~~— Minimum density standards can be modified by a PUD under SMC 17G.070.030(B)(2).~~
 - d. ~~— Development is proposed in the RMF or RHD zones. In such cases, minimum density must be met at the time of development.~~~~
2. ~~— Except as provided in subsection (3), when development is proposed on an existing legal lot in the RA, R1, or R2 zones, minimum density standards do not apply.~~
3. ~~— A site with pre-existing development may not move out of conformance or further out of conformance with the minimum density standard, including sites in the RA, R1, and R2 zones (regardless of whether a land division is proposed).~~
4. ~~— Minimum density is based on the zone and size of the site, and whether there are critical areas (see definitions under chapter 17A.020 SMC). Land within a critical area may be subtracted from the calculation of density.~~

~~The following formula is used to determine the minimum number of lots required on the site.~~

~~Square footage of site, less the area set aside for right-of-way and tracts of land dedicated for stormwater facilities;~~

~~Divided by minimum density from Table 17C.111.205-1;~~

~~Equals minimum number of units required.~~

E. Transfer of Density.

~~Density may be transferred from one site to another subject to the provisions of chapter 17G.070 SMC, Planned Unit Developments.)~~

D. Critical Areas May Be Subtracted.

Land within a critical area (see definitions under chapter 17A.020 SMC) may be, but is not required to be, subtracted from the calculation of density.

E. Right-of-Way May Be Subtracted.

Land dedicated as Right-of-Way may be, but is not required to be, subtracted from a calculation of density.

F. Numbers Rounded Up.

When the calculation of density results in a fraction, the density allowed or required is rounded up to the next whole number. For example, when a calculation results in 4.35 units, the number is rounded up to five units.

G. Formula.

The following formula is used to determine the maximum number of units allowed or the minimum number of units required on the site:

Square footage of site, less any land within a critical area or dedicated to right-of-way, divided by the square footage of one acre (43,560 square feet), multiplied by the density number from Table 17C.111.205-1 equals maximum number of units allowed or minimum number of units required.

Example of determining the minimum number of units with a minimum density of 4 units/acre on a 135,036 square foot (3.1 acre) site:
(135,036 square ft / 43,560 square ft/acre) * 4 units/acre = 12.4 units
(rounded up to 13 units)

Example of determining the maximum number of units with a maximum density of 20 units/acre on a 112,400 square foot (2.58 acre) site encumbered by 21,780 square feet (0.5 acre) of Critical Areas (see Title 17E):

$((112,400 \text{ square feet} - 21,780 \text{ square feet}) / 43,560 \text{ square ft/acre}) * 20 \text{ units/acre} = 41.6 \text{ units (rounded up to 42 units)}$

If this formula results in a decimal fraction, the resulting number of units allowed is rounded up to the next whole number.

H. Land Division in R1 or R2 Zones.

If a land division is proposed in an R1 or R2 zone, the calculation of density shall count one lot as one dwelling unit.

I. Exceptions to Maximum Density Limits.

1. Development Less Than Two (2) Acres.

If the development site excluding any land within a critical area is two (2) acres or less in area, the maximum density standards shall not apply. Proposed new Right-of-Way may also be subtracted from the development site.

2. Middle Housing Allowance.

Notwithstanding any density maximum resulting from a density calculation, any combination of Middle Housing types identified under SMC 17A.020.130(J) shall be allowed on a lot up to six total units, including Accessory Dwelling Units. Such development shall still be subject to other site development standards which may limit the total amount of achievable development on the site.

J. Exceptions to Minimum Density Requirements.

1. Construction on Existing Legal Lots.

Except as provided in subsection (K), when renovation or new construction is proposed on an existing legal lot in the RA, R1, or R2 zones, minimum density shall not apply.

2. Land Divisions with Existing Structures.

When a land division is proposed on a lot below the minimum density and with an existing dwelling unit, any new lots created shall meet these density requirements. A lot which retains an existing primary structure may continue its nonconforming density.

K. Nonconforming Situations.

A site with pre-existing development may not move out of conformance or further out of conformance with the density standards, including sites in the RA, R1, and R2 zones (regardless of whether a land division is proposed).

((E))L. Transfer of Density.

Density may be transferred from one site to another subject to the provisions of chapter 17G.070 SMC, Planned Unit Developments.

M. Other Standards Apply.

The number of units allowed or required on a site is based on the presumption that all site development standards will be met. A calculation of maximum allowable density does not ensure the maximum number is achievable under other standards and regulations that govern site development.

Section 4. That Section 17C.111.220 SMC is amended to read as follows:

Section 17C.111.220 Building Coverage and Impervious Coverage

A. Purpose.

The building coverage standards, together with ~~((the floor area ratio (FAR),))~~ height and setback standards control the overall bulk of structures. They are intended to assure that taller buildings will not have such a large footprint that their total bulk will overwhelm adjacent houses. The standards also help define the form of the different zones by limiting the amount of building area allowed on a site. Additionally, the impervious coverage standards ensure that there is adequate space on a site for stormwater infiltration.

B. Building Coverage and Impervious Coverage Standards.

The maximum combined building coverage allowed on a site for all covered structures is stated in Table 17C.111.205-1.

1. "Impervious surface" is defined in SMC 17A.020.090.
2. For development applications that submit an engineer's stormwater drainage plan pursuant to SMC 17D.060.140, total impervious coverage on a lot is not limited by this chapter, and the building coverage standards control.
3. For development applications that do not submit an engineer's stormwater drainage plan, the maximum impervious coverage standards in Table 17C.111.205-1 must be met. The impervious coverage standards vary depending on whether or not the subject site is located in an Area of Drainage Concern pursuant to SMC 17D.060.135.

~~((C. How to Use FAR with Building Coverage.~~

~~The FAR determines the total amount of living space within a residential structure while the maximum building site coverage determines the maximum building footprint for all structures, including garages and the primary residence(s). The FAR is defined under chapter 17A.020 SMC, Definitions. FAR does not apply to Residentially zoned areas.))~~

Section 5. That Section 17C.111.235 SMC is amended to read as follows:

Section 17C.111.235 Setbacks

A. Purpose.

The setback standards for primary and accessory structures serve several purposes. They maintain light, air, separation for fire protection, and access for fire fighting. They reflect the general building scale and placement of houses in the City's neighborhoods. They promote options for privacy for neighboring properties. They provide adequate flexibility to site a building so that it may be complementary to the neighborhood, fit the topography of the site, allow for required outdoor areas, and allow for architectural diversity. They provide room for a car to park in front of a garage door without overhanging the street or sidewalk, and they enhance driver visibility when backing onto the street.

B. Applicability.

1. Setbacks are applied to all primary and accessory structures, including Accessory Dwelling Units. Setbacks for structures are applied relative to property lines. Separation between multiple structures on a lot is governed by the requirements of Title 17F SMC. Child lots created via Unit Lot

Subdivision under Section 17G.080.065 SMC are only subject to the standards of this section inasmuch as they are applied to the parent lot.

2. Additional setback requirements may be applied through other sections of Title 17C SMC, including but not limited to:
 - a. Parking areas under Chapter 17C.230 SMC
 - b. Fences under Section 17C.111.230 SMC
 - c. Signs under Chapter 17C.240 SMC

C. Front, Side, and Rear Setbacks.

The required Front, Side, and Rear Setbacks for primary and accessory structures are stated in Table 17C.111.205-2. Angled setback standards are described in SMC 17C.111.235(E) and listed in Table 17C.111.235-1.

1. Extensions into Front, Side, and Rear Building Setbacks.

- a. Minor features of a structure such as eaves, awnings, chimneys, fire escapes, bay windows and uncovered balconies may extend into a Front, Side, Rear Setback up to twenty-four (24) inches.
- b. Bays, bay windows, and uncovered balconies may extend into the Front, Side, and Rear Setback up to twenty-four (24) inches, subject to the following requirements:
 - i. Each bay, bay window, and uncovered balcony may be up to twelve (12) feet long.
 - ii. The total area of all bays and bay windows on a building facade shall not be more than thirty percent (30%) of the area of the facade.
 - iii. Bays and bay windows that project into the setback must cantilever beyond the foundation of the building; and
 - iv. The bay shall not include any doors.
- c. A covered porch without Floor Area above may extend into the front setback up to six feet (6').

D. Exceptions to the Front, Side, and Rear Setbacks.

1. The rear yard of a lot established as of May 27, 1929, may be reduced to provide a building depth of thirty (30) feet.

E. Angled Setbacks.

1. Purpose.

To help new development respond to the scale and form of existing residential areas and to limit the perceived bulk and scale of buildings from adjoining properties.

2. Applicability.

Angled setbacks apply in the R1 and R2 zones.

3. Angled Setback Implementation.

Buildings are subject to an angled setback plane as follows:

- a. Starting at a height of 25 feet, the setback plane increases along a slope of 2:1 (a rate of 2 feet vertically for every 1 foot horizontally) away from the interior side setback, up to the maximum building height in Table 17C.111.205-2. The minimum setbacks that are paired with each height measurement are provided in Table 17C.111.235-1. See Figure 17C.111.235-A for examples.
- b. No portion of the building shall project beyond the Angled Setback plane described in this subsection, except as follows:
 - i. Minor extensions allowed by SMC 17C.111.235(C)(1) may project into the Angled Setback.
 - ii. Elements of the roof structure such as joists, rafters, flashing, and shingles may project into the Angled Setback.
 - iii. Dormer windows may project into the Angled Setback if the cumulative length of dormer windows is no more than fifty percent (50%) of the length of the roof line.

Figure 17C.111.235-A. Angled Setback Plane Examples

FIGURE 17C.110.235-A: Angled Setback Plane

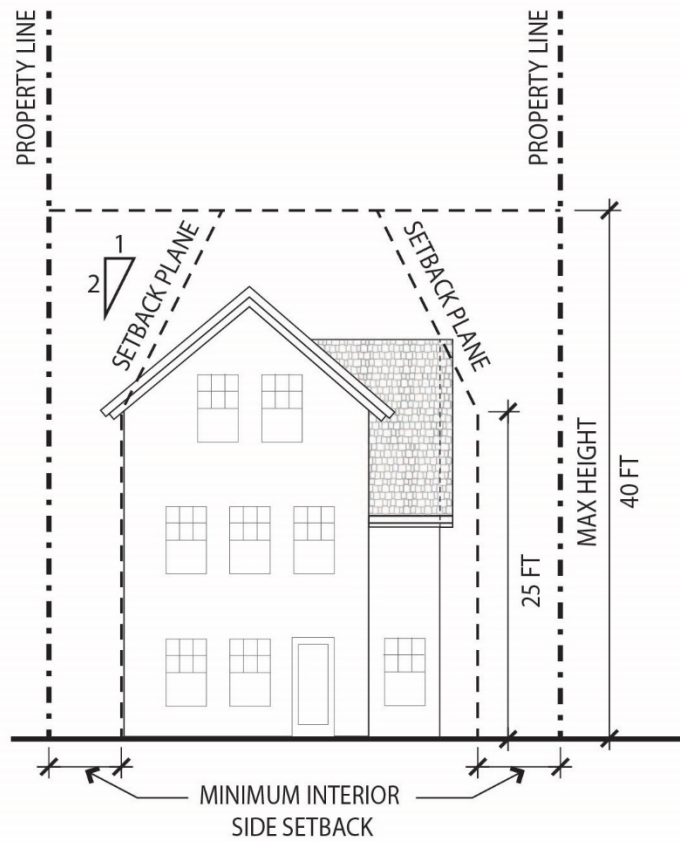


TABLE 17C.111.235-1 ROOF SETBACK FROM SIDE LOT LINE ON LOTS IN R1 and R2 ZONES LOT WIDTHS 40 FT. OR LESS	
Height	Setback
25 ft.	3 ft.
27 ft.	4 ft.
29 ft.	5 ft.
31 ft.	6 ft.
33 ft.	7 ft.
35 ft.	8 ft.
40 ft.	10.5 ft.
LOT WIDTHS MORE THAN 40 FT.	
Height	Setback

25 ft.	5 ft.
27 ft.	6 ft.
29 ft.	7 ft.
31 ft.	8 ft.
33 ft.	9 ft.
35 ft.	10 ft.
40 ft.	12.5 ft.

Section 6. That Section 17C.111.310 SMC is amended to read as follows:

Section 17C.111.310 (~~(Outdoor Areas)~~) Open Space

A. Purpose.

To create usable areas through the use of engaging (~~(outdoor)~~) recreational spaces for the enjoyment and health of the residents.

B. (~~(Outdoor Areas)~~) Open Space Implementation.

1. Developments shall provide (~~(outdoor areas)~~) open space in the quantity required by Table 17C.111.205-2. (R)
2. The (~~(outdoor area)~~) open space may be configured as either:
 - a. A private outdoor area, such as a balcony (~~(or)~~), patio, or private yard directly accessible from the unit;
 - b. (~~(A common)~~) One or multiple (~~(outdoor area)~~) common open spaces, such as courtyards or common greens. (~~(accessible by all units in the building.)~~)
3. Developments may provide a mix of private and common open space. In developments with a mix of private and common open space, each unit shall meet the full requirements for at least one type of open space. Those units making use of common open space shall meet all the standards for a common open space. Those units making use of private open space shall meet all the standards for private open space. (R)
- ~~((3))~~4. If a common (~~(outdoor area)~~) open space, such as a courtyard or common green is provided, it shall meet the following:
 - a. Each courtyard, common green, or other form of common open space shall be associated with housing units for which it is providing open space. The association shall be clearly identified in

submitted plans. The association shall be established through a direct pedestrian connection from the unit to the open space.

~~((a))~~b. ~~((Connected))~~ Each courtyard, common green, or other form of common open space shall be connected to each associated unit by a pedestrian ~~((paths))~~ path. A pedestrian connection from a unit to an associated common open space shall not cross a parking area and shall not require walking in the opposite direction of the open space to gain access. (R)

~~((b))~~c. At least 50 percent of units associated with a courtyard, common green, or other form of common open space shall have windows that face directly onto the space or doors that ~~((face))~~ provide direct access from the unit to the common ~~((outdoor))~~ area. (R)

d. In a development with multiple common open spaces, the calculation of square footage shall occur separately for each common open space based on the number of units associated with it. The reduction of square footage after six (6) units shall only apply if that common open space has more than six (6) associated units. (R)

~~((e))~~d. ~~((Common))~~ Each common ~~((outdoor areas))~~ open space shall provide at least three of the following amenities to accommodate a variety of ages and activities. Amenities may include, but are not limited to: (P)

- i. Site furnishings (benches, tables, bike racks when not required for the development type, etc.);
- ii. Picnic areas;
- iii. Patios~~((,))~~ or plazas ~~((or courtyards))~~;
- iv. Shaded playgrounds;
- v. Rooftop gardens, planter boxes, or garden plots; ~~((or))~~
- vi. Fenced pet area~~((,))~~; or
- vii. Grass or other living ground cover suitable for recreational use.

4. ~~((Outdoor))~~ Open spaces shall not be located adjacent to dumpster enclosures, loading/service, areas or other incompatible uses that are known to cause smell or noise nuisances. ~~((P))~~ (R)

Section 7. That Section 17C.111.315 SMC is amended to read as follows:

Section 17C.111.315 Entrances

A. Purpose.

To ensure that entrances are easily identifiable, clearly visible, and accessible from streets, sidewalks, and common areas, to encourage pedestrian activity and enliven the street.

B. Applicability.

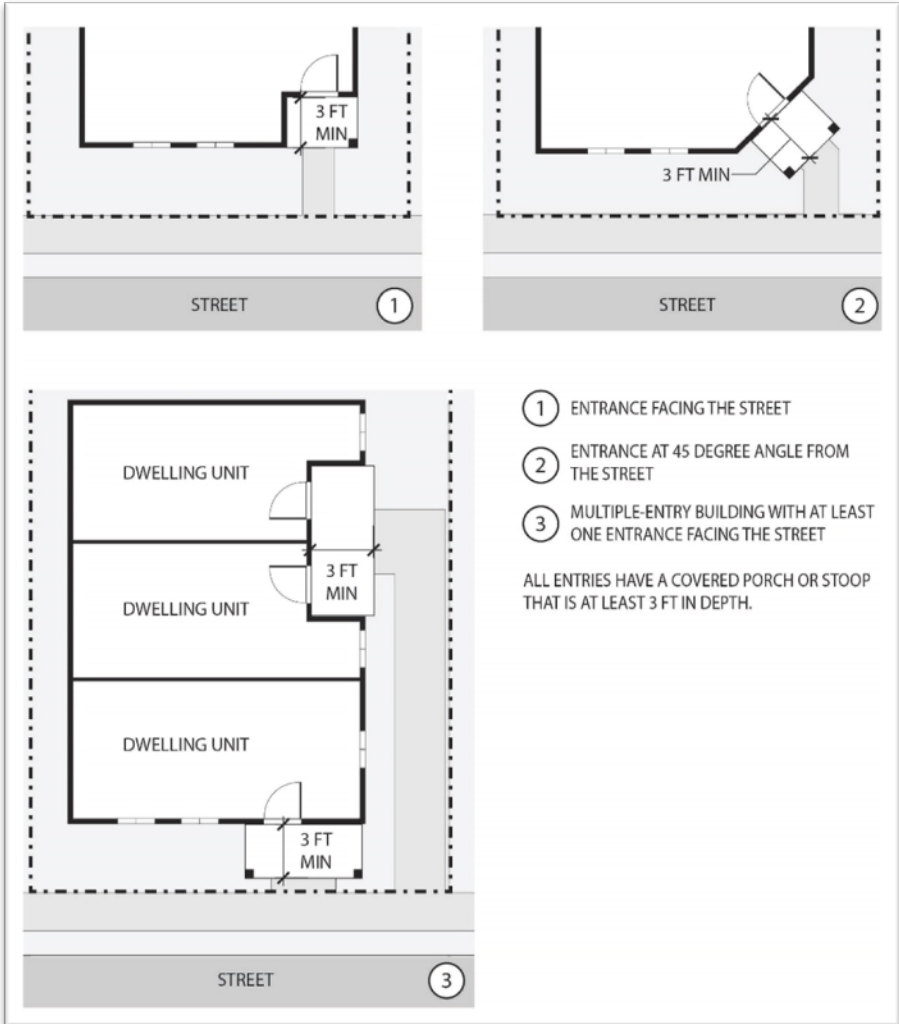
The following standards apply to all building facades that face a public or private street, except those that are separated from the street by another building.

C. Entrances Implementation.

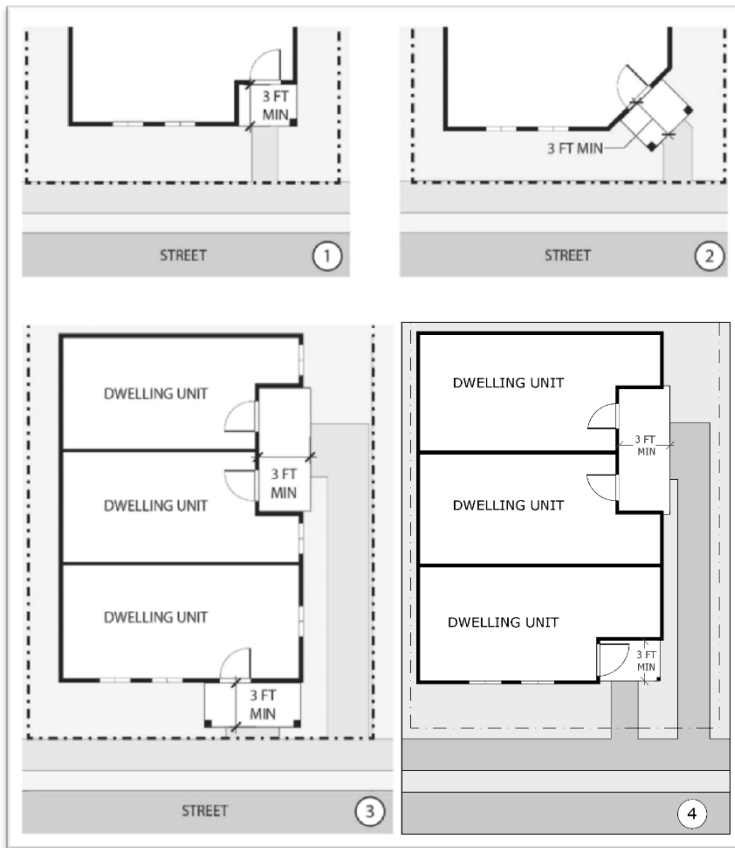
See Figure 17C.111.315-A.

1. ~~((Each))~~ Except as provided in subsection (3), each residential structure fronting a public or private street must have at least one address and main entrance facing or within a 45 degree angle of a street frontage. On a recessed entryway, the door of the entry is not required to face the street so long as the entryway has a pedestrian walkway directly to the street and is recognizable as a building entryway. Buildings with multiple units may have shared entries. (R)
2. Each unit with individual ground-floor entry and all shared entries must have a porch or stoop cover that is at least 3-feet deep. (P)
- ~~((3. — On corner lots, buildings with multiple units must have at least one entrance facing or within a 45-degree angle on each street frontage. (C)))~~
3. For a common open space, such as a courtyard or common green, directly abutting a public or private street, residential structures that abut both the common open space and the public or private street may directly face the common open space instead of facing the public or private street. (P)

Figure 17C.111.315-A. Building Entrances



Note: Graphic to be removed and replaced with graphic below.



- ① ENTRANCE FACING THE STREET
- ② ENTRANCE AT 45 DEGREE ANGLE FROM THE STREET
- ③ MULTIPLE-ENTRY BUILDING WITH AT LEAST ONE ENTRANCE FACING THE STREET
- ④ MULTIPLE-ENTRY BUILDING WITH AT LEAST ONE RECOGNIZABLE ENTRYWAY ADDRESSING THE STREET AND WITH THE DOOR FACING THE SIDE YARD.

ALL ENTRIES HAVE A COVERED PORCH OR STOOP THAT IS AT LEAST 3 FT IN DEPTH.

Note: Graphic to be inserted.

Section 8. That Section 17C.111.320 SMC is amended to read as follows:

Section 17C.111.320 Windows

A. Purpose.

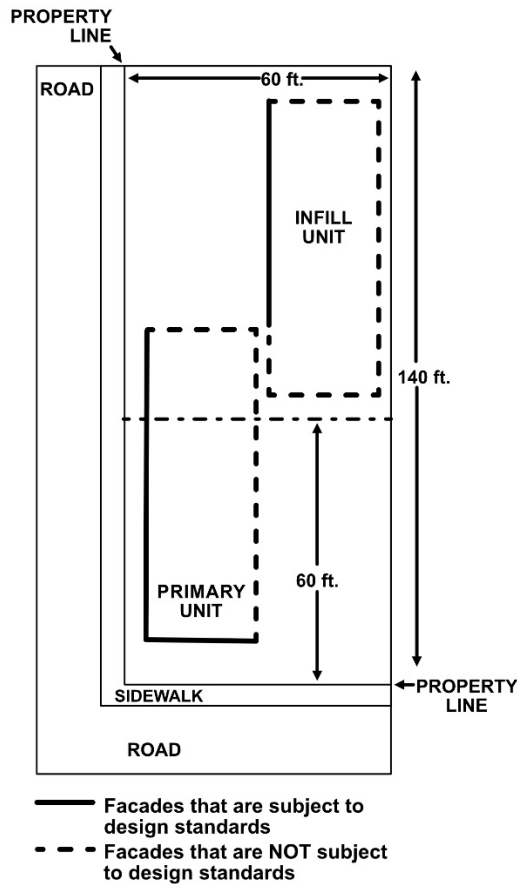
To maintain a lively and active street face while increasing safety and general visibility to the public realm.

B. Applicability.

The following standards apply to all ~~((building facades))~~ facade areas that face a public or private street and enclose floor area, ((except those that are separated from the street by another building.)) with the following exceptions:

1. When a façade or portion of the façade is not visible from a public or private street or further than 60' away from a street lot line. See Figure 17C.111.320-A.
2. For garages attached to living units, this section does not apply to the portion of the façade associated with the garage.

Figure 17C.111.320-A. Façade Exemption



Note: Graphic to be inserted.

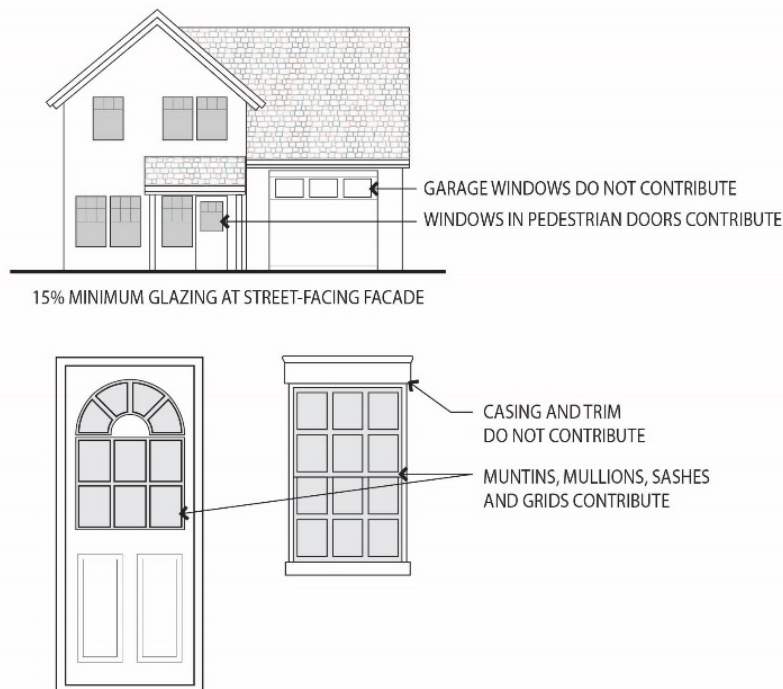
C. Windows Implementation.

See Figure 17C.111.320-((A))B.

1. Windows shall be provided in facades facing public or private streets, comprising at least fifteen percent of the facade area that encloses floor area (R).
2. Window area is considered the entire area within, but not including, the window casing, including any interior window grid.

3. Windows in pedestrian doors may be counted toward this standard. Windows in garage doors may not be counted toward this standard.
4. At least one of the following decorative window features must be included on all of the windows on street facing facades: (P)
 - a. Arched or transom windows.
 - b. Mullions.
 - c. Awnings or bracketed overhangs.
 - d. Flower boxes.
 - e. Shutters.
 - f. Window trim with a minimum width of three inches.
 - g. Pop-outs or recesses greater than three inches.
 - h. Bay windows.
 - i. Dormers.

Figure 17C.111.320-((A))B. Window Coverage



Section 9. That Section 17C.111.325 SMC is amended to read as follows:

Section 17C.111.325 Building Articulation

A. Purpose.

To ensure that buildings along any public or private street display the greatest amount of visual interest and reinforce the residential scale of the streetscape and neighborhood.

B. Applicability.

~~((The following))~~ These standards apply to all ((building)) facades that face a public or private street~~(, except those that are separated from the street by another building. The standards apply to facades of attached housing irrespective of underlying lot lines)).~~

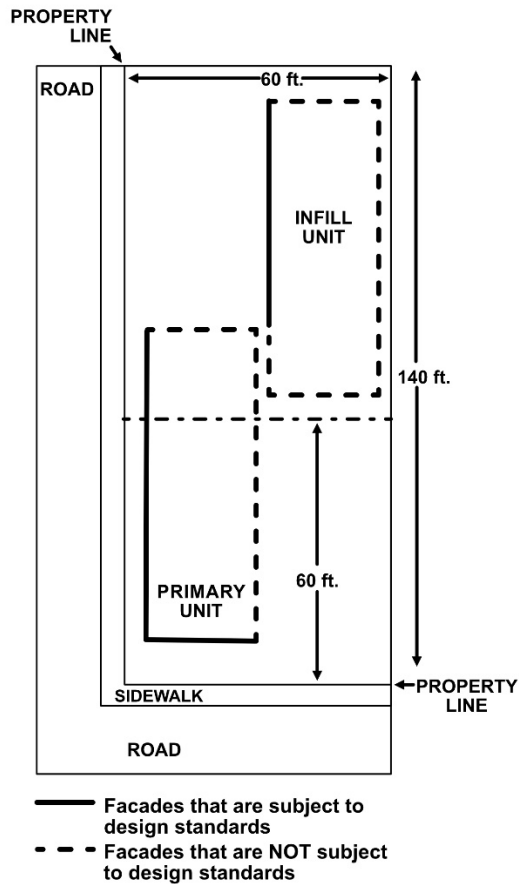
1. Attached Housing.

These standards apply to facades of attached housing. For purposes of this section, a grouping of attached houses shall be considered as a single building.

2. Exceptions.

- a. These standards do not apply when a façade or portion of façade is not visible from a public or private street or further than 60' away from a street lot line. See Figure 17C.111.325-A.
- b. These standards do not apply to a detached Accessory Dwelling Unit above a detached garage.

Figure 17C.111.325-A. Façade Exemption.



Note: Graphic to be inserted.

C. Building Articulation Implementation.

1. ~~((Buildings must))~~ Street-facing Facades shall be modulated along the street at least every ((thirty)) forty feet. ((Building modulations must step the building wall back or forward at least four feet. See Figure 17C.11325-A. (R)) Building modulations may be achieved in any one of the following ways. (R)
 - a. A step back or forward in the building wall of at least four feet. See Figure 17C.111.325-B.
 - b. For facades no more than two stories high, a bay window or cantilevered bump-out at least four feet (4') wide and two feet (2') deep on the ground floor.
 - c. A cantilevered bump-out at least four feet (4') wide and two feet (2') deep that extends vertically the entire height of the facade.
 - d. A covered porch at least ten feet (10') wide and six feet (6') deep.

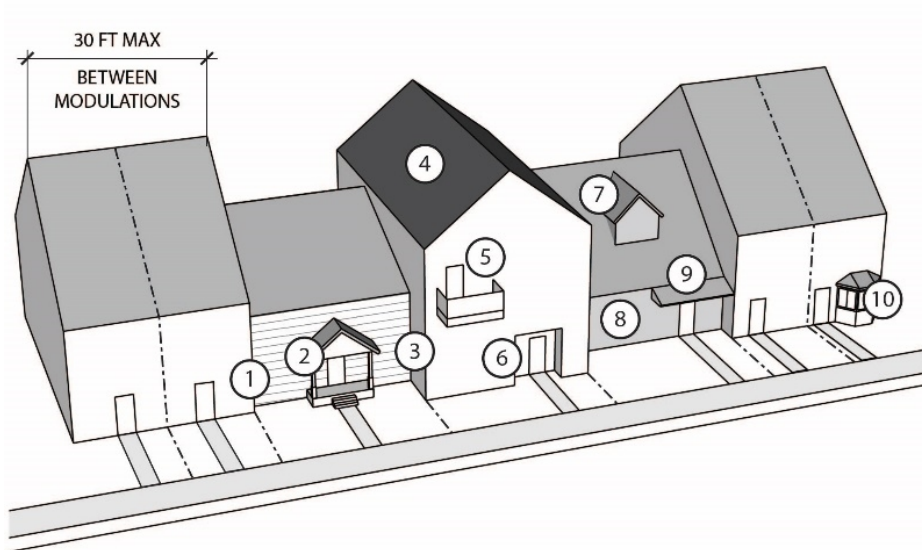
2. The scale of buildings ~~((must))~~ shall be moderated to create a human scale streetscape by including vertical and horizontal delineation as expressed by bays, belt lines, doors, or windows. (P)
3. ~~((Horizontal street-facing facades))~~ In addition to the requirement of subsection (C)(1), street-facing Facades longer than ~~((thirty))~~ forty feet (40') ~~((must))~~ shall include at least ~~((four))~~ one of the ~~((following))~~ design features listed below, or a similar treatment, ~~((per façade. At least one of these features must be used))~~ every thirty feet (30'). For portions of a facade in excess of an increment of thirty (30), an additional feature shall be required after ten feet (10'). The modulation implemented to meet subsection (C)(1) may be counted in meeting this requirement. (P)

a. Design Features.

- ~~((a. Varied building heights.~~
- ~~b. Use of different materials.~~
- ~~c. Different colors.~~
- ~~d. Offsets.~~
- ~~e. Projecting roofs (minimum of twelve inches).~~
- ~~f. Recesses.~~
- ~~g. Bay windows.~~
- ~~h. Variation in roof materials, color, pitch, or aspect.~~
- ~~i. Balconies~~
- ~~j. Covered porch or patio.~~
- ~~k. Dormers))~~

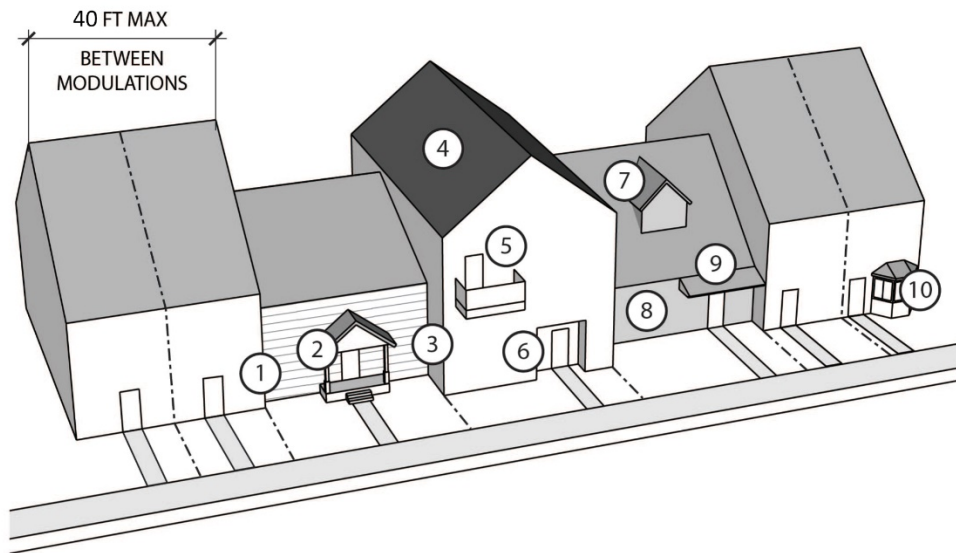
- i. Varied building heights.
- ii. Use of different materials.
- iii. Different colors.
- iv. Offsets.
- v. Projecting roofs (minimum of twelve inches).
- vi. Recesses.
- vii. Bay windows or bump-outs.
- viii. Variation in roof materials, color, pitch, or aspect.
- ix. Balconies
- x. Covered porch or patio.
- xi. Dormers

Figure 17C.111.325-((A))B. Building Articulation for Long Facades



- | | |
|---|----------------------------------|
| ① USE OF DIFFERENT MATERIALS | ⑥ RECESSES |
| ② COVERED PORCH OR PATIO | ⑦ DORMER |
| ③ OFFSETS IN BUILDING FACE | ⑧ DIFFERENT COLORS |
| ④ VARIATION IN ROOF MATERIALS,
COLOR, PITCH, OR ASPECT | ⑨ PROJECTING ROOFS (12 INCH MIN) |
| ⑤ BALCONIES | ⑩ BAY WINDOWS |

Note: Graphic above to be removed (replaced with graphic below).



- | | |
|---|----------------------------------|
| ① USE OF DIFFERENT MATERIALS | ⑥ RECESSES |
| ② COVERED PORCH OR PATIO | ⑦ DORMER |
| ③ OFFSETS IN BUILDING FACE | ⑧ DIFFERENT COLORS |
| ④ VARIATION IN ROOF MATERIALS,
COLOR, PITCH, OR ASPECT | ⑨ PROJECTING ROOFS (12 INCH MIN) |
| ⑤ BALCONIES | ⑩ BAY WINDOWS |

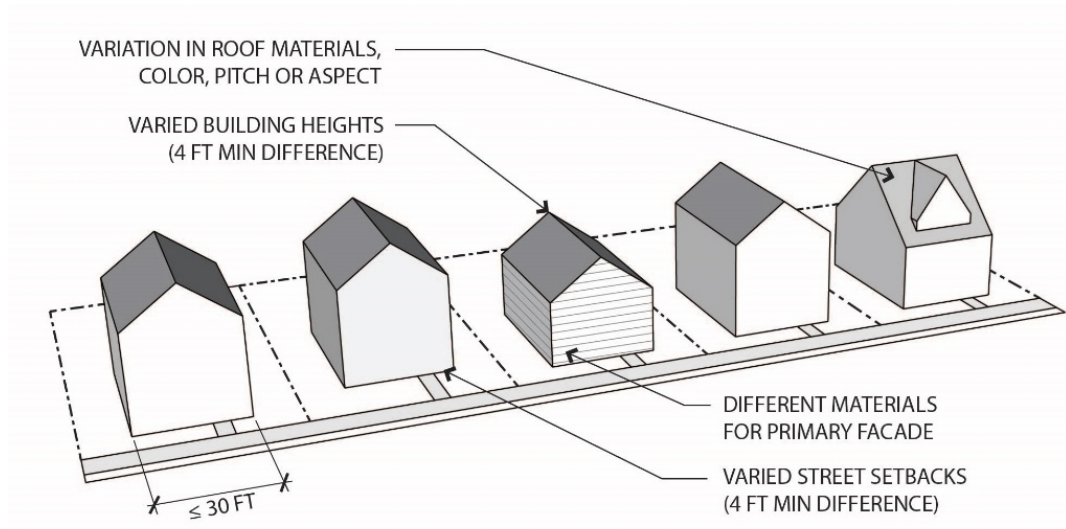
Note: Graphic above to be inserted.

TABLE 17C.111.325-1 BUILDING ARTICULATION EXAMPLES	
<u>Street-Facing Facade Width</u>	<u>Requirements</u>
<u>35 feet</u>	<u>No modulation required</u> <u>No design features required from subsection (3)(a)</u>
<u>40 feet</u>	<u>Modulation required</u> <u>No additional design features required from subsection (3)(a)</u>
<u>45 feet</u>	<u>Modulation required</u> <u>One additional design feature required from subsection (3)(a)</u>
<u>60 feet</u>	<u>Modulation required</u> <u>One additional design feature required from subsection (3)(a)</u>
<u>70 feet</u>	<u>Modulation required</u> <u>Two additional design features required from subsection (3)(a)</u>

~~((4. The following standard applies when detached housing units or individual units of attached housing have street-facing facades that are thirty feet or less in width. Each such unit shall provide variation from adjacent units by using one or more of the following design features (see Figure 17C.111.325-B):~~

- ~~a. Street setbacks that differ by at least four feet.~~
- ~~b. Building heights that differ by at least four feet.~~
- ~~c. Use of different materials for the primary façade.~~
- ~~d. Variation in roof materials, color, pitch, or aspect.~~

~~Figure 17C.111.325-B. Building Variation for Narrow Facades))~~



Note: Graphic to be removed

~~((5. Development should reduce the potential impact of new housing on established and historic neighborhoods by incorporating elements and forms from nearby buildings. This may include reference to architectural details, building massing, proportionality, and use of high-quality materials such as wood, brick, and stone. (C)))~~

D. Consideration for Historic Features.

Development should reduce the potential impact of new housing on established and historic neighborhoods by incorporating elements and forms from nearby buildings. This may include reference to architectural details, building massing, proportionality, and use of high-quality materials such as wood, brick, and stone. (C)

Section 10. That Section 17C.111.335 SMC is amended to read as follows:

Section 17C.111.335 Parking Facilities

A. Purpose.

To integrate parking facilities with the building and surrounding residential context, promote pedestrian-oriented environments along streets, reduce

impervious surfaces, and preserve on-street parking and street tree opportunities.

B. Definitions.

1. Primary Street-Facing Facade.

a. The Primary Street-Facing Facade is the portion of the Front Facade that:

i. is closest to the front lot line; and

ii. encloses living space; and

iii. is situated at ground level.

b. Projections such as bay windows or cantilevered bump-outs shall not be counted as the Primary Street-Facing Facade.

~~((B))~~C. Parking Facilities Implementation.

~~((1. The combined width of all garage doors facing the street may be up to fifty percent of the length of the street-facing building facade. For attached housing, this standard applies to the combined length of the street-facing facades of all units. For all other lots and structures, the standards apply to the street-facing facade of each individual building. See Figure 17C.111.335-A. (R)))~~

1. Garage Opening Width.

a. Width Limited.

Unless otherwise exempted within this subsection, the combined width of all garage door openings on the Front Facade shall not exceed fifty percent of the width of the Front Facade. For attached housing, this standard applies to the combined length of the Front Facades of all units. For all other lots and structures, the standards apply to the Front Facade of each individual building. See Figure 17C.111.335-A. (P)

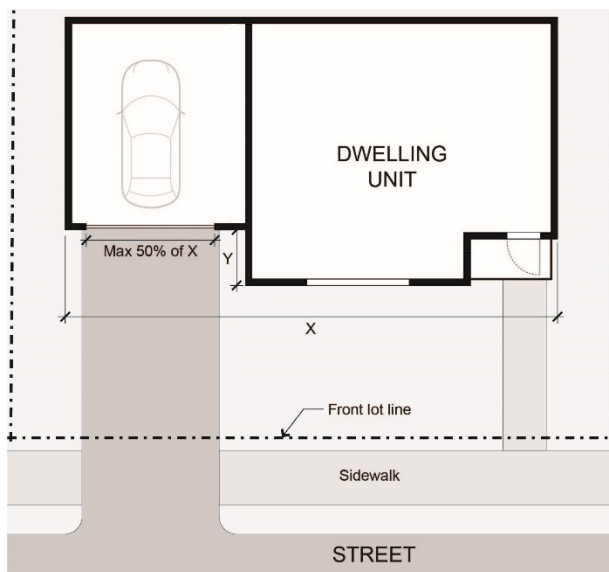
b. Exemptions.

i. The garage opening width standard does not apply to facades or portions of the facade that are not visible from a

private or public street or further than sixty feet (60') away from a street lot line. See Figure 17C.111.335-B.

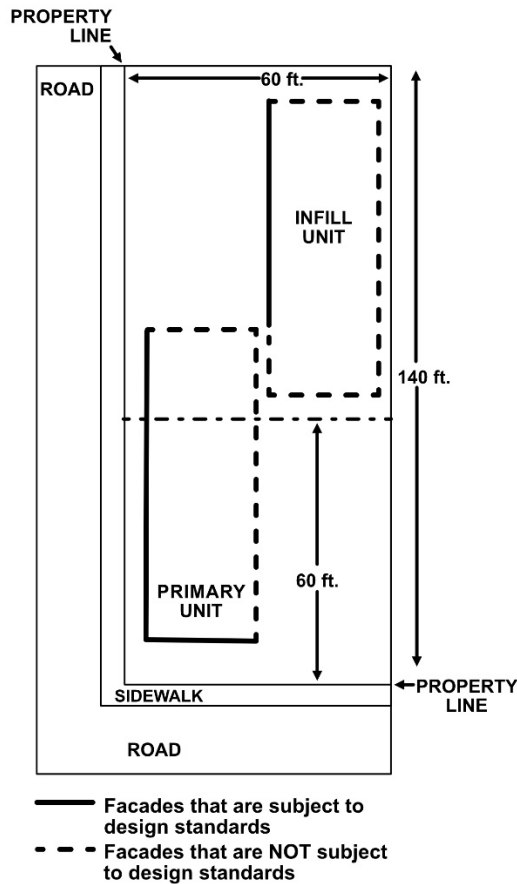
- ii. For attached housing units less than twenty feet (20') in width or for detached houses less than twenty feet (20') in width, a single opening of no more than ten feet (10') in width is permitted. Units meeting this exemption shall have enclosed living space above the first floor that is set back no further than the face of the garage and extends the entire width of the width of the unit.

Figure 17C.111.335-A. Garage Door Standard



X = Length of street-facing building façade
Y = 2 ft minimum setback from primary street-facing building façade

Figure 17C.111.335-B. Façade Exemption.



Note: Insert new image above.

~~((2. Street-facing garage walls must be set back at least two feet from the primary street-facing building facade. (R)))~~

2. Garage Wall Step Back.

a. On a Front Facade with garage openings cumulatively totaling more than ten feet (10') in width, all garage openings shall be set back in one of the following ways: (R)

i. at least two feet (2') behind the Primary Street-Facing Facade; or

ii. at least two feet (2') behind the front of a covered porch that is a minimum of six feet (6') in depth and spans at least half of the Front Facade. The covered porch shall have columns, railing, or other vertical elements along the front to visually establish the edge of the porch.

- b. A Front Facade with one street-facing garage opening of ten feet (10') or less in width shall be even with or set back from the Primary Street-Facing Facade. (R)
- c. A Front Facade for a garage with the opening facing the side lot line is not required to step back from the Primary Street-Facing Facade, but shall meet all other relevant design standards. (P)
- d. A grouping of attached housing units shall be considered a single building for purposes of these step back requirements.
- e. This standard does not apply to facades or portions of the facade that are not visible from a private or public street or further than 60' away from a street lot line.
- f. Waivers.

