

CITY OF SPOKANE



REGARDING CITY COUNCIL MEETINGS

City Council's standing committee meetings, Agenda Review Sessions, and Legislative 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 November 3, 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 November 3, 2025:

3:30 p.m. Agenda Review Session: 1-408-418-9388; access code: 248 314 58728; password: 0320

6:00 p.m. Legislative Session: 1-408-418-9388; access code: 248 220 36246; password: 0320

To participate in public comment (including Open Forum):

Testimony sign-up is open beginning at 5:00 p.m. on Friday, October 31, 2025, and ending at 6:00 p.m. on Monday, November 3, 2025, via the online testimony sign-up form link which can be accessed by clicking <https://my.spokanecity.org/citycouncil/meetings/signup/> or in person outside council chambers beginning at 8:00 a.m. on November 3, 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 relate to the final, updated draft, or draft 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



DRAFT COUNCIL AGENDA

MEETING OF MONDAY, NOVEMBER 3, 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 SHELBY LAMBDIN

COUNCIL MEMBER ZACK ZAPPONE

**CITY COUNCIL CHAMBERS
CITY HALL**

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

City of Spokane Guest Wireless access for Council Chambers:

Username: **COS Guest**

Password: **K8vCr44y**

Please note the space in username.

Both username and password are case sensitive.

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

DRAFT AGENDAS 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 3:30 p.m. Agenda Review Session or the 6:00 p.m. Legislative Session)

LEGISLATIVE SESSION

(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)

3. Minutes:

Approve All

- a. City Council Meeting Minutes: _____, 2025.

CPR 2025-0013

- b. City Council Standing Committee Meeting Minutes: _____, 2025.

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

(Require Five Affirmative, Recorded Roll Call Votes)

- ORD C36773 Amending Ordinance No. C36626, entitled in part, “An ordinance adopting a Biennial Budget for the City of Spokane”, and amending it to update and modernize Title 17 of the Spokane Municipal Code with a consulting firm, and declaring an emergency. (Relates to Consent Agenda Item No. 1 – OPR 2025-0729) (Council Sponsors: Council Members Bingle, Dillon, and Klitzke)

Tim Thompson

NO EMERGENCY ORDINANCES

NO RESOLUTIONS

FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

- ORD C35945 Vacating the north half of Rosewood Avenue between the east line of Helena Street and 25 feet east of the west line of Lot 17, Block 27 of the plat of Gunn’s Addition to Spokane in Section 28, T26N, R43E, W.M., Spokane, Washington from owners having an interest in real estate abutting the above right-of-way. (First Reading held September 21, 2020.) (Council Sponsors: Council Members Bingle and Dillon)

Eldon Brown

- ORD C36772 Updating the Annual City of Spokane property tax levy for 2026. (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Jessica Stratton

FIRST READING ORDINANCES

ORD C36768 Relating to emergency management; amending the title of Chapter 02.04 and Sections 02.04.070, 02.04.080, 02.04.090; adopting new Sections 02.04.085, 02.04.095, 02.04.096, 02.04.097, and 02.04.098; and repealing Chapter 06.02 and Section 18.11.040 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Zappone)
Sarah Nuss / Adam McDaniel

FURTHER ACTION DEFERRED

NO SPECIAL CONSIDERATIONS

HEARINGS

RECOMMENDATION

- | | | |
|--|--|---------------|
| H1. Continuation of Hearing on Vacation of Cedar Street between the south line of Carlisle Avenue and the north line of Montgomery Avenue, EXCEPT the extension of the alley through Cedar Street. (First Reading held September 22, 2025) (Council Sponsors: Council President Wilkerson and Council Member Bingle)
Eldon Brown | Hold Hrg/
Close Hrg/
Staff
Recommends
Denial | ORD C36736 |
| (Hearing continued from September 22, 2025, during September 22, 2025, 6 p.m. Legislative Session) | | |
| H2. Beginning Hearing on 2026 Mid-Biennium Modification Budget. (Council Sponsors: Council President Wilkerson and Council Member Dillon)
Jessica Stratton | Hold Hrg /
Continue
to 11-10-25 | FIN 2025-0001 |

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://my.spokanecity.org/citycouncil/meetings/signup/>. (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.

ADJOURNMENT

The November 3, 2025, Regular Legislative Session of the City Council is adjourned to November 10, 2025.