A waiver or modification of the garage wall step back may be granted by the Planning Director. The Planning Director shall consider contextual issues such as:

- i. Topography that does not allow a step back; and
- ii. An addition to an existing structure where a step back is impractical.

Merely the presence of existing structures on nearby properties with garages situated forward of the Primary Street-Facing Facade shall not be grounds for a waiver.

3. Access to Parking.

- a. Vehicular access to ~~((parking))~~ a parking area, garage, or carport shall occur only via an approved driveway approach from an alley, improved street, or easement ~~((is required if parking is required))~~ pursuant to chapter 17C.230 SMC Parking and Loading. (R)
- b. If the lot abuts a public alley, then vehicle access shall be from the alley unless the applicant requests a waiver of the requirement and the Planning Director determines that one of the following conditions exists: (R)
 - i. Existing topography does not permit alley access; or
 - ii. A portion of the alley abuts a nonresidential zone; or
 - iii. The alley is used for loading or unloading by an existing nonresidential use; or
 - iv. Due to the relationship of the alley to the street system, use of the alley for parking access would create a significant safety hazard.

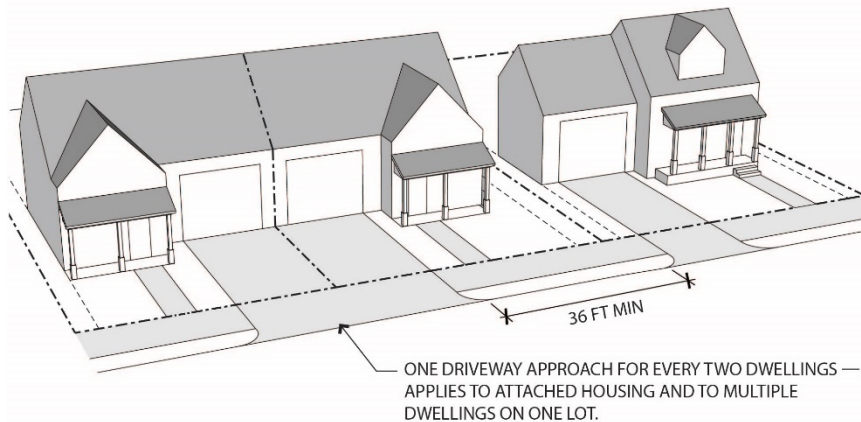
- c. For lots with vehicle access through an alley, garages shall not be accessed from the street. (R)
 - d. Where off-street parking is provided for attached housing or for two or more units on one lot, only one driveway approach and sidewalk crossing for each two dwellings may be permitted. See Figure 17C.111.335-~~((B))~~C. (R)
 - e. Driveway approaches shall be separated by a minimum distance of 36 feet. The Planning Director (~~((will))~~) may grant an exception to this standard if ~~((the 36-foot separation from existing driveways on adjacent lots would preclude vehicular access to the subject lot))~~ one of the following conditions exist. See Figure 17C.111.335-~~((B))~~C. (R)
 - i. existing driveways on adjacent lots would preclude vehicular access to the subject lot; or
 - ii. existing topography makes shared driveway approaches infeasible; or
 - iii. development is proposed on a lot created prior to January 1, 2024 with insufficient frontage for the required separation; or
 - iv. the Planning Director determines that the conditions of the lot render an alternate form of access infeasible.
4. ~~((Parking structures,))~~Detached garages and detached carports~~((, and parking areas other than driveways))~~ shall not be located between the ~~((principal structure))~~ Front Facade and ~~((streets))~~ the street unless the Planning Director determines that one of the following conditions is met. (P)
- a. The lot and primary structure existed prior to January 1, 2024 and are situated such that a garage or carport cannot reasonably be located to the side of or behind the primary structure; or
 - b. Existing topography does not permit the placement of a garage or carport to the side of or behind the proposed or existing primary structure; or
 - c. Placement of the garage or carport to the side of or behind the primary structure would create a safety hazard.

Upon meeting one of these conditions, the garage or carport shall follow all other design standards as practicable.

5. Parking areas shall not be located between the Front Facade and the street except for driveways that lead to an allowable vehicle parking facility. (R)

Figure 17C.111.335-((B))C. Paired Driveways and Minimum Spacing

FIGURE 17C.110.335-B: Paired Driveways and Minimum Spacing



Section 11. That Section 17C.111.420 SMC is amended to read as follows:

Section 17C.111.420 Open Spaces

A. Purpose.

To create pedestrian friendly, usable areas through the use of plazas, courtyards, rooftop decks, and other open spaces for the enjoyment and health of the residents.

B. Open Spaces Implementation.

1. Minimum Required Space.

- a. Each multifamily development shall provide the minimum open space area for each living unit in the complex, including those units occupied by the owner or building management personnel, as identified in Table 17C.111.205-2. Open spaces may be provided individually, such as by balconies, or combined into a larger

common open space. Developments in RMF and RHD may provide both private and common open space to meet the minimum requirement; however, each unit must provide either the full private or common open space to count towards the minimum required space. (R)

- b. Residential units with a continuous pedestrian route from the ~~((building entrance))~~ property boundary to a public park within 800 ft are not required to provide more than 36 square feet of open space per unit. For purposes of this requirement, an unsignalized crossing of a minor arterial road or greater shall not be considered a continuous pedestrian route.

2. Private Open Space.

Private open space area is typically developed for passive recreational use. Examples include balconies, patios, and private rooftop decks.

- a. Private open space must be directly accessible from the unit. (R)
- b. Private open space must be surfaced with landscaping, pavers, decking, or sport court paving which allows the area to be used for recreational purposes. (R)
- c. Private open space may be covered, such as a covered balcony, but may not be fully enclosed. (R)
- d. Berms, low walls, fences, hedges and/or landscaping shall be used to define private open spaces such as yards, decks, terraces, and patios from each other and from the street right-of-way. The material or plantings between private open spaces shall be a maximum of four feet in height and visually permeable, such as open rails, ironwork, or trellis treatment to encourage interaction between neighbors. Material or plantings between units and right-of-way shall meet applicable fencing restrictions. (P)

3. Common Open Space.

Common open space area may be developed for active or passive recreational use. Examples include play areas, plazas, rooftop patios, picnic areas, fitness centers, pools, tennis courts, and open recreational facilities.

- a. The total amount of required common open space is the cumulative amount of the required area per dwelling unit for common areas, minus any units that provide individual open space (if provided).

However, a combined required open space must comply with the minimum area and meet ADA Standards for Accessible Design.

- b. Common open space must be surfaced with landscaping, pavers, decking, or sport court paving, which allows the area to be used for recreational purposes. (R).
 - c. Common open space may be covered, such as a covered patio, but may not be fully enclosed unless the open space is an equipped interior fitness area or furnished meeting space not reservable by individual residents. (R)
 - d. Common open spaces with active uses used to meet these guidelines shall not be located within required buffer areas, if prohibited by critical area or shoreline regulations. (R)
 - e. Common open spaces shall provide at least three of the following amenities to accommodate a variety of ages and activities. Amenities include: (P)
 - i. Site furnishings (benches, tables, bike racks)
 - ii. Picnic or outdoor grilling areas
 - iii. Patios, plazas, or courtyards
 - iv. Tot lots or other children's play areas
 - v. Enclosed pet areas that make up no more than fifty percent of the required common open space
 - vi. Community gardens accessible for use by residents
 - vii. Open lawn
 - viii. Play fields
 - ix. Sports courts, such as tennis or basketball courts, and pools that make up no more than fifty percent of the required common open space
 - x. Interior equipped fitness areas that make up no more than fifty percent of the required common open space
 - f. If common open spaces are located adjacent to a street right-of-way, landscaping should be used to provide a buffer between outdoor spaces and the street right-of-way. (P)
4. Lighting shall be provided within open spaces to provide visual interest, as well as an additional security function. Lighting should not cause off-site glare. (R)
5. Open spaces should not be located adjacent to dumpster enclosures, loading/service areas or other facility and/or utility enclosures. (C)

Section 12. That SMC section 17C.111.450 entitled “Pitched Roofs” is repealed.

Section 13. That there is adopted a new section 17C.230.020 to read as follows:

17C.230.020 Vehicle Parking Summary Table

Parking requirements are summarized in Table 17C.230.020-1.

TABLE 17C.230.020-1				
SUMMARY OF PARKING REQUIREMENTS [1]				
RESIDENTIAL CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Group Living		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	No maximum
Residential Household Living				

COMMERCIAL CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Adult Business		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	1 per 200 sq. ft. of floor area
Commercial Outdoor Recreation				30 per acre of site
Commercial Parking				None
Drive-through Facility				None
Major Event Entertainment				1 per 5 seats or per CU review
Office				1 per 200 sq. ft. of floor area
Quick Vehicle Servicing				1 per 200 sq. ft. of floor area
Retail Sales and Service	Retail, Personal Service, Repair-oriented			1 per 200 sq. ft. of floor area
	Restaurants and Bars			1 per 60 sq. ft. of floor area
	Health Clubs, Gyms, Lodges, Meeting Rooms and similar continuous entertainment, such as Arcades and Bowling Alleys			1 per 180 sq. ft. of floor area
	Temporary Lodging	1.5 per rentable room; for associated uses such as Restaurants, see above		

	Theaters			1 per 2.7 seats or 1 per 4 feet of bench area
	Retail sales and services of large items, such as appliances, furniture and equipment			1 per 200 sq. ft. of floor area
Mini-storage Facilities				Same as Warehouse and Freight Movement
Vehicle Repair				1 per 200 sq. ft.

INDUSTRIAL CATEGORIES

USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Industrial Services, Railroad Yards, Wholesale Sales		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	1 per 200 sq. ft. of floor area
Manufacturing and Production				1 per 200 sq. ft. of floor area
Warehouse and Freight Movement				1 per 200 sq. ft. of floor area
Waste-related				Per CU review

INSTITUTIONAL CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Basic Utilities		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	None
Colleges				1 per 200 sq. ft. of floor area
Community Service				exclusive of dormitories, plus 1per 2.6 dorm room
Daycare				1 per 200 sq. ft. of floor area
Medical Centers				1 per 200 sq. ft. of floor area
Parks and Open Areas				1 per 200 sq. ft. of floor area
Religious Institutions				Per CU review for active areas
Schools	Grade, Elementary, Junior High			2.5 per classroom
	High School			10.5 per classroom

OTHER CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Agriculture		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	None or per CU review
Aviation and Surface Passenger Terminals				Per CU review
Detention Facilities				Per CU review
Essential Public Facilities				Per CU review
Wireless Communication Facilities				None or per CU review
Rail Lines and Utility Corridors				None

[1] The Planning Director may approve different amounts of parking spaces under the exceptions listed in SMC 17C.230.130.

[2] Parking provided within a parking structure is not counted towards the maximum allowed per SMC 17C.230.120(B)(2).

Section 14. That Section 17C.230.100 SMC is amended to read as follows:

Section 17C.230.100 General Standards

A. ~~((Where the Standards Apply))~~ Applicability.

The standards of this chapter apply to all parking areas in ~~((RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, Downtown, CC, industrial, and FBC zones))~~ all zones, whether required by this code or put in for the convenience of property owners or users. Parking areas include those accessory to a use, part of a commercial parking use, or for a park and ride facility in the basic utilities use category. Some zoning categories have unique parking standards as provided in Table 17C.230.120-1.

~~((B. Occupancy.~~

All required parking areas must be completed and landscaped prior to occupancy of any structure except as provided in chapter 17C.200 SMC, Landscaping and Screening.)

~~((G))~~ B. ~~((Calculations of Amounts of Required and Allowed Parking))~~ Calculation.

1. When computing parking spaces based on floor area, floor area dedicated for parking is not counted.
2. The number of parking spaces is computed based on the uses on the site. When there is more than one use on a site, the required or allowed parking for the site is the sum of the required or allowed parking for the individual uses. ~~((For joint use parking, see SMC 17C.230.110(B)(2).))~~
- ~~((3. If the maximum number of spaces allowed is less than or equal to the minimum number required, then the maximum number is automatically increased to one more than the minimum.))~~
- ~~((4))~~ 3. If the maximum number of spaces allowed is less than one, then the maximum number is automatically increased to one.
- ~~((5))~~ 4. When the calculation of required or allowed parking results in a decimal fraction, the number of parking spaces required or allowed is rounded up to the next whole number.

~~((D. Use of Required Parking Spaces.~~

~~Required parking spaces must be available for the use of residents, customers, or employees of the use. Fees may be charged for the use of required parking spaces, except for group living and residential household living uses. Required parking spaces may not be assigned in any way to a use on another site, except for joint parking situations. Required parking spaces must be made available to employees; it cannot be restricted only to customers. See SMC 17C.230.110(B)(2). Also, required parking spaces may not be used for the parking of equipment or storage of goods or inoperable vehicles.~~

~~E. Proximity of Parking to Use.~~

- ~~1. Required parking spaces for all industrial and commercial zones, except center and corridor zones, must be located on the site of the use or in parking areas whose closest point is within four hundred feet of the site. In center and corridor zones, parking is required to be located within six hundred feet of the use.~~
- ~~2. Required parking spaces for uses in the RA, R1, R2, and RMF zones must be located on the site of the use. Required parking for the uses in~~

~~the RHD zone must be located on the site of the use or in parking areas whose closest point is within four hundred feet of the site.~~

~~F. Stacked Parking.~~

~~Stacked or valet parking is allowed if an attendant is present to move vehicles. If stacked parking is used for required parking spaces, some form of guarantee must be filed with the City ensuring that an attendant will always be present when the lot is in operation. The requirements for minimum or maximum spaces and all parking area development standards continue to apply for stacked parking.~~

~~G. On-Street Parking.~~

~~The minimum number of required parking spaces may be reduced by the number of on-street parking spaces immediately adjacent to a site's public right-of-way frontages, located on the same side of the street. The street must be paved, with sidewalks that are ADA accessible. Each complete twenty linear foot section of right-of-way where parallel parking is permitted is considered a parking space. Where parallel, diagonal or other on-street parking is marked on the street or officially designated by other means; the number of complete parking spaces that are adjacent on the same side of the street to the site's frontage are counted. An on-street parking space shall not be counted if it is restricted in its use as a designated loading, taxi or other special use zone or if parking is prohibited for more than five hours any twenty four-hour period. When calculating the number of required bicycle parking spaces per SMC 17C.230.200, the number of vehicle off-street parking spaces that would be required before this reduction is applied is the figure that is used.))~~

~~((H))C. Curb Cuts.~~

~~Curb cuts and access restrictions are regulated by the City engineering services department. Other zoning standards or design ((guidelines)) standards may apply.~~

Section 15. That Section 17C.230.110 SMC is amended to read as follows:

Section 17C.230.110 Minimum Required Parking Spaces

~~((A. Purpose.~~

~~The purpose of required parking spaces is to provide enough parking to accommodate the majority of traffic generated by the range of uses, which might~~

~~locate at the site over time. As provided in subsection (B)(3) of this section, bicycle parking may be substituted for some required parking on a site to encourage transit use and bicycling by employees and visitors to the site. The required parking numbers correspond to broad use categories, not specific uses, in response to this long-term emphasis. Provision of carpool parking, and locating it close to the building entrance, will encourage carpool use.~~

~~B. Minimum Number of Parking Spaces Required:~~

~~1. The minimum number of parking spaces for all zones is stated in Table 17C.230.120-1. Table 17C.230.130-1 states the required number of spaces for use categories. The standards of Table 17C.230.120-1 and Table 17C.230.130-1 apply unless specifically superseded by other portions of the city code.~~

~~2. Joint Use Parking:~~

~~Joint use of required parking spaces may occur where two or more uses on the same or separate sites are able to share the same parking spaces because their parking demands occur at different times. Joint use of required nonresidential parking spaces is allowed if the following documentation is submitted in writing to the planning and economic development services director as part of a building or zoning permit application or land use review:~~

- ~~a. The names and addresses of the uses and of the owners or tenants that are sharing the parking.~~
- ~~b. The location and number of parking spaces that are being shared.~~
- ~~c. An analysis showing that the peak parking times of the uses occur at different times and that the parking area will be large enough for the anticipated demands of both uses; and~~
- ~~d. A legal instrument such as an easement or deed restriction that guarantees access to the parking for both uses.~~

~~3. Bicycle parking may substitute for up to twenty-five (25) percent of required vehicle parking. For every four (4) short-term bicycle parking spaces, the motor vehicle parking requirement is reduced by one space. For every one (1) long-term bicycle parking space, the motor vehicle parking required is reduced by one space. Vehicle parking associated with residential uses may only be substituted by long-term bicycle parking. Existing parking may be converted to take advantage of this provision. Required bicycle parking spaces may be used to substitute for vehicle parking.~~

4. Existing Uses.

The off-street parking and loading requirements of this chapter do not apply retroactively to established uses; however:

- a. the site to which a building is relocated must provide the required spaces; and
- b. a person increasing the floor area, or other measure of off-street parking and loading requirements, by addition or alteration, must provide spaces as required for the increase, unless the requirement under this subsection is five spaces or fewer.

5. Change of Use.

When the use of an existing building changes, additional off-street parking and loading facilities must be provided only when the number of parking or loading spaces required for the new use(s) exceeds the number of spaces required for the use that most recently occupied the building. A "credit" is given for the most recent use of the property for the number of parking spaces that would be required by the current parking standards. The new use is not required to compensate for any existing deficit.

- a. If the proposed use does not generate the requirement for greater than five additional parking spaces more than the most recent use then no additional parking spaces must be added.
- b. For example, a non-conforming building with no off-street parking spaces most recently contained an office use that if built today would require three off-street parking spaces. The use of the building is proposed to be changed to a restaurant that would normally require six spaces. The three spaces that would be required of the existing office use are subtracted from the required number of parking spaces for the proposed restaurant use. The remainder is three spaces. Since the three new spaces is less than five spaces no off-street parking spaces would be required to be installed in order to change the use of the building from an office use to a restaurant use.

6. Uses Not Mentioned.

In the case of a use not specifically mentioned in Table 17C.230.130-1, the requirements for off-street parking shall be determined by the planning and economic development services director. If there is/are comparable

~~uses, the planning and economic development services director's determination shall be based on the requirements for the most comparable use(s). Where, in the judgment of the planning and economic development services director, none of the uses in Table 17C.230.130-1 are comparable, the planning and economic development services director may base his or her determination as to the amount of parking required for the proposed use on detailed information provided by the applicant. The information required may include, but not be limited to, a description of the physical structure(s), identification of potential users, and analysis of likely parking demand.~~

~~C. Carpool Parking.~~

~~For office, industrial, and institutional uses where there are more than twenty parking spaces on the site, the following standards must be met:~~

- ~~1. Five spaces or five percent of the parking spaces on site, whichever is less, must be reserved for carpool use before nine a.m. on weekdays. More spaces may be reserved, but they are not required.~~
- ~~2. The spaces will be those closest to the building entrance or elevator, but not closer than the spaces for disabled parking and those signed for exclusive customer use.~~
- ~~3. Signs must be posted indicating these spaces are reserved for carpool use before nine a.m. on weekdays.))~~

A. No Minimum Required.

Except as provided herein, there is no required minimum number of off-street parking spaces.

B. Conditional Use.

A requirement to provide a minimum number of off-street parking spaces may be included as a condition in a Conditional Use permit.

Section 16. That Section 17C.230.120 SMC is amended to read as follows:

Section 17C.230.120 Maximum Required Parking Spaces

A. Purpose.

Limiting the number of spaces allowed promotes efficient use of land, enhances urban form, encourages use of alternative modes of transportation, provides for better pedestrian movement, and protects air and water quality. The maximum ratios in this section vary with the use the parking ((it)) is accessory to. ((These maximums will accommodate most auto trips to a site based on typical peak parking demand for each use.))

B. Maximum Number of Parking Spaces Allowed.

Standards in a plan district or overlay zone may supersede the standards in this subsection or the amounts listed in Table 17C.230.020-1.

1. Surface Parking.

The maximum number of parking spaces allowed is stated in Table ((17C.230.120-1 and Table 17C.230.130-1)) 17C.230.020-1, except as specified in subsection (B)(2) of this section.

2. Structure Parking.

Parking provided within a building or parking structure is not counted when calculating the maximum parking allowed.

((

TABLE 17C.230.120-1		
PARKING SPACES BY ZONE [1]		
(Refer to Table 17C.230.130-1 for Parking Spaces Standards by Use)		
ZONE	SPECIFIC USES	REQUIREMENT
RA, R1, R2, RMF, RHD O, OR, NR, NMU, CB, GC, Industrial	All Land Uses	Minimum and maximum standards are shown in Table 17C.230.130-1.
CC1, CC2, CC3, CC4 [2]	Nonresidential	There is no minimum parking requirement. Maximum ratio is 4 stalls per 1,000 gross square feet of floor area.
	Residential	There is no minimum parking requirement. Maximum ratio is 4 stalls per 1,000 gross square feet of floor area.

Downtown [2]	Nonresidential	There is no minimum parking requirement. Maximum ratio is 3 stalls per 1,000 gross square feet of floor area.
	Residential	There is no minimum parking requirement. Maximum ratio is 3 stalls per 1,000 gross square feet of floor area.
FBC [2]	All Land Uses	See SMC 17C.123.040, Hamilton Form Based Code for off-street parking requirements.
Overlay	All Land Uses	No off-street parking is required. See the No Off-Street Parking Required Overlay Zone Map 17C.230-M2 and No Off-Street Parking Required Overlay Zone Map 17C.230-M3.
<p>[1] Standards in a plan district or overlay zone may supersede the standards of this table.</p> <p>[2] See exceptions in SMC 17C.230.130, CC and Downtown Zone Parking Exceptions.</p>		

))

Section 17. That Section 17C.230.130 SMC is amended to read as follows:

Section 17C.230.130 Parking Exceptions

~~((A. — Parking is not required for commercial or institutional uses.~~

~~B. — The Planning Director may approve ratios that are higher than the maximum ((or lower than the minimum)) if sufficient factual data is provided to indicate that a different amount is appropriate. The applicant assumes the burden of proof. Approval of parking above the maximum shall be conditioned upon increasing the amount of required landscaping by thirty percent. ((Approval of parking below the minimum shall be conditioned upon the project contributing towards a pedestrian and transit supportive environment both next to the immediate site and in the surrounding area.)) When determining if a different amount of parking is appropriate, the Director shall consider the proximity of the site to frequent transit service, the intensity of the zoning designation of the site and surrounding sites, and the form of the proposed use.))~~

The Planning Director may approve ratios that are higher than the maximum if sufficient factual data is provided to indicate that a different amount is appropriate. The applicant assumes the burden of proof. Approval of parking above the maximum shall be conditioned upon increasing the amount of required landscaping by thirty percent. When determining if a different amount of parking is appropriate, the Director shall consider the proximity of the site to frequent transit service, the intensity of the zoning designation of the site and surrounding sites, and the form of the proposed use.

- ~~((C. If property owners and businesses establish a parking management area program with shared parking agreements, the Planning Director may reduce or waive parking requirements.~~
- ~~D. Existing legal nonconforming buildings that do not have adequate parking to meet the standards of this section are not required to provide off-street parking when remodeling which increases the amount of required parking occurs within the existing structure.~~
- ~~E. Attached Housing.~~

~~The following exceptions apply only to attached housing (defined in SMC 17A.020.010) in the RMF and RHD zones. Distances are measured in a straight line between the zone/overlay boundary to the lot line of the site containing the development.~~

- ~~1. On a lot at least partially within one thousand three hundred twenty feet of CC, CA, or DT zone or CC3 zoning overlay, the minimum number of off-street vehicle parking spaces required is fifty percent less than the minimum required for Residential Household Living in Table 17C.230.130-1.~~
 - ~~2. On a lot farther than one thousand three hundred twenty feet of a CC, CA, or DT zone or CC3 zoning overlay, the minimum number of off-street vehicle parking spaces required is thirty percent less than the minimum required for Residential Household Living in Table 17C.230.130-1.~~
- ~~F. Parking is not required for residential development on sites located within one-half mile of a transit stop.~~

TABLE 17C.230.130-1 PARKING SPACES BY USE [1] (Refer to Table 17C.230.120-1 for Parking Space Standards by Zone) CU = Conditional Use
RESIDENTIAL CATEGORIES

USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Group Living	-	None	None
Residential Household Living	-	None	None
COMMERCIAL CATEGORIES			
USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Adult Business	-	None	1 per 200 sq. ft. of floor area
Commercial Outdoor Recreation	-	None	30 per acre of site
Commercial Parking	-	Not applicable	None
Drive-through Facility	-	Not applicable	None
Major Event Entertainment	-	None	1 per 5 seats or per CU review
Office	General Office	None	1 per 200 sq. ft. of floor area
	Medical/Dental Office	None	1 per 200 sq. ft. of floor area
Quick Vehicle Servicing	-	None	1 per 200 sq. ft. of floor area
Retail Sales and Service	Retail, Personal Service, Repair-oriented	None	1 per 200 sq. ft. of floor area
	Restaurants and Bars	None	1 per 60 sq. ft. of floor area
	Health Clubs, Gyms, Lodges, Meeting Rooms and similar	None	1 per 180 sq. ft. of floor area

	continuous entertainment, such as Arcades and Bowling Alleys		
	Temporary Lodging	None	1.5 per rentable room; for associated uses such as Restaurants, see above
	Theaters	None	1 per 2.7 seats or 1 per 4 feet of bench area
	Retail sales and services of large items, such as appliances, furniture and equipment	None	1 per 200 sq. ft. of floor area
Mini-storage Facilities	-	None	Same as Warehouse and Freight Movement
Vehicle Repair	-	None	1 per 200 sq. ft. of floor area

INDUSTRIAL CATEGORIES

USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Industrial Services, Railroad Yards, Wholesale Sales	-	None	1 per 200 sq. ft. of floor area
Manufacturing and Production	-	None	1 per 200 sq. ft. of floor area
Warehouse and Freight Movement	-	None	1 per 200 sq. ft. of floor area
Waste-related	-	Per CU review	Per CU review

INSTITUTIONAL CATEGORIES			
USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Basic Utilities	-	None	None
Colleges	-	None	1 per 200 sq. ft. of floor area exclusive of dormitories, plus 1 per 2.6 dorm room
Community Service	-	None	1 per 200 sq. ft. of floor area
Daycare	-	None	1 per 200 sq. ft. of floor area
Medical Centers	-	None	1 per 200 sq. ft. of floor area
Parks and Open Areas	-	None	Per CU review for active areas
Religious Institutions	-	None	1 per 60 sq. ft. of main assembly area
Schools	Grade, Elementary, Junior High	None	2.5 per classroom
	High School	None	10.5 per classroom
OTHER CATEGORIES			
USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Agriculture	-	None or per CU review	None or per CU review
Aviation and Surface Passenger Terminals	-	Per CU review	Per CU review
Detention Facilities	-	Per CU review	Per CU review
Essential Public Facilities	-	Per CU review	Per CU review

Wireless Communication Facilities	-	None or per CU review	None or per CU review
Rail Lines and Utility Corridors	-	None	None
[1] The Planning Director may approve different amounts of parking spaces under the exceptions listed in SMC 17C.230.130.			

))

Section 18. That Section 17C.230.140 SMC is amended to read as follows:

Section 17C.230.140 Development Standards

A. Purpose.

The parking area layout standards are intended to promote safe circulation within the parking area and provide for convenient entry and exit of vehicles.

B. ~~((Where These Standards Apply))~~ Applicability.

The standards of this section apply to all vehicle areas whether required or excess parking.

C. Improvements.

1. Paving.

In order to control dust and mud, all vehicle areas must be surfaced with a minimum all-weather surface. Such surface shall be specified by the city engineer. Alternatives to the specified all-weather surface may be provided, subject to approval by the city engineer. The alternative must provide results equivalent to paving. All surfacing must provide for the following minimum standards of approval:

- a. Dust is controlled.
- b. Stormwater is treated to City standards; and
- c. Rock and other debris is not tracked off-site.

The applicant shall be required to prove that the alternative surfacing provides results equivalent to paving. ~~((If, after construction, the City determines that the~~

~~alternative is not providing the results equivalent to paving or is not complying with the standards of approval, paving shall be required.))~~

2. Striping.

All parking areas, except for stacked parking, must be striped in conformance with the parking dimension standards ~~((of subsection (E)))~~ of this section, except parking for ~~((single-family residences, duplexes, and accessory dwelling units))~~ Single-Unit Residential Buildings, Accessory Dwelling Units, or Middle Housing developments of no more than six units.

3. Protective Curbs Around Landscaping.

All perimeter and interior landscaped areas directly adjacent to parking aisles, parking spaces, or an abutting sidewalk must have continuous, cast in place, or extruded protective curbs along the edges. Curbs separating landscaped areas from parking areas may allow stormwater runoff to pass through them. Tire stops, bollards or other protective barriers may be used at the front ends of parking spaces. Curbs may be perforated or have gaps or breaks. Trees must have adequate protection from car doors as well as car bumpers. This provision does not apply to ~~((single-family residence, duplexes and accessory dwelling units))~~ Single-Unit Residential Buildings, Accessory Dwelling Units, or Middle Housing developments of no more than six units.

D. Stormwater Management.

Stormwater runoff from parking lots is regulated by the engineering services department.

E. Parking Area Layout.

1. Access to Parking Spaces.

All parking areas, except stacked parking areas, must be designed so that a vehicle may enter or exit without having to move another vehicle.

2. Parking Space and Aisle Dimensions.

a. Parking spaces and aisles ~~((in RA, R1, R2, RMF, RHD, FBC CA4, O, OR, NR, NMU, CB, GC, and industrial zones must))~~ shall meet the minimum dimensions contained in Table 17C.230.140-1.

~~((b. — Parking spaces and aisles in Downtown CC, and FBC CA1, CA2, CA3 zones must meet the minimum dimensions contained in Table 17C.230.140-2.))~~

~~((e))~~b. In all zones, on dead end aisles, aisles shall extend five feet beyond the last stall to provide adequate turnaround.

3. Parking for Disabled Persons.

The city building services department regulates the following disabled person parking standards and access standards through the building code and the latest ANSI standards for accessible and usable buildings and facilities:

- a. Dimensions of disabled person parking spaces and access aisles.
- b. The minimum number of disabled person parking spaces required.
- c. Location of disabled person parking spaces and circulation routes.
- d. Curb cuts and ramps including slope, width and location; and
- e. Signage and pavement markings.

4. A portion of a standard parking space may be landscaped instead of paved, as follows:

- a. The landscaped area may be up to two feet of the front of the space as measured from a line parallel to the direction of the bumper of a vehicle using the space, as shown in Figure ~~((17C.230-3))~~ 17C.230.140-1. Any vehicle overhang must be free from interference from sidewalks, landscaping, or other required elements.

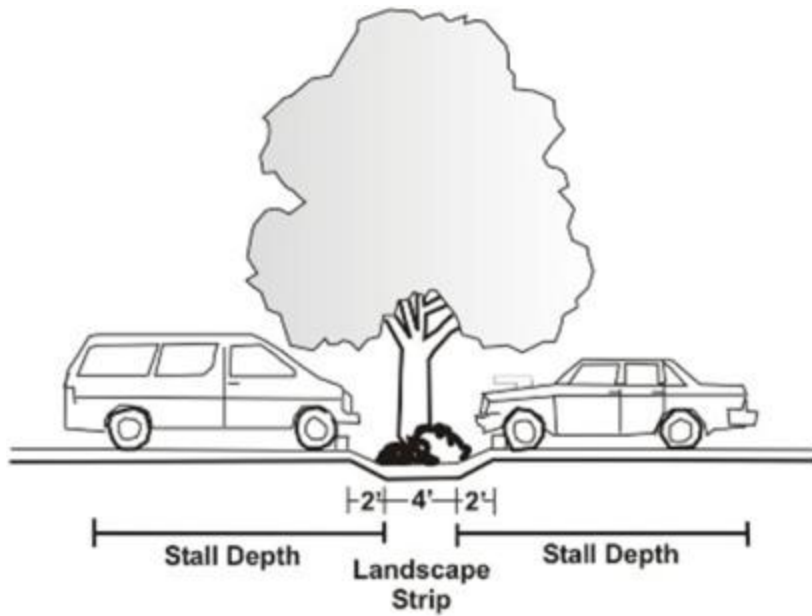


Figure 17C.230-3 Landscaped area at front of parking space
Note: Remove image and replace with the one below.

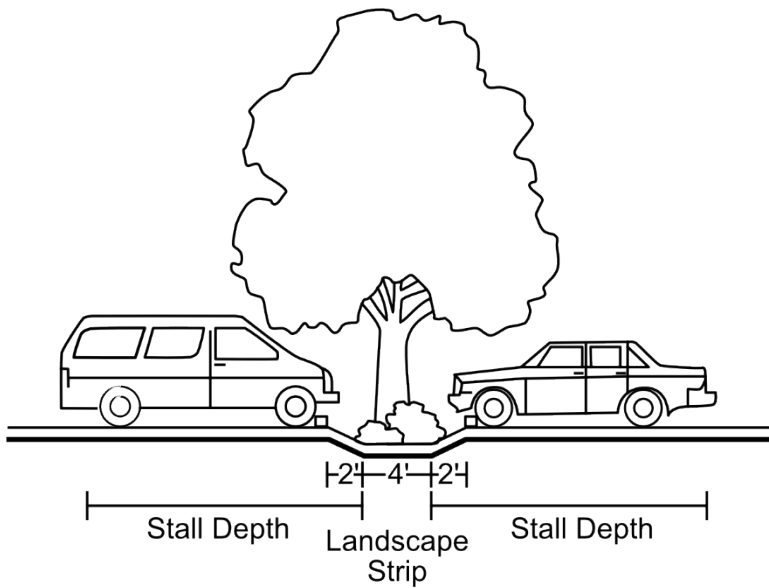


Figure 17C.230-3 Landscaped area at front of parking space

Note: Insert above image.

- b. Landscaping must be ground cover plants; and
- c. The landscaped area counts toward parking lot interior landscaping requirements and toward any overall site landscaping requirements. However, the landscaped area does not count toward perimeter landscaping requirements.

5. Engineering Services Department Review.

The engineering services department reviews the layout of parking areas for compliance with the curb cut and access restrictions of chapter 17H.010 SMC.

((

Table 17C.230.140-1 RA, R1, R2, RMF, RHD, FBC CA4, O, OR, NMU, CB, GC and Industrial Zones Minimum Parking Space and Aisle Dimensions [1, 2]					
Angle (A)	Width (B)	Curb Length (C)	1-way Aisle Width (D)	2-way Aisle Width (D)	Stall Depth (E)
0° (Parallel)	8 ft.	20 ft.	12 ft.	22 ft.	8 ft.
30°	8 ft. 6 in.	17 ft.	12 ft.	22 ft.	15 ft.
45°	8 ft. 6 in.	12 ft.	12 ft.	22 ft.	17 ft.
60°	8 ft. 6 in.	9 ft. 9 in.	16 ft.	22 ft.	18 ft.
90°	8 ft. 6 in.	8 ft. 6 in.	22 ft.	22 ft.	18 ft.

Notes:
 [1] See Figure 17C.230-4.
 [2] Dimensions of parking spaces for the disabled are regulated by the building code. See SMC 17C.230.140(E)(3).

))

Table ((17C.230.140-2)) 17C.230.140-1 ((Downtown, CC, NR, FBC CA1, CA2, and CA3 Zones)) Minimum Parking Space and Aisle Dimensions [1, 2]					
Angle (A)	Width (B)	Curb Length (C)	1-way Aisle Width (D)	2-way Aisle Width (D)	Stall Depth (E)
0° (Parallel)	8 ft.	20 ft.	12 ft.	20 ft.	8 ft.
30°	8 ft. 6 in.	17 ft.	12 ft.	20 ft.	15 ft.
45°	8 ft. 6 in.	12 ft.	12 ft.	20 ft.	17 ft.
60°	8 ft. 6 in.	9 ft. 9 in.	16 ft.	20 ft.	17 ft. 6 in.
90°	8 ft. 6 in.	8 ft. 6 in.	20 ft.	20 ft.	16 ft.

Notes:
 (([1] See Figure 17C.230-4.))
 [1] See Figure 17C.230.140-2.
 [2] Dimensions of parking spaces for the disabled are regulated by the building code. See SMC 17C.230.140(E)(3).

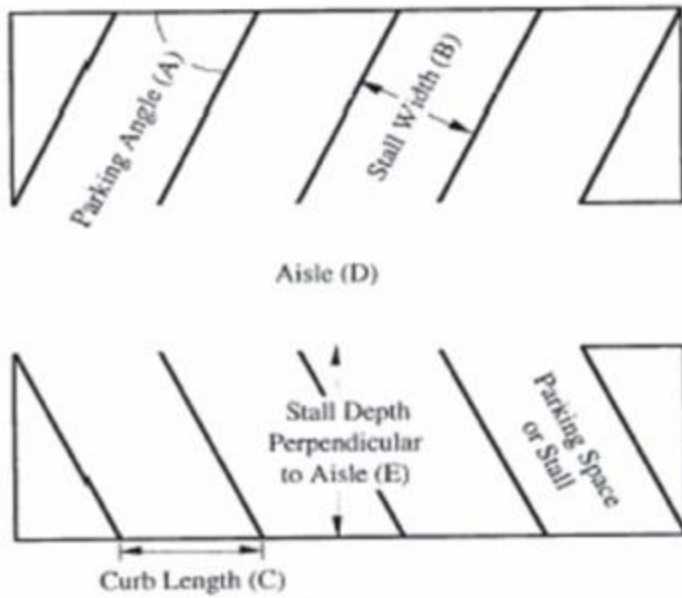


Figure 17C.230-4 Parking Dimension Factors

Note: Remove above graphic and replace with the one below.

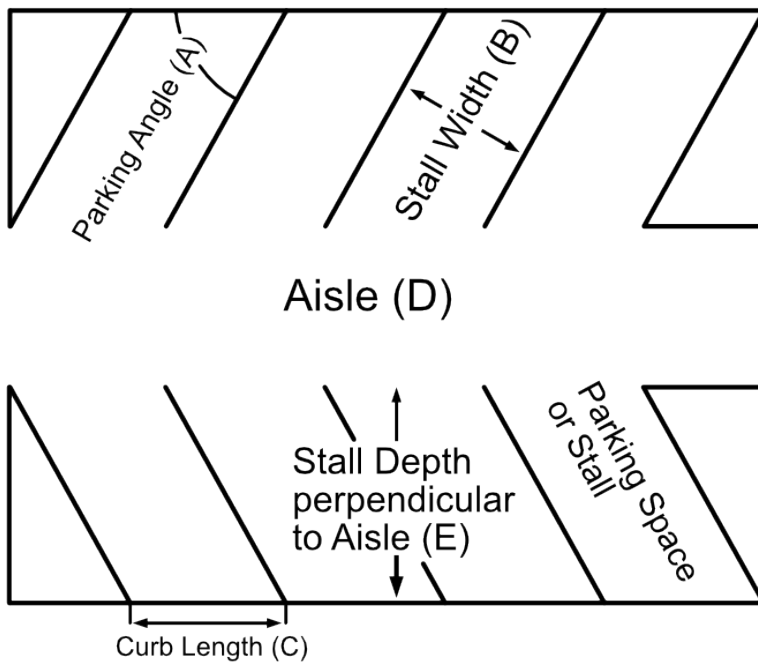
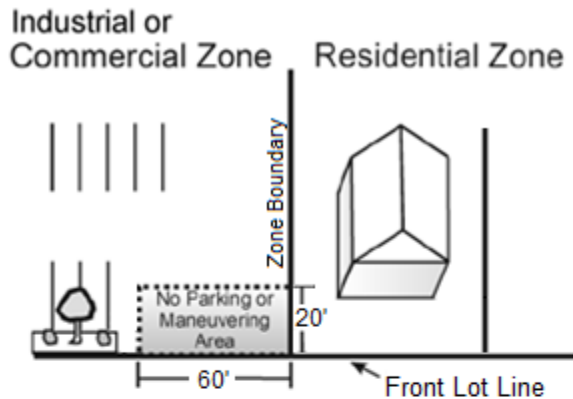


Figure 17C.230-4 Parking Dimension Factors

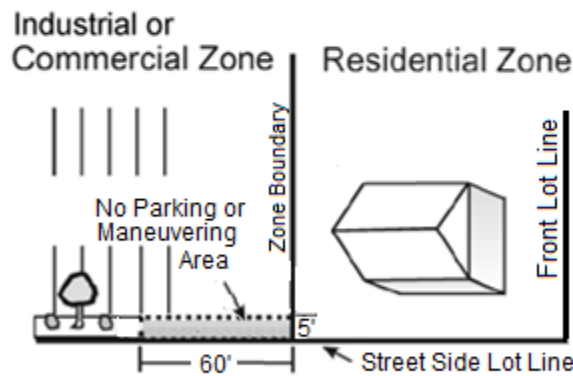
Note: Insert above graphic.

F. Parking Area Setbacks and Landscaping.

1. For parking areas on sites abutting residential zoning districts, parking spaces or maneuvering areas for parking spaces, other than driveways that are perpendicular to the street, are required to be setback a distance equal to the setback specified in SMC 17C.230.145(C)(1) of the adjacent residential zoning district for the first sixty feet from the zoning district boundary (Figure ((17C.230-5)) 17C.230.140-3).



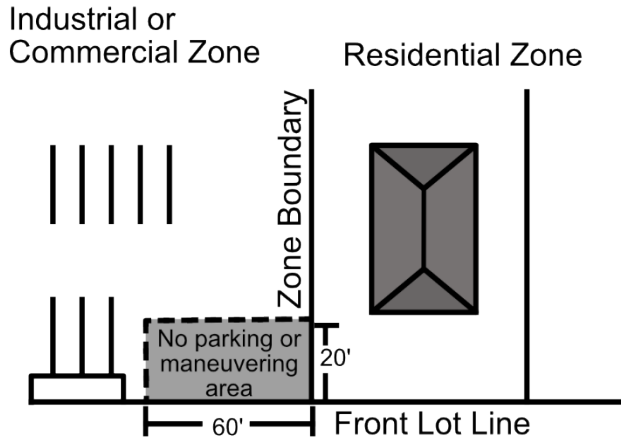
A. Setback adjacent to front lot line.



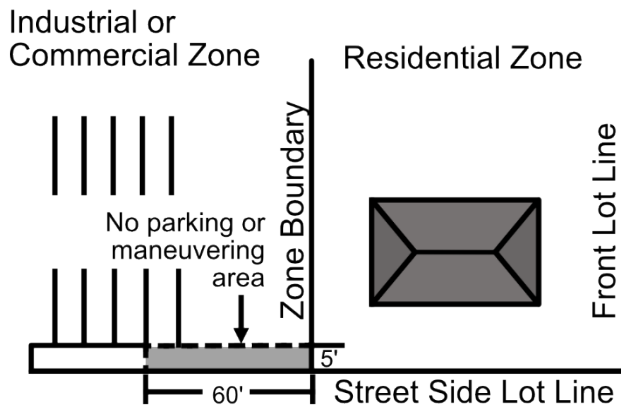
B. Setback adjacent to street side lot line.

Figure 17C.230-5 Parking Area Setback

Note: Remove above graphic and replace with the one below.



A. Setback adjacent to front lot line



B. Setback adjacent to street lot line.

Figure 17C.230-5 Parking Area Setback

Note: Insert above graphic.

2. All landscaping must comply with the standards of chapter 17C.200 SMC, Landscaping and Screening.

Section 19. That Section 17G.080.040 SMC is amended to read as follows:

Section 17G.080.040 Short Subdivisions

- A. Predevelopment Meeting

A predevelopment meeting is recommended (~~((for all other proposals))~~) for new short subdivisions prior to submittal of the application. The purpose of a predevelopment meeting is to acquaint the applicant with the applicable provisions of this chapter, minimum submission requirements and other plans or regulations, which may impact the proposal.

B. Preliminary Short Plat Application and Map Requirements

1. Applications for approval of a preliminary short subdivision shall be filed with the director. All applications shall be submitted on forms provided for such purpose by the department. The director may waive specific submittal requirements determined to be unnecessary for review of the application. The application shall include the following:

- a. The general application.
- b. The supplemental application.
- c. The environmental checklist, if required under chapter 17E.050 SMC.
- d. Title report no older than thirty days from issuance from the title company.
- e. The filing fees as required under chapter 8.02 SMC.
- f. (~~((The required number of documents, plans or maps))~~) One electronic copy of the proposed preliminary plat map drawn to a minimum scale of one-inch equals one hundred feet (~~((, on a sheet twenty-four by thirty-six inches, as set forth in the application checklist))~~).
- g. A written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested; and
- h. Additional application information which may be requested by the permitting department and may include, but is not limited to, the following: geotechnical studies, hydrologic studies, critical area studies, noise studies, air quality studies, visual analysis and transportation impact studies.
- i. One copy of the predevelopment conference notes (if applicable); and
- j. One copy of the notification district map, if required.

2. Contents of Preliminary Short Plat Map

The preliminary short plat shall be prepared by a land surveyor and shall show the following:

- a. Plat name and the name of any subdivision to be replatted.
- b. The name, mailing address and phone number of the owner and the person with whom official contact should be made regarding the application.
- c. Surveyor's name, mailing address, and phone number.
- d. Legal description.
- e. Section, township, and ~~((rang))~~ range
- f. Vicinity map.
- g. North arrow, scale and date.
- h. Datum plane.
- i. Acreage.
- j. Number of lots, proposed density, and number of housing units.
- k. Zoning designation.
- l. The boundary lines of the proposed subdivision.
- m. City limits and section lines.
- n. Park or open space (if proposed).
- o. Existing topography at two-foot maximum interval.
- p. The boundaries and approximate dimensions of all blocks and lots, along with the following information:
 - i. the numbers proposed to be assigned each lot and block;
 - ii. the dimensions, square footage, and acreage of all proposed lots and tracts; and
 - iii. for residential lots zoned R1 or R2, the ~~((proposed Middle Housing types, included single-unit detached houses, and))~~ total number of proposed units on ~~((all))~~ each proposed ~~((lots))~~ lot.
- q. Proposed names of streets.
- r. The location and widths of streets, alleys, rights-of-way, easements (both public and private), turn around and emergency access, parks and open spaces.
- s. Conditions of adjacent property, platted or unplatted, and if platted, giving the name of the subdivision. If the proposed short plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown along with any and all recorded covenants and easement
- t. The names and address of the record owners and taxpayers of each parcel adjoining the subdivision.
- u. Indicate any street grades in excess of eight percent.
- v. The location and, where ascertainable, sizes of all permanent buildings, wells, wellhead protection areas, sewage disposal systems, water courses, bodies of water, flood zones, culverts,

bridges, structures, overhead and underground utilities, railroad lines, and other features existing upon, over or under the land proposed to be subdivided, and identifying any which are to be retained or removed.

- w. Proposed one-foot strips for right-of-way conveyed to the City, in cases where a proposed public street or alley abuts unplatted land.
- x. If a body of water forms the boundary of the plat, the ordinary high water mark as defined in chapter 90.58 RCW.
- y. Critical areas as defined in chapters 17E.020, 17E.030, 17E.070 and 17G.030 SMC.
- z. Significant historic, cultural or archaeological resources; and
- aa. If the proposal is located in an irrigation district, the irrigation district name.

C. Review of Preliminary Short Plat

1. The application shall be reviewed in accordance with the procedures set forth in chapter 17G.061 SMC for a Type II application, except an application that meets the requirements for minor engineering review as provided in subsection (2) of this section shall be excluded from the public notice requirements contained in SMC 17G.06210 and public comment period under SMC 17G.061.220.
2. Minor Engineering Review.
 - a. A preliminary short plat application may qualify for a Minor Engineering Review if it meets all of the following conditions:
 - i. The application is categorically exempt from chapter 43.21C RCW (SEPA);
 - ii. There is direct water and sewer main lot frontage on an existing and improved public right-of-way;
 - iii. No extensions of public water, sewer, or other utility services will be needed;
 - iv. No public easements for water, sewer, or other utility service exists on the lot;
 - v. The lot is not situated in a Special Drainage District as defined in SMC 17D.060.130; and
 - vi. Public utility mains do not exist on the lot.
 - b. The City Engineer is authorized to (~~waiver~~) waive conditions ii through vi of (~~the subsection~~) subsection (a) if the application substantially meets the intent of the Minor Engineering Review.

D. Public Notice And Public Comment.

All public notice of the application and opportunities for public comment shall be given in accordance with the procedures set forth in chapter 17G.061 SMC for a Type II application.

1. Exceptions.

- a. A short plat that meets the requirements of Minor Engineering Review as provided in subsection (C)(2) of this section shall not require a notice of application.
- b. A short plat that is categorically exempt from SEPA and results in four or fewer lots shall not require a posted or signed notice of application.

E. Preliminary Short Plat Approval Criteria.

Prior to approval of a short plat application, the director shall find the application to be in the public use and interest, conform to applicable land use controls and the comprehensive plan of the City, and the approval criteria set forth in chapter 17G.061 SMC. The director has the authority to approve or disapprove a proposed preliminary short plat under the provisions of this chapter, subject to appeal as provided in chapters 17F.050 and 17G.061 SMC.

F. Final Short Plat Review Procedure

1. The subdivider shall submit to the director for review the following:

- a. A final short plat, prepared by a registered land surveyor licensed in the state of Washington, consistent with the approved preliminary short plat.
- b. A title report less than thirty days old confirming that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication.
- c. Covenants, conditions and restrictions, if applicable; and
- d. Fees pursuant to chapter 8.02 SMC.

2. Within thirty days, unless the applicant has consented to a longer period of time, of receipt of a proposed final short plat, the director shall review the plat for conformance with all conditions of the preliminary short plat approval, the requirements of this chapter and that arrangements have

been made to insure the construction of required improvements. If all such conditions are met, the director shall approve the final short plat and authorize the recording of the plat. If all conditions are not met, the director shall provide the applicant in writing a statement of the necessary changes to bring the final short plat into conformance with the conditions.

- a. If the final short plat is required to be resubmitted, the subdivider is required to provide the following:
 - b. A cover letter addressing the corrections, additions or modifications required.
 - c. Title report no older than thirty days from issuance of a title company conforming that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication; and
 - d. The required number of copies of the corrected final short plat map.
3. If the final short plat is approved, the surveyor causes the plat to be signed by the Spokane county treasurer and file of record with the Spokane county auditor. The surveyor is required to file the appropriate number of mylar and bond copies of the recorded short plat with the director.

G. Final Short Plat Map Requirements

The subdivider shall submit to the director a final short plat in the same form and with the same content as the preliminary short plat, as provided in subsections (B)(1) and (2) of this section, with the following exceptions or additional requirements:

1. A final short plat shall contain all the information required of the preliminary plat, except the following:
 - a. Show existing buildings.
 - b. Show existing utility lines and underground structures.
 - c. Show the topographical elevations; or
 - d. Contain the names and addresses of adjoining landowners.
2. The final short plat shall include the following:
 - a. Surveyor's certificate, stamp, date and signature, as follows:
The following land surveyor's certificate to be shown on each sheet of the plat: "I, _____ registered land surveyor, hereby certify the plat of _____, as shown hereon, is based upon

actual field survey of the land described and that all angles, distances, and courses are correctly shown and that all non fronting lot corners are set as shown on the plat. Monuments and fronting lot corners shall be set upon completion of the utility and street improvements.

Signed _____(Seal)"

b. A certification by the city treasurer, as applicable:

i. "I hereby certify that the land described by this plat, as of the date of this certification, is not subject to any local improvement assessments. Examined and approved, this _____ day of _____, 20__.

City of Spokane Treasurer"

ii. "I hereby certify that the land described by this plat, as of the date of this certificate, is not subject to any delinquent local improvement assessment. Future installments, if any, shall remain due and payable and it shall be the responsibility of the owners to initiate the segregation of the LID assessment. Examined and approved, this ____ day of _____, 20__.

City of Spokane Treasurer"

iii. "A preliminary local improvement assessment exists against this property. It shall be the responsibility of the owner's to initiate the segregation of the LID assessment. After this assessment is finalized, it shall be due and payable. Examined and approved this _____ day of _____, 20__.

City of Spokane Treasurer"

c. The certification by the planning director, as follows:

"This plat has been reviewed on this _____ day of _____, 20__ and is found to be in full compliance with all the conditions of approval stipulated in the Hearing Examiner's/Planning Director's approval of the preliminary plat # - -PP/SP.

City of Spokane Planning Director”

- d. The certification by the city engineer, as follows:

“Approved as to compliance with the survey data, the design of public works and provisions made for constructing the improvements and permanent control monuments this _____ day of _____, 20__.

City of Spokane Engineer”

- e. The certification by the Spokane county treasurer, as follows:

“I hereby certify that the land described in this plat, as of the date of this certification, is not subject to any outstanding fees or assessments. Examined and approved _____ day of _____, 20__.

Spokane County Treasurer”

- f. The certification by the Spokane county auditor on each page of the final short plat including the time, date, book and page number of the recording of the final mylar.

- g. Signature of every owner certifying that:

- i. the plat is made with the free consent and in accordance with the desires of the owners of the land;
- ii. the plat is made with the free consent and in accordance with the desires of the owners of the land;
- iii. the owners are the owners of the property and the only parties having interest in the land and is not encumbered by any delinquent taxes or assessments;
- iv. the owners adopt the plan of lots, blocks and streets shown;
- v. owner dedicates to the City and the City’s permittees the easements shown for utilities and cable television purposes;
- vi. owner dedicates to the City the streets, alleys and other public places, including slope and construction easements and waives all claims for damages against any governmental authority including, without limitation, the City which may be occasioned to the adjacent land by the establishment,

- construction, drainage and maintenance of any public way so dedicated; and
- vii. owner conveys to the City as general City property the buffer strips adjoining unplatted property.

h. The drawing shall:

- i. be a legibly drawn, printed or reproduced permanent map;
- ii. if more than one sheet is required, each sheet shall show sheet numbers for the total sheets;
- iii. have margins that comply with the standards of the Spokane county auditor;
- iv. show in dashed lines the existing plat being replatted, if applicable;
- v. show monuments in accordance with SMC 17G.080.020(H)(1);
- vi. include any other information required by the conditions of approval; and
- vii. include any special statements of approval required from governmental agencies, including those pertaining to flood hazard areas, shorelines, critical areas and connections to adjacent state highways.

H. Filing.

Once the final plat has been reviewed, approved and signed by the applicable departments, the applicant shall file the final short plat with the county auditor within ten days of approval. No permits shall be issued for a proposed lot until the required conformed copies of the short plat have been submitted to the planning services department.

I. Redivision.

No land within the boundaries of a short subdivision may be further divided in any manner which will create additional lots within a period of five years except by subdivision in accordance with SMC 17G.080.050.

Section 20. That Section 17G.080.065 SMC is amended to read as follows:

Section 17G.080.065 Unit Lot Subdivisions

A. Purpose.

The purpose of these provisions is to allow for the more flexible creation of lots of varying sizes and types, including for attached housing, cottage housing, and similar developments with multiple dwelling units on a parent site, while applying only those site development standards applicable to the parent site as a whole, rather than to individual lots resulting from the subdivision.

B. Applicability.

A unit lot subdivision creates a relationship between the parent site and each lot created, referred to as a “child” lot.

1. Unit Lot Subdivisions are allowed for all residential development on parent sites of two acres or less in zones that allow residential development. Subdivisions with a commercial or other non-residential use seeking similar flexibility must be approved through another platting action under chapter 17G.080 SMC.
2. A ~~((unit lot subdivision))~~ Unit Lot Subdivision may be used in any development with two or more dwelling units meeting the standards of this section.
3. A ~~((unit lot subdivision))~~ Unit Lot Subdivision may also be used to subdivide an existing or planned accessory dwelling unit from the principal structure, subject to the additional standards in subsection ~~((F))~~ (G) of this section.
4. A ~~((unit lot subdivision))~~ Unit Lot Subdivision may be combined with a subdivision or short subdivision so long as the portion of the development utilizing this section meets the ~~((requirements))~~ standards of this section and the additional requirements of subsection (E).

C. Application Procedure.

Unit ~~((lot subdivisions))~~ Lot Subdivisions resulting in nine or fewer lots shall be processed as short plats and all others shall be processed as subdivisions according to the associated permit types in chapter 17G.061 SMC.

D. General Regulations.

1. ~~((A unit lot subdivision shall meet development standards applicable to the parent lot's zoning, including but not limited to))~~ The parent site as a whole shall meet all applicable development standards with respect to its surroundings, including but not limited to:
 - a. Setbacks;

- b. ~~((Lot size))~~ Building coverage;
- c. Design standards;
- ~~((e))~~d. ~~((Building))~~ Street frontage; and
- ~~((d))~~e. ~~((Floor area ratio))~~ Density;

2. So long as the parent site meets the applicable standards as a whole, each child lot may deviate from site development standards including but not limited to:

- a. Setbacks;
- b. Building coverage;
- c. Street frontage; and
- d. Density.

~~((2))~~3. All buildings shall meet all applicable provisions of the building and fire code;

~~((3))~~4. Lots created through a ~~((unit lot subdivision))~~ Unit Lot Subdivision shall be subject to all applicable requirements of Title 17 SMC, except as otherwise modified by this section;

~~((4))~~5. Each child lot's area and width for purposes of subdivision may be as small as the footprint of the building situated upon it, subject to the requirements of the building and fire code;

~~((5))~~6. Portions of the parent site ~~((not subdivided for child lots))~~ designated for common use shall be identified as Tracts or other common space and owned in common by the owners of the child lots or a larger collective organization. For example, a homeowners association comprised of the owners of the child lots located within the parent site. This requirement shall be included in deed restrictions as required in subsection ~~((E))~~ (F) of this section;

~~((6))~~7. The parent site and each child lot shall make adequate provisions for ingress, egress, and utility access to and from each lot created by reserving such common areas or other easements over and across the parent site as deemed necessary to comply with all other design and development standards generally applicable to the underlying site development plan.

~~((7))~~8. Separation requirements for utilities ~~((must))~~ shall be met.

~~((8))~~9. Driveways providing vehicle access to lots shall not serve more than nine (9) units unless approved by the City Engineer.

E. Combining with Other Platting Types.

When combined with another platting type, the following additional requirements apply:

1. A parent site within a larger subdivision is defined as the contiguous acreage identified for use of the Unit Lot Subdivision rules.
2. The plat shall identify and delineate all parent sites where Unit Lot Subdivision rules are to be applied.
3. A subdivision may include multiple parent sites. The aggregate size of all parent sites shall not exceed two acres.

((E))E. Recording.

1. The plat recorded with the county auditor's office shall include the following:
 - a. Access easements, joint use and maintenance agreements, and covenants, conditions, and restrictions identifying the rights and responsibilities of property owners and/or the homeowners association for use and maintenance of common garage, parking and vehicle access areas; on-site recreation; landscaping; utilities; common open space; exterior building facades and roofs; and other similar features.
 - b. A note that approval of the subdivision was granted by the review of the site as a whole (stating the subject project file number if applicable);
 - c. A note that subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent site as a whole, and shall conform to the approved site development plan;
 - d. A note stating that if a structure or portion of a structure has been damaged or destroyed, any repair, reconstruction or replacement of the structure(s) shall conform to the approved site development plan;
 - e. A note that additional development of the individual lots may be limited as a result of the application of development standards to the parent ~~((sit))~~ site.
2. The legal description of each lot shall identify it as part of a unit lot subdivision.

((F))G. Accessory Dwelling Units.

A lot with an accessory dwelling unit may be subdivided under this section with the following additional requirements:

1. ~~((All utility lines for the accessory dwelling unit must branch from a common line on a portion of the parent site owned in common.))~~ Utility lines may cross property lines internal to the development provided that easements are placed to preserve access and protect them.
2. The plat recorded with the county auditor's office shall further specify the following:
 - a. The child lot that is associated with the accessory dwelling unit;
 - b. That the child lot associated with the accessory dwelling unit is subject to any and all additional regulations of an accessory dwelling unit under the Spokane Municipal Code.
3. The legal description of a lot for an accessory dwelling unit shall identify the lot as an accessory dwelling unit within a ~~((unit lot subdivision))~~ Unit Lot Subdivision.

Passed the City Council _____

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date: _____

Exhibit A

Plan Commission Findings of Fact, Conclusions, and Recommendations

Exhibit B
Planning Services Staff Report

CITY OF SPOKANE PLAN COMMISSION
FINDINGS OF FACT, CONCLUSIONS, AND RECOMMENDATIONS
REGARDING BUILDING OPPORTUNITY FOR HOUSING (BOH) FOLLOW-UP CODE UPDATES

A recommendation of the City of Spokane Plan Commission to the City Council to approve amendments to the City's Unified Development Code. This proposal will amend sections 17A.020.060 "F" Definitions, 17C.111.205 Development Standards Tables, 17C.111.210 Density, 17C.111.220 Building Coverage and Impervious Coverage, 17C.111.235 Setbacks, 17C.111.310 Open Space, 17C.111.315 Entrances, 17C.111.320 Windows, 17C.111.325 Building Articulation, 17C.111.335 Parking Facilities, 17C.111.420 Open Spaces, 17C.111.450 Pitched Roofs, 17C.230.020 Vehicle Parking Summary Table, 17C.230.100 General Standards, 17C.230.110 Minimum Required Parking Spaces, 17C.230.120 Maximum Required Parking Spaces, 17C.230.130 Parking Exceptions, 17C.230.140 Development Standards, 17G.080.040 Short Subdivisions, 17G.080.065 Unit Lot Subdivisions.

FINDINGS OF FACT:

- A. The City of Spokane adopted a Comprehensive Plan in May of 2001 that complies with the requirements of the Growth Management Act (GMA) as set forth in RCW 36.70A.
- B. The proposed text amendments do not significantly alter the outcome and purpose of the Unified Development Code and therefore remain consistent with the City of Spokane's Comprehensive Plan.
- C. The Unified Development Code includes community goals that bears a substantial relation to public health, safety, welfare, and protection of the environment. Propose amendments to clarify or correct errors in the Unified Development Code further implement those goals.
- D. Public notice and communication began in August 2024 and included the following:
 1. Plan Commission workshops held on August 28, September 11, October 9, and October 23, 2024.
 2. Project information posted on the project website going live on October 15, 2024.
 3. A description of the project and SEPA status posted to the City Official Gazette on October 16, 2024.
 4. The issuance of a SEPA Determination of Nonsignificance for code text amendments on October 29, 2024.
 5. For a hearing scheduled for November 13, 2024, legal notices were published to the Spokesman Review on October 30 and November 6, 2024.

6. Description of the project and hearing posted in the PlanSpokane Newsletter on November 7, 2024.
- E. No public comment was received.
- F. On August 28, September 11, October 9, and October 23, 2024, the City of Spokane Plan Commission held workshops to discuss draft language, and review and evaluate with city staff alternatives to proposed text changes.
- G. On September 11, 2024, the Washington State Department of Commerce and appropriate state agencies were given the required 60-day notice before adoption of proposed changes to the Unified Development Code pursuant to RCW 36.70A.106.
- H. A SEPA Determination of Nonsignificance was issued by the director of Planning Services on October 29, 2024, for the proposed text amendments. No comments were received.
- I. The proposed text amendments were drafted and reviewed consistent with the requirements of RCW 36.70A.370 to assure protection of private property rights.
- J. Amendments to the Unified Development Code Title 17 are subject to the review and recommendation by the City of Spokane Plan Commission.
- K. The Plan Commission held a public hearing on November 13, 2024, to obtain public comments on the proposed amendments. No comments were received.
- L. The City of Spokane Plan commission adopts the findings and analysis set forth in the staff report prepared for the proposal.
- M. The City of Spokane Plan Commission finds that the amendment proposal and SEPA status were noticed in the City Gazette at the time of a Plan Commission workshop as required in SMC 17G.025.010(G).

CONCLUSIONS:

Based upon the draft text amendments, staff report and analysis (which is hereby incorporated into these findings, conclusions, and recommendations), SEPA review, agency and public comments received, and public testimony presented, the Spokane Plan Commission makes the following conclusions with respect to the proposed Building Opportunity for Housing Follow-Up Code Amendments:

1. The Plan Commission finds that the proposed amendments bear a substantial relation to the public health, safety, welfare, and protection of the environment pursuant to the requirements outlined in SMC 17G.025.010(G).
2. The proposed text amendments will implement the goals and policies of the City of Spokane Comprehensive Plan.

Findings of Fact, Conclusion, and Recommendation

3. Interested agencies and the public have had opportunities to participate throughout the process and persons desiring to comment were given an opportunity to comment.
4. The Plan Commission finds that the proposed amendments are consistent with the applicable provisions of the Comprehensive Plan.

RECOMMENDATION:

In the matter of the ordinances pertaining to the proposed text amendments, amending the Unified Development Code of the City of Spokane.

As based on the above listed findings and conclusions, by unanimous vote of nine in favor to zero not in favor, the Spokane Plan Commission takes the following actions:

1. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17A.020.060 "F" Definitions.
2. Recommends to the Spokane City Council the **APPROVAL WITH MODIFICATIONS** of the proposed amendments to Section 17C.111.205 Development Standards Tables.
 - a. By unanimous vote of nine in favor, zero not in favor, a change to section 17C.111.205 within Table 17C.111.205-1 to remove the "Minimum lot width with driveway approach" row and update the "Minimum lot width" row to also remove "with no driveway approach." Also, replace language in Note [4] to read "Requirements for driveway approaches may prevent narrow lots with a driveway approach from achieving the minimum."
3. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.111.210 Density.
4. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.111.220 Building Coverage and Impervious Coverage.
5. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.111.235 Setbacks.
6. Recommends to the Spokane City Council the **APPROVAL WITH MODIFICATIONS** of the proposed amendments to Section 17C.111.310 Open Space.
 - a. By unanimous vote of nine in favor, zero not in favor, a change to section 17C.111.310 to correct the mention of "outdoor area" to "open space" to be consistent with the rest of the code.
7. Recommends to the Spokane City Council the **APPROVAL WITH MODIFICATIONS** of the proposed amendments to Section 17C.111.315 Entrances.
 - a. By unanimous vote of nine in favor, zero not in favor, a change to section 17C.111.315 that deals with entrances; specifically, updating the figure and inserting the following text at the end of C-1: "On a recessed entryway, the door of the entry is not required to face the street so long as the entryway has a

pedestrian walkway directly to the street and is recognizable as a building entryway.”

8. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.111.320 Windows.
9. Recommends to the Spokane City Council the **APPROVAL WITH MODIFICATIONS** of the proposed amendments to Section 17C.111.325 Building Articulation.
 - a. By unanimous vote of nine in favor, zero not in favor, a change to section 17C.111.325 dealing with the articulation to correct Figure 17C.111.325-B to state “40 FT MAX” to match the written text.
10. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.111.335 Parking Facilities.
11. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.111.420 Open Spaces.
12. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.111.450 Pitched Roofs.
13. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.230.020 Vehicle Parking Summary Table.
14. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.230.100 General Standards.
15. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.230.110 Minimum Required Parking Spaces.
16. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.230.120 Maximum Required Parking Spaces.
17. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.230.130 Parking Exceptions.
18. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17C.230.140 Development Standards.
19. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17G.080.040 Short Subdivisions.
20. Recommends to the Spokane City Council the **APPROVAL** of the proposed amendments to Section 17G.080.065 Unit Lot Subdivisions.
21. Authorizes the President to prepare and sign on the Commission’s behalf a written decision setting forth the Plan Commission’s findings, conclusions, and recommendations on the proposed amendments.

Findings of Fact, Conclusion, and Recommendation

Greg Francis
Greg Francis (Nov 20, 2024 20:12 PST)

**Greg Francis, President
Spokane Plan Commission**

Date: Nov 20, 2024







PC Findings and Conclusions BOH Follow-up code fixes

Final Audit Report

2024-11-21

Created:	2024-11-20
By:	Emily King (eking@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWdovsNLXmPTXtFBucu7Fnb2S1bsBtXHm

"PC Findings and Conclusions BOH Follow-up code fixes" History

-  Document created by Emily King (eking@spokanecity.org)
2024-11-20 - 9:57:41 PM GMT
-  Document emailed to gfrancis@spokanecity.org for signature
2024-11-20 - 9:58:16 PM GMT
-  Email viewed by gfrancis@spokanecity.org
2024-11-21 - 4:10:50 AM GMT
-  Signer gfrancis@spokanecity.org entered name at signing as Greg Francis
2024-11-21 - 4:12:56 AM GMT
-  Document e-signed by Greg Francis (gfrancis@spokanecity.org)
Signature Date: 2024-11-21 - 4:12:58 AM GMT - Time Source: server
-  Agreement completed.
2024-11-21 - 4:12:58 AM GMT



STAFF REPORT

PLANNING AND ECONOMIC DEVELOPMENT SERVICES DEPARTMENT

To:	Plan Commission	
Subject:	BOH Follow Up Code Fixes	
Staff Contact:	Ryan Shea Planner II rshea@spokanecity.org	Spencer Gardner Planning Director sgardner@spokanecity.org
Report Date:	November 5, 2024	
Hearing Date:	November 13, 2024	
Recommendation:	Approval	

I. SUMMARY

The proposal amends 17A.020.060 "F" Definitions, 17C.111.205 Development Standards Tables, 17C.111.210 Density, 17C.111.220 Building Coverage and Impervious Coverage, 17C.111.235 Setbacks, 17C.111.310 Open Space, 17C.111.315 Entrances, 17C.111.320 Windows, 17C.111.325 Building Articulation, 17C.111.335 Parking Facilities, 17C.111.420 Open Spaces, 17C.111.450 Pitched Roofs, 17C.230.020 Vehicle Parking Summary Table, 17C.230.100 General Standards, 17C.230.110 Minimum Required Parking Spaces, 17C.230.120 Maximum Required Parking Spaces, 17C.230.130 Parking Exceptions, 17C.230.140 Development Standards, 17G.080.040 Short Subdivisions, and 17G.080.065 Unit Lot Subdivisions.

II. BACKGROUND

In November of 2023 the City of Spokane adopted new zoning regulations for lower-intensity residential zones. These changes, referred to as "Building Opportunity for Housing" (BOH) were intended to permanently implement the temporary changes put in place by the Building Opportunities and Choices for All program (BOCA).

BOH was a major change to The City's zoning regulations. As staff have worked with developers and property owners to implement the new regulations, some areas have been identified that need clarification or further refinement. This is an expected aspect of adopting major changes to the development code.

These corrections are intended to fix errors, clarify, and create more flexibility within the Spokane Unified Development Code (Title 17).

III. PROCESS

DEVELOPMENT CODE AMENDMENT PROCEDURE

Article III Section 21, Amendments and Repeals, of the City of Spokane Charter provides for the ability of amendments of the Charter and Spokane Municipal Code through ordinances. Title 17 is known as the Unified Development Code (UDC) and is incorporated into the Spokane Municipal Code to implement the City's Comprehensive Plan, and by reference, the requirements of the Washington State Growth Management Act (GMA). Section [17G.025.010](#) establishes the procedure and decision criteria that the City uses to review and amend the UDC. The City may approve amendments to the UDC if it is found that a proposed amendment is consistent with the provisions of the Comprehensive Plan, and bears a substantial relation to public health, safety, welfare, and protection of the environment.

Role of the City Plan Commission

The proposed text amendments require a review process set forth in Section 17G.025.010(F) SMC. The Plan Commission is responsible for holding a public hearing and forwarding its findings, conclusions, and recommendations to the City

Council. Utilizing the decision criteria in 17G.025 SMC, the Plan Commission may recommend approval, modification, or denial of the proposal.

The Plan Commission may incorporate the facts and findings of the staff report as the basis for its recommendation to the City Council or may modify the findings as necessary to support their final recommendation.

Role of City Council

The City Council will also conduct a review process considering the proposed text amendment, public comments and testimony, the staff report, and the Plan Commission’s recommendation. The final decision to approve, modify, or deny the proposed amendment rests with the City Council. Proposals adopted by ordinance after public hearings are official amendments to the Spokane Municipal Code.

COMMUNITY ENGAGEMENT

Plan Commission Workshops	August 28, 2024
	September 11, 2024
	October 9, 2024
	October 23, 2024
Project Webpage Goes Live	October 15, 2024
Project Posted in the City Gazette	October 16, 2024
SEPA Determination of Non-significance issued	October 29, 2024
Description of Project & Hearing in PlanSpokane Newsletter	November 7, 2024
Plan Commission Public Hearing	November 13, 2024

SEPA REVIEW

As outlined in Section 17G.025.010 SMC, notices of proposals to amend the UDC are distributed and interested parties should be made aware of such proposals during the Plan Commission review, including the SEPA checklist and determination. Similarly, a public notice published in the *Spokesman-Review* fourteen days prior to the Plan Commission public hearing is required.

This proposal was properly noticed pursuant to Section 17G.025.010(E). See **Exhibit B** for the SEPA Determination of Non-significance issued on October 30, 2024 for the proposed code amendments.

COMMENTS RECEIVED

- No comments were received as of November 5, 2024. All comments received between November 5, 2024 and November 13, 2024 will be forwarded to the Plan Commission prior to their public hearing.

IV. ANALYSIS

PROPOSAL DESCRIPTION

The proposed amendments are described below.

- **17A.020.060 "F" Definitions**
 - Added definitions for "Front Facade" and "Side Street Façade" to establish consistent terminology throughout Title 17.
- **17C.111.205 Development Standards Tables**
 - Clarify that projects within RMF and RHD that are exempted from the requirements of the Spokane Regional Stormwater Manual should use the impervious coverage requirements of the R1 zone.
 - Rename "outdoor area" to "open space" because some types of qualifying open space can be indoor amenities.
 - Rename "common outdoor area" to "common open space."
- **17C.111.210 Density:**
 - Change density calculation to gross area rather than net area.
 - Specify that for subdivisions in R1 and R2 zones, one lot is counted as one dwelling unit. This clarifies how minimum density requirements are met during a land use action where building plans with a defined number of units may not exist.
 - Ensure that no matter what a density calculation says, a property is allowed to have a minimum of six units (ensures compliance with [HB 1110](#)).
 - Clarify that minimum density does not apply when new construction occurs on an existing lot. This helps provide leeway for existing lower density lots. Construction occurring brings them closer to compliance to minimum density.
 - Provide guidance for how to apply minimum density for subdivisions on a property with an existing structure.
 - Small changes describing how to calculate density, including providing example calculations.
 - Current code does not require critical areas be subtracted from density calculations and states that it "may" be removed. This was inadvertently changed in a previous draft. Reverted proposed language back to remain consistent with current code and Plan Commission's recommendation to not require critical areas be deducted from the density calculation.
- **17C.111.220 Building Coverage and Impervious Coverage**
 - Removed outdated references to Floor Area Ratio (FAR) requirements.
- **17C.111.235 Setbacks**
 - Reinstate allowance for covered front porch to extend into front setback up to six feet. This was mistakenly removed during previous code changes.
- **17C.111.310 Open Space**
 - Rename from "Outdoor Areas" to "Open Space" because some types of qualifying open space may be indoor amenities.
 - Rename "common outdoor area" to "common open space."
 - Clarify that private open space must be met in whole. It can't be partially met with the remainder going to common open space.
 - Clarify how units whose open space is provided via common open space are identified.
 - Clarify how to count open space when multiple common open spaces are provided.
- **17C.111.315 Entrances**
 - Clarify that houses adjacent to a courtyard, common green, or other form of common open space can front onto the courtyard and are not required to face the street. This allows for more flexibility permitting cottage-housing style development where each unit is fronting a common courtyard.
- **17C.111.320 Windows**
 - Clarify that for living units attached to garages, the window requirement is only applicable to the part of the facade related to living unit (such as an ADU above a garage).
 - Clarify that window requirements don't apply to facades that are not visible from the street or 60' away from a street lot line. Add supporting graphics.

- Don't apply window requirements to garages. For some one-story home designs applying the garage to the window requirements was creating untenable situations where too many square feet of window was required and resulted in undesirable design alternatives.
- **17C.111.325 Building Articulation**
 - Clarify that attached houses are treated as a single building for this section. This helps prevent scenarios where attached homes separated by lot lines may have avoided these requirements.
 - Clarify exceptions for ADUs above a garage and for facades not visible from the street or 60' away from a street lot line. Add supporting graphics.
 - Adjust building modulation rules to be more flexible by:
 - increasing the width at which modulation is required (increase from 30' to 40')
 - allowing for bay windows or bump-outs to meet the requirement
 - allowing for a covered porch to meet the requirement
 - Adjust requirements for design features on long facades to be more flexible as follows:
 - increasing the width at which modulation is required (increase from 30' to 40')
 - clarify that the building modulation requirement can count towards the required design features
 - Provide specific examples to make requirements clearer.
 - Encourage consideration for incorporating historic features from nearby structures into new construction.
- **17C.111.335 Parking Facilities**
 - Clarify that garage opening requirements don't apply to facades that are not visible from the street or 60' away from a street lot line. Add supporting graphics.
 - Provide more flexibility through the following:
 - Exempting garages on corner lots that face the side street
 - Allowing a single-car garage to be even with the house instead of stepped back
 - Allowing a covered porch to count towards the step-back requirement for a garage
 - Exempting garages that are turned to face the side lot line as long as the facade meets other design standards (e.g. windows)
 - Clarifying that detached garages should not be located between the primary structure and the street, with exceptions provided for limited situations.
 - Provide limited exceptions for the 36' driveway approach separation requirement.
 - Add in exceptions to 50% garage rule allowing for multi-story narrow units with small garages on first floor per Plan Commission's recommendations.
- **17C.111.420 Open Spaces**
 - Fix inadvertent conflict in how to measure distance to a park. The measurement should occur from the property boundary.
- **17C.111.450 Pitched Roofs**
 - Repeal as it is undesirable to have this requirement be more burdensome on RMF/RHD development than what is allowed in R1/R2.
- **17C.230.020 Vehicle Parking Summary Table**
 - New table summarizing required/allowed parking amounts consistent with recent removal of all minimum parking requirements.
- **17C.230.100 General Standards**
 - Remove elements related to parking minimums per recent Council action to remove minimums.
 - Minor wording changes.
- **17C.230.110 Minimum Required Parking Spaces**
 - Remove current language and state no minimum spaces are required, consistent with recent removal of all minimum parking requirements.
- **17C.230.120 Maximum Required Parking Spaces**
 - Remove Table 17C.230.120-1 and relocate information to 17C.230.020.
- **17C.230.130 Parking Exceptions**
 - Remove Table 17C.230.130-1 and relocate information to 17C.230.020.
 - Remove elements related to parking minimums.
- **17C.230.140 Development Standards**
 - Remove language referring to City applying surfacing requirements retroactively
 - Remove Table 17C.230.140-1 and apply same dimensional requirements across all zones

- Clarify curbing requirements on private driveways to only apply adjacent to parking stalls and parking aisles
- Extend exceptions for marked parking for detached homes to apply to Middle Housing as well (per HB 1110 requirement to treat them equally)
- **17G.080.040 Short Subdivisions**
 - Clarifications to submittal requirements regarding electronic submittals.
 - Wording clarifications.
- **17G.080.065 Unit Lot Subdivisions**
 - Clarify parent site requirements.
 - Clarify that common space may be owned by an HOA that is larger than the Unit Lot portion of a development.
 - Clarify that an ADU lot may be created whether it is existing or planned.
 - Add section with requirements for combining a Unit Lot Subdivision with a regular long plat or short plat.
 - Clarify that parent sites within a larger plat are limited to 2 acres total.
 - Remove requirement for utility lines to branch from a common line.

IMPLEMENTATION OF COMPREHENSIVE PLAN GOALS AND POLICIES

Section [17G.025.010](#) SMC establishes the review criteria for text amendments to the Unified Development Code. In order to approve a text amendment, City Council shall consider the findings and recommendations of the Plan Commission along with the approval criteria outlined in the Code. The applicable criteria are shown below in *bold and italic* with staff analysis following the complete list. Review of the Comprehensive Plan goals and policies indicates that the proposal meets the approval criteria for internal consistency set forth in SMC 17G.025.010(G).

17G.025.010(G) Approval criteria

1. The proposed amendment is consistent with the applicable provisions of the comprehensive plan.

Staff Analysis: The proposed amendments do not alter the outcomes of the Unified Development Code (UDC) and therefore remains consistent with the various comprehensive plan goals of managing land use in an efficient manner. Furthermore, clarifying or correcting errors in the UDC helps further goals of transparency in government.

2. The proposed amendment bears a substantial relation to public health, safety, welfare, and protection of the environment.

Staff Analysis: The purpose of development regulations in the UDC is to provide a vehicle to implement the City's comprehensive plan, and by reference, the requirements of the Washington State Growth Management Act (GMA). The UDC includes community goals that bear a substantial relation to public health, safety, welfare, and protection of the environment and the proposed amendments to clarify or correct errors to the code language help further implement those goals.

V. DISCUSSION

The proposed text amendments clarify and correct errors within the UDC ensuring that the implementation and enforcement of the development regulations are more straightforward for City staff and provide additional flexibility for development. The amendments also provide clarity for applicants as to what is expected for land use and building applications.

VI. CONCLUSION

Based on the facts and findings presented herein, staff concludes that the requested text amendments to the Unified Development Code satisfy the applicable criteria for approval as set forth in SMC Section 17G.025.010. To comply with RCW 36.70A.370 the proposed text amendments have been evaluated to ensure proposed changes do not result in unconstitutional takings of private property.

VII. STAFF RECOMMENDATION

Following the close of public testimony and deliberation regarding conclusions with respect to the review criteria and decision criteria detailed in SMC 17G.025.010, Plan Commission will need to make a recommendation to City Council for approval or denial of the requested code amendments to the Unified Development Code.

Staff **recommends approval** of the requested text amendments to 17A.020.060 "F" Definitions, 17C.111.205 Development Standards Tables, 17C.111.210 Density, 17C.111.220 Building Coverage and Impervious Coverage, 17C.111.235 Setbacks, 17C.111.310 Open Space, 17C.111.315 Entrances, 17C.111.320 Windows, 17C.111.325 Building Articulation, 17C.111.335 Parking Facilities, 17C.111.420 Open Spaces, 17C.111.450 Pitched Roofs, 17C.230.020 Vehicle Parking Summary Table, 17C.230.100 General Standards, 17C.230.110 Minimum Required Parking Spaces, 17C.230.120 Maximum Required Parking Spaces, 17C.230.130 Parking Exceptions, 17C.230.140 Development Standards, 17G.080.040 Short Subdivisions, and 17G.080.065 Unit Lot Subdivisions.

VIII. LIST OF EXHIBITS

- A. Proposed text amendments
- B. Noticing Requirements
 - a. City Gazette Posting (10/16/24)
 - b. Signed SEPA Determination of Non-significance (10/29/24)
 - c. Newspaper Postings (10/30/24 & 11/06/24)

EXHIBIT A

Section 17A.020.060 “F” Definitions

A. Facade.

All the wall planes of a structure as seen from one side or view. ~~((For example, the front facade of a building would include all of the wall area that would be shown on the front elevation of the building plans.))~~

1. Front Facade.

The facade facing the Front Lot Line as defined in SMC 17A.020.120(T). For example, the Front Facade of a building would include all of the wall area that would be shown on the front elevation of the building plans.

2. Side Street Facade.

The facade facing a Side Street Lot Line as defined in SMC 17A.020.120(T).

B. Facade Easement.

A use interest, as opposed to an ownership interest, in the property of another. The easement is granted by the owner to the City or County and restricts the owner’s exercise of the general and natural rights of the property on which the easement lies. The purpose of the easement is the continued preservation of significant exterior features of a structure.

C. Facility and Service Provider.

The department, district, or agency responsible for providing the specific concurrency facility.

D. Factory-built Structure.

1. “Factory-built housing” is any structure designed primarily for human occupancy, other than a mobile home, the structure or any room of which is either entirely or substantially prefabricated or assembled at a place other than a building site.
2. “Factory-built commercial structure” is a structure designed or used for human habitation or human occupancy for industrial, educational, assembly, professional, or commercial purposes, the structure or any room of which is either entirely or substantially prefabricated or assembled at a place other than a building site.

E. Fair Market Value.

The open market bid price for conducting the work, using the equipment and facilities, and purchase of the goods, services, and materials necessary to accomplish the development. This would normally equate to the cost of hiring a contractor to undertake the development from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead, and profit. The fair market value of the development shall include the fair market value of any donated, contributed, or found labor, equipment, or materials.

F. Fascia Sign.

See SMC 17C.240.015.

G. Feasible (Shoreline Master Program).

1. For the purpose of the shoreline master program, means that an action, such as a development project, mitigation, or preservation requirement, meets all of the following conditions:
 - a. The action can be accomplished with technologies and methods that have been used in the past in similar circumstances, or studies or tests have demonstrated in similar circumstances that such approaches are currently available and likely to achieve the intended results;
 - b. The action provides a reasonable likelihood of achieving its intended purpose; and
 - c. The action does not physically preclude achieving the project's primary intended legal use.
2. In cases where these guidelines require certain actions, unless they are infeasible, the burden of proving infeasibility is on the applicant.
3. In determining an action's infeasibility, the reviewing agency may weigh the action's relative public costs and public benefits, considered in the short- and long-term time frames.

H. Feature.

To give special prominence to.

I. Feeder Bluff.

Or “erosional bluff” means any bluff (or cliff) experiencing periodic erosion from waves, sliding, or slumping, and/or whose eroded sand or gravel material is naturally transported (littoral drift) via a driftway to an accretion shoreform; these natural sources of beach material are limited and vital for the long-term stability of driftways and accretion shoreforms.

J. Fill.

The addition of soil, sand, rock, gravel, sediment, earth retaining structure, or other material to an area waterward of the ordinary high-water mark in wetlands, or on shorelands in a manner that raises the elevation or creates dry land.

K. Financial Guarantee.

A secure method, in a form and in an amount both of which are acceptable to the city attorney, providing for and securing to the City the actual construction and installation of any improvements required in connection with plat and/or building permit approval within a period specified by the City, and/or securing to the City the successful operation of the improvements for two years after the City’s final inspection and acceptance of such improvements. There are two types of financial guarantees under chapter 17D.020 SMC, Financial Guarantees: Performance guarantee and performance/warranty retainer.

L. Fish Habitat.

A complex of physical, chemical, and biological conditions that provide the life-supporting and reproductive needs of a species or life stage of fish. Although the habitat requirements of a species depend on its age and activity, the basic components of fish habitat in rivers, streams, ponds, lakes, estuaries, marine waters, and near-shore areas include, but are not limited to, the following:

1. Clean water and appropriate temperatures for spawning, rearing, and holding.
2. Adequate water depth and velocity for migrating, spawning, rearing, and holding, including off-channel habitat.
3. Abundance of bank and in-stream structures to provide hiding and resting areas and stabilize stream banks and beds.
4. Appropriate substrates for spawning and embryonic development. For stream- and lake-dwelling fishes, substrates range from sands and gravel to rooted vegetation or submerged rocks and logs. Generally, substrates must be relatively stable and free of silts or fine sand.

5. Presence of riparian vegetation as defined in this program. Riparian vegetation creates a transition zone, which provides shade and food sources of aquatic and terrestrial insects for fish.
6. Unimpeded passage (i.e., due to suitable gradient and lack of barriers) for upstream and downstream migrating juveniles and adults.

M. Fiveplex.

A building that contains five dwelling units on the same lot that share a common wall or common floor/ceiling.

N. Flag.

See SMC 17C.240.015.

O. Float.

A floating platform similar to a dock that is anchored or attached to pilings.

P. Flood Insurance Rate Map or FIRM.

The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the City.

Q. Flood Insurance Study (FIS).

The official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base flood.

R. Flood or Flooding.

1. A general and temporary condition of partial or complete inundation of normally dry land areas from:
 - a. The overflow of inland waters;
 - b. The unusual and rapid accumulation of runoff of surface waters from any source; or
 - c. Mudslides or mudflows, which are proximately caused by flooding as defined in section (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land

areas, as when earth is carried by a current of water and deposited along the path of the current.

2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in section (1)(a) of this definition.

S. Flood Elevation Study.

An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide or mudflow, and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

T. Flood Insurance Rate Map (FIRM).

The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

U. Floodplain or Flood Prone Area.

Any land area susceptible to being inundated by water from any source. See "Flood or Flooding."

V. Floodplain administrator.

The community official designated by title to administer and enforce the floodplain management regulations.

W. Floodway.

1. As identified in the Shoreline Master Program:, the area that either:
 - a. The floodway is the area that either

- i. has been established in federal emergency management agency flood insurance rate maps or floodway maps; or
 - ii. consists of those portions of a river valley lying streamward from the outer limits of a watercourse upon which flood waters are carried during periods of flooding that occur with reasonable regularity, although not necessarily annually, said floodway being identified, under normal condition, by changes in surface soil conditions or changes in types or quality of vegetative ground cover condition, topography, or other indicators of flooding that occurs with reasonable regularity, although not necessarily annually.
 - b. Regardless of the method used to identify the floodway, the floodway shall not include those lands that can reasonably be expected to be protected from flood waters by flood control devices maintained by or maintained under license from the federal government, the state, or a political subdivision of the state.
2. For floodplain management purposes, the floodway is the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as "Regulatory Floodway."

X. Floor Area.

The total floor area of the portion of a building that is above ground. Floor area is measured from the exterior faces of a building or structure. Floor area does not include the following:

1. Areas where the elevation of the floor is four feet or more below the lowest elevation of an adjacent right-of way.
2. Roof area, including roof top parking.
3. Roof top mechanical equipment.
4. Attic area with a ceiling height less than six feet nine inches.
5. Porches, exterior balconies, or other similar areas, unless they are enclosed by walls that are more than forty-two inches in height, for fifty percent or more of their perimeter; and
6. In residential zones, FAR does not include mechanical structures, uncovered horizontal structures, covered accessory structures, attached accessory structures (without living space), detached accessory structures (without living space).

Y. Flood Proofing.

Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

Z. Floor Area Ratio (FAR).

The amount of floor area in relation to the amount of site area, expressed in square feet. For example, a floor area ratio of two to one means two square feet of floor area for every one square foot of site area.

AA. Focused Growth Area.

Includes mixed-use district centers, neighborhood centers, and employment centers.

AB. Fourplex.

A building that contains four dwelling units on the same lot that share a common wall or common floor/ceiling.

AC. Frame Effect.

A visual effect on an electronic message sign applied to a single frame to transition from one message to the next. This term shall include, but not be limited to scrolling, fade, and dissolve. This term shall not include flashing.

AD. Freestanding Sign.

See SMC 17C.240.015.

AE. Frontage.

The full length of a plot of land or a building measured alongside the road on to which the plot or building fronts. In the case of contiguous buildings individual frontages are usually measured to the middle of any party wall.

AF. Functionally Dependent Water-Use.

A use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

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Section 17C.111.205 Development Standards Tables

Development standards that apply within the residential zones are provided in Tables 17C.111.205-1 through 17C.111.205-3.

TABLE 17C.111.205-1 LOT DEVELOPMENT STANDARDS [1]					
	RA	R1	R2	RMF	RHD
DENSITY STANDARDS					
Maximum density on sites 2 acres or less [2][3]	No maximum	No maximum	No maximum	No maximum	No maximum
Maximum density on sites larger than 2 acres [2]	10 units/acre	10 units/acre	20 units/acre	No maximum	No maximum
Minimum density [2]	4 units/acre	4 units/acre	10 units/acre	15 units/acre	15 units/acre
LOT DIMENSIONS FOR SUBDIVISIONS AND SHORT SUBDIVISIONS					
Minimum lot area	7,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.
Minimum lot width with no driveway approach [4]	40 ft.	15 ft.	15 ft.	15 ft.	15 ft.
Minimum lot width with driveway approach [4]	40 ft.	36 ft.	36 ft.	25 ft.	25 ft.
Minimum lot width within Airfield Overlay Zone	40 ft.	40 ft.	36 ft.	25 ft.	25 ft.
Minimum lot depth	80 ft.	80 ft.	40 ft.	N/A	N/A
Minimum lot frontage	40 ft.	Same as minimum lot width	Same as minimum lot width	Same as minimum lot width	Same as minimum lot width
MINIMUM LOT DIMENSIONS FOR UNIT LOT SUBDIVISIONS					
Minimum parent lot area	No minimum	No minimum	No minimum	No minimum	No minimum
Maximum parent lot area	2 acres	2 acres	2 acres	2 acres	2 acres
Minimum child lot area	No minimum	No minimum	No minimum	No minimum	No minimum
Minimum child lot depth	No minimum	No minimum	No minimum	No minimum	No minimum
LOT COVERAGE					

Maximum total building coverage [5][6][7]	50%	65%	80%	100%	100%
Maximum lot impervious coverage without engineer's stormwater drainage plan - not in ADC [5][8][9]	50%	60%	60%	N/A	N/A
Maximum lot impervious coverage without engineer's stormwater drainage plan - inside ADC [5][8][9]	40%	40%	40%	N/A	N/A

Notes:

[1] Plan district, overlay zone, or other development standards contained in Title 17C SMC may supersede these standards.

[2] See SMC 17C.111.210 for applicability of minimum and maximum density standards in the residential zones.

[3] Development within Airfield Overlay Zones is further regulated as described in SMC 17C.180.090, Limited Use Standards.

[4] Lots with vehicle access only from an alley are not considered to have a "driveway approach" for the purposes of this standard.

[5] Lot and building coverage calculation includes all primary and accessory structures.

[6] Building coverage for attached housing is calculated based on the overall development site, rather than individual lots.

[7] Developments meeting certain criteria relating to transit, Centers & Corridors, or housing affordability are given a bonus for building coverage. See SMC 17C.111.225 for detailed eligibility criteria.

[8] Projects may exceed impervious coverage requirements by including an engineer's drainage plan in submittals, subject to review by the City Engineer as described in SMC 17D.060.135. "ADC" means Area of Drainage Concern.

[9] Projects in the RMF and RHD zones that are exempted from review under the Spokane Regional Stormwater Manual shall follow the impervious coverage requirements of the R1 zone.

TABLE 17C.111.205-2 BUILDING AND SITING STANDARDS [1]					
	RA	R1	R2	RMF	RHD
PRIMARY BUILDINGS					
Floor area ratio	N/A	N/A	N/A	N/A	N/A
Maximum building footprint per primary building - lot area 7,000 sq. ft. or less	N/A	2,450 sq. ft.	2,450 sq. ft.	N/A	N/A
Maximum building footprint per primary building - lot area more than 7,000 sq. ft.	N/A	35%	35%	N/A	N/A

Maximum building height [2]	35 ft.	40 ft.	40 ft.	55 ft.	75 ft.
Minimum Setbacks					
Front [3]	15 ft.	10 ft.	10 ft.	10 ft.	10 ft.
Interior side lot line - lot width 40 ft or less ((3))	3 ft.	3 ft.	3 ft.	3 ft.	3 ft.
Interior side lot line - lot width more than 40 ft [4] [5]	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
Street side lot line – all lot widths	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
Attached garage or carport entrance from street	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.
Rear	25 ft.	15 ft.	15 ft.	10 ft.	10 ft.
ACCESSORY DWELLING UNITS					
Maximum building footprint for accessory dwelling unit - lot area 5,500 sq. ft. or less	1,100 sq. ft.	1,100 sq. ft.	1,100 sq. ft.	1,100 sq. ft.	1,100 sq. ft.
Maximum building footprint for accessory dwelling unit - lots larger than 5,500 sq. ft.	15%	15%	15%	15%	15%
Maximum building height	25 ft.	25 ft.	25 ft.	25 ft.	25 ft.
Minimum side lot line setbacks [5] [6]	Same as Primary Structure				
Minimum rear setback with alley [4] [5] [6]	0 ft.	0 ft.	0 ft.	0 ft.	0 ft.
Minimum rear setback no alley	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
OTHER ACCESSORY STRUCTURES					
Maximum lot coverage for accessory structures – lots 5,500 sq. ft. or less	20%	20%	20%	See Primary Structure	See Primary Structure
Maximum lot coverage for accessory structures – lots larger than 5,500 sq. ft.	20%	15%	15%	See Primary Structure	See Primary Structure
Maximum building height	30 ft.	20 ft.	20 ft.	35 ft.	35 ft.
Minimum side lot line setbacks [4] [5] [6]	Same as Primary Structure				
Minimum rear setback with alley	0 ft.	0 ft.	0 ft.	0 ft.	0 ft.
Minimum rear setback no alley	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
OPEN SPACE [7]					
Minimum open space per unit [8]	250 sq. ft.	250 sq. ft.	250 sq. ft.	Studio: 48 sq. ft. per unit	Studio: 48 sq. ft. per unit

				1- bedroom: 75 sq. ft. per unit	1- bedroom: 75 sq. ft. per unit
				2+ bedrooms: 150 sq. ft. per unit	2+ bedrooms: 100 sq. ft. per unit
					Sites 20,000 sq. ft. or less: 36 sq. ft. per unit
Minimum common open space per unit as a substitute for private area - first six units	200 sq. ft.	200 sq. ft.	200 sq. ft.	Studio: 48 sq. ft. per unit	Studio: 48 sq. ft. per unit
				1- bedroom: 75 sq. ft. per unit	1- bedroom: 75 sq. ft. per unit
				2+ bedrooms: 150 sq. ft. per unit	2+ bedrooms: 100 sq. ft. per unit
					Sites 20,000 sq. ft. or less: 36 sq. ft. per unit
Minimum common open space per unit as a substitute for private area - all units after six	150 sq. ft.	150 sq. ft.	150 sq. ft.	Studio: 36 sq. ft. per unit	Studio: 36 sq. ft. per unit

				1- bedroom: 48 sq. ft. per unit	1- bedroom: 48 sq. ft. per unit
				2+ bedrooms: 48 sq. ft. per unit	2+ bedrooms: 48 sq. ft. per unit
					Sites 20,000 sq. ft. or less: 25 sq. ft. per unit

Notes:

[1] Plan district, overlay zone, or other development standards contained in Title 17C SMC may supersede these standards.

[2] Base zone height may be modified according to SMC 17C.111.230, Height.

[3] Certain elements such as covered porches may extend into the front setback. See SMC 17C.111.235, Setbacks.

[4] There is an additional angled setback from the interior side lot line. Refer to SMC 17C.111.230(C) and 17C.111.235(E) for more detail.

[5] Setbacks for a detached accessory structure and a covered accessory structure may be reduced to zero feet with a signed waiver from the neighboring property owner as specified in SMC 17C.111.240(C).

[6] Accessory structures may be subject to an additional side setback adjacent to streets as specified in 17C.111.240(C)(5).

[7] Residential units with a continuous pedestrian route as defined in SMC Section 17C.111.420(B) from the property boundary to a public park within 800 feet shall have a minimum of not more than 36 square feet of open space per unit.

[8] Common open space may be substituted for private outdoor area according to SMC 17C.111.310.

TABLE 17C.111.205-3 DEVELOPMENT STANDARDS FOR PROPERTIES QUALIFYING FOR DEVELOPMENT BONUS [1] [2]					
	RA	R1	R2	RMF	RHD
LOT COVERAGE					
Maximum total building coverage	N/A	80%	90%	100%	100%
PRIMARY BUILDINGS					
Floor area ratio	N/A	N/A	N/A	N/A	N/A

Maximum building footprint per primary building - lot area 7,000 sq. ft. or less	N/A	2,450 sq. ft.	2,450 sq. ft.	N/A	N/A
Maximum building footprint per primary building - lot area more than 7,000 sq. ft.	N/A	35%	35%	N/A	N/A
<p>Notes:</p> <p>[1] Standards not addressed in this table are consistent with the general standards in Tables 17C.111.205-1 and 17C.111.205-2.</p> <p>[2] Criteria to qualify for Development Bonuses is outlined in SMC 17C.111.225.</p>					

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Section 17C.111.210 Density

A. Purpose.

The number of dwellings per unit of land, the density, is controlled so that housing can match the availability of public services. The use of density minimums ensures that in areas with the highest level of public services, ~~((that))~~ the service capacity is not wasted and that the City's housing goals are met.

B. Unless specifically exempted, all residential development shall meet the minimum and maximum densities provided in Table 17C.111.205-1.

~~((B))~~C. ((Calculating)) Gross Density Used.

The calculation of density for a subdivision or residential development is ~~((net area and is))~~ based on the total (gross) area of the subject property ~~((, less the area set aside for right-of-way and tracts of land dedicated for stormwater facilities. Land within a critical area (see definitions under chapter 17A.020 SMC) may be subtracted from the calculation of density. When the calculation of density results in a fraction, the density allowed is rounded up to the next whole number. For example, a calculation in which lot area, divided by minimum unit area equals 4.35 units, the number is rounded up to five units))~~.

~~((C.))~~ Maximum Density Applicability and Calculation.

- ~~1. The maximum density standards in Table 17C.111.205-1 shall be met only when the development site exceeds 2 acres in area. In such cases, the following apply:~~
 - ~~a. If a land division is proposed, the applicant must demonstrate how the proposed lots can meet maximum density once construction is completed.~~
 - ~~b. If no land division is proposed, maximum density must be met at the time of development.~~
 - ~~c. Maximum density is based on the zone and size of the site. The following formula is used to determine the maximum number of units allowed on the site:
Square footage of site, less the area set aside for right-of-way and tracts of land dedicated for stormwater facilities;
Divided by maximum density from Table 17C.111.205-1;
Equals maximum number of units allowed. If this formula results in a decimal fraction, the resulting maximum number of units allowed is rounded up to the next whole number. Decimal fractions of five~~

~~tenths or greater are rounded up. Fractions less than five tenths are rounded down.~~

- ~~2. If the development site is 2 acres or less in area, the maximum density standards do not apply.~~
- ~~3. The number of units allowed on a site is based on the presumption that all site development standards will be met.~~

~~D. Minimum Density Applicability and Calculation.~~

- ~~1. The minimum density standards in Table 17C.111.205-1 shall be met under the following circumstances:
 - ~~a. A land division is proposed.~~
 - ~~b. In such cases, the applicant must demonstrate how the proposed lots can meet minimum density once construction is completed.~~
 - ~~c. Minimum density standards can be modified by a PUD under SMC 17G.070.030(B)(2).~~
 - ~~d. Development is proposed in the RMF or RHD zones. In such cases, minimum density must be met at the time of development.~~~~
- ~~2. Except as provided in subsection (3), when development is proposed on an existing legal lot in the RA, R1, or R2 zones, minimum density standards do not apply.~~
- ~~3. A site with pre-existing development may not move out of conformance or further out of conformance with the minimum density standard, including sites in the RA, R1, and R2 zones (regardless of whether a land division is proposed).~~
- ~~4. Minimum density is based on the zone and size of the site, and whether there are critical areas (see definitions under chapter 17A.020 SMC). Land within a critical area may be subtracted from the calculation of density. The following formula is used to determine the minimum number of lots required on the site:
Square footage of site, less the area set aside for right-of-way and tracts of land dedicated for stormwater facilities;
Divided by minimum density from Table 17C.111.205-1;
Equals minimum number of units required.~~

~~E. Transfer of Density.~~

~~Density may be transferred from one site to another subject to the provisions of chapter 17G.070 SMC, Planned Unit Developments.)~~

D. Critical Areas May Be Subtracted.

Land within a critical area (see definitions under chapter 17A.020 SMC) may be, but is not required to be, subtracted from the calculation of density.

E. Right-of-Way May Be Subtracted.

Land dedicated as Right-of-Way may be, but is not required to be, subtracted from a calculation of density.

F. Numbers Rounded Up.

When the calculation of density results in a fraction, the density allowed or required is rounded up to the next whole number. For example, when a calculation results in 4.35 units, the number is rounded up to five units.

G. Formula.

The following formula is used to determine the maximum number of units allowed or the minimum number of units required on the site:

Square footage of site, less any land within a critical area or dedicated to right-of-way, divided by the square footage of one acre (43,560 square feet), multiplied by the density number from Table 17C.111.205-1 equals maximum number of units allowed or minimum number of units required.

Example of determining the minimum number of units with a minimum density of 4 units/acre on a 135,036 square foot (3.1 acre) site:
(135,036 square ft / 43,560 square ft/acre) * 4 units/acre = 12.4 units
(rounded up to 13 units)

Example of determining the maximum number of units with a maximum density of 20 units/acre on a 112,400 square foot (2.58 acre) site encumbered by 21,780 square feet (0.5 acre) of Critical Areas (see Title 17E):
((112,400 square feet – 21,780 square feet) / 43,560 square ft/acre) * 20 units/acre = 41.6 units (rounded up to 42 units)

If this formula results in a decimal fraction, the resulting number of units allowed is rounded up to the next whole number.

H. Land Division in R1 or R2 Zones.

If a land division is proposed in an R1 or R2 zone, the calculation of density shall count one lot as one dwelling unit.

I. Exceptions to Maximum Density Limits.

1. Development Less Than Two (2) Acres.

If the development site excluding any land within a critical area is two (2) acres or less in area, the maximum density standards shall not apply. Proposed new Right-of-Way may also be subtracted from the development site.

2. Middle Housing Allowance.

Notwithstanding any density maximum resulting from a density calculation, any combination of Middle Housing types identified under SMC 17A.020.130(J) shall be allowed on a lot up to six total units, including Accessory Dwelling Units. Such development shall still be subject to other site development standards which may limit the total amount of achievable development on the site.

J. Exceptions to Minimum Density Requirements.

1. Construction on Existing Legal Lots.

Except as provided in subsection (K), when renovation or new construction is proposed on an existing legal lot in the RA, R1, or R2 zones, minimum density shall not apply.

2. Land Divisions with Existing Structures.

When a land division is proposed on a lot below the minimum density and with an existing dwelling unit, any new lots created shall meet these density requirements. A lot which retains an existing primary structure may continue its nonconforming density.

K. Nonconforming Situations.

A site with pre-existing development may not move out of conformance or further out of conformance with the density standards, including sites in the RA, R1, and R2 zones (regardless of whether a land division is proposed).

~~(E)~~L. Transfer of Density.

Density may be transferred from one site to another subject to the provisions of chapter 17G.070 SMC, Planned Unit Developments.

M. Other Standards Apply.

The number of units allowed or required on a site is based on the presumption that all site development standards will be met. A calculation of maximum allowable density does not ensure the maximum number is achievable under other standards and regulations that govern site development.

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Section 17C.111.220 Building Coverage and Impervious Coverage

A. Purpose.

The building coverage standards, together with ~~((the floor area ratio (FAR),))~~ height and setback standards control the overall bulk of structures. They are intended to assure that taller buildings will not have such a large footprint that their total bulk will overwhelm adjacent houses. The standards also help define the form of the different zones by limiting the amount of building area allowed on a site. Additionally, the impervious coverage standards ensure that there is adequate space on a site for stormwater infiltration.

B. Building Coverage and Impervious Coverage Standards.

The maximum combined building coverage allowed on a site for all covered structures is stated in Table 17C.111.205-1.

1. "Impervious surface" is defined in SMC 17A.020.090.
2. For development applications that submit an engineer's stormwater drainage plan pursuant to SMC 17D.060.140, total impervious coverage on a lot is not limited by this chapter, and the building coverage standards control.
3. For development applications that do not submit an engineer's stormwater drainage plan, the maximum impervious coverage standards in Table 17C.111.205-1 must be met. The impervious coverage standards vary depending on whether or not the subject site is located in an Area of Drainage Concern pursuant to SMC 17D.060.135.

~~((C. How to Use FAR with Building Coverage.~~

~~The FAR determines the total amount of living space within a residential structure while the maximum building site coverage determines the maximum building footprint for all structures, including garages and the primary residence(s). The FAR is defined under chapter 17A.020 SMC, Definitions. FAR does not apply to Residentially zoned areas.))~~

Section 17C.111.235 Setbacks

A. Purpose.

The setback standards for primary and accessory structures serve several purposes. They maintain light, air, separation for fire protection, and access for fire fighting. They reflect the general building scale and placement of houses in the City's neighborhoods. They promote options for privacy for neighboring properties. They provide adequate flexibility to site a building so that it may be complementary to the neighborhood, fit the topography of the site, allow for required outdoor areas, and allow for architectural diversity. They provide room for a car to park in front of a garage door without overhanging the street or sidewalk, and they enhance driver visibility when backing onto the street.

B. Applicability.

1. Setbacks are applied to all primary and accessory structures, including Accessory Dwelling Units. Setbacks for structures are applied relative to property lines. Separation between multiple structures on a lot is governed by the requirements of Title 17F SMC. Child lots created via Unit Lot Subdivision under Section 17G.080.065 SMC are only subject to the standards of this section inasmuch as they are applied to the parent lot.
2. Additional setback requirements may be applied through other sections of Title 17C SMC, including but not limited to:
 - a. Parking areas under Chapter 17C.230 SMC
 - b. Fences under Section 17C.111.230 SMC
 - c. Signs under Chapter 17C.240 SMC

C. Front, Side, and Rear Setbacks.

The required Front, Side, and Rear Setbacks for primary and accessory structures are stated in Table 17C.111.205-2. Angled setback standards are described in SMC 17C.111.235(E) and listed in Table 17C.111.235-1.

1. Extensions into Front, Side, and Rear Building Setbacks.
 - a. Minor features of a structure such as eaves, awnings, chimneys, fire escapes, bay windows and uncovered balconies may extend into a Front, Side, Rear Setback up to twenty-four (24) inches.

- b. Bays, bay windows, and uncovered balconies may extend into the Front, Side, and Rear Setback up to twenty-four (24) inches, subject to the following requirements:
 - i. Each bay, bay window, and uncovered balcony may be up to twelve (12) feet long.
 - ii. The total area of all bays and bay windows on a building facade shall not be more than thirty percent (30%) of the area of the facade.
 - iii. Bays and bay windows that project into the setback must cantilever beyond the foundation of the building; and
 - iv. The bay shall not include any doors.

c. A covered porch without Floor Area above may extend into the front setback up to six feet (6').

D. Exceptions to the Front, Side, and Rear Setbacks.

- 1. The rear yard of a lot established as of May 27, 1929, may be reduced to provide a building depth of thirty (30) feet.

E. Angled Setbacks.

- 1. Purpose.

To help new development respond to the scale and form of existing residential areas and to limit the perceived bulk and scale of buildings from adjoining properties.

- 2. Applicability.

Angled setbacks apply in the R1 and R2 zones.

- 3. Angled Setback Implementation.

Buildings are subject to an angled setback plane as follows:

- a. Starting at a height of 25 feet, the setback plane increases along a slope of 2:1 (a rate of 2 feet vertically for every 1 foot horizontally) away from the interior side setback, up to the maximum building height in Table 17C.111.205-2. The minimum setbacks that are paired with each height measurement are provided in Table 17C.111.235-1. See Figure 17C.111.235-A for examples.

- b. No portion of the building shall project beyond the Angled Setback plane described in this subsection, except as follows:
 - i. Minor extensions allowed by SMC 17C.111.235(C)(1) may project into the Angled Setback.
 - ii. Elements of the roof structure such as joists, rafters, flashing, and shingles may project into the Angled Setback.
 - iii. Dormer windows may project into the Angled Setback if the cumulative length of dormer windows is no more than fifty percent (50%) of the length of the roof line.

Figure 17C.111.235-A. Angled Setback Plane Examples

FIGURE 17C.110.235-A: Angled Setback Plane

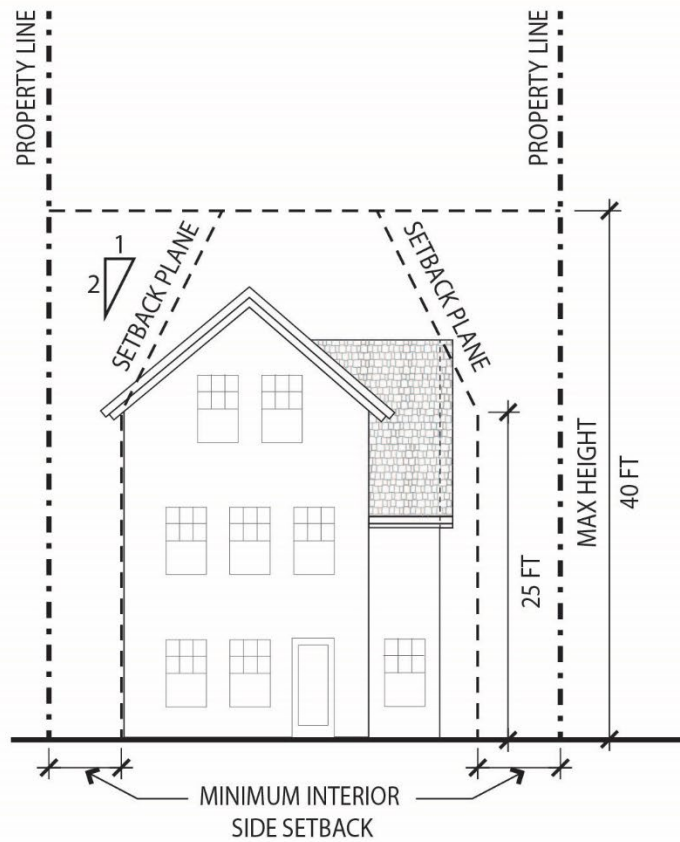


TABLE 17C.111.235-1	
ROOF SETBACK FROM SIDE LOT LINE ON LOTS IN R1 and R2 ZONES	
LOT WIDTHS 40 FT. OR LESS	
Height	Setback
25 ft.	3 ft.
27 ft.	4 ft.
29 ft.	5 ft.
31 ft.	6 ft.
33 ft.	7 ft.
35 ft.	8 ft.
40 ft.	10.5 ft.
LOT WIDTHS MORE THAN 40 FT.	
Height	Setback
25 ft.	5 ft.
27 ft.	6 ft.
29 ft.	7 ft.
31 ft.	8 ft.
33 ft.	9 ft.
35 ft.	10 ft.
40 ft.	12.5 ft.

Section 17C.111.310 ~~((Outdoor Areas))~~ Open Space

A. Purpose.

To create usable areas through the use of engaging ~~((outdoor))~~ recreational spaces for the enjoyment and health of the residents.

B. ~~((Outdoor Areas))~~ Open Space Implementation.

1. Developments shall provide ~~((outdoor areas))~~ open space in the quantity required by Table 17C.111.205-2. (R)
2. The ~~((outdoor area))~~ open space may be configured as either:
 - a. A private outdoor area, such as a balcony ~~((or))~~, patio, or private yard directly accessible from the unit;
 - b. ~~((A common))~~ One or multiple ((outdoor area)) common open spaces, such as courtyards or common greens. ((accessible by all units in the building.))
3. Developments may provide a mix of private and common open space. In developments with a mix of private and common open space, each unit shall meet the full requirements for at least one type of outdoor area. Those units making use of common open space shall meet all the standards for a common open space. Those units making use of private open space shall meet all the standards for private open space. (R)
- ~~((3))~~4. If a common ((outdoor area)) open space, such as a courtyard or common green is provided, it shall meet the following:
 - a. Each courtyard, common green, or other form of common open space shall be associated with housing units for which it is providing open space. The association shall be clearly identified in submitted plans. The association shall be established through a direct pedestrian connection from the unit to the open space.
 - ~~((a))~~b. ~~((Connected))~~ Each courtyard, common green, or other form of common open space shall be connected to each associated unit by a pedestrian ((paths)) path. A pedestrian connection from a unit to an associated common open space shall not cross a parking area and shall not require walking in the opposite direction of the open space to gain access. (R)
 - ~~((b))~~c. At least 50 percent of units associated with a courtyard, common green, or other form of common open space shall have windows that face directly onto the space or doors that ((face)) provide direct access from the unit to the common ((outdoor)) area. (R)

d. In a development with multiple common open spaces, the calculation of square footage shall occur separately for each common open space based on the number of units associated with it. The reduction of square footage after six (6) units shall only apply if that common open space has more than six (6) associated units. (R)

~~((e))~~d. ~~((Common))~~ Each common ((outdoor areas)) open space shall provide at least three of the following amenities to accommodate a variety of ages and activities. Amenities may include, but are not limited to: (P)

- i. Site furnishings (benches, tables, bike racks when not required for the development type, etc.);
- ii. Picnic areas;
- iii. Patios~~((,))~~ or plazas ~~((or courtyards))~~;
- iv. Shaded playgrounds;
- v. Rooftop gardens, planter boxes, or garden plots; ~~((or))~~
- vi. Fenced pet area~~((,))~~; or
- vii. Grass or other living ground cover suitable for recreational use.

4. ~~((Outdoor))~~ Open spaces shall not be located adjacent to dumpster enclosures, loading/service, areas or other incompatible uses that are known to cause smell or noise nuisances. ~~((P))~~ (R)

Section 17C.111.315 Entrances

A. Purpose.

To ensure that entrances are easily identifiable, clearly visible, and accessible from streets, sidewalks, and common areas, to encourage pedestrian activity and enliven the street.

B. Applicability.

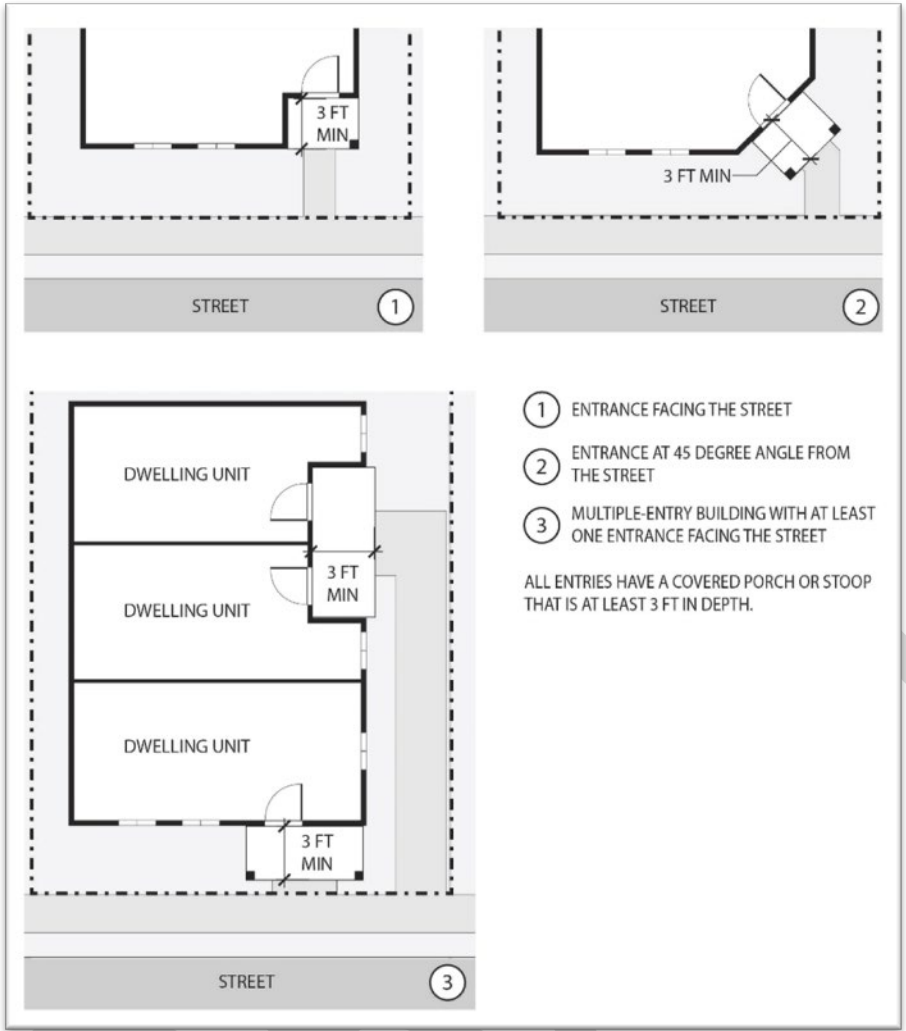
The following standards apply to all building facades that face a public or private street, except those that are separated from the street by another building.

C. Entrances Implementation.

See Figure 17C.111.315-A.

1. ~~((Each))~~ Except as provided in subsection (3), each residential structure fronting a public or private street must have at least one address and main entrance facing or within a 45 degree angle of a street frontage. Buildings with multiple units may have shared entries. (R)
2. Each unit with individual ground-floor entry and all shared entries must have a porch or stoop cover that is at least 3-feet deep. (P)
- ~~((3. — On corner lots, buildings with multiple units must have at least one entrance facing or within a 45-degree angle on each street frontage. (C)))~~
3. For a common open space, such as a courtyard or common green, directly abutting a public or private street, residential structures that abut both the common open space and the public or private street may directly face the common open space instead of facing the public or private street. (P)

Figure 17C.111.315-A. Building Entrances



Section 17C.111.320 Windows

A. Purpose.

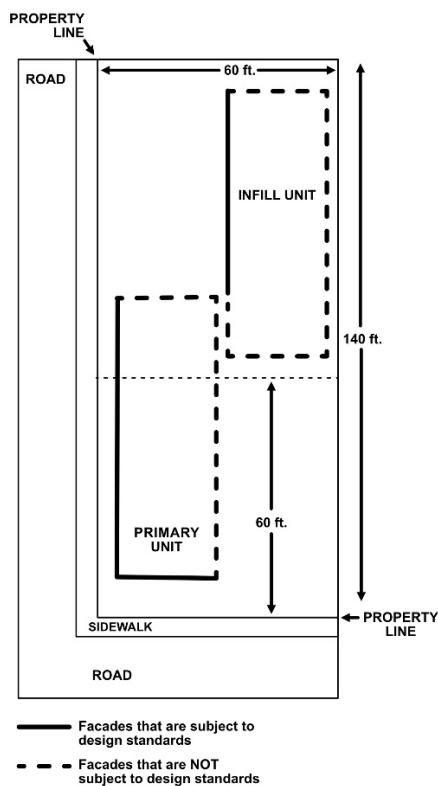
To maintain a lively and active street face while increasing safety and general visibility to the public realm.

B. Applicability.

The following standards apply to all ~~((building facades))~~ facade areas that face a public or private street and enclose floor area, ~~((except those that are separated from the street by another building.))~~ with the following exceptions:

1. When a façade or portion of the façade is not visible from a public or private street or further than 60' away from a street lot line. See Figure 17C.111.320-A.
2. For garages attached to living units, this section does not apply to the portion of the facade associated with the garage.

Figure 17C.111.320-A. Façade Exemption

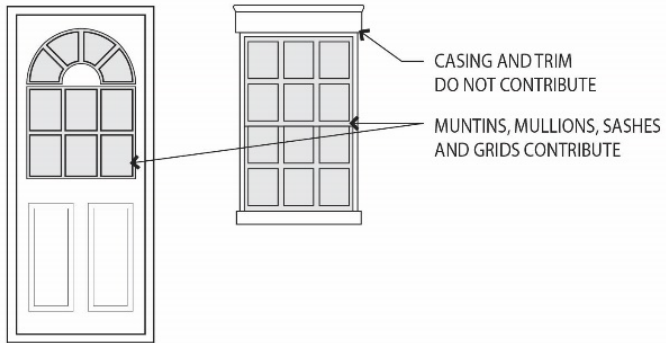
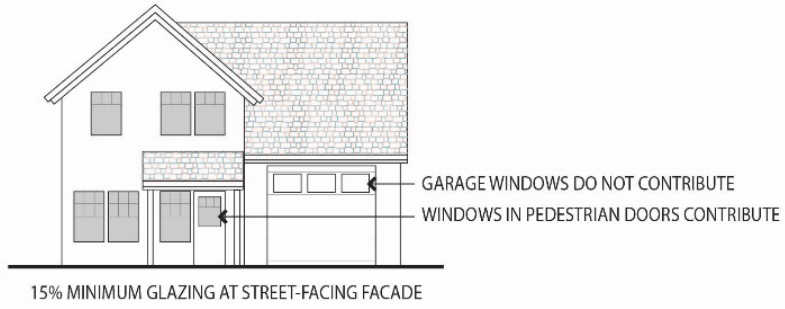


C. Windows Implementation.

See Figure 17C.111.320-((A))B.

1. Windows shall be provided in facades facing public or private streets, comprising at least fifteen percent of the facade area that encloses floor area (R).
2. Window area is considered the entire area within, but not including, the window casing, including any interior window grid.
3. Windows in pedestrian doors may be counted toward this standard. Windows in garage doors may not be counted toward this standard.
4. At least one of the following decorative window features must be included on all of the windows on street facing facades: (P)
 - a. Arched or transom windows.
 - b. Mullions.
 - c. Awnings or bracketed overhangs.
 - d. Flower boxes.
 - e. Shutters.
 - f. Window trim with a minimum width of three inches.
 - g. Pop-outs or recesses greater than three inches.
 - h. Bay windows.
 - i. Dormers.

Figure 17C.111.320-((A))B. Window Coverage



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Section 17C.111.325 Building Articulation

A. Purpose.

To ensure that buildings along any public or private street display the greatest amount of visual interest and reinforce the residential scale of the streetscape and neighborhood.

B. Applicability.

~~((The following))~~ These standards apply to all ~~((building))~~ facades that face a public or private street ~~(, except those that are separated from the street by another building. The standards apply to facades of attached housing irrespective of underlying lot lines))~~.

1. Attached Housing.

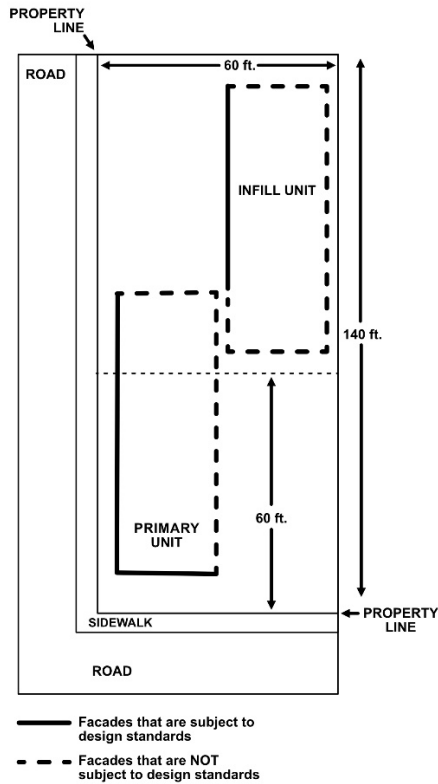
These standards apply to facades of attached housing. For purposes of this section, a grouping of attached houses shall be considered as a single building.

2. Exceptions.

a. These standards do not apply when a façade or portion of façade is not visible from a public or private street or further than 60' away from a street lot line. See Figure 17C.111.325-A.

b. These standards do not apply to a detached Accessory Dwelling Unit above a detached garage.

Figure 17C.111.325-A. Façade Exemption.



C. Building Articulation Implementation.

1. ~~((Buildings must))~~ Street-facing Facades shall be modulated along the street at least every ((thirty)) forty feet. ((Building modulations must step the building wall back or forward at least four feet. See Figure 17C.11325-A. (R)) Building modulations may be achieved in any one of the following ways. (R)
 - a. A step back or forward in the building wall of at least four feet. See Figure 17C.111.325-B.
 - b. For facades no more than two stories high, a bay window or cantilevered bump-out at least four feet (4') wide and two feet (2') deep on the ground floor.
 - c. A cantilevered bump-out at least four feet (4') wide and two feet (2') deep that extends vertically the entire height of the facade.
 - d. A covered porch at least ten feet (10') wide and six feet (6') deep.
2. The scale of buildings ~~((must))~~ shall be moderated to create a human scale streetscape by including vertical and horizontal delineation as expressed by bays, belt lines, doors, or windows. (P)

3. ~~((Horizontal street-facing facades))~~ In addition to the requirement of subsection (C)(1), street-facing Facades longer than ((thirty)) forty feet (40') ((must)) shall include at least ((four)) one of the ((following)) design features listed below, or a similar treatment, ((per façade. At least one of these features must be used)) every thirty feet (30'). For portions of a facade in excess of an increment of thirty (30), an additional feature shall be required after ten feet (10'). The modulation implemented to meet subsection (C)(1) may be counted in meeting this requirement. (P)

a. Design Features.

- ~~((a. Varied building heights.~~
- ~~b. Use of different materials.~~
- ~~c. Different colors.~~
- ~~d. Offsets.~~
- ~~e. Projecting roofs (minimum of twelve inches).~~
- ~~f. Recesses.~~
- ~~g. Bay windows.~~
- ~~h. Variation in roof materials, color, pitch, or aspect.~~
- ~~i. Balconies~~
- ~~j. Covered porch or patio.~~
- ~~k. Dormers))~~

- i. Varied building heights.
- ii. Use of different materials.
- iii. Different colors.
- iv. Offsets.
- v. Projecting roofs (minimum of twelve inches).
- vi. Recesses.
- vii. Bay windows or bump-outs.
- viii. Variation in roof materials, color, pitch, or aspect.
- ix. Balconies
- x. Covered porch or patio.
- xi. Dormers

Figure 17C.111.325-((A))B. Building Articulation for Long Facades

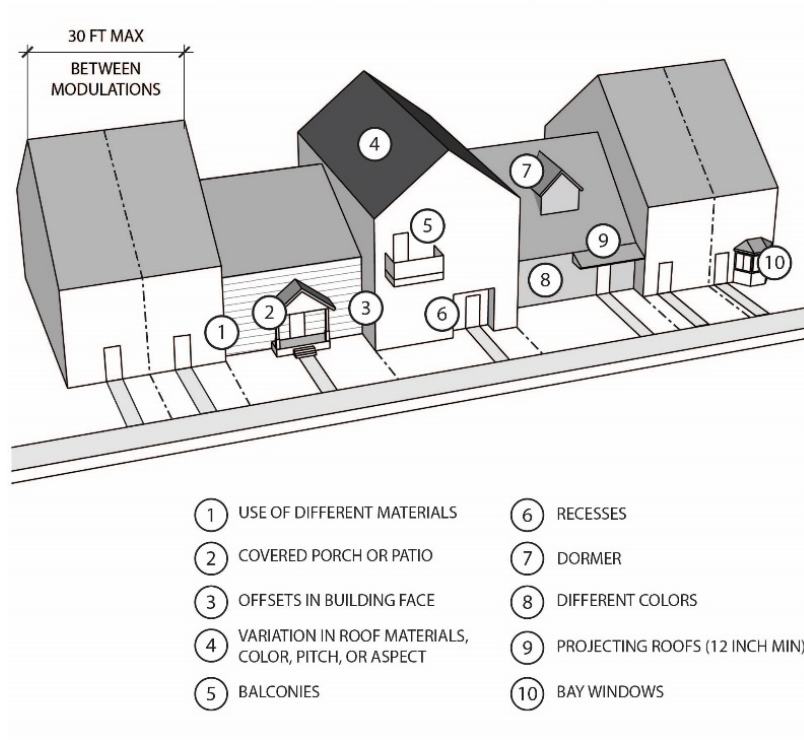


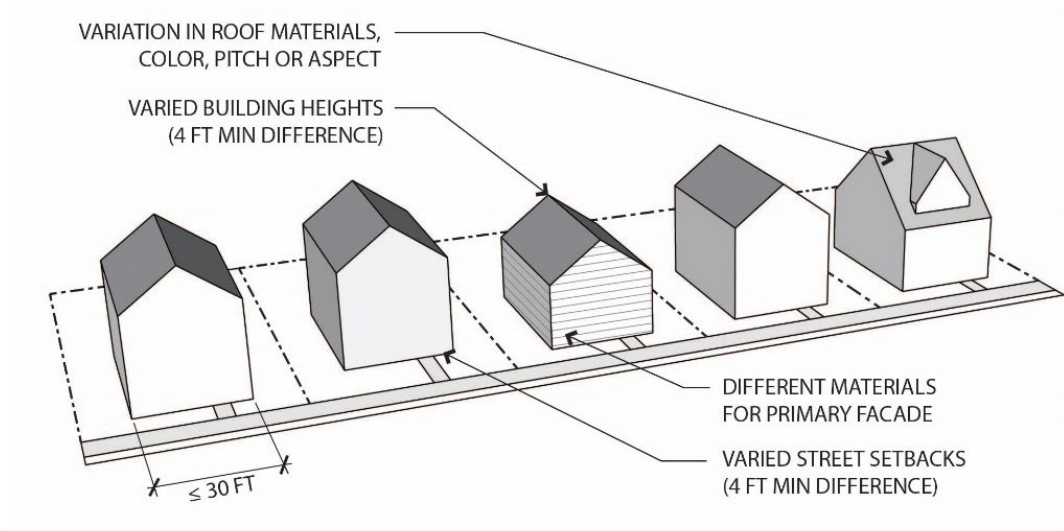
TABLE 17C.111.325-1 BUILDING ARTICULATION EXAMPLES	
<u>Street-Facing Facade Width</u>	<u>Requirements</u>
<u>35 feet</u>	<u>No modulation required</u> <u>No design features required from subsection (3)(a)</u>
<u>40 feet</u>	<u>Modulation required</u> <u>No additional design features required from subsection (3)(a)</u>
<u>45 feet</u>	<u>Modulation required</u> <u>One additional design feature required from subsection (3)(a)</u>
<u>60 feet</u>	<u>Modulation required</u> <u>One additional design feature required from subsection (3)(a)</u>
<u>70 feet</u>	<u>Modulation required</u> <u>Two additional design features required from subsection (3)(a)</u>

~~((4.—The following standard applies when detached housing units or individual units of attached housing have street-facing facades that are thirty feet or less in width. Each such unit shall provide variation from adjacent units by using one or more of the following design features (see Figure 17C.111.325-B):~~

~~a.—Street setbacks that differ by at least four feet.~~

- b. ~~Building heights that differ by at least four feet.~~
- c. ~~Use of different materials for the primary façade.~~
- d. ~~Variation in roof materials, color, pitch, or aspect.~~

~~Figure 17C.111.325-B. Building Variation for Narrow Facades))~~



Note: Graphic to be removed

~~((5. Development should reduce the potential impact of new housing on established and historic neighborhoods by incorporating elements and forms from nearby buildings. This may include reference to architectural details, building massing, proportionality, and use of high-quality materials such as wood, brick, and stone. (C)))~~

D. Consideration for Historic Features.

Development should reduce the potential impact of new housing on established and historic neighborhoods by incorporating elements and forms from nearby buildings. This may include reference to architectural details, building massing, proportionality, and use of high-quality materials such as wood, brick, and stone. (C)

Section 17C.111.335 Parking Facilities

A. Purpose.

To integrate parking facilities with the building and surrounding residential context, promote pedestrian-oriented environments along streets, reduce impervious surfaces, and preserve on-street parking and street tree opportunities.

B. Definitions.

1. Primary Street-Facing Facade.

a. The Primary Street-Facing Facade is the portion of the Front Facade that:

- i. is closest to the front lot line; and
- ii. encloses living space; and
- iii. is situated at ground level.

b. Projections such as bay windows or cantilevered bump-outs shall not be counted as the Primary Street-Facing Facade.

~~((B))~~C. Parking Facilities Implementation.

~~((1. The combined width of all garage doors facing the street may be up to fifty percent of the length of the street facing building facade. For attached housing, this standard applies to the combined length of the street-facing facades of all units. For all other lots and structures, the standards apply to the street-facing facade of each individual building. See Figure 17C.111.335-A. (R)))~~

1. Garage Opening Width.

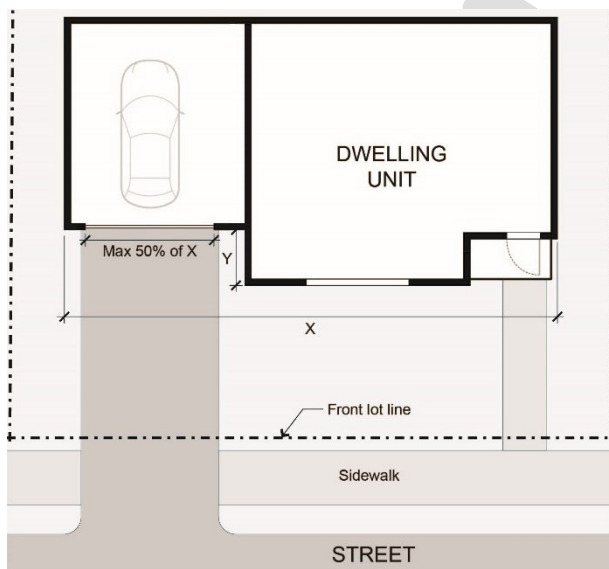
a. Width Limited.

Unless otherwise exempted within this subsection, the combined width of all garage door openings on the Front Facade shall not exceed fifty percent of the width of the Front Facade. For attached housing, this standard applies to the combined length of the Front Facades of all units. For all other lots and structures, the standards apply to the Front Facade of each individual building. See Figure 17C.111.335-A. (P)

b. Exemptions.

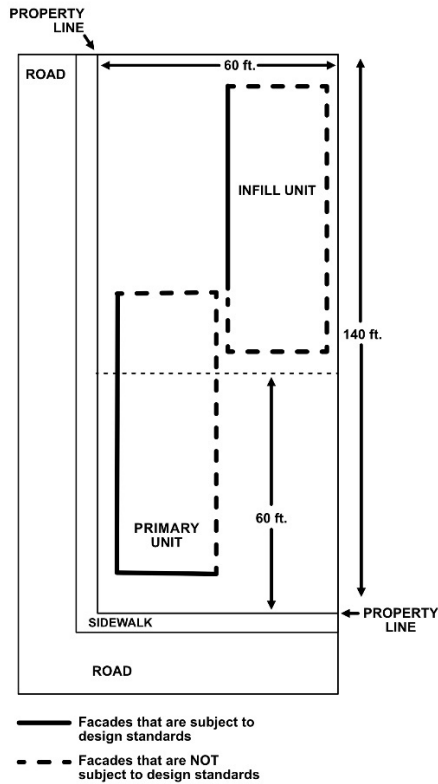
- i. The garage opening width standard does not apply to facades or portions of the facade that are not visible from a private or public street or further than sixty feet (60') away from a street lot line. See Figure 17C.111.335-B.
- ii. For attached housing units less than twenty feet (20') in width or for detached houses less than twenty feet (20') in width, a single opening of no more than ten feet (10') in width is permitted. Units meeting this exemption shall have enclosed living space above the first floor that is set back no further than the face of the garage and extends the entire width of the width of the unit.

Figure 17C.111.335-A. Garage Door Standard



X = Length of street-facing building façade
Y = 2 ft minimum setback from primary street-facing building façade

Figure 17C.111.335-B. Façade Exemption.



~~((2. Street-facing garage walls must be set back at least two feet from the primary street-facing building facade. (R)))~~

2. Garage Wall Step Back.

a. On a Front Facade with garage openings cumulatively totaling more than ten feet (10') in width, all garage openings shall be set back in one of the following ways: (R)

i. at least two feet (2') behind the Primary Street-Facing Facade; or

ii. at least two feet (2') behind the front of a covered porch that is a minimum of six feet (6') in depth and spans at least half of the Front Facade. The covered porch shall have columns, railing, or other vertical elements along the front to visually establish the edge of the porch.

b. A Front Facade with one street-facing garage opening of ten feet (10') or less in width shall be even with or set back from the Primary Street-Facing Facade. (R)

- c. A Front Facade for a garage with the opening facing the side lot line is not required to step back from the Primary Street-Facing Facade, but shall meet all other relevant design standards. (P)
- d. A grouping of attached housing units shall be considered a single building for purposes of these step back requirements.
- e. This standard does not apply to facades or portions of the façade that are not visible from a private or public street or further than 60' away from a street lot line.
- f. Waivers.

A waiver or modification of the garage wall step back may be granted by the Planning Director. The Planning Director shall consider contextual issues such as:

- i. Topography that does not allow a step back; and
- ii. An addition to an existing structure where a step back is impractical.

Merely the presence of existing structures on nearby properties with garages situated forward of the Primary Street-Facing Facade shall not be grounds for a waiver.

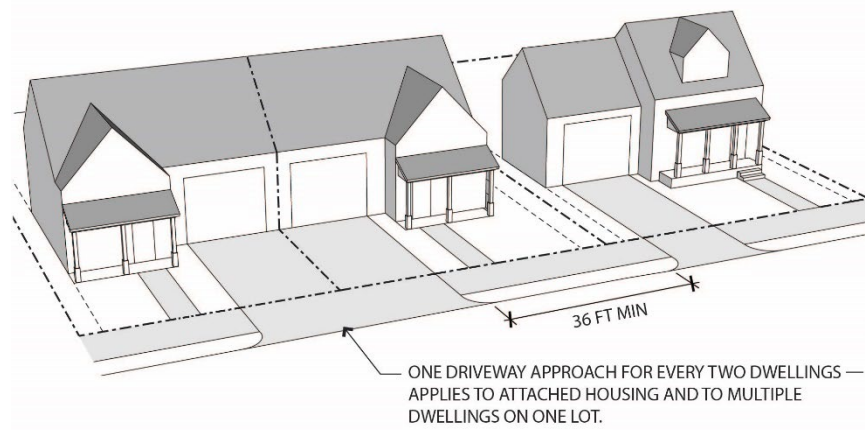
- 3. Access to Parking.
 - a. Vehicular access to ~~((parking))~~ a parking area, garage, or carport shall occur only via an approved driveway approach from an alley, improved street, or easement ~~((is required if parking is required))~~ pursuant to chapter 17C.230 SMC Parking and Loading. (R)
 - b. If the lot abuts a public alley, then vehicle access shall be from the alley unless the applicant requests a waiver of the requirement and the Planning Director determines that one of the following conditions exists: (R)
 - i. Existing topography does not permit alley access; or
 - ii. A portion of the alley abuts a nonresidential zone; or
 - iii. The alley is used for loading or unloading by an existing nonresidential use; or
 - iv. Due to the relationship of the alley to the street system, use of the alley for parking access would create a significant safety hazard.
 - c. For lots with vehicle access through an alley, garages shall not be accessed from the street. (R)

- d. Where off-street parking is provided for attached housing or for two or more units on one lot, only one driveway approach and sidewalk crossing for each two dwellings may be permitted. See Figure 17C.111.335-~~((B))C~~. (R)
- e. Driveway approaches shall be separated by a minimum distance of 36 feet. The Planning Director ~~((will))~~ may grant an exception to this standard if ~~((the 36-foot separation from existing driveways on adjacent lots would preclude vehicular access to the subject lot))~~ one of the following conditions exist. See Figure 17C.111.335-~~((B))C~~. (R)
 - i. existing driveways on adjacent lots would preclude vehicular access to the subject lot; or
 - ii. existing topography makes shared driveway approaches infeasible; or
 - iii. development is proposed on a lot created prior to January 1, 2024 with insufficient frontage for the required separation; or
 - iv. the Planning Director determines that the conditions of the lot render an alternate form of access infeasible.
- 4. ~~((Parking structures,))~~Detached garages and detached carports~~((, and parking areas other than driveways))~~ shall not be located between the ~~((principal structure))~~ Front Facade and ~~((streets))~~ the street unless the Planning Director determines that one of the following conditions is met. (P)
 - a. The lot and primary structure existed prior to January 1, 2024 and are situated such that a garage or carport cannot reasonably be located to the side of or behind the primary structure; or
 - b. Existing topography does not permit the placement of a garage or carport to the side of or behind the proposed or existing primary structure; or
 - c. Placement of the garage or carport to the side of or behind the primary structure would create a safety hazard.

Upon meeting one of these conditions, the garage or carport shall follow all other design standards as practicable.
- 5. Parking areas shall not be located between the Front Facade and the street except for driveways that lead to an allowable vehicle parking facility. (R)

Figure 17C.111.335-~~((B))C~~. Paired Driveways and Minimum Spacing

FIGURE 17C.110.335-B: Paired Driveways and Minimum Spacing



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Section 17C.111.420 Open Spaces

A. Purpose.

To create pedestrian friendly, usable areas through the use of plazas, courtyards, rooftop decks, and other open spaces for the enjoyment and health of the residents.

B. Open Spaces Implementation.

1. Minimum Required Space.

- a. Each multifamily development shall provide the minimum open space area for each living unit in the complex, including those units occupied by the owner or building management personnel, as identified in Table 17C.111.205-2. Open spaces may be provided individually, such as by balconies, or combined into a larger common open space. Developments in RMF and RHD may provide both private and common open space to meet the minimum requirement; however, each unit must provide either the full private or common open space to count towards the minimum required space. (R)
- b. Residential units with a continuous pedestrian route from the ~~((building entrance))~~ property boundary to a public park within 800 ft are not required to provide more than 36 square feet of open space per unit. For purposes of this requirement, an unsignalized crossing of a minor arterial road or greater shall not be considered a continuous pedestrian route.

2. Private Open Space.

Private open space area is typically developed for passive recreational use. Examples include balconies, patios, and private rooftop decks.

- a. Private open space must be directly accessible from the unit. (R)
- b. Private open space must be surfaced with landscaping, pavers, decking, or sport court paving which allows the area to be used for recreational purposes. (R)
- c. Private open space may be covered, such as a covered balcony, but may not be fully enclosed. (R)
- d. Berms, low walls, fences, hedges and/or landscaping shall be used to define private open spaces such as yards, decks, terraces, and patios from each other and from the street right-of-way. The

material or plantings between private open spaces shall be a maximum of four feet in height and visually permeable, such as open rails, ironwork, or trellis treatment to encourage interaction between neighbors. Material or plantings between units and right-of-way shall meet applicable fencing restrictions. (P)

3. Common Open Space.

Common open space area may be developed for active or passive recreational use. Examples include play areas, plazas, rooftop patios, picnic areas, fitness centers, pools, tennis courts, and open recreational facilities.

- a. The total amount of required common open space is the cumulative amount of the required area per dwelling unit for common areas, minus any units that provide individual open space (if provided). However, a combined required open space must comply with the minimum area and meet ADA Standards for Accessible Design.
- b. Common open space must be surfaced with landscaping, pavers, decking, or sport court paving, which allows the area to be used for recreational purposes. (R).
- c. Common open space may be covered, such as a covered patio, but may not be fully enclosed unless the open space is an equipped interior fitness area or furnished meeting space not reservable by individual residents. (R)
- d. Common open spaces with active uses used to meet these guidelines shall not be located within required buffer areas, if prohibited by critical area or shoreline regulations. (R)
- e. Common open spaces shall provide at least three of the following amenities to accommodate a variety of ages and activities. Amenities include: (P)
 - i. Site furnishings (benches, tables, bike racks)
 - ii. Picnic or outdoor grilling areas
 - iii. Patios, plazas, or courtyards
 - iv. Tot lots or other children's play areas
 - v. Enclosed pet areas that make up no more than fifty percent of the required common open space
 - vi. Community gardens accessible for use by residents
 - vii. Open lawn
 - viii. Play fields

- ix. Sports courts, such as tennis or basketball courts, and pools that make up no more than fifty percent of the required common open space
 - x. Interior equipped fitness areas that make up no more than fifty percent of the required common open space
- f. If common open spaces are located adjacent to a street right-of-way, landscaping should be used to provide a buffer between outdoor spaces and the street right-of-way. (P)
- 4. Lighting shall be provided within open spaces to provide visual interest, as well as an additional security function. Lighting should not cause off-site glare. (R)
- 5. Open spaces should not be located adjacent to dumpster enclosures, loading/service areas or other facility and/or utility enclosures. (C)

Section 17C.111.450 Pitched Roofs

[repealed]

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17C.230.020 Vehicle Parking Summary Table

Parking requirements are summarized in Table 17C.230.020-1.

TABLE 17C.230.020-1 SUMMARY OF PARKING REQUIREMENTS [1]				
RESIDENTIAL CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Group Living		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	No maximum
Residential Household Living				

COMMERCIAL CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Adult Business		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	1 per 200 sq. ft. of floor area
Commercial Outdoor Recreation				30 per acre of site
Commercial Parking				None
Drive-through Facility				None
Major Event Entertainment				1 per 5 seats or per CU review
Office				1 per 200 sq. ft. of floor area
Quick Vehicle Servicing				1 per 200 sq. ft. of floor area
Retail Sales and Service	Retail, Personal Service, Repair-oriented			1 per 200 sq. ft. of floor area
	Restaurants and Bars			1 per 60 sq. ft. of floor area
	Health Clubs, Gyms, Lodges, Meeting Rooms and similar continuous entertainment, such as Arcades and Bowling Alleys			1 per 180 sq. ft. of floor area
	Temporary Lodging	1.5 per rentable room; for associated uses such as Restaurants, see above		
	Theaters	1 per 2.7 seats or 1 per 4 feet of bench area		

	Retail sales and services of large items, such as appliances, furniture and equipment			1 per 200 sq. ft. of floor area
Mini-storage Facilities				Same as Warehouse and Freight Movement
Vehicle Repair				1 per 200 sq. ft.

INDUSTRIAL CATEGORIES

USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Industrial Services, Railroad Yards, Wholesale Sales		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	1 per 200 sq. ft. of floor area
Manufacturing and Production				1 per 200 sq. ft. of floor area
Warehouse and Freight Movement				1 per 200 sq. ft. of floor area
Waste-related				Per CU review

INSTITUTIONAL CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Basic Utilities		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	None
Colleges				1 per 200 sq. ft. of floor area
Community Service				exclusive of dormitories, plus 1 per 2.6 dorm room
Daycare				1 per 200 sq. ft. of floor area
Medical Centers				1 per 200 sq. ft. of floor area
Parks and Open Areas				1 per 200 sq. ft. of floor area
Religious Institutions				Per CU review for active areas
Schools	Grade, Elementary, Junior High			2.5 per classroom
	High School	10.5 per classroom		

OTHER CATEGORIES				
USE CATEGORY	SPECIFIC USE	MINIMUM REQUIRED	MAXIMUM ALLOWED: CC, DOWNTOWN, FBC ZONES [2]	MAXIMUM ALLOWED: RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, INDUSTRIAL ZONES [2]
Agriculture		None	CC: 4 per 1,000 sq. ft. of floor area Downtown: 3 per 1,000 sq. ft. of floor area FBC: 2 per 500 sq. ft. of floor area	None or per CU review
Aviation and Surface Passenger Terminals				Per CU review
Detention Facilities				Per CU review
Essential Public Facilities				Per CU review
Wireless Communication Facilities				None or per CU review
Rail Lines and Utility Corridors				None

[1] The Planning Director may approve different amounts of parking spaces under the exceptions listed in SMC 17C.230.130.

[2] Parking provided within a parking structure is not counted towards the maximum allowed per SMC 17C.230.120(B)(2).

Section 17C.230.100 General Standards

A. ~~((Where the Standards Apply))~~ Applicability.

The standards of this chapter apply to all parking areas in ~~((RA, R1, R2, RMF, RHD, O, OR, NR, NMU, CB, GC, Downtown, CC, industrial, and FBC zones))~~ all zones, whether required by this code or put in for the convenience of property owners or users. Parking areas include those accessory to a use, part of a commercial parking use, or for a park and ride facility in the basic utilities use category. Some zoning categories have unique parking standards as provided in Table 17C.230.120-1.

~~((B.—Occupancy:~~

~~All required parking areas must be completed and landscaped prior to occupancy of any structure except as provided in chapter 17C.200 SMC, Landscaping and Screening.))~~

~~((C))~~B.((Calculations of Amounts of Required and Allowed Parking)) Calculation.

1. When computing parking spaces based on floor area, floor area dedicated for parking is not counted.
2. The number of parking spaces is computed based on the uses on the site. When there is more than one use on a site, the required or allowed parking for the site is the sum of the required or allowed parking for the individual uses. ~~((For joint use parking, see SMC 17C.230.110(B)(2).))~~
- ~~((3.—If the maximum number of spaces allowed is less than or equal to the minimum number required, then the maximum number is automatically increased to one more than the minimum.))~~
- ~~((4))~~3. If the maximum number of spaces allowed is less than one, then the maximum number is automatically increased to one.
- ~~((5))~~4. When the calculation of required or allowed parking results in a decimal fraction, the number of parking spaces required or allowed is rounded up to the next whole number.

~~((D.—Use of Required Parking Spaces:~~

~~Required parking spaces must be available for the use of residents, customers, or employees of the use. Fees may be charged for the use of required parking spaces, except for group living and residential household living uses. Required parking spaces may not be assigned in any way to a use on another site, except for joint parking situations. Required parking spaces must be made available to employees; it cannot be restricted only to customers. See SMC~~

~~17C.230.110(B)(2). Also, required parking spaces may not be used for the parking of equipment or storage of goods or inoperable vehicles.~~

~~E. Proximity of Parking to Use.~~

- ~~1. Required parking spaces for all industrial and commercial zones, except center and corridor zones, must be located on the site of the use or in parking areas whose closest point is within four hundred feet of the site. In center and corridor zones, parking is required to be located within six hundred feet of the use.~~
- ~~2. Required parking spaces for uses in the RA, R1, R2, and RMF zones must be located on the site of the use. Required parking for the uses in the RHD zone must be located on the site of the use or in parking areas whose closest point is within four hundred feet of the site.~~

~~F. Stacked Parking.~~

~~Stacked or valet parking is allowed if an attendant is present to move vehicles. If stacked parking is used for required parking spaces, some form of guarantee must be filed with the City ensuring that an attendant will always be present when the lot is in operation. The requirements for minimum or maximum spaces and all parking area development standards continue to apply for stacked parking.~~

~~G. On-Street Parking.~~

~~The minimum number of required parking spaces may be reduced by the number of on-street parking spaces immediately adjacent to a site's public right-of-way frontages, located on the same side of the street. The street must be paved, with sidewalks that are ADA accessible. Each complete twenty linear foot section of right-of-way where parallel parking is permitted is considered a parking space. Where parallel, diagonal or other on-street parking is marked on the street or officially designated by other means; the number of complete parking spaces that are adjacent on the same side of the street to the site's frontage are counted. An on-street parking space shall not be counted if it is restricted in its use as a designated loading, taxi or other special use zone or if parking is prohibited for more than five hours any twenty four-hour period. When calculating the number of required bicycle parking spaces per SMC 17C.230.200, the number of vehicle off-street parking spaces that would be required before this reduction is applied is the figure that is used.))~~

~~((H))C. Curb Cuts.~~

Curb cuts and access restrictions are regulated by the City engineering services department. Other zoning standards or design ~~((guidelines))~~ standards may apply.

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Section 17C.230.110 Minimum Required Parking Spaces

~~((A.—Purpose.~~

~~The purpose of required parking spaces is to provide enough parking to accommodate the majority of traffic generated by the range of uses, which might locate at the site over time. As provided in subsection (B)(3) of this section, bicycle parking may be substituted for some required parking on a site to encourage transit use and bicycling by employees and visitors to the site. The required parking numbers correspond to broad use categories, not specific uses, in response to this long-term emphasis. Provision of carpool parking, and locating it close to the building entrance, will encourage carpool use.~~

~~B.—Minimum Number of Parking Spaces Required.~~

~~1.—The minimum number of parking spaces for all zones is stated in Table 17C.230.120-1. Table 17C.230.130-1 states the required number of spaces for use categories. The standards of Table 17C.230.120-1 and Table 17C.230.130-1 apply unless specifically superseded by other portions of the city code.~~

~~2.—Joint Use Parking.~~

~~Joint use of required parking spaces may occur where two or more uses on the same or separate sites are able to share the same parking spaces because their parking demands occur at different times. Joint use of required nonresidential parking spaces is allowed if the following documentation is submitted in writing to the planning and economic development services director as part of a building or zoning permit application or land use review:~~

- ~~a.—The names and addresses of the uses and of the owners or tenants that are sharing the parking.~~
- ~~b.—The location and number of parking spaces that are being shared.~~
- ~~c.—An analysis showing that the peak parking times of the uses occur at different times and that the parking area will be large enough for the anticipated demands of both uses; and~~
- ~~d.—A legal instrument such as an easement or deed restriction that guarantees access to the parking for both uses.~~

~~3.—Bicycle parking may substitute for up to twenty-five (25) percent of required vehicle parking. For every four (4) short-term bicycle parking spaces, the motor vehicle parking requirement is reduced by one space.~~

~~For every one (1) long-term bicycle parking space, the motor vehicle parking required is reduced by one space. Vehicle parking associated with residential uses may only be substituted by long-term bicycle parking. Existing parking may be converted to take advantage of this provision. Required bicycle parking spaces may be used to substitute for vehicle parking.~~

~~4. Existing Uses.~~

~~The off-street parking and loading requirements of this chapter do not apply retroactively to established uses; however:~~

- ~~a. the site to which a building is relocated must provide the required spaces; and~~
- ~~b. a person increasing the floor area, or other measure of off-street parking and loading requirements, by addition or alteration, must provide spaces as required for the increase, unless the requirement under this subsection is five spaces or fewer.~~

~~5. Change of Use.~~

~~When the use of an existing building changes, additional off-street parking and loading facilities must be provided only when the number of parking or loading spaces required for the new use(s) exceeds the number of spaces required for the use that most recently occupied the building. A "credit" is given for the most recent use of the property for the number of parking spaces that would be required by the current parking standards. The new use is not required to compensate for any existing deficit.~~

- ~~a. If the proposed use does not generate the requirement for greater than five additional parking spaces more than the most recent use then no additional parking spaces must be added.~~
- ~~b. For example, a non-conforming building with no off-street parking spaces most recently contained an office use that if built today would require three off-street parking spaces. The use of the building is proposed to be changed to a restaurant that would normally require six spaces. The three spaces that would be required of the existing office use are subtracted from the required number of parking spaces for the proposed restaurant use. The remainder is three spaces. Since the three new spaces is less than five spaces no off-street parking spaces would be required to be installed in order to change the use of the building from an office use to a restaurant use.~~

~~6. Uses Not Mentioned.~~

~~In the case of a use not specifically mentioned in Table 17C.230.130-1, the requirements for off-street parking shall be determined by the planning and economic development services director. If there is/are comparable uses, the planning and economic development services director's determination shall be based on the requirements for the most comparable use(s). Where, in the judgment of the planning and economic development services director, none of the uses in Table 17C.230.130-1 are comparable, the planning and economic development services director may base his or her determination as to the amount of parking required for the proposed use on detailed information provided by the applicant. The information required may include, but not be limited to, a description of the physical structure(s), identification of potential users, and analysis of likely parking demand.~~

~~C. Carpool Parking.~~

~~For office, industrial, and institutional uses where there are more than twenty parking spaces on the site, the following standards must be met:~~

- ~~1. Five spaces or five percent of the parking spaces on site, whichever is less, must be reserved for carpool use before nine a.m. on weekdays. More spaces may be reserved, but they are not required.~~
- ~~2. The spaces will be those closest to the building entrance or elevator, but not closer than the spaces for disabled parking and those signed for exclusive customer use.~~
- ~~3. Signs must be posted indicating these spaces are reserved for carpool use before nine a.m. on weekdays.)~~

A. No Minimum Required.

Except as provided herein, there is no required minimum number of off-street parking spaces.

B. Conditional Use.

A requirement to provide a minimum number of off-street parking spaces may be included as a condition in a Conditional Use permit.

Section 17C.230.120 Maximum Required Parking Spaces

A. Purpose.

Limiting the number of spaces allowed promotes efficient use of land, enhances urban form, encourages use of alternative modes of transportation, provides for better pedestrian movement, and protects air and water quality. The maximum ratios in this section vary with the use the parking ((it)) is accessory to. ~~((These maximums will accommodate most auto trips to a site based on typical peak parking demand for each use.))~~

B. Maximum Number of Parking Spaces Allowed.

Standards in a plan district or overlay zone may supersede the standards in this subsection or the amounts listed in Table 17C.230.020-1.

1. Surface Parking.

The maximum number of parking spaces allowed is stated in Table ~~((17C.230.120-1 and Table 17C.230.130-1))~~ 17C.230.020-1, except as specified in subsection (B)(2) of this section.

2. Structure Parking.

Parking provided within a building or parking structure is not counted when calculating the maximum parking allowed.

((

TABLE 17C.230.120-1		
PARKING SPACES BY ZONE [1]		
(Refer to Table 17C.230.130-1 for Parking Spaces Standards by Use)		
ZONE	SPECIFIC USES	REQUIREMENT
RA, R1, R2, RMF, RHD O, OR, NR, NMU, CB, GC, Industrial	All Land Uses	Minimum and maximum standards are shown in Table 17C.230.130-1.
CC1, CC2, CC3, CC4 [2]	Nonresidential	There is no minimum parking requirement. Maximum ratio is 4 stalls per 1,000 gross square feet of floor area.
	Residential	There is no minimum parking requirement.

		Maximum ratio is 4 stalls per 1,000 gross square feet of floor area.
Downtown [2]	Nonresidential	There is no minimum parking requirement. Maximum ratio is 3 stalls per 1,000 gross square feet of floor area.
	Residential	There is no minimum parking requirement. Maximum ratio is 3 stalls per 1,000 gross square feet of floor area.
FBC [2]	All Land Uses	See SMC 17C.123.040, Hamilton Form Based Code for off-street parking requirements.
Overlay	All Land Uses	No off-street parking is required. See the No Off-Street Parking Required Overlay Zone Map 17C.230-M2 and No Off-Street Parking Required Overlay Zone Map 17C.230-M3.
<p>[1] Standards in a plan district or overlay zone may supersede the standards of this table. [2] See exceptions in SMC 17C.230.130, CC and Downtown Zone Parking Exceptions.</p>		

))

Section 17C.230.130 Parking Exceptions

~~((A. Parking is not required for commercial or institutional uses.~~

~~B. The Planning Director may approve ratios that are higher than the maximum ((or lower than the minimum)) if sufficient factual data is provided to indicate that a different amount is appropriate. The applicant assumes the burden of proof. Approval of parking above the maximum shall be conditioned upon increasing the amount of required landscaping by thirty percent. ((Approval of parking below the minimum shall be conditioned upon the project contributing towards a pedestrian and transit supportive environment both next to the immediate site and in the surrounding area.)) When determining if a different amount of parking is appropriate, the Director shall consider the proximity of the site to frequent transit service, the intensity of the zoning designation of the site and surrounding sites, and the form of the proposed use.))~~

The Planning Director may approve ratios that are higher than the maximum if sufficient factual data is provided to indicate that a different amount is appropriate. The applicant assumes the burden of proof. Approval of parking above the maximum shall be conditioned upon increasing the amount of required landscaping by thirty percent. When determining if a different amount of parking is appropriate, the Director shall consider the proximity of the site to frequent transit service, the intensity of the zoning designation of the site and surrounding sites, and the form of the proposed use.

~~((C. If property owners and businesses establish a parking management area program with shared parking agreements, the Planning Director may reduce or waive parking requirements.~~

~~D. Existing legal nonconforming buildings that do not have adequate parking to meet the standards of this section are not required to provide off-street parking when remodeling which increases the amount of required parking occurs within the existing structure.~~

~~E. Attached Housing.~~

~~The following exceptions apply only to attached housing (defined in SMC 17A.020.010) in the RMF and RHD zones. Distances are measured in a straight line between the zone/overlay boundary to the lot line of the site containing the development.~~

- ~~1. On a lot at least partially within one thousand three hundred twenty feet of CC, CA, or DT zone or CC3 zoning overlay, the minimum number of off-street vehicle parking spaces required is fifty percent less than the minimum required for Residential Household Living in Table 17C.230.130-4.~~

2. On a lot farther than one thousand three hundred twenty feet of a CC, CA, or DT zone or CC3 zoning overlay, the minimum number of off-street vehicle parking spaces required is thirty percent less than the minimum required for Residential Household Living in Table 17C.230.130-1.

F. Parking is not required for residential development on sites located within one-half mile of a transit stop.

TABLE 17C.230.130-1 PARKING SPACES BY USE [1] (Refer to Table 17C.230.120-1 for Parking Space Standards by Zone) CU = Conditional Use			
RESIDENTIAL CATEGORIES			
USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Group Living	-	None	None
Residential Household Living	-	None	None
COMMERCIAL CATEGORIES			
USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Adult Business	-	None	1 per 200 sq. ft. of floor area
Commercial Outdoor Recreation	-	None	30 per acre of site
Commercial Parking	-	Not applicable	None
Drive-through Facility	-	Not applicable	None
Major Event Entertainment	-	None	1 per 5 seats or per CU review
Office	General Office	None	1 per 200 sq. ft. of floor area
	Medical/Dental Office	None	1 per 200 sq. ft. of floor area
Quick Vehicle Servicing	-	None	1 per 200 sq. ft. of floor area
Retail Sales and Service	Retail, Personal	None	1 per 200 sq. ft. of floor area

	Service,- Repair-oriented		
	Restaurants and Bars	None	1 per 60 sq. ft.- of floor area
	Health Clubs, Gyms, Lodges, Meeting Rooms and similar continuous entertainment, such as Arcades and Bowling Alleys	None	1 per 180 sq. ft.- of floor area
	Temporary Lodging	None	1.5 per rentable room;- for associated uses such as Restaurants,- see above
	Theaters	None	1 per 2.7 seats or 1 per 4 feet of bench area
	Retail sales and services of large items, such as appliances, furniture and equipment	None	1 per 200 sq. ft.- of floor area
Mini-storage Facilities	-	None	Same as Warehouse and Freight Movement
Vehicle Repair	-	None	1 per 200 sq. ft.- of floor area
INDUSTRIAL CATEGORIES			
USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Industrial Services, Railroad Yards, Wholesale Sales	-	None	1 per 200 sq. ft.- of floor area
Manufacturing and Production	-	None	1 per 200 sq. ft.- of floor area
Warehouse and Freight Movement	-	None	1 per 200 sq. ft.- of floor area

Waste-related	-	Per CU review	Per CU review
INSTITUTIONAL CATEGORIES			
USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Basic Utilities	-	None	None
Colleges	-	None	1 per 200 sq. ft. of floor area exclusive of dormitories, plus 1 per 2.6 dorm room
Community Service	-	None	1 per 200 sq. ft. of floor area
Daycare	-	None	1 per 200 sq. ft. of floor area
Medical Centers	-	None	1 per 200 sq. ft. of floor area
Parks and Open Areas	-	None	Per CU review for active areas
Religious Institutions	-	None	1 per 60 sq. ft. of main assembly area
Schools	Grade, Elementary, Junior High	None	2.5 per classroom
	High School	None	10.5 per classroom
OTHER CATEGORIES			
USE CATEGORIES	SPECIFIC USES	MINIMUM PARKING	MAXIMUM PARKING
Agriculture	-	None or per CU review	None or per CU review
Aviation and Surface Passenger Terminals	-	Per CU review	Per CU review
Detention Facilities	-	Per CU review	Per CU review
Essential Public Facilities	-	Per CU review	Per CU review
Wireless Communication Facilities	-	None or per CU review	None or per CU review

Rail Lines and Utility Corridors	-	None	None
[1] The Planning Director may approve different amounts of parking spaces under the exceptions listed in SMC 17C.230.130.			

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DRAFT

Section 17C.230.140 Development Standards

A. Purpose.

The parking area layout standards are intended to promote safe circulation within the parking area and provide for convenient entry and exit of vehicles.

B. ~~((Where These Standards Apply))~~ Applicability.

The standards of this section apply to all vehicle areas whether required or excess parking.

C. Improvements.

1. Paving.

In order to control dust and mud, all vehicle areas must be surfaced with a minimum all-weather surface. Such surface shall be specified by the city engineer. Alternatives to the specified all-weather surface may be provided, subject to approval by the city engineer. The alternative must provide results equivalent to paving. All surfacing must provide for the following minimum standards of approval:

- a. Dust is controlled.
- b. Stormwater is treated to City standards; and
- c. Rock and other debris is not tracked off-site.

The applicant shall be required to prove that the alternative surfacing provides results equivalent to paving. ~~((If, after construction, the City determines that the alternative is not providing the results equivalent to paving or is not complying with the standards of approval, paving shall be required.))~~

2. Striping.

All parking areas, except for stacked parking, must be striped in conformance with the parking dimension standards ~~((of subsection (E)))~~ of this section, except parking for ~~((single-family residences, duplexes, and accessory dwelling units))~~ Single-Unit Residential Buildings, Accessory Dwelling Units, or Middle Housing developments of no more than six units.

3. Protective Curbs Around Landscaping.

All perimeter and interior landscaped areas directly adjacent to parking aisles, parking spaces, or an abutting sidewalk must have continuous, cast in place, or extruded protective curbs along the edges. Curbs separating landscaped areas from parking areas may allow stormwater runoff to pass through them. Tire stops, bollards or other protective barriers may be used at the front ends of parking spaces. Curbs may be perforated or have gaps or breaks. Trees must have adequate protection from car doors as well as car bumpers. This provision does not apply to ~~((single family residence, duplexes and accessory dwelling units))~~ Single-Unit Residential Buildings, Accessory Dwelling Units, or Middle Housing developments of no more than six units.

D. Stormwater Management.

Stormwater runoff from parking lots is regulated by the engineering services department.

E. Parking Area Layout.

1. Access to Parking Spaces.

All parking areas, except stacked parking areas, must be designed so that a vehicle may enter or exit without having to move another vehicle.

2. Parking Space and Aisle Dimensions.

a. Parking spaces and aisles ~~((in RA, R1, R2, RMF, RHD, FBC CA4, O, OR, NR, NMU, CB, GC, and industrial zones must))~~ shall meet the minimum dimensions contained in Table 17C.230.140-1.

~~((b. Parking spaces and aisles in Downtown CC, and FBC CA1, CA2, CA3 zones must meet the minimum dimensions contained in Table 17C.230.140-2.))~~

~~((e))~~b. In all zones, on dead end aisles, aisles shall extend five feet beyond the last stall to provide adequate turnaround.

3. Parking for Disabled Persons.

The city building services department regulates the following disabled person parking standards and access standards through the building code and the latest ANSI standards for accessible and usable buildings and facilities:

a. Dimensions of disabled person parking spaces and access aisles.

- b. The minimum number of disabled person parking spaces required.
 - c. Location of disabled person parking spaces and circulation routes.
 - d. Curb cuts and ramps including slope, width and location; and
 - e. Signage and pavement markings.
4. A portion of a standard parking space may be landscaped instead of paved, as follows:
- a. The landscaped area may be up to two feet of the front of the space as measured from a line parallel to the direction of the bumper of a vehicle using the space, as shown in Figure ~~((17C.230-3))~~ [17C.230.140-1](#). Any vehicle overhang must be free from interference from sidewalks, landscaping, or other required elements.

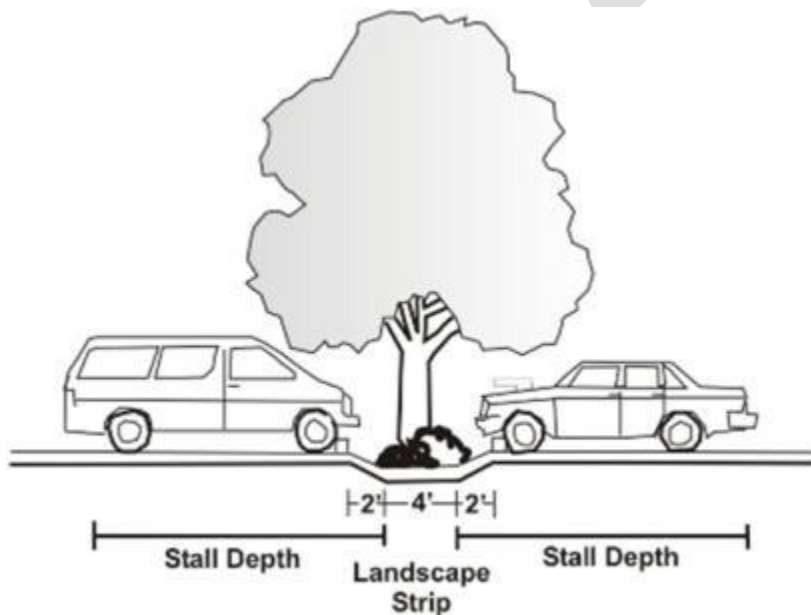


Figure 17C.230-3 Landscaped area at front of parking space

[Note: Remove image and replace with the one below]

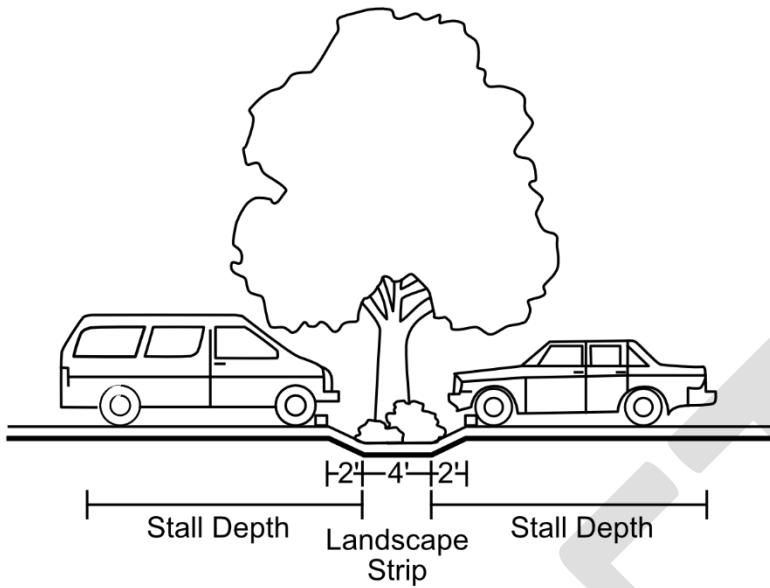


Figure 17C.230-3 Landscaped area at front of parking space

- b. Landscaping must be ground cover plants; and
- c. The landscaped area counts toward parking lot interior landscaping requirements and toward any overall site landscaping requirements. However, the landscaped area does not count toward perimeter landscaping requirements.

5. Engineering Services Department Review.

The engineering services department reviews the layout of parking areas for compliance with the curb cut and access restrictions of chapter 17H.010 SMC.

((

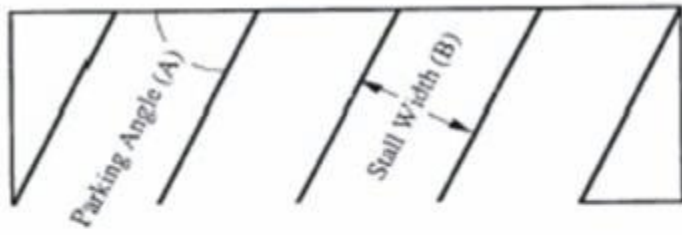
Table 17C.230.140-1 RA, R1, R2, RMF, RHD, FBC CA4, O, OR, NMU, CB, GC and Industrial Zones Minimum Parking Space and Aisle Dimensions [1, 2]					
Angle (A)	Width (B)	Curb Length (C)	1-way Aisle Width (D)	2-way Aisle Width (D)	Stall Depth (E)
0° (Parallel)	8 ft.	20 ft.	12 ft.	22 ft.	8 ft.
30°	8 ft. 6 in.	17 ft.	12 ft.	22 ft.	15 ft.
45°	8 ft. 6 in.	12 ft.	12 ft.	22 ft.	17 ft.
60°	8 ft. 6 in.	9 ft. 9 in.	16 ft.	22 ft.	18 ft.
90°	8 ft. 6 in.	8 ft. 6 in.	22 ft.	22 ft.	18 ft.

Notes:
[1] See Figure 17C.230-4.
[2] Dimensions of parking spaces for the disabled are regulated by the building code. See SMC 17C.230.140(E)(3).

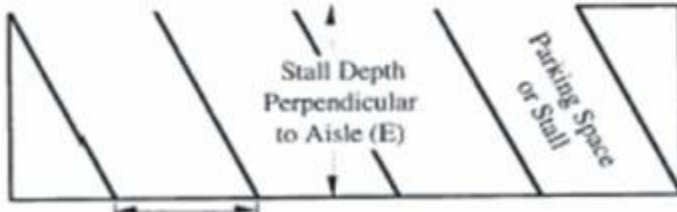
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Table ((17C.230.140-2)) 17C.230.140-1 ((Downtown, CC, NR, FBC CA1, CA2, and CA3 Zones)) Minimum Parking Space and Aisle Dimensions [1, 2]					
Angle (A)	Width (B)	Curb Length (C)	1-way Aisle Width (D)	2-way Aisle Width (D)	Stall Depth (E)
0° (Parallel)	8 ft.	20 ft.	12 ft.	20 ft.	8 ft.
30°	8 ft. 6 in.	17 ft.	12 ft.	20 ft.	15 ft.
45°	8 ft. 6 in.	12 ft.	12 ft.	20 ft.	17 ft.
60°	8 ft. 6 in.	9 ft. 9 in.	16 ft.	20 ft.	17 ft. 6 in.
90°	8 ft. 6 in.	8 ft. 6 in.	20 ft.	20 ft.	16 ft.

Notes:
((([1] See Figure 17C.230-4.))
[1] See Figure 17C.230.140-2.
[2] Dimensions of parking spaces for the disabled are regulated by the building code. See SMC 17C.230.140(E)(3).



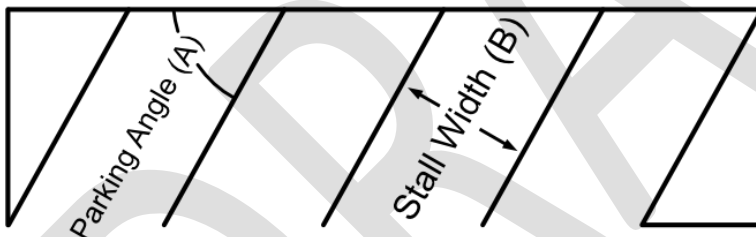
Aisle (D)



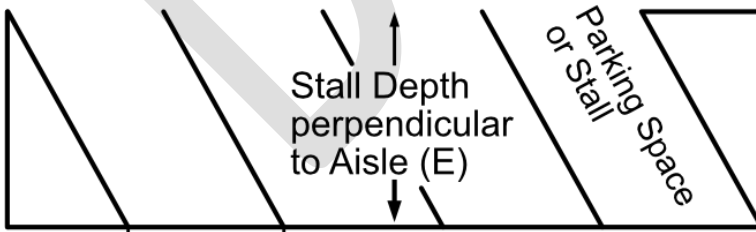
Curb Length (C)

Figure 17C.230-4 Parking Dimension Factors

[Note: Remove image and replace with the one below]



Aisle (D)

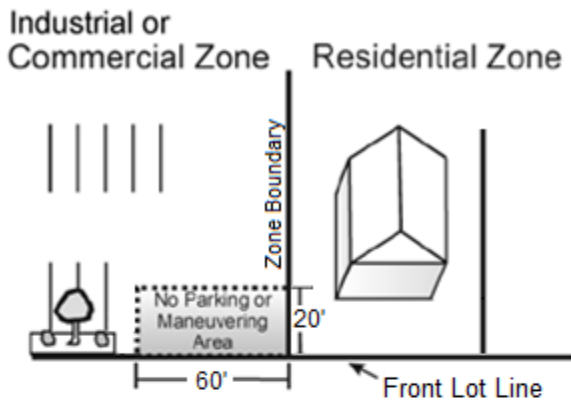


Curb Length (C)

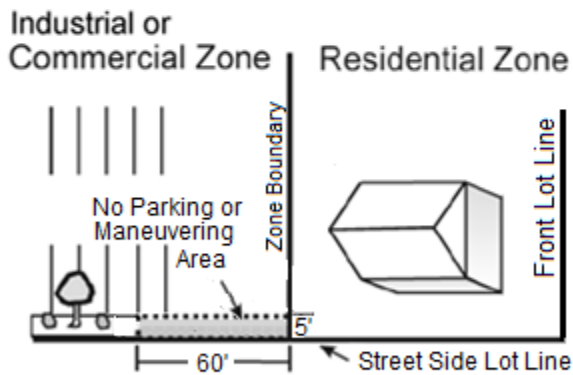
Figure 17C.230-4 Parking Dimension Factors

F. Parking Area Setbacks and Landscaping.

1. For parking areas on sites abutting residential zoning districts, parking spaces or maneuvering areas for parking spaces, other than driveways that are perpendicular to the street, are required to be setback a distance equal to the setback specified in SMC 17C.230.145(C)(1) of the adjacent residential zoning district for the first sixty feet from the zoning district boundary (Figure ((17C.230-5)) 17C.230.140-3).



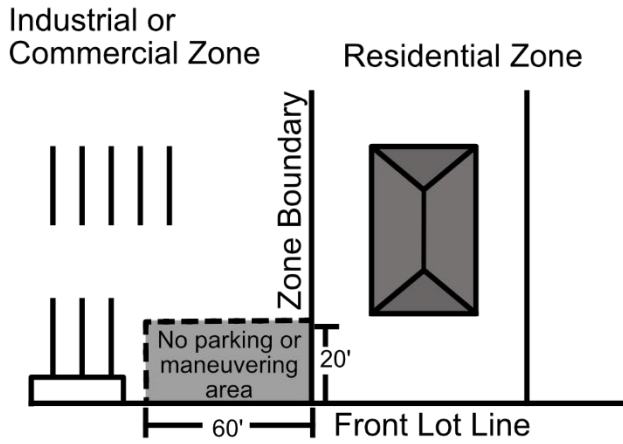
A. Setback adjacent to front lot line.



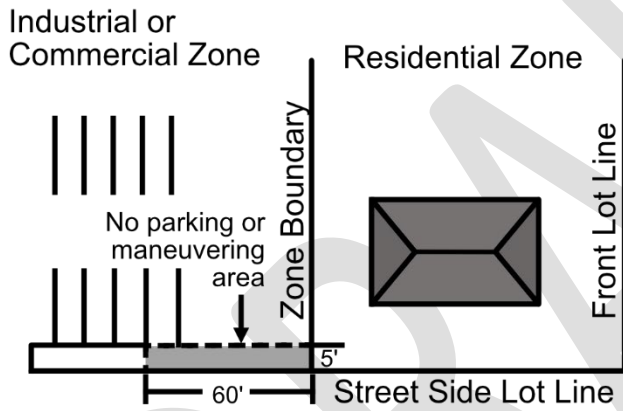
B. Setback adjacent to street side lot line.

Figure 17C.230-5 Parking Area Setback

[Note: Remove image and replace with the one below]



A. Setback adjacent to front lot line



B. Setback adjacent to street lot line.

Figure 17C.230-5 Parking Area Setback

2. All landscaping must comply with the standards of chapter 17C.200 SMC, Landscaping and Screening.

Section 17G.080.040 Short Subdivisions

A. Predevelopment Meeting

A predevelopment meeting is ~~((required if the proposal is located in the central business district, unless waived by the director, and is))~~ recommended ~~((for all other proposals))~~ for new short subdivisions prior to submittal of the application. The purpose of a predevelopment meeting is to acquaint the applicant with the applicable provisions of this chapter, minimum submission requirements and other plans or regulations, which may impact the proposal.

B. Preliminary Short Plat Application and Map Requirements

1. Applications for approval of a preliminary short subdivision shall be filed with the director. All applications shall be submitted on forms provided for such purpose by the department. The director may waive specific submittal requirements determined to be unnecessary for review of the application. The application shall include the following:
 - a. The general application.
 - b. The supplemental application.
 - c. The environmental checklist, if required under chapter 17E.050 SMC.
 - d. Title report no older than thirty days from issuance from the title company.
 - e. The filing fees as required under chapter 8.02 SMC.
 - f. ~~((The required number of documents, plans or maps))~~ One electronic copy of the proposed preliminary plat map drawn to a minimum scale of one-inch equals one hundred feet ~~((, on a sheet twenty-four by thirty-six inches, as set forth in the application checklist))~~.
 - g. A written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested; and
 - h. Additional application information which may be requested by the permitting department and may include, but is not limited to, the following: geotechnical studies, hydrologic studies, critical area studies, noise studies, air quality studies, visual analysis and transportation impact studies.
 - i. One copy of the predevelopment conference notes (if applicable); and
 - j. One copy of the notification district map, if required.

2. Contents of Preliminary Short Plat Map

The preliminary short plat shall be prepared by a land surveyor and shall show the following:

- a. Plat name and the name of any subdivision to be replatted.
- b. The name, mailing address and phone number of the owner and the person with whom official contact should be made regarding the application.
- c. Surveyor's name, mailing address, and phone number.
- d. Legal description.
- e. Section, township, and ~~((rang))~~ range
- f. Vicinity map.
- g. North arrow, scale and date.
- h. Datum plane.
- i. Acreage.
- j. Number of lots, proposed density, and number of housing units.
- k. Zoning designation.
- l. The boundary lines of the proposed subdivision.
- m. City limits and section lines.
- n. Park or open space (if proposed).
- o. Existing topography at two-foot maximum interval.
- p. The boundaries and approximate dimensions of all blocks and lots, along with the following information:
 - i. the numbers proposed to be assigned each lot and block;
 - ii. the dimensions, square footage, and acreage of all proposed lots and tracts; and
 - iii. for residential lots zoned R1 or R2, the ~~((proposed Middle Housing types, included single unit detached houses, and))~~ total number of proposed units on ~~((all))~~ each proposed ~~((lots))~~ lot.
- q. Proposed names of streets.
- r. The location and widths of streets, alleys, rights-of-way, easements (both public and private), turn around and emergency access, parks and open spaces.
- s. Conditions of adjacent property, platted or unplatted, and if platted, giving the name of the subdivision. If the proposed short plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown along with any and all recorded covenants and easement

- t. The names and address of the record owners and taxpayers of each parcel adjoining the subdivision.
- u. Indicate any street grades in excess of eight percent.
- v. The location and, where ascertainable, sizes of all permanent buildings, wells, wellhead protection areas, sewage disposal systems, water courses, bodies of water, flood zones, culverts, bridges, structures, overhead and underground utilities, railroad lines, and other features existing upon, over or under the land proposed to be subdivided, and identifying any which are to be retained or removed.
- w. Proposed one-foot strips for right-of-way conveyed to the City, in cases where a proposed public street or alley abuts unplatted land.
- x. If a body of water forms the boundary of the plat, the ordinary high water mark as defined in chapter 90.58 RCW.
- y. Critical areas as defined in chapters 17E.020, 17E.030, 17E.070 and 17G.030 SMC.
- z. Significant historic, cultural or archaeological resources; and
- aa. If the proposal is located in an irrigation district, the irrigation district name.

C. Review of Preliminary Short Plat

1. The application shall be reviewed in accordance with the procedures set forth in chapter 17G.061 SMC for a Type II application, except an application that meets the requirements for minor engineering review as provided in subsection (2) of this section shall be excluded from the public notice requirements contained in SMC 17G.06210 and public comment period under SMC 17G.061.220.
2. Minor Engineering Review.
 - a. A preliminary short plat application may qualify for a Minor Engineering Review if it meets all of the following conditions:
 - i. The application is categorically exempt from chapter 43.21C RCW (SEPA);
 - ii. There is direct water and sewer main lot frontage on an existing and improved public right-of-way;
 - iii. No extensions of public water, sewer, or other utility services will be needed;
 - iv. No public easements for water, sewer, or other utility service exists on the lot;

- v. The lot is not situated in a Special Drainage District as defined in SMC 17D.060.130; and
 - vi. Public utility mains do not exist on the lot.
- b. The City Engineer is authorized to ~~((waiver))~~ waive conditions ii through vi of ~~((the-subjection))~~ subsection (a) if the application substantially meets the intent of the Minor Engineering Review.

D. Public Notice And Public Comment.

All public notice of the application and opportunities for public comment shall be given in accordance with the procedures set forth in chapter 17G.061 SMC for a Type II application.

1. Exceptions.

- a. A short plat that meets the requirements of Minor Engineering Review as provided in subsection (C)(2) of this section shall not require a notice of application.
- b. A short plat that is categorically exempt from SEPA and results in four or fewer lots shall not require a posted or signed notice of application.

E. Preliminary Short Plat Approval Criteria.

Prior to approval of a short plat application, the director shall find the application to be in the public use and interest, conform to applicable land use controls and the comprehensive plan of the City, and the approval criteria set forth in chapter 17G.061 SMC. The director has the authority to approve or disapprove a proposed preliminary short plat under the provisions of this chapter, subject to appeal as provided in chapters 17F.050 and 17G.061 SMC.

F. Final Short Plat Review Procedure

- 1. The subdivider shall submit to the director for review the following:
 - a. A final short plat, prepared by a registered land surveyor licensed in the state of Washington, consistent with the approved preliminary short plat.
 - b. A title report less than thirty days old confirming that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication.

- c. Covenants, conditions and restrictions, if applicable; and
 - d. Fees pursuant to chapter 8.02 SMC.
2. Within thirty days, unless the applicant has consented to a longer period of time, of receipt of a proposed final short plat, the director shall review the plat for conformance with all conditions of the preliminary short plat approval, the requirements of this chapter and that arrangements have been made to insure the construction of required improvements. If all such conditions are met, the director shall approve the final short plat and authorize the recording of the plat. If all conditions are not met, the director shall provide the applicant in writing a statement of the necessary changes to bring the final short plat into conformance with the conditions.
- a. If the final short plat is required to be resubmitted, the subdivider is required to provide the following:
 - b. A cover letter addressing the corrections, additions or modifications required.
 - c. Title report no older than thirty days from issuance of a title company conforming that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication; and
 - d. The required number of copies of the corrected final short plat map.
3. If the final short plat is approved, the surveyor causes the plat to be signed by the Spokane county treasurer and file of record with the Spokane county auditor. The surveyor is required to file the appropriate number of mylar and bond copies of the recorded short plat with the director.

G. Final Short Plat Map Requirements

The subdivider shall submit to the director a final short plat in the same form and with the same content as the preliminary short plat, as provided in subsections (B)(1) and (2) of this section, with the following exceptions or additional requirements:

- 1. A final short plat shall contain all the information required of the preliminary plat, except the following:
 - a. Show existing buildings.
 - b. Show existing utility lines and underground structures.
 - c. Show the topographical elevations; or
 - d. Contain the names and addresses of adjoining landowners.

2. The final short plat shall include the following:

- a. Surveyor's certificate, stamp, date and signature, as follows:
The following land surveyor's certificate to be shown on each sheet of the plat: "I, _____ registered land surveyor, hereby certify the plat of _____, as shown hereon, is based upon actual field survey of the land described and that all angles, distances, and courses are correctly shown and that all non fronting lot corners are set as shown on the plat. Monuments and fronting lot corners shall be set upon completion of the utility and street improvements.

Signed _____ (Seal)"

- b. A certification by the city treasurer, as applicable:

- i. "I hereby certify that the land described by this plat, as of the date of this certification, is not subject to any local improvement assessments. Examined and approved, this _____ day of _____, 20__.

City of Spokane Treasurer"

- ii. "I hereby certify that the land described by this plat, as of the date of this certificate, is not subject to any delinquent local improvement assessment. Future installments, if any, shall remain due and payable and it shall be the responsibility of the owners to initiate the segregation of the LID assessment. Examined and approved, this _____ day of _____, 20__.

City of Spokane Treasurer"

- iii. "A preliminary local improvement assessment exists against this property. It shall be the responsibility of the owner's to initiate the segregation of the LID assessment. After this assessment is finalized, it shall be due and payable. Examined and approved this _____ day of _____, 20__.

City of Spokane Treasurer"

c. The certification by the planning director, as follows:

“This plat has been reviewed on this _____ day of _____, 20____ and is found to be in full compliance with all the conditions of approval stipulated in the Hearing Examiner’s/Planning Director’s approval of the preliminary plat # - -PP/SP.

City of Spokane Planning Director”

d. The certification by the city engineer, as follows:

“Approved as to compliance with the survey data, the design of public works and provisions made for constructing the improvements and permanent control monuments this _____ day of _____, 20____.

City of Spokane Engineer”

e. The certification by the Spokane county treasurer, as follows:

“I hereby certify that the land described in this plat, as of the date of this certification, is not subject to any outstanding fees or assessments. Examined and approved _____ day of _____, 20____.

Spokane County Treasurer”

f. The certification by the Spokane county auditor on each page of the final short plat including the time, date, book and page number of the recording of the final mylar.

g. Signature of every owner certifying that:

- i. the plat is made with the free consent and in accordance with the desires of the owners of the land;
- ii. the plat is made with the free consent and in accordance with the desires of the owners of the land;
- iii. the owners are the owners of the property and the only parties having interest in the land and is not encumbered by any delinquent taxes or assessments;
- iv. the owners adopt the plan of lots, blocks and streets shown;

- v. owner dedicates to the City and the City's permittees the easements shown for utilities and cable television purposes;
- vi. owner dedicates to the City the streets, alleys and other public places, including slope and construction easements and waives all claims for damages against any governmental authority including, without limitation, the City which may be occasioned to the adjacent land by the establishment, construction, drainage and maintenance of any public way so dedicated; and
- vii. owner conveys to the City as general City property the buffer strips adjoining unplatted property.

h. The drawing shall:

- i. be a legibly drawn, printed or reproduced permanent map;
- ii. if more than one sheet is required, each sheet shall show sheet numbers for the total sheets;
- iii. have margins that comply with the standards of the Spokane county auditor;
- iv. show in dashed lines the existing plat being replatted, if applicable;
- v. show monuments in accordance with SMC 17G.080.020(H)(1);
- vi. include any other information required by the conditions of approval; and
- vii. include any special statements of approval required from governmental agencies, including those pertaining to flood hazard areas, shorelines, critical areas and connections to adjacent state highways.

H. Filing.

Once the final plat has been reviewed, approved and signed by the applicable departments, the applicant shall file the final short plat with the county auditor within ten days of approval. No permits shall be issued for a proposed lot until the required conformed copies of the short plat have been submitted to the planning services department.

I. Redivision.

No land within the boundaries of a short subdivision may be further divided in any manner which will create additional lots within a period of five years except by subdivision in accordance with SMC 17G.080.050.

Section 17G.080.065 Unit Lot Subdivisions

A. Purpose.

The purpose of these provisions is to allow for the more flexible creation of lots of varying sizes and types, including for attached housing, cottage housing, and similar developments with multiple dwelling units on a parent site, while applying only those site development standards applicable to the parent site as a whole, rather than to individual lots resulting from the subdivision.

B. Applicability.

A unit lot subdivision creates a relationship between the parent site and each lot created, referred to as a “child” lot.

1. Unit Lot Subdivisions are allowed for all residential development on parent sites of two acres or less in zones that allow residential development. Subdivisions with a commercial or other non-residential use seeking similar flexibility must be approved through another platting action under chapter 17G.080 SMC.
2. A ~~((unit lot subdivision))~~ Unit Lot Subdivision may be used in any development with two or more dwelling units meeting the standards of this section.
3. A ~~((unit lot subdivision))~~ Unit Lot Subdivision may also be used to subdivide an existing or planned accessory dwelling unit from the principal structure, subject to the additional standards in subsection ~~((F))~~ (G) of this section.
4. A ~~((unit lot subdivision))~~ Unit Lot Subdivision may be combined with a subdivision or short subdivision so long as the portion of the development utilizing this section meets the ~~((requirements))~~ standards of this section and the additional requirements of subsection (E).

C. Application Procedure.

Unit ~~((lot subdivisions))~~ Lot Subdivisions resulting in nine or fewer lots shall be processed as short plats and all others shall be processed as subdivisions according to the associated permit types in chapter 17G.061 SMC.

D. General Regulations.

1. ~~((A unit lot subdivision shall meet development standards applicable to the parent lot's zoning, including but not limited to))~~ The parent site as a whole

shall meet all applicable development standards with respect to its surroundings, including but not limited to:

- a. Setbacks;
- b. ~~((Lot-size))~~ Building coverage;
- c. Design standards;
- ~~((e))~~d. ~~((Building))~~ Street frontage; and
- ~~((d))~~e. ~~((Floor-area-ratio))~~ Density;

2. So long as the parent site meets the applicable standards as a whole, each child lot may deviate from site development standards including but not limited to:

- a. Setbacks;
- b. Building coverage;
- c. Street frontage; and
- d. Density.

- ~~((2))~~3. All buildings shall meet all applicable provisions of the building and fire code;
- ~~((3))~~4. Lots created through a ~~((unit lot subdivision))~~ Unit Lot Subdivision shall be subject to all applicable requirements of Title 17 SMC, except as otherwise modified by this section;
- ~~((4))~~5. Each child lot's area and width for purposes of subdivision may be as small as the footprint of the building situated upon it, subject to the requirements of the building and fire code;
- ~~((5))~~6. Portions of the parent site ~~((not subdivided for child lots))~~ designated for common use shall be identified as Tracts or other common space and owned in common by the owners of the child lots or a larger collective organization. For example, a homeowners association comprised of the owners of the child lots located within the parent site. This requirement shall be included in deed restrictions as required in subsection ~~((E))~~ (F) of this section;
- ~~((6))~~7. The parent site and each child lot shall make adequate provisions for ingress, egress, and utility access to and from each lot created by reserving such common areas or other easements over and across the parent site as deemed necessary to comply with all other design and development standards generally applicable to the underlying site development plan.
- ~~((7))~~8. Separation requirements for utilities ~~((must))~~ shall be met.
- ~~((8))~~9. Driveways providing vehicle access to lots shall not serve more than nine (9) units unless approved by the City Engineer.

E. Combining with Other Platting Types.

When combined with another platting type, the following additional requirements apply:

1. A parent site within a larger subdivision is defined as the contiguous acreage identified for use of the Unit Lot Subdivision rules.
2. The plat shall identify and delineate all parent sites where Unit Lot Subdivision rules are to be applied.
3. A subdivision may include multiple parent sites. The aggregate size of all parent sites shall not exceed two acres.

~~(E)~~E. Recording.

1. The plat recorded with the county auditor's office shall include the following:
 - a. Access easements, joint use and maintenance agreements, and covenants, conditions, and restrictions identifying the rights and responsibilities of property owners and/or the homeowners association for use and maintenance of common garage, parking and vehicle access areas; on-site recreation; landscaping; utilities; common open space; exterior building facades and roofs; and other similar features.
 - b. A note that approval of the subdivision was granted by the review of the site as a whole (stating the subject project file number if applicable);
 - c. A note that subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent site as a whole, and shall conform to the approved site development plan;
 - d. A note stating that if a structure or portion of a structure has been damaged or destroyed, any repair, reconstruction or replacement of the structure(s) shall conform to the approved site development plan;
 - e. A note that additional development of the individual lots may be limited as a result of the application of development standards to the parent ~~(sit)~~ site.
2. The legal description of each lot shall identify it as part of a unit lot subdivision.

~~(F)~~G. Accessory Dwelling Units.

A lot with an accessory dwelling unit may be subdivided under this section with the following additional requirements:

1. ~~((All utility lines for the accessory dwelling unit must branch from a common line on a portion of the parent site owned in common.))~~ Utility lines may cross property lines internal to the development provided that easements are placed to preserve access and protect them.
2. The plat recorded with the county auditor's office shall further specify the following:
 - a. The child lot that is associated with the accessory dwelling unit;
 - b. That the child lot associated with the accessory dwelling unit is subject to any and all additional regulations of an accessory dwelling unit under the Spokane Municipal Code.
3. The legal description of a lot for an accessory dwelling unit shall identify the lot as an accessory dwelling unit within a ~~((unit lot subdivision))~~ Unit Lot Subdivision.

EXHIBIT B

17. Update on SREC
18. Update from Catholic Charities

Consent items

1. 1970 – Gall's VB Renewal for Firefighter Uniforms
2. 0680 – Approval of Police Jumpsuits Value Blanket
3. 0680 – AXON MY90 Pilot Project
4. 0680 – AXON Interview Room System
5. 0680 – AXON Fleet 3
6. 0680 – Acceptance of Registered Sex Offender Grant FY 24-25

Executive session

None.

Adjournment

The meeting adjourned at 11:40 AM

Hearing Notices

Notice of Intent to Adopt 2024 Building Opportunities for Housing (BOH) Follow UP Fixes

The City of Spokane Planning Services Department proposed amendments to various code sections to correct errors, clarify requirements, and make it easier to implement.

Project Description: The proposal amends 17A.020.060 "F" Definitions, 17C.111.205 Development Standards Tables, 17C.111.210 Density, 17C.111.220 Building Coverage and Impervious Coverage, 17C.111.235 Setbacks, 17C.111.310 Open Space, 17C.111.315 Entrances, 17C.111.320 Windows, 17C.111.325 Building Articulation, 17C.111.335 Parking Facilities, 17C.111.420 Open Spaces, 17C.111.450 Pitched Roofs, 17C.230.020 Vehicle Parking Summary Table, 17C.230.100 General Standards, 17C.230.110 Minimum Required Parking Spaces, 17C.230.120 Maximum Required Parking Spaces, 17C.230.130 Parking Exceptions, 17C.230.140 Development Standards, 17G.080.040 Short Subdivisions, 17G.080.065 Unit Lot Subdivisions, and 17H.010.040 Initiation of Street Improvement Projects.

SEPA: These proposed changes will be reviewed as a non-project action under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Section 17E.050.

Legislative Process: Initial Plan Commission Workshops were held on August 28, 2024, September 11, 2024, October 9th, 2024, and one is scheduled for October 23rd, 2024 to introduce the Commission to proposed amendments. A Plan Commission Public Hearing is tentatively scheduled for November 13, 2024. City Council action is expected to occur in Winter 2024.

More information: Any person may call or email Ryan Shea, Planner II, for more information regarding this proposed amendment. rshea@spokanecity.org, 509-625-6087.

BUILDING OFFICIAL HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 1522 W Maxwell Avenue, PARCEL NO: 25131.3911 LEGAL DESCRIPTION: CHAMBERLIN ADD L11 B39 in compliance with the Spokane Municipal Code stating that a first hearing on this matter will be held before the Building Official on October 29, 2024, at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the city website as well on each agenda, which can be found under the substandard building topic here: <https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>.

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said first hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

Jennifer Loparco
Code Enforcement, City of Spokane
808 West Spokane Falls Blvd.
Spokane, WA 99201-3333



NONPROJECT DETERMINATION OF NONSIGNIFICANCE

FILE NO(s): 24-010CODE BOH Follow Up Fixes

PROPONENT: City of Spokane

DESCRIPTION OF PROPOSAL:

In November of 2023 the City of Spokane adopted new zoning regulations for lower-intensity residential zones. These changes, referred to as “Building Opportunity for Housing” (BOH) permanently implemented the temporary changes put in place by the Building Opportunities and Choices for All program (BOCA).

BOH was a major change to The City’s zoning regulations. As staff have worked with developers and property owners to implement the new regulations, many issues have been identified. This is an expected aspect of adopting major changes to the development code.

This proposal is expected to improve the public’s understanding of the code requirements and make it easier for staff to administer requirements. It also modifies some requirements based on challenges that exist in the current code that have been identified during review of proposed projects.

Plan Commission Consideration:

This proposal will be brought forward to Plan Commission for a hearing later this year.

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: Citywide

LEAD AGENCY: City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW [43.21C.030\(2\)\(c\)](#). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request.

- There is no comment period for this DNS.
- This DNS is issued after using the optional DNS process in section 197-11-355 WAC. There is no further comment period on the DNS.
- This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for at least 14 days from the date of issuance (below). **Comments regarding this DNS must be submitted no later than 4:00 p.m. on Nov. 13, 2024 if they are intended to alter the DNS.**

Responsible Official: Spencer Gardner **Position/Title:** Director, Planning Services

Address: 808 W. Spokane Falls Blvd., Spokane, WA 99201 **Phone:** 509-625-6097

Date Issued:10/29/2024 **Signature:** 

APPEAL OF THIS DETERMINATION



After a determination has become final, appeal may be made to:

Responsible Official: City of Spokane Hearing Examiner

Address: 808 W. Spokane Falls Blvd., Spokane, WA 99201

Email: hearingexaminer@spokanecity.org

Phone: 509-625-6010

Deadline: 21 days from the date of the signed DNS

12:00 p.m. on MM DD, 2024

The appeal must be on forms provided by the Responsible Official, and make specific factual objections. Appeals must be accompanied by the appeal fee. Contact the Responsible Official for assistance with the specifics of a SEPA appeal.






SEPA City Nonproject DNS- BOH Fixes

Final Audit Report

2024-10-29

Created:	2024-10-29
By:	Angela McCall (amccall@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQAsXAJ2uEMV6wLDJqSwZ5mV6iCBAnQX-

"SEPA City Nonproject DNS- BOH Fixes" History

-  Document created by Angela McCall (amccall@spokanecity.org)
2024-10-29 - 3:16:45 PM GMT
-  Document emailed to Spencer Gardner (sgardner@spokanecity.org) for signature
2024-10-29 - 3:17:26 PM GMT
-  Email viewed by Spencer Gardner (sgardner@spokanecity.org)
2024-10-29 - 3:31:51 PM GMT
-  Document e-signed by Spencer Gardner (sgardner@spokanecity.org)
Signature Date: 2024-10-29 - 3:32:20 PM GMT - Time Source: server
-  Agreement completed.
2024-10-29 - 3:32:20 PM GMT

LEGAL NOTICES

NOTICE OF PUBLIC HEARING AND NOTICE OF SEPA DETERMINATION PROPOSED AMENDMENTS TO THE SPOKANE MUNICIPAL CODE RELATED TO THE BUILDING OPPORTUNITY FOR HOUSING PROJECT

Notice is hereby given that a SEPA Determination has been made and that the City of Spokane Plan Commission will hold a Public Hearing in a hybrid format on Wednesday, November 13, 2024 beginning at 4 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and online via the Microsoft Teams Meetings software and over the phone, to receive public testimony regarding proposed citywide amendments to SMC Chapters 17A.020.060, 17C.111.205, 17C.111.210, 17C.111.220, 17C.111.235, 17C.111.310, 17C.111.315, 17C.111.320, 17C.111.325, 17C.111.335, 17C.111.420, 17C.111.450, 17C.230.020, 17C.230.100, 17C.230.110, 17C.230.120, 17C.230.130, 17C.230.140, 17G.080.040, and 17G.080.065. This hearing or portions thereof may be continued to a later date at the discretion of the Plan Commission.

Public testimony on these applications will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record. Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision.

Any person may submit written comments on the proposed action or request additional information:

City of Spokane, Planning Services & Economic Development, Ryan Shea, Planner II, 808 W. Spokane Falls Blvd., Spokane, WA 99201 (509) 625-6500; rshea@spokanecity.org

LOCATION: Citywide

SEPA: A SEPA Checklist for this non-project action has been submitted. A Determination of Non-Significance (DNS) was issued on October 30, 2024, under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than 4 pm, November 13, 2024, if they are intended to alter the DNS.

To learn more: Project webpage: https://my.spokanecity.org/projects/building-opportunity-for-housing-follow-up-code-amendments/

How to Attend the Meeting: The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Microsoft Teams or call in by phone to hear and testify. Access the meeting link and call-in information at the agenda posted in advance on the Commission's website: https://my.spokanecity.org/bcc/commissions/plan-commission/

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 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@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. SR225930

LEGAL NOTICES

NOTICE

NOTICE IS HEREBY GIVEN THAT ON THE 5th DAY OF NOVEMBER 2024 AT 2:00 PM A PUBLIC AUCTION WILL BE HELD FOR THE PURPOSE OF SATISFYING A LANDLORDS LIEN ON THE CONTENTS OF 1 STORAGE UNIT (S), AT STORAGEAUCTION.COM. THE GOODS TO BE SOLD ARE GENERALLY DESCRIBED AS HOUSEHOLD ITEMS, FURNITURE AND BOXES.

UNIT 0949 ISAAC JOLLEY 649 LYNNWOOD LOOP RICHLAND WA 99354

UNIT 0340 ALEXANDER COLLINSON 101 E WEDGEWOOD AVE SPOKANE WA 992208

UNIT 0148 & 0060 LINDA THAIN 15019 E WELLSLEY AVE SPOKANE VALLEY WA 99218

UNIT 0346 LEAONA MIRANDA 2124 E BISMARCK AVE SPOKANE WA 99208 SR225599

NOTICE

NOTICE IS HEREBY GIVEN THAT ON THE 3rd DAY OF DECEMBER 2024 AT 2:00 PM A PUBLIC AUCTION WILL BE HELD FOR THE PURPOSE OF SATISFYING A LANDLORDS LIEN ON THE CONTENTS OF 5 STORAGE UNIT (S), AT STORAGEAUCTION.COM. THE GOODS TO BE SOLD ARE GENERALLY DESCRIBED AS HOUSEHOLD ITEMS, FURNITURE AND BOXES.

UNIT 2029 MERRILL SMITH 315 N 15TH ST APT B COEUR D ALENE ID 83814

UNIT 2129 ANTHONY SCARDINA 615 W STODDARD COEUR D ALENE ID 83814

UNIT 3138 MARY MCCORMICK 2707 N FRUITLAND LM F40 COEUR D ALENE ID 83815

UNIT 0030 KATRINA DOUGALL 2914 N FRANCIS COEUR D ALENE ID 83814

UNIT 1218 JESSICA WIESE 2005 E FRONT AVE 1 COEUR D ALENE ID 83814 SR225369

REQUEST FOR PROPOSAL

Property Management Services

RFP NO. 14321

Spokane County Requests That Qualified Parties Submit Proposals To: www.publicpurchase.com

PURPOSE: The purpose of this Request for Proposal (RFP) is for Spokane County ("the County"), is soliciting proposals from interested parties who offer property management services.

THE BOARD hereby notifies all bidders that no person or organization shall be discriminated against on the basis of race, religion, color, age, sex, sexual orientation or national origin in consideration for an award issued pursuant to this advertisement. Additionally, minority and women owned business enterprises are encouraged to submit bids in response to this invitation.

COPIES of the RFP document are only available electronically and can be downloaded from www.publicpurchase.com.

SUBMITTALS, due by 11:00am local time, November 13, 2024, should follow the format outlined in the request for bid document on www.publicpurchase.com.

QUESTIONS regarding the bid process shall be submitted via www.publicpurchase.com. Spokane County Purchasing will respond to questions via www.publicpurchase.com, thus providing all questions and answers to all prospective bidders.

DATED THIS 29th day of October, 2024.

Gianna Vasquez, Clerk of the Board SR225951

LEGAL NOTICES

PUBLIC HEARING

The Deer Park City Council will hold a public hearing on Wednesday, November 6, 2024, and Wednesday, November 20, 2024 at 7:00 p.m. to receive written and oral communications in reference to Ordinance 2024-1025 that sets the property tax levy and revenue sources for the 2024 preliminary budget. The hearings will be held at City Hall, 316 E. Crawford, and Deer Park, WA.

Americans with Disabilities Act (ADA) accommodations provided upon request.

By: Deby Cragun, City Clerk/Treasurer Published: October 30, 2024, and November 13, 2024 SR225789

MERCHANDISE FOR SALE

BABY TAYLOR GUITAR new condition, \$280 obo, w/ soft case and strap, 208-659-1974.

WURLITZER PIANO You move. \$500 CASH No text. 509-484-3286

MERCHANDISE WANTED

\$\$\$Paying top dollar\$\$ for Sports card collections & Pokémon. Premium paid for vintage pre-1980. Corey 541-838-0364

Wanted Postcards & Black & White Photographs, any subject. Even old family photo albums. For top dollar. Mark (509) 951-7783



CEMETERY LOTS

GREENWOOD CEMETERY PLOT Top of the hill, "Inspiration" lawn, 1 plot with companion urn, second use, and marker. Today's value \$9,272. Will sell for \$7,000, includes \$295 property transfer fee. Please text 509-951-7356.



DOGS



AKC DOBERMAN PUPPIES AKC Doberman Pinscher puppies for sale. 3 black/rust males, 1 blue/rust female. 1 year health guarantee, delivery available, tails cropped, dew claws removed. Ready for forever homes November 21st. \$2500. 509-859-9818



AKC MINI AMER. SHEPHERD 8wks, \$1000+, all colors, exc. hith, Sire Gr. CH. 1yr old, \$500, 509-979-9270



BORDER COLLIE PUPPIES These are purebred with both parents being registered in multiple registries. They were born September 6th, so are close to being ready. We are taking reservations at this time so folks may choose their favorite. We are located north of Spokane and are currently welcoming folks to come meet them. We also can send photos to folks that are too far to come see them and are offering delivery for those interested. Please text or call for information. Call or Text 509-936-4184 Starting at \$600.

ICELANDIC SHEEPDOGS - AVAILABLE NOW 3 AKC registered Icelandic Sheepdog Puppies - 2 - male, 1 - female. 10 weeks old. Had a vet wellness check, 1st shots, de-worming and chipped. Call Patty - 509-668-1503



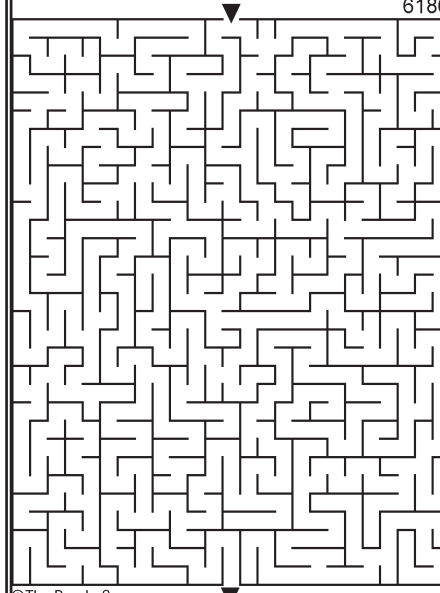
WORD Roundup

Find and Circle... Four four-letter units of length Four words related to hockey Three seven-letter countries Three birds of prey Two fish starting with T

Answers to Tuesday's puzzle: LEMMING LEOPARD LLAMA LEMUR LION / SYRUP LEAF TREE / TRIANGLE CIRCLE OVAL / FRANCE SPAIN ITALY / ZIPPER

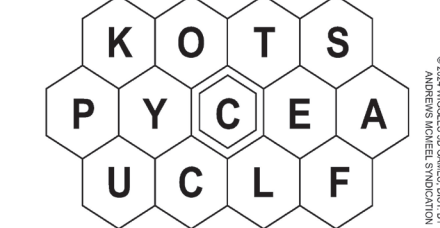


Minute Maze



LEXICO Start at the double hexagon. Spell solutions to the clues below by winding your way through the grid. You can backtrack to use letters more than once. Each new word starts with the last letter of the previous word.

- 1. Travel by bike C
2. Canvas holder
3. Information sheet L
4. 'Godzilla' setting
5. Take up residence in O



BRIDGE Bobby Wolff, Dist. by Andrews McMeel for UFS

Those to whom no distant horizons beckon ... for whom no challenges remain ... though they have inherited a Universe ... they possess only empty sand! Stan Lee

When this deal was first played in an online pairs game, South reached the inferior five diamonds after a unilateral action at his second turn saw him bypass three no-trump. Doubling — with the intent of pulling spades or clubs to diamonds to show a strong hand, but otherwise intending to pass three no-trump — would have been better. This sequence would not be 100% forcing in my book.

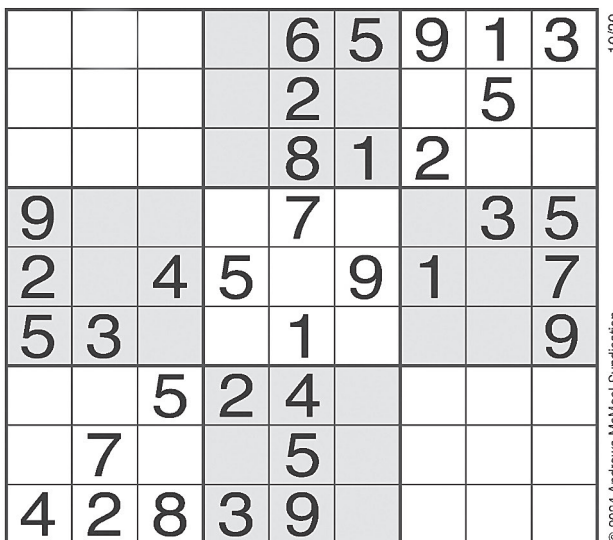
West led a heart to dummy's ace, and declarer immediately laid down the diamond ace-king, getting the bad news. He exited with a third round of trumps, but West still had a safe heart exit. Declarer ruffed and played out the spade ace and another spade. West taking his two black-suit tricks for one down.

South could have given his contract a better go. East would have bid four hearts with king-queen-jack-eighth of that suit, so it was relatively safe to ruff a heart at trick two, which would have the effect of extracting West's exit card. Then come the diamond ace, king and a third diamond, forcing West to open a black suit. A club shift is immediately fatal, but a low spade is no better. Declarer wins with the spade 10, ruffs a heart and runs all his diamonds.

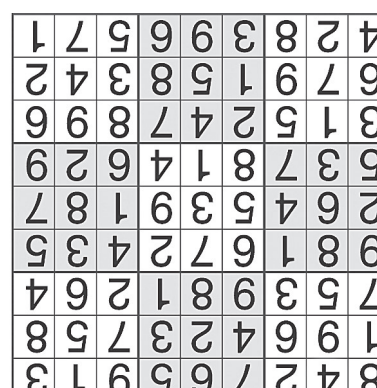
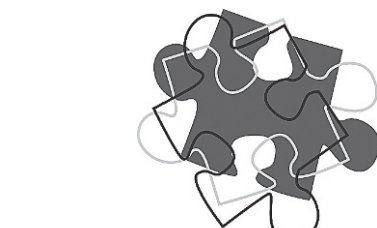
In the four-card ending, West cannot keep the guarded spade king and all three clubs, meaning declarer can either duck out the club ace or enjoy the spade queen if he reads the position. Whether or not he finds the winning line, this approach certainly gives him a better chance than the original line.

UNIVERSAL Sudoku Puzzle

Complete the grid so that every row, column and 3x3 box contains every digit from 1 to 9 inclusively.



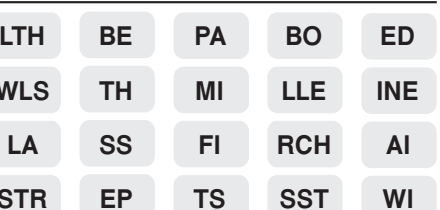
DIFFICULTY RATING: ★★☆☆☆



7 LITTLE WORDS

Find the 7 words to match the 7 clues. The numbers in parentheses represent the number of letters in each solution. Each letter combination can be used only once, but all letter combinations will be necessary to complete the puzzle.

- CLUES 1 soup and cereal dishes (5) 2 like a very dry throat (7) 3 "Godmother of Soul" Patti (7) 4 alongside (4) 5 trait of Pigen (10) 6 Bering and Bosphorus (7) 7 "foot fault" (7)



Tuesday's Answers: 1. CONTAMINATE 2. ROSA 3. TUTORING 4. INHALING 5. TIARAS 6. FREEZE 7. LEASE

Legal Advertising Deadlines NOON THE DAY BEFORE PUBLICATION 10:00am Friday for Sunday or Monday publication. (Some exceptions do apply) (509)459-5121

CLOSET GETTING TOO FULL? To Place Your Ad Call (509) 456-7355

LEGAL NOTICES

NOTICE OF PUBLIC HEARING AND NOTICE OF SEPA DETERMINATION PROPOSED AMENDMENTS TO THE SPOKANE MUNICIPAL CODE RELATED TO THE BUILDING OPPORTUNITY FOR HOUSING PROJECT

Notice is hereby given that a SEPA Determination has been made and that the City of Spokane Plan Commission will hold a Public Hearing in a hybrid format on **Wednesday, November 13, 2024 beginning at 4 p.m.** in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and online via the Microsoft Teams Meetings software and over the phone, to receive public testimony regarding proposed citywide amendments to SMC Chapters 17A.020.060, 17C.111.205, 17C.111.210, 17C.111.220, 17C.111.235, 17C.111.310, 17C.111.315, 17C.111.320, 17C.111.325, 17C.111.335, 17C.111.420, 17C.111.450, 17C.230.020, 17C.230.100, 17C.230.110, 17C.230.120, 17C.230.130, 17C.230.140, 17G.080.040, and 17G.080.065. This hearing or portions thereof may be continued to a later date at the discretion of the Plan Commission.

Public testimony on these applications will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record. **Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision.**

Any person may submit written comments on the proposed action or request additional information:

City of Spokane, Planning Services & Economic Development
Ryan Shea, Planner II,
808 W. Spokane Falls Blvd.,
Spokane, WA 99201
(509) 625-6500;
rshea@spokanecity.org

LOCATION: Citywide

SEPA: A SEPA Checklist for this non-project action has been submitted. A Determination of Non-Significance (DNS) was issued on October 30, 2024, under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than 4 pm, November 13, 2024, if they are intended to alter the DNS.

To learn more: Project webpage: <https://my.spokanecity.org/projects/building-opportunity-for-housing-follow-up-code-amendments/>

How to Attend the Meeting: The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Microsoft Teams or call in by phone to hear and testify. Access the **meeting link** and **call-in information** at the agenda posted in advance on the Commission's website: <https://my.spokanecity.org/bcc/commissions/plan-commission/>

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SR225930

LEGAL NOTICES



STATE ENVIRONMENTAL POLICY ACT DETERMINATION OF NONSIGNIFICANCE ADOPTION OF EXISTING DOCUMENT

Lead Agency:

Spokane Airport Board
9000 W. Airport Drive #204
Spokane, WA 99224

Agency Contact / Responsible Official:

Colin Hayden,
Project Manager
Planning & Development
Department
Chayden@spokaneairports.net
509-455-6413

Agency File Number:

23-44-1809

Description of Proposal:

Rail-Truck Transload Facility,
Phase 4

Location of Proposal:

East of Craig Road, between
McFarlane and Thorpe Roads,
Spokane, WA

Title of document being adopted:

Categorical Exclusion
Worksheet

Date adopted document was prepared:

01-27-2021

Description of document (or portion thereof) being adopted:

The Categorical Exclusion (CatEx) Worksheet (OMB No. 2130-0615) and its findings are hereby adopted in its entirety. The CatEx document was prepared for the National Environmental Policy Act (NEPA) process, facilitated by the Federal Railroad Administration (FRA) as the Lead Agency. After review and evaluation of the project, proposed action and the CatEx documentation, FRA issued a Categorical Exclusion with no required mitigation. No appeals were received.

The adopted document is available at:

SEPA Register –
<https://fortress.wa.gov/ecy/separ/Main/SEPA/Search.aspx>

We have identified and adopted this document as being appropriate for this proposal after independent review. The document meets our environmental review needs for the current proposal and will accompany the proposal to the decision makers.

The Lead Agency has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This determination is based on the findings and conclusions from the adopted NEPA document.

This DNS is issued under WAC 197-11-340(2). The Lead Agency will not act on this proposal for 14 days from the date below. Comments must be submitted by November 18, 2024.

Signature Colin Hayden

Date 11/4/2024

SR226105

Legal Advertising Deadlines

NOON THE DAY BEFORE PUBLICATION

10:00am Friday for Sunday or Monday publication.
(Some exceptions do apply)

(509)459-5121

24-Hour Fax Line:
(509) 622-1189

E-mail:
legals@spokesman.com

LEGAL NOTICES

Mead School District 354 will receive proposals for School Security and Patrol Services. Proposals will be accepted until **November 26th, 2024 at 2:00pm** at the Mead School District Administration Building, 2323 East Farwell Road, Mead, WA 99021. Proposals will be publically open and read aloud at 2:00pm of said day. To obtain proposal documents please go the Mead School District web site: Mead354.org/AboutUs/ Department Directory/Purchasing. The Mead School District 354 Board of Directors reserves the right to accept or reject any or all proposals and to waive informalities.

SR225928

MERCHANDISE WANTED



BUYING OLD STEREO EQUIPMENT
Pre-1980.Call/text 509.868.9022

\$\$\$Paying top dollar\$\$\$ for Sports card collections & Pokémon. Premium paid for vintage pre-1980. Corey 541-838-0364

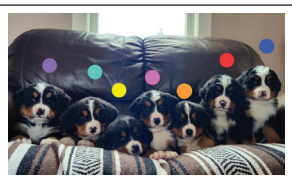
Wanted Postcards & Black & White Photographs, any subject. Even old family photo albums. For top dollar. Mark (509) 951-7783



DOGS



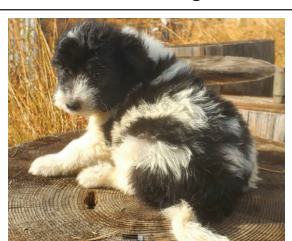
AKC DOBERMAN PUPPIES
AKC Doberman Pinscher puppies for sale. 3 black/rust males, 1 blue/rust female. 1 year health guarantee, delivery available, tails cropped, dew claws removed. Ready for forever homes November 21st. \$2500. 509-859-9818



BERNESE MOUNTAIN DOG PUPPIES
Beautiful, Playful, sweet Bernese Mountain Dog Puppies. The best family dogs who love water and snow. Smart, very responsive and love kids. No papers. Have first puppy shot and deworm. \$1500. For more info please text or call Olga at 509-220-4355.



BORDER COLLIE PUPPIES
Ready to go, birthdate Sept 6th. Family raised, blue merles and black/white. Registered parents in multiple registries. We are North of Spokane. If you have questions or would like photos or to come meet them, please contact us at 509-722-4721. Starting at \$500



MINI AUSSIEDOODLE PUPPIES
Ready 9-4-2024. Very handsome litter of parti pattern puppies. Parents are low 20s in size. We can deliver with a deposit or come view them and take one home :)! Very friendly engaging puppies with beautiful fluffy curly coats that will be very low to non-shedding. For more photos information or to arrange to come see them, please call 509-722-4721. Starting at \$600.



WORD Roundup™

by David L. Hoyt & Jeff Knack

Find and Circle...

Four words starting and ending with K

Four car companies

Four African countries

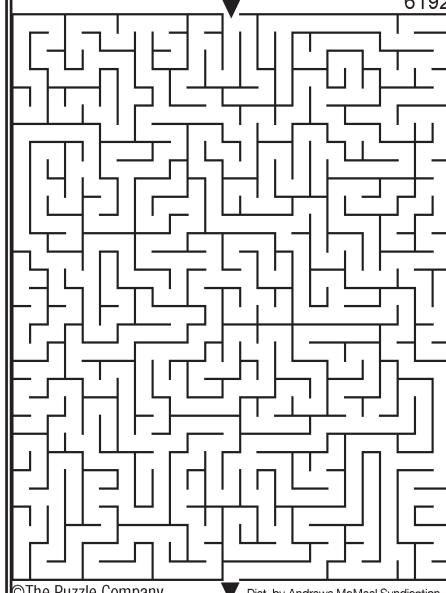
Two coin-flip possibilities

Home to U.S. presidents: the _____

Answers to Tuesday's puzzle: OCTOBER APRIL JUNE JULY / PEACH APPLE MANGO LEMON / PRAGUE VIENNA ROME / MERCURY VENUS EARTH / CENTAUR



Minute Maze



LEXICO® Start at the double hexagon. Spell solutions to the clues below by winding your way through the grid. You can backtrack to use letters more than once. Each new word starts with the last letter of the previous word.

- High body temperature F _ _ _ _
- Invigorate _ _ _ _ _
- Weather forecast numbers H _ _ _ _
- Sword blocker _ _ _ _ _
- Evade D _ _ _ _



Previous Puzzle: ELECT, TILES, SELECTIVE, ETCHED, DISPEL

BRIDGE | Bobby Wolff, Dist. by Andrews McMeel for UFS

"It is as natural to die as to be born; and to a little infant, perhaps, the one is as painful as the other."
— Francis Bacon

Put yourself in North's shoes as we continue the theme of potentially natural bids in the opponents' suit. When the auction starts with one diamond from East and a one-heart response from West, some play a call of two diamonds as natural here. In any event, a jump to three diamonds ought to be played as intermediate: 13-16 or so with good diamonds. Thus, South has enough to take a shot at three no-trump.

After West leads a heart, declarer can count at least 10 tricks if diamonds split. However, based on the bidding, diamonds are known not to be breaking unless East has specifically 4=4=3=2 shape, in which case he might have raised hearts, and West probably would not have led a heart. If East has four diamonds, starting with the diamond king will be fatal. East will hold up, leaving declarer an entry short to set up the diamonds. Declarer should instead lead a low diamond, preserving a diamond in hand to clear the suit.

East wins the diamond nine and returns the heart jack, and now declarer has a second hurdle to overcome. It looks for all the world that West led from five hearts. If declarer covers with the queen, West can duck to keep a link and then run the rest of the suit when East scores the diamond ace. Declarer should duck the heart jack instead, holding the defense to two heart tricks.

When the defenders shift to spades, declarer wins in hand and clears diamonds. With the club finesse working, there are nine tricks against any defense.

NORTH 11-6-A
♠ A 7 6
♥ A
♦ K Q J 7 5 4 3
♣ 8 4

WEST
♠ 10 8 4 2
♥ K 9 8 5 3
♦ 10 9 7 5

EAST
♠ Q J 9 3
♥ J 7 6
♦ A 10 9 6
♣ K J

SOUTH
♠ K 5
♥ Q 10 4 2
♦ 8 2
♣ A Q 6 3 2

Vulnerable: Both
Dealer: East

The bidding:

South	West	North	East
Pass	1♥	3♦	1♦
3 NT	All pass		Pass

Opening Lead: Heart five

BID WITH THE ACES

11-6-B

South holds:

♠ 10 8 4 2
♥ K 9 8 5 3
♦ ---
♣ 10 9 7 5

South	West	North	East
?		1♦	Pass

ANSWER: It would be craven to pass one diamond. That might be a 3-0 fit when you have nine hearts between you! If partner has a big hand with a four-card major, you could easily make a part-score, or even a game, with such distribution. Not much can go wrong by keeping the bidding open with a one-heart response. Even if partner rebids diamonds, you may not suffer a disaster.

UNIVERSAL Sudoku Puzzle

Complete the grid so that every row, column and 3x3 box contains every digit from 1 to 9 inclusively.

7	3			1	8			
9							8	
				9		5	3	
3	4	5		2				
				8				
				7		2	1	3
	1	4		5				
		6						9
			2	4			8	7

DIFFICULTY RATING: ★★☆☆☆



7	8	1	9	4	2	3	6	5
9	5	1	4	5				
9	3	7	5	6	1	4	8	
3	2	1	3	5	7	4	6	8
5	6	3	8	9	7	2	1	
8	9	7	6	2	1	5	4	3
1	3	5	2	6	7	8	9	4
2	7	8	4	9	3	1	5	6
4	6	9	8	1	5	2	3	7

7 LITTLE WORDS

Find the 7 words to match the 7 clues. The numbers in parentheses represent the number of letters in each solution. Each letter combination can be used only once, but all letter combinations will be necessary to complete the puzzle.

CLUES	SOLUTIONS
1 expanding (7)	_____
2 suppresses (7)	_____
3 set like concrete (6)	_____
4 most like Pigpen (8)	_____
5 strong dislikes (9)	_____
6 not like a "clam" (9)	_____
7 young NBA phenom Victor (10)	_____

AVE	HAR	ING	GR	FL
OW	TI	WEM	DEN	RSI
ES	ONS	EST	STI	KAT
TAL	YAMA	IVE	BAN	DIR

Tuesday's Answers: 1. RESTRAINTS 2. ACCOLADES 3. EMEND 4. SATIATES 5. PRINTABLE 6. DOTE 7. VISUALS

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Strike Section 8 of the ordinance and substitute the following in its place:

Section 8. That Section 17C.111.320 SMC is amended to read as follows:

Section 17C.111.320 Windows

A. Purpose.

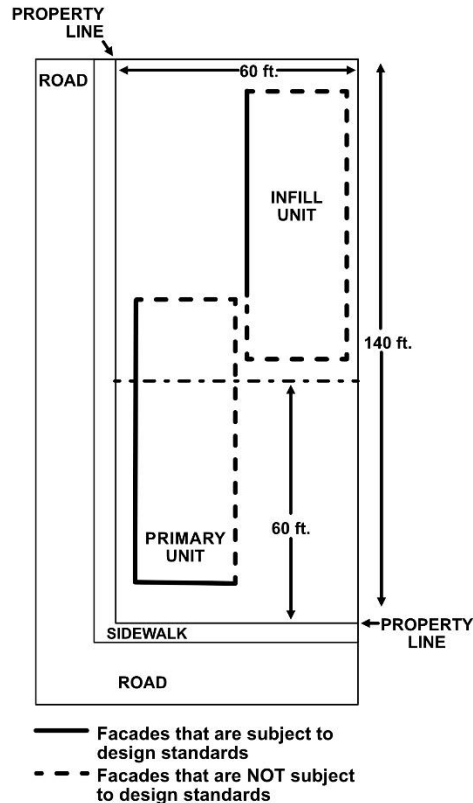
To maintain a lively and active street face while increasing safety and general visibility to the public realm.

B. Applicability.

The following standards apply to all ~~((building facades))~~ facade areas that face a public or private street and enclose floor area or garages, ~~((except those that are separated from the street by another building.))~~ with the following exceptions:

1. When a façade or portion of the façade is not visible from a public or private street or further than 60' away from a street lot line. See Figure 17C.111.320-A.
2. For garages attached to living units, this section does not apply to the portion of the facade associated with the garage opening. However, garage walls that enclose the side or back of a garage and face a public or private street shall meet the standards of this section.

Figure 17C.111.320-A. Façade Exemption



C. Windows Implementation.

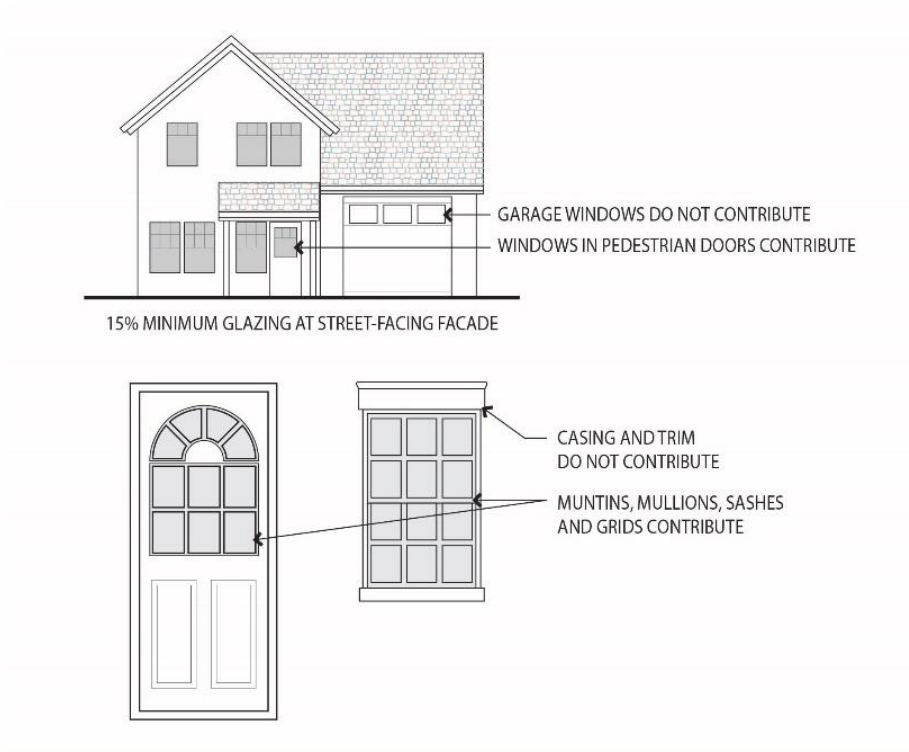
See Figure 17C.111.320-((A))B.

1. Windows shall be provided in facades facing public or private streets, comprising at least fifteen percent of the facade area that encloses floor area. Garage walls that enclose the side or back of a garage and face a public or private street shall be included in the calculation (R).
2. Window area is considered the entire area within, but not including, the window casing, including any interior window grid.
3. Windows in pedestrian doors may be counted toward this standard. Windows in garage doors may not be counted toward this standard.
4. At least one of the following decorative window features must be included on all of the windows on street facing facades: (P)
 - a. Arched or transom windows.
 - b. Mullions.
 - c. Awnings or bracketed overhangs.
 - d. Flower boxes.
 - e. Shutters.
 - f. Window trim with a minimum width of three inches.

ORD C36629 (WILKERSON AMENDMENT) (01-03-25)

- g. Pop-outs or recesses greater than three inches.
 - h. Bay windows.
 - i. Dormers.
5. Garage walls that enclose the side or back of a garage and face a public or private street shall include glazing (R).

Figure 17C.111.320-((A))B. Window Coverage



PURPOSE OF AMENDMENT: The purpose of this change is to clarify window requirements for houses where the garage is turned to face sideways. As currently drafted the ordinance arguably would allow a garage that is turned to the side to leave a blank wall facing the street. This proposed substitution would clarify that the garage wall is required to meet window standards when the garage opening is not facing the street.



Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 11/25/2024

Committee Agenda type: Discussion

Date Rec'd 11/14/2024

Clerk's File # ORD C36630

Cross Ref #

Project #

Council Meeting Date: 01/13/2025

Submitting Dept CITY COUNCIL

Bid #

Contact Name/Phone ANDRES (509)651-0855

Requisition #

Contact E-Mail AGRAGEDA@SPOKANECITY.ORG

Agenda Item Type First Reading Ordinance

Council Sponsor(s) LNAVARRETE MCATHCART PDILLON

Agenda Item Name 0320 - MULTILINGUAL RECRUITMENT ORDINANCE

Agenda Wording

An ordinance relating to language access and the recruitment of bilingual and multilingual applicants to the City of Spokane, and amending Section 18.11.050 of the Spokane Municipal Code.

Summary (Background)

City Council wishes to work with Civil Service to advance the recruitment of bilingual and multilingual applicants to the City of Spokane. This ordinance calls for the City to establish policies and procedures to improve the recruitment of applicants for the City of Spokane who are fluent in multiple languages.

Lease? NO Grant related? NO Public Works? NO

Fiscal Impact

Approved in Current Year Budget? NO

Total Cost \$

Current Year Cost \$

Subsequent Year(s) Cost \$

Narrative

This ordinance could compel Civil Service to promote vacant positions to communities or populations through means that it wouldn't normally in order to reach these populations. This could include flyers, posters or direct outreach to organizations.

Amount

Budget Account

Expense \$ tbd

tbd

Select \$

#

Select \$

#

Select \$

#

\$

#

\$

#

Committee Briefing Paper

Finance & Administration Committee

Committee Date	11/25/2024
Submitting Department	City Council
Contact Name	Andres Grageda
Contact Email & Phone	agrageda@spokanecity.org (509)651-0855
Council Sponsor(s)	CM Navarrete CM Dillon CM Cathcart
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 5
Agenda Item Name	Multilingual Recruitment ORD
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>City Council wishes to work with Civil Service to advance the recruitment of bilingual and multilingual applicants to the City of Spokane. This ordinance calls for the City to establish policies and procedures to improve the recruitment of applicants for the City of Spokane who are fluent in multiple languages.</p> <p>*use the Fiscal Impact box below for relevant financial information</p>
<p>Fiscal Impact</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Total Cost: Click or tap here to enter text.</p> <p> Current year cost: Unknown</p> <p> Subsequent year(s) cost: Unknown</p> <p>Narrative: ! <u>This ordinance could compel Civil Service to promote vacant positions to communities or populations through means that it wouldn't normally in order to reach these populations. This could include flyers, posters or direct outreach to organizations that work with these populations. They would also need to verify that the applicants are fluent in the language that they are claiming to be fluent in which could have a cost associated with it.</u></p> <p>Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A</p> <p>Specify funding source: Select Funding Source*</p> <p>Is this funding source sustainable for future years, months, etc? Click or tap here to enter text.</p> <p>Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impacts (If N/A, please give a brief description as to why)</p> <ul style="list-style-type: none"> What impacts would the proposal have on historically excluded communities? <p>This would give people who might not normally work for city government the opportunity to get a job that would advance their career. It would increase their likelihood of getting hired for a position at the City of Spokane. It also benefits our constituents who aren't fluent in English when the city has personnel that speak their language.</p> <ul style="list-style-type: none"> How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? 	

Civil Service collects data on people hired. We would be able to know if more people are hired from different demographics who are bilingual and multilingual.

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

Civil Service collects data on the demographics of people hired to the City. They would keep track of the people who are hired with language capabilities. The policy will have been effective if the number of people hired to the City who possess multilingual capabilities increases.

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

The SMC has a section called “Language Access in Municipal Proceedings”, the provisions of which would be easier to implement if the City had many people who speak multiple languages.

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.

The ordinance was presented to the Equity Subcommittee and the SHRC. Both groups reacted positively to the ordinance and feel that more could be done to attract these applicants, such as pay increases for multilingual capabilities.

ORDINANCE NO. C36630

An ordinance relating to language access and the recruitment of bilingual and multilingual applicants to the City of Spokane, and amending Section 18.11.050 of the Spokane Municipal Code.

WHEREAS, nearly 8% of Spokane residents reported speaking a language other than English at home; and

WHEREAS, Spokane Public Schools (SPS) estimates students throughout the school district represent nearly 80 different languages; and

WHEREAS, in 2023, the City Council adopted Ordinance C36449, which requires City departments to establish a language access program, including identifying vital government documents for regular translation and interpretation services for municipal proceedings; and

WHEREAS, the growing number of Spokane residents speaking a language other than English, combined with the requirement to create a Language Access Program for municipal operations, creates a need for more bilingual/multilingual persons employed by the City of Spokane, especially in divisions with high public interaction; and

WHEREAS, in 2024 the Washington State Legislature enacted SB 6157, which allows public employers to provide additional credit or points to a passing examination to applicants who have full professional proficiency or are completely fluent as a native speaker in one or more languages other than English; and

WHEREAS, the City of Spokane wishes to implement the provisions of SB 6157 and adopt it as the official hiring practice of the City.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That section 18.11.050 of the Spokane Municipal Code is amended to read as follows:

Section 18.11.050 Scope, Implementation and Milestones

- A. Except where earlier timelines are specified in this section or unless expressly exempted by SMC 18.11.070, all City departments shall have an implemented Language Access Program in place no later than January 1, 2026.

1. As soon as practical after the effective date of this ordinance, the City Council and Planning Department shall henceforth incorporate language access into any adopted departmental operating procedures.
2. No later than July 1, 2024, each affected city department shall identify those Vital Documents and Public Communication Materials it intends to include within the scope of its departmental LAP.
3. Commencing with the 2025 Annual Budget of the City, all affected departments shall include LAP planning as a line-item appropriation within any proposed departmental budget, which planning shall be consistent with the scope of its Vital Documents and Public Communication Materials identified pursuant to subsection 2 above.
4. Commencing with the 2026 Annual Budget of the City, all affected departments shall incorporate Language Access implementation as a line-item appropriation within any proposed departmental budget.
5. Commencing January 1, 2026, all departmental operating procedures shall be compliant with this Chapter.

B. Subject to allocated funding, the following milestones shall apply to specific operations and functions within the City of Spokane:

1. As soon as practical after the effective date of this ordinance, the City Council shall have drafted and implemented a Language Access Plan that assumes (a) translation of council-generated Public Communication Materials, which may include council ordinances, resolutions, proclamations, salutations, and further which may also include standing committee and subcommittee meeting agendas and materials; and (b) translation and/or interpretation services for council legislative sessions, briefing sessions, and standing committee meetings.
2. As soon as practical after the effective date of this ordinance, the Division of Information Technology shall have drafted and implemented a limited Language Access Plan that assumes translation of digital Public Communication Materials, including but not limited to the City's official website and social media.

3. The timelines in sections A and B above may be adjusted as necessary to comply with the procurement requirements and procedures in [SMC 07.06](#).

C. Consistent with state law and to achieve the goals of this section, the City shall establish policies and procedures that attract, recruit, and effectively utilize City of Spokane employees who possess professional fluency or are a native speaker in one or more languages other than English, thereby ensuring their skills are strategically leveraged by the City to meet the needs of the community.

D. Nothing in this section shall affect, modify, or amend any collective bargaining agreement or Civil Service rule that exists on the effective date of this section.

~~(E)~~ E. Nothing in this section shall be deemed to prevent a department from developing and implementing a multi-year, phased LAP, so long as meaningful implementation begins no later than January 1, 2026.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 4. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

**Agenda Sheet for City Council:****Committee:** Public Safety **Date:** 12/02/2024**Committee Agenda type:** Discussion**Date Rec'd**

11/18/2024

Clerk's File #

ORD C36631

Cross Ref #**Project #****Council Meeting Date:** 01/13/2025**Submitting Dept**

CITY COUNCIL

Bid #**Contact Name/Phone**

JACKSON DEESE X6718

Requisition #**Contact E-Mail**

JDEESE@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

ZZAPPONE

Agenda Item Name

0320 - SPD ASSET FORFEITURE PROGRAM UPDATES

Agenda Wording

AN ORDINANCE relating to the Asset Forfeiture Program audit process and amending Section 08.19.20 of the Spokane Municipal Code.

Summary (Background)

Altering SPD Asset Forfeiture Program audit requirements to be on four-year cycles, rather than yearly.

Lease? NO

Grant related? NO

Public Works? NO

Fiscal Impact

Approved in Current Year Budget? N/A

Total Cost

\$

Current Year Cost

\$

Subsequent Year(s) Cost

\$

Narrative

Both SPD and the State Auditor's Office have requested changes in the audit cycle for the Asset Forfeiture Program funds. The Washington Association of Sheriffs and Police Chiefs Accreditation Standards recommend four-year audit cycles.

Amount**Budget Account**

Neutral

\$

#

Select

\$

#

Select

\$

#

Select

\$

#

\$

#

\$

#

Committee Agenda Sheet

Public Safety & Community Health Committee

Committee Date	12/2/24
Submitting Department	COUNCIL
Contact Name	JACKSON DEESE
Contact Email & Phone	JDEESE@SPOKANECITY.ORG
Council Sponsor(s)	ZZAPPONE
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 5 min
Agenda Item Name	SPD Asset Forfeiture Program Updates
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	Altering SPD Asset Forfeiture Program audit requirements to be on four-year cycles, rather than yearly.
*use the Fiscal Impact box below for relevant financial information	

Fiscal Impact

Approved in current year budget? Yes No N/A

Total Cost: N/A
 Current year cost: N/A
 Subsequent year(s) cost: N/A

Narrative: Both SPD and the State Auditor's Office have requested changes in the audit cycle for the Asset Forfeiture Program funds due to the quick turnaround of yearly audits. The Washington Association of Sheriffs and Police Chiefs Accreditation Standards recommend four-year audit cycles.

Funding Source One-time Recurring N/A
 Specify funding source: Select Funding Source*
 Is this funding source sustainable for future years, months, etc? [Click or tap here to enter text.](#)

Expense Occurrence One-time Recurring N/A

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

Operations Impacts (If N/A, please give a brief description as to why)

- What impacts would the proposal have on historically excluded communities?
N/A, provides relief to SPD and Auditor's Office for auditing the Program.
- How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?
Achieving quality reports from the State Auditor's Office on the new cycle requirement.
- How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Regular updates by staff to City Council after each audit cycle as required by SMC.

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

Maintains accountability for Asset Forfeiture Program funds while not overburdening SPD or the Auditor's Office with yearly audits of the funds.

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.

Not reviewed by a subcommittee. Change was a specific request from SPD staff.

ORDINANCE NO. C36631

AN ORDINANCE relating to the Asset Forfeiture Program audit process and amending Section 08.19.20 of the Spokane Municipal Code.

WHEREAS, currently, the Spokane Police Department is required to do a yearly audit of the Asset Forfeiture Program funds; and

WHEREAS, the State Auditor's Office has typically been the outside professional designated to audit the Asset Forfeiture Program funds; and

WHEREAS, the Washington Association of Sheriffs and Police Chiefs (WASPC) Accreditation Standards recommend operating on a four-year audit cycle; and

WHEREAS, the Spokane Police Department has requested the Spokane Municipal Code adopt the WASPC Accreditation Standards; and

WHEREAS, the State Auditor's Office has also requested a change in the process for auditing the Asset Forfeiture Program funds,

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. Section 08.19.020 is amended to read as follows:

- A. No later than 180 days after the latest to occur of (1) the closure of a case; (2) the expiration of the final opportunity for appeal; or (3) the date an asset is no longer required as evidence in an active case, the police department shall dispose of forfeited property, by auction or other commercially-reasonable method, such as by sealed bids, except as provided for in sections G. and H.
- B. No less than 10 days prior to an auction or solicitation of bids pursuant to SMC 08.19.020(A), the police department shall place a public notice in the City Gazette and in a newspaper of general circulation notifying the public of the date and time of the auction or solicitation of bids.
- C. The Police Department shall comply with all federal and state property disposition procedural requirements. And no expenditures of funds arising from forfeiture that violate state or federal law will be approved by City Council.
- D. The Police Department shall not utilize seizure and forfeiture laws as an aspect of case development criterion.
- E. The Police Department shall document in each and every case involving a seizure and forfeiture the legal basis for the seizure and forfeiture including the specific Washington state or federal law under which the asset/s were seized, forfeited or obtained.
- F. The Police Department shall establish a procedure for ((a-yearly)) an audit every four years by a qualified financial professional outside of the Police Department of all seizures, forfeitures, proceeds distributions and expenditures, the results of which shall be provided to the Mayor and City Council. This ((annual)) requirement is satisfied by an audit of the forfeiture funds by the Office of the Washington State Auditor.
- G. The Police Department may choose to use forfeited property indefinitely prior to auctioning

off the item, if there is a demonstrated law enforcement purpose for the item and the use of the property would allow the Police Department to avoid the need to purchase additional equipment.

Section 2. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 3. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date



Agenda Sheet for City Council:

Committee: PIES **Date:** 12/16/2024

Committee Agenda type: Consent

Date Rec'd	11/26/2024
Clerk's File #	ORD C36632
Cross Ref #	
Project #	2024071

Council Meeting Date: 01/13/2025

Submitting Dept	ENGINEERING SERVICES	Bid #	
Contact Name/Phone	DAN BULLER 625-6391	Requisition #	
Contact E-Mail	DBULLER@SPOKANECITY.ORG		
Agenda Item Type	First Reading Ordinance		
Council Sponsor(s)	BWILKERSON JBINGLE KKLITZKE		
Agenda Item Name	0370 - CONDEMNATION ORDINANCE FOR SHAWNEE BOOSTER STATION SITE		

Agenda Wording

Condemnation Ordinance for the acquisition of 4500 square feet of land, a portion of parcel 26143.0513 for the Shawnee Booster Station site.

Summary (Background)

The City and the private property owner have agreed on the purchase of approximately 4500 SF of land for a booster station site. There is a greenbelt easement that is part of the drainage way and is a restrictive covenant on the Plat. The only practical way to remove this easement is by condemning the property, due to the fact that the easement is a covenant in the plat where the property is situated, and agreement of all homeowners subject to the plat for a plat alteration is likely impossible.

Lease? NO Grant related? NO Public Works? NO

Fiscal Impact

Approved in Current Year Budget? YES

Total Cost	\$
Current Year Cost	\$
Subsequent Year(s) Cost	\$

Narrative

Amount	Budget Account
Select \$	#
Select \$	#
Select \$	#
Select \$	#
\$	#
\$	#

Committee Agenda Sheet

Public Infrastructure, Environment & Sustainability Committee

Committee Date	12-16-24
Submitting Department	Engineering Services
Contact Name	Dan Buller
Contact Email & Phone	dbuller@spokanecity.org , 625-6391
Council Sponsor(s)	Wilkerson, Bingle, Klitzke
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	Shawnee Booster Station Site Acquisition – Condemnation
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background) *use the Fiscal Impact box below for relevant financial information	<ul style="list-style-type: none"> The city and the private property owner have agreed on the purchase of approx. 4500 SF of land for a booster station site for the price of \$70,000. The location can be seen on the attached exhibit. There are two obstacles to use the property for a booster station. The first obstacle is that this area serves as a stormwater drainage way. This obstacle is not complicated and can be addressed by proper engineering. The second obstacle is that a greenbelt easement is part of the drainage way, and is a restrictive covenant on the Plat. The only practical way to remove this easement is by condemning the property, due to the fact that as the easement is a covenant in the plat where the property is situated, and agreement of all homeowners subject to the plat for a plat alteration is likely impossible. Condemnation is a process typically utilized to acquire property from an unwilling property owner. But in this case, the property owner is entirely willing to sell the city the parcel for the agreed upon \$70,000. The property owner agrees with this “friendly” condemnation process as the only practical way to address the greenbelt easement. The other owners of the plat will receive notice of the lawsuit in one manner or another, which is still to be determined, and would have the right to object. Since the purpose of the easement is to channel water, as set forth in the covenant and the plat, we do not believe any potential claims are apparent at this time from any other plat parcels, approximately 44, or would be very minimal, if any, as long as the City preserves the drainage/culvert, or improves it. Engineering Services is requesting council approval of a condemnation ordinance in order to move ahead with the acquisition of this property.
Fiscal Impact Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Total Cost: <u>\$74,000</u> Current year cost: \$74,000 Subsequent year(s) cost: None	
Narrative: Please provide financial due diligence review, as applicable, such as number and type of positions, grant match requirements, summary type details (personnel, maintenance and supplies, capital, revenue), impact on rates, fees, or future shared revenue	

Funding Source One-time Recurring N/A

Specify funding source: Select Funding Source*

Is this funding source sustainable for future years, months, etc? [Click or tap here to enter text.](#)

Expense Occurrence One-time Recurring N/A

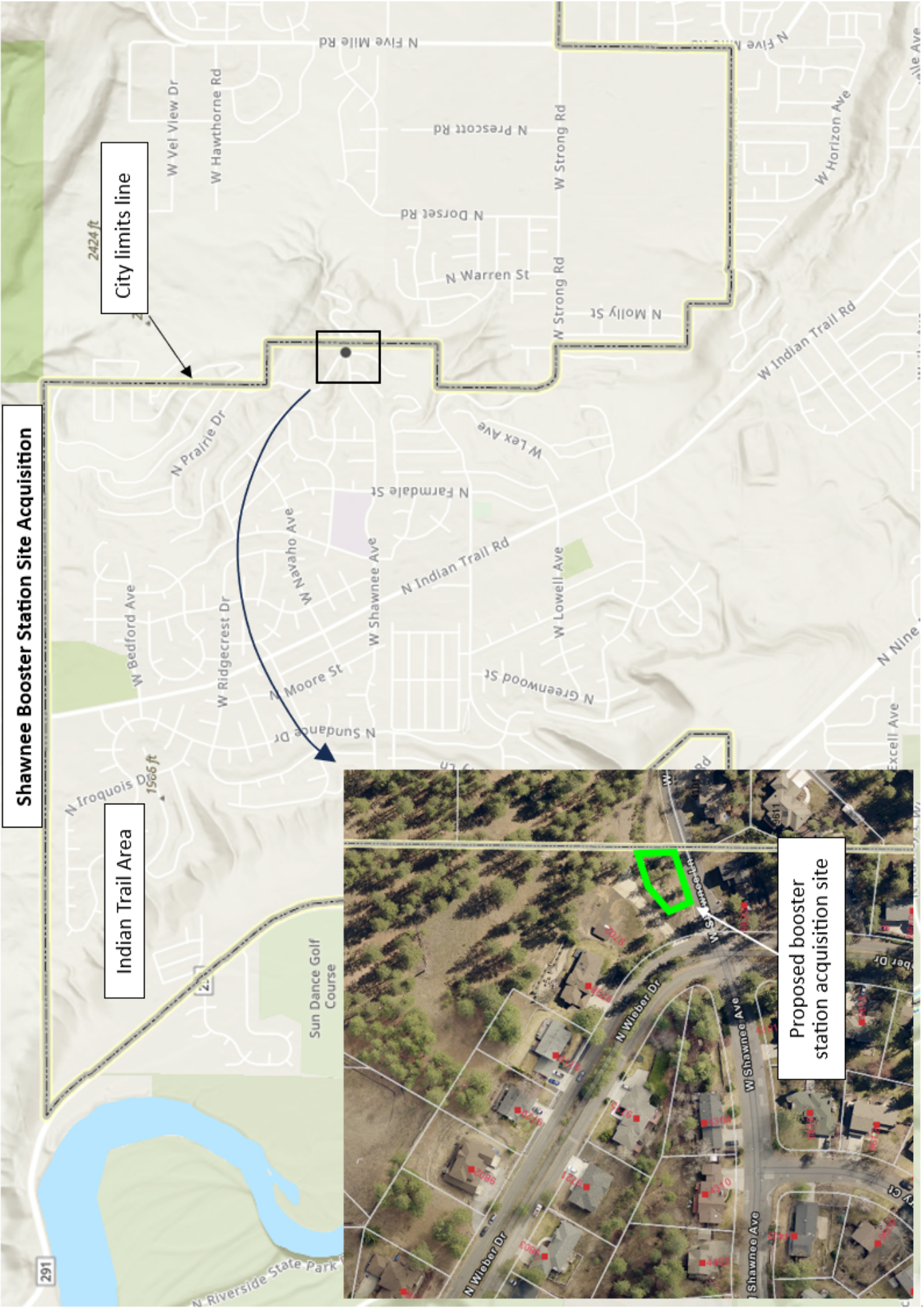
Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impacts (If N/A, please give a brief description as to why)

- What impacts would the proposal have on historically excluded communities?
Public works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, to distribute public investment throughout the community and to respond to gaps in services identified in various City plans.
- How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?
N/A
- How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?
Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward, and then uses contract management best practices to ensure desired outcomes and regulatory compliance.
- Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?
This work is consistent with annual budget strategies to limit costs and approved projects in the 6-year CIP.

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.



City limits line

2424 ft

Shawnee Booster Station Site Acquisition

Indian Trail Area

1506 ft

Proposed booster station acquisition site

291

N Riverside State Park

Sun Dance Golf Course

N Wieber Dr

W Shawnee Ave

N Wieber Dr

W Shawnee Ave

N Prairie Dr

W Bedford Ave

W Ridgecrest Dr

W Moore St

N Sundance Dr

W Navaho Ave

W Shawnee Ave

N Indian Trail Rd

N Farmdale St

W Lex Ave

N Greenwood St

W Lowell Ave

W Strong Rd

N Warren St

N Prescott Rd

N Dorset Rd

N Molly St

W Indian Trail Rd

W Horizon Ave

W Strong Rd

N Five Mile Rd

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W Strong Rd

ORDINANCE NO. C36632

AN ORDINANCE PROVIDING FOR THE ACQUISITION BY EMINENT DOMAIN OF CERTAIN LANDS NECESSARY FOR WATER BOOSTER PUMP STATION IN THE VICINITY OF N. WIEBER DRIVE AND W. SHAWNEE LANE, LOCATED IN THE CITY AND COUNTY OF SPOKANE, STATE OF WASHINGTON.

RECITALS

1. The City of Spokane, Washington (the “City”) is a first class charter city duly organized and existing under and by virtue of the constitution and laws of the State of Washington, and Charter of the City.
2. The laws of the State of Washington, RCW 35.92.010, provide that the City may operate waterworks and perform acts relating thereto, including specifically the power of condemnation of private property for public use as may needed therefore.
3. The Constitution of the State of Washington, Article I Section 16 and the laws of the State of Washington RCW 35.22.280(6) allow the City to purchase or appropriate private property for public use upon making just compensation to the owners pursuant to RCW Chapter 8.12.
4. The City Department of Water & Hydro-electric has determined that it requires certain private property to situate a water booster pump station in the vicinity of N. Wieber Drive and W. Shawnee Lane and must construct necessary improvements to result in providing an adequate and necessary flow of water at required pressure in the surrounding water distribution system.
5. The City Department of Public Works has negotiated in good faith for the acquisition of the property identified in Exhibit A, and the parties have agreed upon the purchase price and the owner has participated in negotiations for acquisition of the premises.
6. The Property on Exhibit “A” is subject to an easement identified on the Plat and elimination of the easement is necessary to complete the project, and condemnation is necessary for that purpose.
7. Pursuant to RCW 8.25.290, the City has caused notice to be mailed to each and every property owner of record, as indicated on the tax rolls of Spokane County according to such addresses shown on such rolls, at least fifteen (15) days prior to the City Council taking final action on this ordinance, including publication of notice of this ordinance in the Spokesman Review for two (2) consecutive weeks before final action by the City Council.

NOW, THEREFORE, The City of Spokane does ordain:

Section 1. The public use and necessity requires the acquisition by the City of Spokane, a Washington municipal corporation, of the land and property described on Exhibit A for public

purposes to situate a water booster pump station for the municipal waterworks, together with such temporary construction easements as are deemed necessary by City staff, for public purposes in order to complete the Water Booster, all as set forth in Public Works file number _____.

Section 2. The City Attorney is hereby authorized and directed to commence an action or actions in the Superior Court of Spokane County, State of Washington, in the name of the City of Spokane, to acquire and take by eminent domain the lands necessary to be acquired for the purposes set forth herein, the lands to be so taken situate in the City of Spokane, County of Spokane, all in the State of Washington, and more specifically described in Exhibit A attached hereto and by this reference made a part hereof, together with such amendments thereto and such additional temporary construction easements as are deemed necessary by City staff to complete the project.

Section 3. That compensation for the land and property described on Exhibit A order to be taken shall be payable from the City of Spokane fund account number _____, of the City of Spokane and funds which are allocated for waterworks needs by the City of Spokane Department of Water & Hydro-electric.

PASSED by the Spokane City Council this _____ day of _____, 2025.

COUNCIL PRESIDENT

Attest:

City Clerk

Approved as to form:

Assistant City Attorney

Attachment: Exhibit A

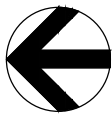
EXHIBIT A

LEGAL DESCRIPTION OF TAKE AREA

Acquisition (Portion of Assessor's Parcel No. 26143.0513)

ACQUISITION EXHIBIT

BEING A PORTION OF THE SW 1/4, S.14, T.26N., R.42E., W.M.,
CITY OF SPOKANE, SPOKANE COUNTY, WA



GRID NORTH

To Remain Description

Lots 9 and 10, Block 12, Sunset Trails Second Addition, according to the plat thereof recorded in Volume 14 of plats, page(s)15, records of Spokane County, Washington. Together with: the north half of vacated Shawnee Avenue. And together with: that portion of the Southwest Quarter of Section 14, Township 26 North, Range 42 East of the Willamette Meridian, more particularly Described as follows: Beginning at the most Easterly point of Lot 10, Block 12, Sunset Trails Second Addition, as per plat recorded in Volume 14, Page 15, records of Spokane County, Thence Northwesterly along the Northeasterly line to the most Northerly Corner of said lot 10; Thence East a distance of 99.96 feet to the East line of the West half of the Southwest quarter of the Southwest Quarter of said section 14; Thence South 0°08'20" West along the said west line 147.83 feet to the Point of Beginning.

Together with: That portion of the South 1810.00 feet of the Southwest Quarter of the Southwest Quarter of Section 14, Township 26 North, Range 42 East, W.M., in the City of Spokane, Spokane County, Washington described as follows: Beginning at the most Northerly corner of Lot 10, Block 12 of Sunset Trails Second Addition according to the plat thereof recorded in Book 14 of Plats, Page 15, records of Spokane County; Thence North 58° 44' 08" West along the northerly boundary of said Block 12, a distance of 321.86 feet to the Northwest corner of Lot 7, Block 12 of said Plat thence North 29° 34' East a distance of 170.58 feet; Thence North 89° 49'57": East a distance of 291.03 feet to its intersection with the East line of the West Quarter of the Southwest Quarter of said section 14; Thence South 00° 10' 03" East along said East line, a distance of 168.97 feet to the Northwest corner of Lot 1, Block 2 of Shawnee Canyon Estates recorded in book 29 of Plats, pages 44 and 45, records of Spokane County; Thence continue South 00° 10' 03" East along the Westerly boundary of said Lot 1, a distance of 145.56 feet; Thence South 89° 59' 48" West a distance of 99.25 feet to the point of beginning. Record of Survey recording number 5986837 in book 144 of surveys at page 12. Situate in the City of Spokane, County of Spokane, State of Washington.

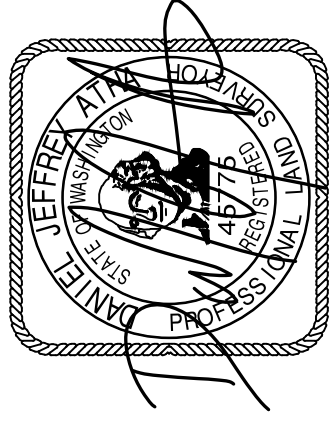
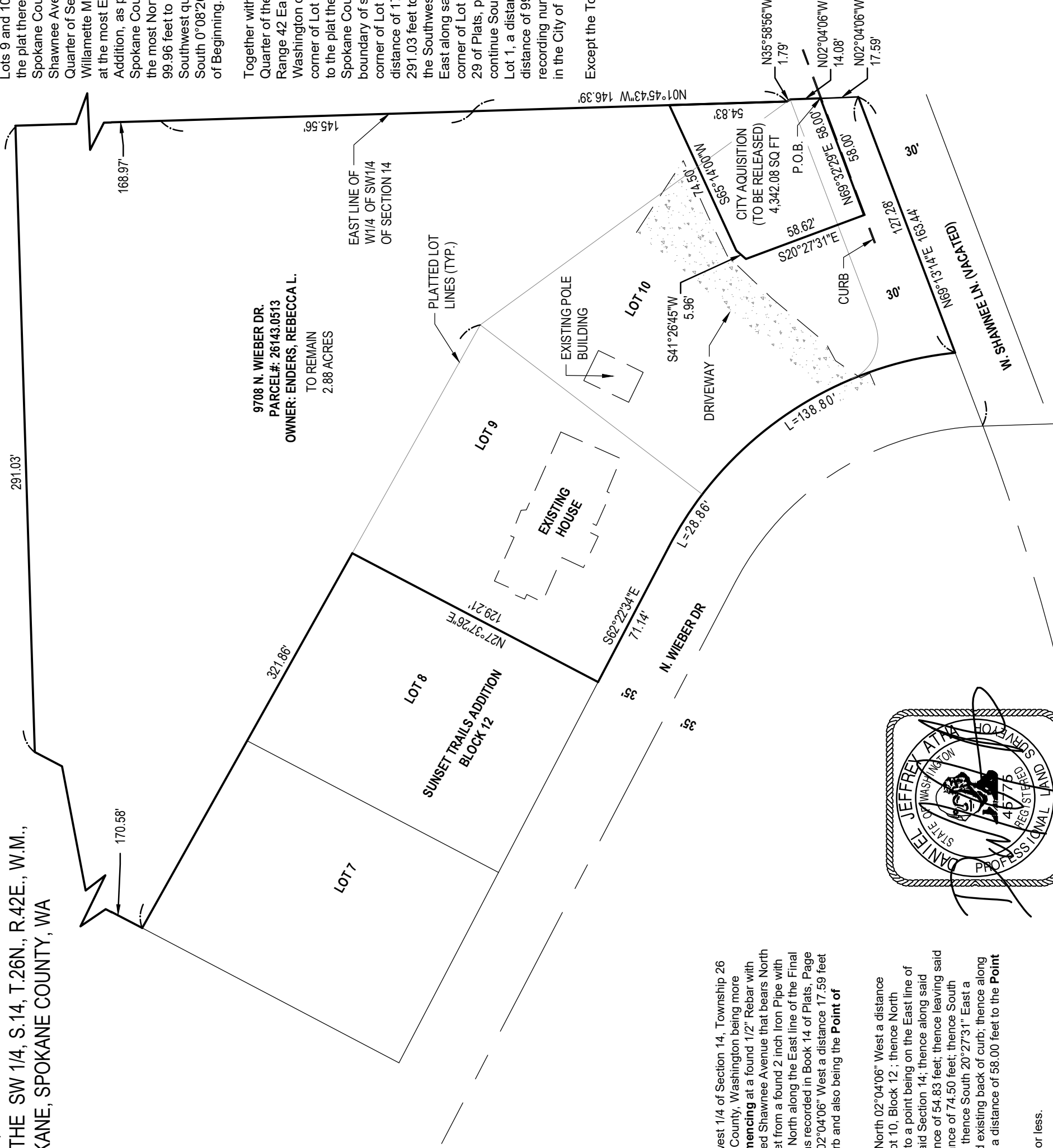
Except the To Be Released Description.

To Be Released Description

A portion of land situated in the Southwest 1/4 of Section 14, Township 26 North, Range 42 East, W.M., Spokane County, Washington being more particularly described as follows: **Commencing** at a found 1/2" Rebar with no cap marking the Centerline of vacated Shawnee Avenue that bears North 69°13'14" East a distance of 163.44 feet from a found 2 inch Iron Pipe with Brass Wire in Monument Case; thence North along the East line of the Final Plat of Sunset Trails Second Addition as recorded in Book 14 of Plats, Page 15, records of Spokane County; North 02°04'06" West a distance 17.59 feet to a point on the back of an existing curb and also being the **Point of Beginning**;

thence continuing along said East line North 02°04'06" West a distance 14.08 feet to the Southeast corner of Lot 10, Block 12 ; thence North 35°58'56" West a distance of 1.79 feet to a point being on the East line of the West 1/4 of the Southwest 1/4 of said Section 14; thence along said East line, North 01°45'43" West a distance of 54.83 feet; thence leaving said East line, South 65°14'00" West a distance of 74.50 feet; thence South 41°26'45" West a distance of 5.96 feet; thence South 20°27'31" East a distance of 58.62 feet to a point on said existing back of curb; thence along said back of curb North 69°32'29" East a distance of 58.00 feet to the **Point of Beginning**;

Containing 4,342.08 S.F. of land more or less.



LOCATION:	SPOKANE, WA		
CLIENT:	CITY OF SPOKANE		
PROJECT NO.	232620	DATE:	10/30/2024
		SHEET NO.:	X OF X

COFFMAN ENGINEERS
221 N. Wall Street, Suite 500
Spokane, WA 99201
ph 509.328.2994
www.coffman.com



Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 12/09/2024

Committee Agenda type: Discussion

Date Rec'd

11/21/2024

Clerk's File #

ORD C36633

Cross Ref #

Project #

Council Meeting Date: 01/13/2025

Submitting Dept

PLANNING & ECONOMIC

Bid #

Contact Name/Phone

SPENCER X6097 / X6543

Requisition #

Contact E-Mail

SGARDNER@SPOKANECITY.ORG/MD

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

ZZAPPONE KKLITZKE JBINGLE

Agenda Item Name

0650 CHANGES TO HISTORIC PRESERVATION REVIEW OF DEMOLITIONS

Agenda Wording

CHANGES TO SMC 17D.100.230 ADDING CENTERS AND CORRIDORS TO HISTORIC PRESERVATION REVIEW OF PROPOSED DEMOLITION OF HISTORIC PROPERTIES; UPDATES TO COMPLY WITH STATE LAW; MODIFYING LIMITATIONS ON REDEVELOPMENT OF HISTORIC PROPERTIES

Summary (Background)

Pursuant to SMC 17G.025.010, the Spokane Plan Commission has a duty to review and make recommendations to City Council on proposed changes to SMC Title 17. Furthermore, pursuant to SMC Section 04.35.080, the Spokane Historic Landmarks Commission has a duty to review and comment on proposed changes to land use decisions as they relate to historic resources in Spokane. The Historic Landmarks Commission and Plan Commission both considered this proposal.

Lease? NO Grant related? NO Public Works? NO

Fiscal Impact

Approved in Current Year Budget? N/A

Total Cost \$ 0

Current Year Cost \$

Subsequent Year(s) Cost \$

Narrative

While this will may require additional staff time for occasional reviews, there are review fees associated.

Amount

Budget Account

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



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Plan Commission held a hearing on the proposal on October 9, at which two amendments were presented and approved. Historic Landmarks Commission held a subsequent hearing on Oct 16 and recommended approval of the proposal as originally drafted. The version included in the draft ordinance reflects the recommendation of the Plan Commission. The version recommended by the Landmarks Commission is also included in the packet for reference. This proposal amends SMC 17D.100.230 to add Center and Corridor zones to the identified areas in Spokane where Historic Preservation review is required when demolition is proposed. The proposal also modifies aspects of the Historic Preservation code to conform with the requirements of 2023 House Bill 1293 by providing clear and objective design standards for review of proposed buildings. Continued on briefing paper.

Approvals		Additional Approvals	
<u>Dept Head</u>	GARDNER, SPENCER		
<u>Division Director</u>	GARDNER, SPENCER		
<u>Accounting Manager</u>	ORLOB, KIMBERLY		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>	SCOTT, ALEXANDER		

Distribution List

	mduvall@spokanecity.org
sgardner@spokanecity.org	eking@spokanecity.org
smacdonald@spokanecity.org	akiehn@spokanecity.org
tfischer@spokanecity.org	

Committee Agenda Sheet

Urban Experience Committee

Committee Date	12/9/24
Submitting Department	Planning and Economic Development
Contact Name	Spencer Gardner
Contact Email & Phone	sgardner@spokanecity.org
Council Sponsor(s)	<u>CM Zappone; CM Klitzke; CM Bingle</u>
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 15 min
Agenda Item Name	CHANGES TO SMC 17D.100.230 ADDING CENTERS AND CORRIDORS TO HISTORIC PRESERVATION REVIEW OF PROPOSED DEMOLITION OF HISTORIC PROPERTIES; UPDATES TO COMPLY WITH STATE LAW; MODIFYING LIMITATIONS ON REDEVELOPMENT OF HISTORIC PROPERTIES
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background) *use the Fiscal Impact box below for relevant financial information	<p>Pursuant to SMC 17G.025.010, the Spokane Plan Commission has a duty to review and make recommendations to City Council on proposed changes to SMC Title 17. Furthermore, pursuant to SMC Section 04.35.080, the Spokane Historic Landmarks Commission has a duty to review and comment on proposed changes to land use decisions as they relate to historic resources in Spokane.</p> <p>The Historic Landmarks Commission and Plan Commission both considered this proposal. Plan Commission held a hearing on the proposal on October 9, at which two amendments were presented and approved. Historic Landmarks Commission held a subsequent hearing on Oct 16 and recommended approval of the proposal as originally drafted. The version included in the draft ordinance reflects the recommendation of the Plan Commission. The version recommended by the Landmarks Commission is also included in the packet for reference.</p> <p>This proposal amends SMC 17D.100.230 to add Center and Corridor zones to the identified areas in Spokane where Historic Preservation review is required when demolition is proposed. The proposal also modifies aspects of the Historic Preservation code to conform with the requirements of 2023 House Bill 1293 by providing clear and objective design standards for review of proposed buildings. The proposal also expands the limits on demolition of historic buildings by requiring both a building permit for the replacement structure and a demonstration of financial commitment for construction of the replacement structure.</p> <p>The amendments recommended by Plan Commission consist of two items relating to limitations on a new building that replaces a demolished historic structure. First, the Plan Commission recommended removal of limitations that a replacement building must be located on the footprint of the building it replaces. Second, the Plan Commission recommended that a building that replaces a historic structure within the Downtown Boundary Area (map included below) should not be limited by the size of the structure it replaces, but should instead have the size limitations of the underlying zoning.</p>
Fiscal Impact	
Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Total Cost: <u>\$0</u>	
Current year cost:	

Subsequent year(s) cost:

Narrative: While this will may require additional staff time for occasional reviews, there are review fees associated.

Funding Source One-time Recurring N/A

Specify funding source: Select Funding Source*

Is this funding source sustainable for future years, months, etc? N/A

Expense Occurrence One-time Recurring N/A

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

There will be demolition review fees associated

Operations Impacts (If N/A, please give a brief description as to why)

What impacts would the proposal have on historically excluded communities?

This ordinance change would not have any meaningful impact on historically excluded communities.

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

No additional data collection beyond the Planning department's ongoing work to evaluate disparate impacts as part of the 2026 Comprehensive Plan update.

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

The Historic Preservation Office's primary responsibility is to protect historic properties and neighborhoods in Spokane. This policy change provides for review of historic structures that are proposed for demolition in an effort to retain the sense of place in our centers and corridors. The Historic Preservation department will monitor how this proposal changes the nature of their review process, but it is anticipated that this will streamline and increase the speed of reviews.

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

Comprehensive Plan Goals

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 Neighborhoods

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 3.3: Identification and Protection of Resources

Identify historic resources to guide decision making in planning.

DP 3.4: Reflect Spokane's Diversity

Encourage awareness and recognition of the many cultures that are an important and integral aspect of Spokane's heritage.

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 3.11: Rehabilitation of Historic Properties

Assist and cooperate with owners of historic properties to identify, recognize, and plan for the use of their property to ensure compatibility with preservation objectives.

N 2.4: Neighborhood Improvement

Encourage revitalization and improvement programs to conserve and upgrade existing properties and buildings

LU 3.1 Coordinated and Efficient Land Use

Encourage coordinated and efficient growth and development through infrastructure financing and construction programs, tax and regulatory incentives, and by focusing growth in areas where adequate services and facilities exist or can be economically extended.

ED 2.2 Revitalization Opportunities

Provide incentives to encourage the revitalization and utilization of historic and older commercial and industrial districts for redevelopment.

ED 2.4 Mixed-Use

Support mixed-use development that brings employment, shopping, and residential activities into shared locations that stimulate opportunities for economic activity.

ED 3.10 Downtown Spokane

Promote downtown Spokane as the economic and cultural center of the region.

ED 7.6 Development Standards and Permitting Process

Periodically evaluate and improve the City of Spokane's development standards and permitting process to ensure that they are equitable, cost-effective, timely, and meet community needs and goals.

ORDINANCE NO C36633

An ordinance amending Section 17D.100.230 of the Spokane Municipal Code to add Centers and Corridors to Historic Preservation review of proposed demolition of historic properties, also to bring review of buildings by the Spokane Historic Landmarks Commission into compliance with 2023 Washington House Bill 1293 by implementing clear and objective design standards, and to modify the limitations on redevelopment of a property after a historic or eligible structure has been demolished.

WHEREAS, the City of Spokane adopted a Comprehensive Plan in May of 2001 that complies with the requirements of the Growth Management Act (GMA) as set forth in RCW 36.70A; and,

WHEREAS, the Comprehensive Plan includes policies and goals to evaluate and improve the permitting process to ensure that they meet community needs and goals, especially Policy ED 7.6; and,

WHEREAS, the Comprehensive Plan includes policies and goals to promote the preservation of historic districts, sites, and structures, especially Policy DP 3.10; and,

WHEREAS, the State Legislature passed House Bill 1293 which amends RCW 36.70B.160, and adds a new section to chapter 36.70A relating to the design review process; and,

WHEREAS, compliance with House Bill 1293 is a requirement on the Periodic Update Checklist for Fully-Planning Cities and advances the City's work on the required Periodic Update to the Comprehensive Plan 2026 and the required development code amendments; and,

WHEREAS, the City improves its compliance with the amendments to RCW 36.70B.160 and the new section of RCW 36.70A established by House Bill 1293 in the adoption of this Ordinance; and,

WHEREAS, on August 08, 2024, the Washington State Department of Commerce and appropriate state agencies were given the required 60-day notice before adoption of proposed changes to the Unified Development Code pursuant to RCW 36.70A.106; and,

WHEREAS, on August 16, 2024, a State Environmental Policy Act (SEPA) Checklist was issued for this proposal; and,

WHEREAS, on August 28, 2024, Notice of Intent to Adopt was published in the City Council Gazette; and,

WHEREAS, on September 19, 2024, a SEPA Determination of Non-Significance (DNS) was issued for the proposal, the deadline to appeal the SEPA determination was October 3, 2024, and no comments pertaining to the DNS were received; and,

WHEREAS, the City of Spokane Historic Landmarks Commission considered these proposed amendments during a public meeting on September 18; and,

WHEREAS, a legal notice of public hearing for the City of Spokane Historic Landmarks Commission was published in the Spokesman-Review on October 2; and,

WHEREAS, on October 9 a notice of public hearing for the City of Spokane Historic Landmarks Commission was published in the City Council Gazette; and,

WHEREAS, the City of Spokane Historic Landmarks Commission held a public hearing on October 16; and,

WHEREAS, at the City of Spokane Historic Landmarks Commission hearing, the Commission unanimously voted to recommend approval of the draft amendments as presented by staff, and recommended against amendments recommended by the City of Spokane Plan Commission; and,

WHEREAS, the proposed text amendments were drafted and reviewed consistent with the requirements of RCW 36.70A.370 to assure protection of private property rights; and,

WHEREAS, the City of Spokane Plan Commission held public workshops on the provisions in this ordinance on August 28 and September 11; and,

WHEREAS, a legal notice of public hearing for the City of Spokane Plan Commission was published in the Spokesman-Review on September 23, 2024 and September 30, 2024; and,

WHEREAS, the City of Spokane Plan Commission held a public hearing on October 9, 2024, to obtain public comments on the proposed amendments and no comments were received; and,

WHEREAS, at the City of Spokane Plan Commission public hearing, the Commission unanimously voted to recommend approval with conditions, as outlined in the Plan Commission Findings of Fact, Conclusions, and Recommendation signed October 22; and,

WHEREAS, the City of Spokane Plan Commission finds that the proposed text amendments meet the decision criteria established in SMC 17G.025.010(G); and,

WHEREAS, the City Council adopts the recitals set forth herein as its findings and conclusions in support of its adoption of this ordinance, and further adopts and incorporates the following for the same purpose: the Staff Report, the Plan Commission Findings of Fact, Conclusions, and Recommendation, and the entire record relating to the adoption of this amendment; -- Now, Therefore,

The City of Spokane does ordain:

Section 1. That Section 17D.100.230 SMC is amended to read as follows:

Section 17D.100.230 Demolition Permits for Historic Structures in the Downtown Boundary Area (~~(and)~~), National Register Historic Districts, and Centers and Corridors

A. Definitions.

1. Building Footprint.

As defined in SMC 17A.020.020.

2. Floor Area.

As defined in SMC 17A.020.060.

B. Where This Section Applies.

1. The requirements of this section only apply to structures that are listed or eligible to be listed on the National or Local Register of Historic Places; and

2. This section only applies to structures in the following areas:

a. The Downtown Boundary Area shown in Map 17D.100.230-M1; or

b. Land zoned as Center and Corridor (as defined in SMC 17C.122 Center and Corridor Zones); or

c. Within a National Register Historic District.

3. Structures listed as Historic Landmarks or Contributing Resources within Spokane Register Historic Districts are addressed in SMC 17D.100.220 and are not subject to the requirements of this section.

4. This section shall not apply to orders of the building official or fire marshal regarding orders that a structure be demolished due to public health, safety, or welfare concerns.

C. Determination of Eligibility.

1. Administrative Determination.

The HPO may administratively determine that a structure proposed for demolition is not eligible for listing and may waive requirements for the submission of an eligibility document.

2. Determination from Spokane Historic Landmarks Commission.

Eligibility shall be determined by the Spokane Historic Landmarks Commission within thirty (30) days of the submission of the application for a demolition permit and a completed determination of eligibility document. The applicant shall be responsible to submit a determination of eligibility

demonstrating the ineligibility of the structure based upon the National Register Criteria for Evaluation (36 CFR 60). Applications for structures that are determined not to be listed or eligible to be listed on a National or Local Register of Historic Places shall be processed pursuant to existing regulations for non-historic buildings.

D. Limitation on Issuance of Demolition Permit.

~~((A.))~~ No demolition permits ~~((for structures that are listed or eligible to be listed on the National or Local Register of Historic Places located in the area shown on Map 17D.100.230-M1, Downtown Boundary Area and in all National Register Historic Districts))~~ shall be issued unless the structure to be demolished is to be replaced with a replacement structure that is administratively approved ~~((by the commission))~~ through a Certificate of Appropriateness under the ~~((following))~~ criteria provided herein.~~((:))~~

E. Criteria for Certificate of Appropriateness.

1. Building Footprint of Replacement Structure.

a. The replacement structure shall have a Building Footprint equal to or greater than the Building Footprint of the landmark structure to be demolished.

2. Floor Area for Replacement Structure.

a. Downtown Boundary Area or Centers and Corridors Zones.

The replacement structure shall have a Floor Area equal to or greater than one hundred percent (100%) of that of the eligible or listed structure(s) to be demolished. The maximum size of the replacement structure shall be as determined by the underlying zoning of the area.

b. National Register Historic Districts.

~~((1. The replacement structure shall have a footprint square footage equal to or greater than the footprint square footage of the landmark structure to be demolished. The replacement structure must also have a floor area ratio equal to or greater than 60% of that of the landmark structure to be demolished. The square footage of the footprint may be reduced:))~~

The replacement structure shall have a Floor Area equal to or greater than seventy-five percent (75%) and not larger than one hundred fifty percent (150%) of that of the contributing structure(s) to be demolished.

c. Overlap of National Register Historic District with Downtown Boundary Area or Centers and Corridors Zone.

Where property is within a Centers and Corridors zone or the Downtown Boundary Area and also within a National Register Historic District, the requirements under subsection (a) shall govern. The maximum size of the replacement structure shall be as determined by the underlying zoning of the area.

- ~~((a. to accommodate an area intended for public benefit, such as public green space and/or public art;~~
~~b. if the owner submits plans in lieu for review and approval by the City's design review board subject to applicable zoning and design guidelines; and~~
~~c. if the replacement structure is, in the opinion of the HPO and the commission, and in consultation with the Design Review Board, compatible with the historic character of the Downtown Boundary Area or National Register Historic District, as appropriate.))~~

3. Building Materials.

Exterior materials of the replacement structure shall be in keeping with the surrounding historic structures. Appropriate materials include brick, stone, wood, or similar.

4. Building Permit for Replacement Structure.

No demolition permit shall be issued until a building permit for the replacement structure has been accepted, processed, and issued.

- ~~((2. Any replacement structure under this section shall satisfy all applicable zoning and design guidelines, and shall be considered by the commission within thirty days of the commission's receipt of an application for a certificate of appropriateness concerning the building for which a demolition permit is sought.~~
~~3. A building permit for a replacement structure under this section must be accepted, processed, and issued prior to the issuance of the demolition permit. In the alternative, the owner may obtain a demolition permit prior to the issuance of the building permit if the owner demonstrates to the satisfaction of the director of building services, in consultation with the HPO, that the owner has a valid and binding commitment or commitments for financing sufficient for the replacement use subject only to unsatisfied contingencies that are beyond the control of the owner other than another commitment for financing; or has other financial resources that are sufficient~~

(together with any valid and binding commitments for financing) and available for such purpose.))

5. Financial Commitment.

The applicant shall demonstrate to the satisfaction of the Director of the Developer Services Center (DSC), in consultation with the Historic Preservation Officer, that there is a valid and binding commitment for financing (such as a term sheet or MOU) for the construction of the replacement structure.

6. Deviations from Criteria.

Deviations from these may be approved by the Historic Preservation Officer in consultation with the Planning Director at their discretion. Deviations may be less restrictive and shall not be more restrictive.

- ~~((B. Eligibility shall be determined by the commission within thirty (30) days of the submission of the application for a demolition permit. The applicant shall be responsible to submit a determination of eligibility demonstrating the ineligibility of the structure based upon the National Register Criteria for Evaluation (36 CFR 60). Applications for structures that are determined not to be listed or eligible to be listed on a National or Local Register of Historic Places shall be processed pursuant to existing regulations.~~
- ~~C. This section shall not apply to orders of the building official or fire marshal regarding orders that a structure be demolished due to public health, safety, or welfare concerns.~~
- ~~D. If the commission issues a certificate of appropriateness for the demolition of an building on the national register or located within the downtown boundary zone, such certificate shall include conditions such as:~~
- ~~1. any temporary measures deemed necessary by the commission for the condition of the resulting property after the demolition, including, without limitation, fencing or other screening of the property;~~
 - ~~2. the provision of ongoing, specific site security measures;~~
 - ~~3. salvage of any historically significant artifacts or fixtures, determined in consultation with the HPO prior to demolition;~~
 - ~~4. limitations on the extent of the demolition permitted, such that only non-historically significant portions of the property are subject to demolition;~~
 - ~~5. if construction on a replacement structure is not commenced on the site within six (6) months of the issuance of the certificate, the owner must landscape the site for erosion protection and weed control and provide for solid waste clean-up;~~
 - ~~6. abatement of any hazardous substances on the property prior to demolition;~~

- 7. ~~requirement for dust control during the demolition process; and~~
- 8. ~~that the certificate of appropriateness for demolition of the building is valid for three months.))~~

F. Conditions of Approval.

A Certificate of Appropriateness may be issued administratively for the demolition of a structure under this section subject to these conditions:

- 1. salvage of any historically significant artifacts or fixtures, determined in consultation with the HPO prior to demolition; and
- 2. the certificate of appropriateness for demolition of the building is valid for three months.

G. Review Period.

Administrative review of the replacement structure by the HPO will be completed within 10 business days of receipt of a completed application that addresses all requirements of this section.

H. Other Codes Apply.

Before a demolition permit is issued, all other relevant codes shall be met.

Section 2. Severability Clause. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, the decision shall not affect the validity of the remaining portions of this ordinance.

Passed by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

**CITY OF SPOKANE PLAN COMMISSION
FINDINGS OF FACT, CONCLUSIONS, AND RECOMMENDATIONS
REGARDING PROTECTION OF HISTORIC BUILDINGS IN DOWNTOWN AND CENTER AND
CORRIDOR AREAS**

A recommendation of the City of Spokane Plan Commission to the City Council to approve amendments to Title 17 of the Spokane Municipal Code to add Center and Corridor zones to the identified areas in Spokane where Historic Preservation review is required when demolition is proposed. Also modifying aspects of the Historic Preservation code to conform with the requirements 2023 House Bill 1293. Specifically, amending 17D.100.230 Demolition Permits for Historic Structures in the Downtown Boundary Area and National Register Historic Districts, and other matters properly related thereto.

FINDINGS OF FACT:

- A. The City of Spokane adopted a Comprehensive Plan in May of 2001 that complies with the requirements of the Growth Management Act (GMA) as set forth in RCW 36.70A.
- B. The proposed text amendments are mandated by State Legislature in order to be in compliance with House Bill 1293 which streamlines development regulations, including a requirement that design review use “clear and objective” standards, in order to expedite the construction permitting process.
- C. Consistency with House Bill 1293 is a requirement on the Periodic Update Checklist for Fully-Planning Cities and advances our work on the required Periodic Update to the Comprehensive Plan 2026 and the required development code amendments.
- D. Public notice and communication began in August 2024 and included the following:
 - 1. A Plan Commission workshop on August 28, 2024.
 - 2. A Plan Commission workshop on September 11, 2024.
 - 3. A public open house on September 18, 2024.
 - 4. A Spokane Historic Landmarks Commission meeting on September 18, 2024.
 - 5. A public virtual open house on September 19, 2024.
 - 6. A Plan Commission Public Hearing on October 9, 2024.
- E. Three public and agency comments were received and considered by the Plan Commission.
- F. On August 28, 2024 and September 11, 2024, the City of Spokane Plan Commission held workshops to discuss draft language, and review and evaluate with city staff alternatives to proposed text changes.
- G. On August 08, 2024, the Washington State Department of Commerce and appropriate state agencies were given the required 60-day notice before adoption of proposed changes to the Unified Development Code pursuant to RCW 36.70A.106.

Findings of Fact, Conclusion, and Recommendation

- H. On August 16, 2024, a State Environmental Policy Act (SEPA) Checklist was issued for this proposal.
- I. On August 28, 2024, Notice of Intent to Adopt was published in the City Council Gazette.
- J. On September 19, 2024, a SEPA Determination of Non-Significance (DNS) was issued for the proposal. The deadline to appeal the SEPA determination was October 3, 2024. No comments pertaining to the DNS were received.
- K. A legal notice of public hearing was published in the *Spokesman-Review* on September 23, 2024 and September 30, 2024.
- L. The proposed text amendments were drafted and reviewed consistent with the requirements of RCW 36.70A.370 to assure protection of private property rights.
- M. Amendments to the Unified Development Code Title 17 are subject to the review and recommendation by the City of Spokane Plan Commission.
- N. The Plan Commission held a public hearing on October 9, 2024, to obtain public comments on the proposed amendments. No comments were received.
- O. The City of Spokane Plan commission adopts the findings and analysis set forth in the staff report prepared for the proposal.
- P. The City of Spokane Plan Commission finds that the proposed text amendments meet the decision criteria established in SMC 17G.025.010(G).

CONCLUSIONS:

Based upon the draft text amendments, staff report and analysis (which is hereby incorporated into these findings, conclusions, and recommendations), SEPA review, agency and public comments received, and public testimony presented, the Spokane Plan Commission makes the following conclusions with respect to the proposed code amendments:

1. The Plan Commission finds that the proposed amendments bear a substantial relation to the public health, safety, welfare, and protection of the environment pursuant to the requirements outlined in SMC 17G.025.010(G).
2. The proposed text amendments will implement the goals and policies of the City of Spokane Comprehensive Plan.
3. Interested agencies and the public have had opportunities to participate throughout the process and persons desiring to comment were given an opportunity to comment.
4. The Plan Commission finds that the proposed amendments are consistent with the applicable provisions of the Comprehensive Plan.

RECOMMENDATION:

In the matter of the ordinances pertaining to the proposed text amendments, amending the Unified Development Code of the City of Spokane.

As based on the above listed findings and conclusions, the Spokane Plan Commission takes the following actions:

Findings of Fact, Conclusion, and Recommendation

1. By a unanimous vote recommends to the Spokane City Council the **APPROVAL WITH MODIFICATIONS** of the proposed amendments to Section 17D.100.230 Demolition Permits for Historic Structures in the Downtown Boundary Area and National Register Historic Districts.
 - a. Amend the proposed language in 17D.100.230(E)(2)(c) to read:
Where property is within a Centers and Corridors zone or the Downtown Boundary Area and also within a National Register Historic District, the requirements under subsection (a) shall govern. The maximum size of the replacement structure shall be as determined by the underlying zoning of the area.
 - b. Strike the proposed language in 17D.100.230(E)(1)(b) to remove the requirement that the new construction be located on the footprint of the demolished building.

2. Authorizes the President to prepare and sign on the Commission's behalf a written decision setting forth the Plan Commission's findings, conclusions, and recommendations on the proposed amendments.

Greg Francis

[Greg Francis \(Oct 22, 2024 15:15 PDT\)](#)

Greg Francis, President

Spokane Plan Commission

Date: Oct 22, 2024







PC Findings and Conclusions 17D.100.230

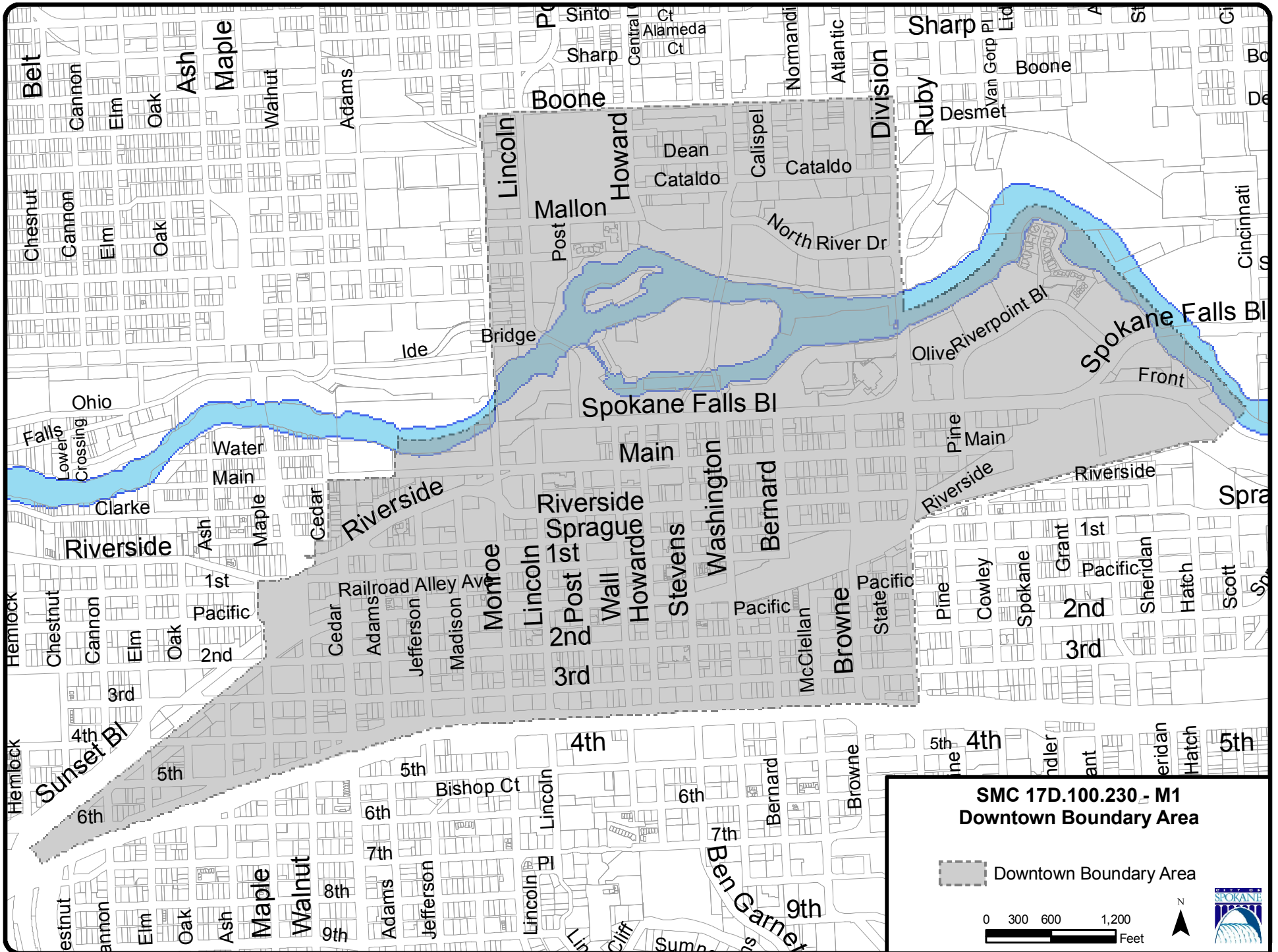
Final Audit Report

2024-10-22


Created:	2024-10-22
By:	Angela McCall (amccall@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGz8ANq7MWTBH9apQxOssYXpxRCy5Sfhr

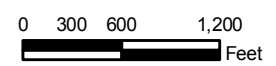
"PC Findings and Conclusions 17D.100.230" History

-  Document created by Angela McCall (amccall@spokanecity.org)
2024-10-22 - 6:14:32 PM GMT
-  Document emailed to gfrancis@spokanecity.org for signature
2024-10-22 - 6:15:06 PM GMT
-  Email viewed by gfrancis@spokanecity.org
2024-10-22 - 10:14:19 PM GMT
-  Signer gfrancis@spokanecity.org entered name at signing as Greg Francis
2024-10-22 - 10:15:34 PM GMT
-  Document e-signed by Greg Francis (gfrancis@spokanecity.org)
Signature Date: 2024-10-22 - 10:15:36 PM GMT - Time Source: server
-  Agreement completed.
2024-10-22 - 10:15:36 PM GMT



**SMC 17D.100.230 - M1
Downtown Boundary Area**

 Downtown Boundary Area



Findings of Fact and Decision for Spokane City Council Review Changes to SMC 17D.100.230

Adding Centers and Corridors to Historic Preservation review of proposed demolition of historic properties; updates to comply with state law; and papercuts

A recommendation of the Spokane Historic Landmarks Commission to Spokane City Council to approve amendments to Title 17 of the Spokane Municipal Code to add Center and Corridor zones to the identified areas in Spokane where Historic Preservation review is required when demolition is proposed. The proposal also modifies aspects of the Historic Preservation code to conform with the requirements 2023 House Bill 1293. Specifically, amending 17D.100.230 Demolition Permits for Historic Structures in the Downtown Boundary Area and National Register Historic Districts, and other matters properly related thereto.

FINDINGS OF FACT

1. SMC Section 04.35.080.A.4 and B.2.c: “Advise the council and board on matters of history, historic planning and preservation;” and “review and comment to the council or board on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of City or County government, other neighboring communities, the state or federal governments, as they relate to historic resources in Spokane and Spokane County.”

- The Landmarks Commission has a duty to review and comment on proposed changes to land use decisions as they relate to historic resources in Spokane. Since the proposed changes to SMC 17D.100.230 are directly related to historic resources, it is the commission’s responsibility to advise the council on this matter.

2. SMC Section 17D.100.230: “No demolition permits for structures that are listed or eligible to be listed on the National or Local Register of Historic Places located in the area shown on Map 17D.100.230-M1, Downtown Boundary Area, and in all National Register Historic Districts shall be issued unless the structure to be demolished is to be replaced with a replacement structure that is approved by the commission.”

- The City of Spokane and the Landmarks Commission have previously recognized the importance of protecting historic properties in our urban core. Centers and Corridors are a natural extension of this type of review because centers and corridors are often like tiny downtowns.
- The Planning Department conducted a study of Centers and Corridors in 2024 and concluded that: “there are currently few protections against the demolition of historic buildings within the urban fabric of some historic Centers. Placing appropriate controls on demolition of historic structures in Centers and Corridors and standards that support adaptive re-use can help ensure historic structures support the development of a sense of place in centers, linking these areas past and its future.”

3. Washington House Bill 1293 (2023-2024): “Counties and cities planning under RCW 36.70A.040 may apply in any design review process only clear and objective development regulations governing the exterior design of new development.”

- The Spokane Historic Preservation office is eager to come into compliance with a new state law that makes some provisions in SMC 17D.100.230 in conflict with state law. These proposed changes which abandon subjective design review for objective review of size, siting, and materials will bring this SMC in compliance with objective design review provisions well before the 2026-27

deadline.

- The objective design review contemplated in this ordinance is limited in scope and will only apply when a building that is eligible for listing on the Spokane Register of Historic Places is demolished.

4. Spokane Comprehensive Plan 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. *Discussion: Regulations are tools that can and should be used to promote preservation and renovation rather than demolition. City Departments such as Building, Planning and Development, Engineering, Parks and Recreation, and Streets should include Historic Preservation in their plans, policies, regulations and City of Spokane Comprehensive Plan operations. Examples include retaining favorable zoning options (Historic Conditional Use Permits and Historic District Overlay Zones), and encouraging the use of form based codes and special building codes like the historic building sections of the International Building Code (IBC) and International Existing Building Code (IEBC) in development projects involving historic properties and historic districts”*

- The proposed changes to SMC 17D.100.230 are a perfect example of utilizing appropriate zoning provisions, building regulations, and design standards to promote preservation and renovation rather than demolition.

5. SMC Section 17G.025.010: “Amendments to Title 17 SMC require a public hearing before the plan commission.”

- The Spokane City Plan Commission made a recommendation in favor of the proposed changes to 17D.100.230 on October 9, 2024, HOWEVER, they made two amendments to the proposal before making the recommendation. The two amendments they made were:
 - Amend the proposed language in 17D.100.230(E)(2)(c) to read: Where property is within a Centers and Corridors zone or the Downtown Boundary Area and also within a National Register Historic District, the requirements under subsection (a) shall govern. The maximum size of the replacement structure shall be as determined by the underlying zoning of the area.
 - Strike the proposed language in 17D.100.230(E)(1)(b) to remove the requirement that the new construction be located on the footprint of the demolished building.
- The Spokane Historic Landmarks Commission is opposed to the amendments proposed by the Plan Commission because they abandon a thoughtful and careful compromise between the Planning Department and Historic Preservation Department.
- The compromise between Planning and Historic Preservation staff balanced high density development with protecting historic structures where National Register Historic Districts overlap with Downtown and Centers and Corridors. The Landmarks Commission views that compromise as integral to the effectiveness of these proposed changes to SMC 17D.100.230.
- The requirement to locate a replacement structure on the site so that it encompasses the footprint of the historic building to be demolished will help to ensure that the replacement structure has limited disruption to the sense of place while simultaneously allowing for flexibility when the demolished historic building’s footprint was not consistent with the surrounding context.

6. Washington State and City of Spokane Notice and Review Requirements: Public notice and communication began in August 2024 and included the following:

- A notice of intent to adopt was made to Department of Commerce on August 8, 2024.
- A SEPA Checklist was issued for this proposal on August 16, 2024.

- A Plan Commission workshop on August 28, 2024.
- A Notice of Intent to Adopt was published in the City Council Gazette on August 28, 2024.
- A Plan Commission workshop on September 11, 2024.
- A public open house on September 18, 2024.
- A Spokane Historic Landmarks Commission meeting on September 18, 2024.
- A public virtual open house on September 19, 2024.
- A SEPA Determination of Non-Significance (DNS) was issued for the proposal on September 19, 2024. The deadline to appeal the SEPA determination was October 3, 2024. No comments pertaining to the DNS were received.
- A legal notice of public hearing was published in the Spokesman-Review on September 23, 2024 and September 30, 2024.
- A Plan Commission Public Hearing on October 9, 2024.
- A Spokane Historic Landmarks Commission Public Hearing on October 16, 2024.

RECOMMENDATION

This recommendation is on the matter of the ordinance pertaining to the proposed text amendments which will amend section 17D.100.230 of the Unified Development Code of the City of Spokane which include the city's Historic Preservation regulations.

As based on the above listed findings, the Spokane Historic Landmarks Commission takes the following actions:

The Spokane Historic Landmarks Commission recommends by unanimous vote that Spokane City Council approve the proposed amendments to Section 17D.100.230 Demolition Permits for Historic Structures in the Downtown Boundary Area and National Register Historic Districts. The Landmarks Commission recommends approving the ordinance as it was prepared collaboratively between Historic Preservation and Planning Staff and to not incorporate the amendments recommended by Plan Commission. The motion was made, seconded, and unanimously approved at the regularly scheduled October 16, 2024 meeting of the Spokane Historic Landmarks Commission. The approved motion is:

- Mac McCandless moved, based on Findings of Fact, that the proposed change to SMC 17D.100.230 further important goals to protect historic resources that are outlined in Chapter 4 and Chapter 17 of the Municipal Code, the City of Spokane Comprehensive Plan, and in state law. The Spokane Historic Landmarks Commission recommends that the proposal be forwarded to the Spokane City Council with the ordinance language that was prepared collaboratively by Planning and Historic Preservation staff. Jill-Lynn Nunemaker seconded; motion carried unanimously. (7-0)

[VERSION RECOMMENDED BY HISTORIC LANDMARKS COMMISSION]

Section 17D.100.230 Demolition Permits for Historic Structures in the Downtown Boundary Area ~~((and))~~, National Register Historic Districts, and Centers and Corridors

A. Definitions.

1. Building Footprint.

As defined in SMC 17A.020.020.

2. Floor Area.

As defined in SMC 17A.020.060.

B. Where This Section Applies.

1. The requirements of this section only apply to structures that are listed or eligible to be listed on the National or Local Register of Historic Places;

and

2. This section only applies to structures in the following areas:

a. The Downtown Boundary Area shown in Map 17D.100.230-M1; or

b. Land zoned as Center and Corridor (as defined in SMC 17C.122 Center and Corridor Zones); or

c. Within a National Register Historic District.

3. Structures listed as Historic Landmarks or Contributing Resources within Spokane Register Historic Districts are addressed in SMC 17D.100.220 and are not subject to the requirements of this section.

4. This section shall not apply to orders of the building official or fire marshal regarding orders that a structure be demolished due to public health, safety, or welfare concerns.

C. Determination of Eligibility.

1. Administrative Determination.

The HPO may administratively determine that a structure proposed for demolition is not eligible for listing and may waive requirements for the submission of an eligibility document.

2. Determination from Spokane Historic Landmarks Commission.

Eligibility shall be determined by the Spokane Historic Landmarks Commission within thirty (30) days of the submission of the application for a demolition permit and a completed determination of eligibility document. The applicant shall be responsible to submit a determination of eligibility demonstrating the ineligibility of the structure based upon the National Register Criteria for Evaluation (36 CFR 60). Applications for structures that are determined not to be listed or eligible to be listed on a National or Local Register of Historic Places shall be processed pursuant to existing regulations for non-historic buildings.

D. Limitation on Issuance of Demolition Permit.

~~((A.))~~ No demolition permits ~~((for structures that are listed or eligible to be listed on the National or Local Register of Historic Places located in the area shown on Map 17D.100.230-M1, Downtown Boundary Area and in all National Register Historic Districts))~~ shall be issued unless the structure to be demolished is to be replaced with a replacement structure that is administratively approved ~~((by the commission))~~ through a Certificate of Appropriateness under the ~~((following))~~ criteria provided herein.~~((:))~~

E. Criteria for Certificate of Appropriateness.

1. Building Footprint of Replacement Structure.

- a. The replacement structure shall have a Building Footprint equal to or greater than the Building Footprint of the landmark structure to be demolished.
- b. The footprint of the new construction shall be located on the footprint of the demolished building.
- c. Requirements for the size of the Building Footprint or the location of the Building Footprint may be modified by the Historic Preservation Officer and Planning Director if it is determined that:
 - i. An alternative size or location is more consistent with the intent of the zoning requirements on the property; and

- ii. The requirements related to the size or footprint do not serve the public interest for preserving the historic character of a place.

2. Floor Area for Replacement Structure.

a. Downtown Boundary Area or Centers and Corridors Zones.

The replacement structure shall have a Floor Area equal to or greater than one hundred percent (100%) of that of the eligible or listed structure(s) to be demolished. The maximum size of the replacement structure shall be as determined by the underlying zoning of the area.

b. National Register Historic Districts.

~~((1. The replacement structure shall have a footprint square footage equal to or greater than the footprint square footage of the landmark structure to be demolished. The replacement structure must also have a floor area ratio equal to or greater than 60% of that of the landmark structure to be demolished. The square footage of the footprint may be reduced:))~~

The replacement structure shall have a Floor Area equal to or greater than seventy-five percent (75%) and not larger than one hundred fifty percent (150%) of that of the contributing structure(s) to be demolished.

c. Overlap of National Register Historic District with Downtown Boundary Area or Centers and Corridors Zone.

i. For property within a National Register Historic District and also with the Downtown Boundary Area or a Centers and Corridors Zone, the replacement structure shall have a Floor Area equal to or greater than seventy-five percent (75%) and not larger than two hundred percent (200%) of that of the contributing structure(s) to be demolished.

ii. In cases where another section of Title 17 imposes a minimum Floor Area that exceeds two hundred percent (200%) of the contributing structure to be demolished, the minimum Floor Area of the other section plus ten percent (10%) shall become the new maximum Floor Area of the replacement structure.

- ~~((a. — to accommodate an area intended for public benefit, such as public green space and/or public art;~~
- ~~b. — if the owner submits plans in lieu for review and approval by the City's design review board subject to applicable zoning and design guidelines; and~~
- ~~c. — if the replacement structure is, in the opinion of the HPO and the commission, and in consultation with the Design Review Board, compatible with the historic character of the Downtown Boundary Area or National Register Historic District, as appropriate.))~~

3. Building Materials.

Exterior materials of the replacement structure shall be in keeping with the surrounding historic structures. Appropriate materials include brick, stone, wood, or similar.

4. Building Permit for Replacement Structure.

No demolition permit shall be issued until a building permit for the replacement structure has been accepted, processed, and issued.

- ~~((2. — Any replacement structure under this section shall satisfy all applicable zoning and design guidelines, and shall be considered by the commission within thirty days of the commission's receipt of an application for a certificate of appropriateness concerning the building for which a demolition permit is sought.~~
- ~~3. — A building permit for a replacement structure under this section must be accepted, processed, and issued prior to the issuance of the demolition permit. In the alternative, the owner may obtain a demolition permit prior to the issuance of the building permit if the owner demonstrates to the satisfaction of the director of building services, in consultation with the HPO, that the owner has a valid and binding commitment or commitments for financing sufficient for the replacement use subject only to unsatisfied contingencies that are beyond the control of the owner other than another commitment for financing; or has other financial resources that are sufficient (together with any valid and binding commitments for financing) and available for such purpose.))~~

5. Financial Commitment.

The applicant shall demonstrate to the satisfaction of the Director of the Developer Services Center (DSC), in consultation with the Historic Preservation Officer, that there is a valid and binding commitment for

financing (such as a term sheet or MOU) for the construction of the replacement structure.

6. Deviations from Criteria.

Deviations from these may be approved by the Historic Preservation Officer in consultation with the Planning Director at their discretion.

Deviations may be less restrictive and shall not be more restrictive.

- ~~((B. Eligibility shall be determined by the commission within thirty (30) days of the submission of the application for a demolition permit. The applicant shall be responsible to submit a determination of eligibility demonstrating the ineligibility of the structure based upon the National Register Criteria for Evaluation (36 CFR 60). Applications for structures that are determined not to be listed or eligible to be listed on a National or Local Register of Historic Places shall be processed pursuant to existing regulations.~~
- ~~C. This section shall not apply to orders of the building official or fire marshal regarding orders that a structure be demolished due to public health, safety, or welfare concerns.~~
- ~~D. If the commission issues a certificate of appropriateness for the demolition of a building on the national register or located within the downtown boundary zone, such certificate shall include conditions such as:~~
- ~~1. any temporary measures deemed necessary by the commission for the condition of the resulting property after the demolition, including, without limitation, fencing or other screening of the property;~~
 - ~~2. the provision of ongoing, specific site security measures;~~
 - ~~3. salvage of any historically significant artifacts or fixtures, determined in consultation with the HPO prior to demolition;~~
 - ~~4. limitations on the extent of the demolition permitted, such that only non-historically significant portions of the property are subject to demolition;~~
 - ~~5. if construction on a replacement structure is not commenced on the site within six (6) months of the issuance of the certificate, the owner must landscape the site for erosion protection and weed control and provide for solid waste clean-up;~~
 - ~~6. abatement of any hazardous substances on the property prior to demolition;~~
 - ~~7. requirement for dust control during the demolition process; and~~
 - ~~8. that the certificate of appropriateness for demolition of the building is valid for three months.))~~

F. Conditions of Approval.

A Certificate of Appropriateness may be issued administratively for the demolition of a structure under this section subject to these conditions:

1. salvage of any historically significant artifacts or fixtures, determined in consultation with the HPO prior to demolition; and
2. the certificate of appropriateness for demolition of the building is valid for three months.

G. Review Period.

Administrative review of the replacement structure by the HPO will be completed within 10 business days of receipt of a completed application that addresses all requirements of this section.

H. Other Codes Apply.

Before a demolition permit is issued, all other relevant codes shall be met.