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

NOTES

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 10/20/2025**Committee Agenda type:** Discussion**Date Rec'd**

10/14/2025

Clerk's File #

OPR 2025-0729

Cross Ref #

ORD C36773

Project #**Council Meeting Date:** 11/03/2025**Submitting Dept**

COMMUNITY AND ECONOMIC

Bid #

RFP 6432-25

Contact Name/Phone

TIM 6893

Requisition #

CR 27930

Contact E-Mail

TTHOMPSON@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

JBINGLE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

DEVELOPMENT CODE ASSESSMENT AND MODERNIZATION PROJECT

Agenda Wording

Approval of contract with Clarion Associates for the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code (Unified Development Code) and associated Special Budget Ordinance (SBO).

Summary (Background)

The City is initiating a comprehensive update of Title 17 of the Spokane Municipal Code, governing zoning, land use, and development review regulations. Following a competitive Request for Proposals (RFP) process, Clarion Associates was selected to complete the Code Assessment and Modernization Project. The project will evaluate the City's development regulations to remove outdated and inconsistent provisions, improve clarity and usability, streamline permitting, and align the code with adopted plans and current state legislation. The modernization will also support implementation of the 2026 Comprehensive Plan periodic update and help advance City housing and economic development objectives. The total contract amount is not to exceed \$425,000, including approximately \$368,445 for the core code assessment and modernization tasks, and the remaining for potential supplemental work associated with Task 5 of the RFP. Funding for the project will be provided through a Special Budget Ordinance using Development Services Enterprise reserve funds.

What impacts would the proposal have on historically excluded communities?

The proposed code modernization is intended to simplify and clarify zoning and development regulations, reducing unnecessary complexity and regulatory barriers that have historically affected excluded communities and small-scale developers. By improving code usability and predictability, the update will help promote equitable access to development opportunities and housing choices citywide.

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?

The project scope includes equity-informed principles and engagement and equity-informed analysis using available demographic, housing, and permitting data will be considered.

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

Effectiveness will be evaluated through measurable implementation indicators such as changes in permitting activity, housing production, and user experience following code adoption. These metrics will help assess whether the modernization achieves its goals of improving clarity, efficiency, and equitable access.

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 Title 17 Code Modernization supports the Comprehensive Plan, Housing Action Plan, and the City's Housing Emergency Declaration by promoting regulatory clarity, streamlining the permitting process, and facilitating infill and affordable housing development. It also advances the Sustainability Action Plan and related Council resolutions by supporting efficient land use patterns, infrastructure investment, and equitable access to housing and economic opportunity.

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget? NO			
Total Cost		\$ 425,000 – not to exceed	
Current Year Cost		\$	
Subsequent Year(s) Cost		\$	
<u>Narrative</u>			
Authorizes contract with Clarion Associates (NTE \$425,000) for the Title 17 Code Modernization Project and approval of an SBO to fund project costs through 2027. Funding will be appropriated through the approved SBO and expended over the 2025-2027 project			
Amount		Budget Account	
Expense	\$ 425,000	# 4700- 30210- 24100- 54201-99999	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Funding Source		One-Time	
Funding Source Type		Reserves	
Is this funding source sustainable for future years, months, etc?			
One-time costs that cover a defined project scope and timeline.			
Expense Occurrence			
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional Approvals	
<u>Dept Head</u>	GARDNER, SPENCER	<u>PURCHASING</u>	NECHANICKY, JASON
<u>Division Director</u>	MACDONALD, STEVEN		
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	HARRINGTON,		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			
Elizabeth Garvin egarvin@clarionassociates.com		smacdonald@spokanecity.org	
sgardner@spokanecity.org		tthompson@spokanecity.org	
amcdanielspokane.org		tpalmquist@spokanecity.org	
nzollinger@spokanecity.org		klouden@spokanecity.org	



City of Spokane

PERSONAL SERVICES AGREEMENT

**Title: DEVELOPMENT CODE ASSESSMENT AND
MODERNIZATION SERVICES**

This Agreement is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **CLARION ASSOCIATES, LLC**, whose address is 1630 Welton Street, Suite 1000C, Denver, Colorado 80202, as (Company"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. PERFORMANCE.

The Company shall provide **Development Code Assessment and Modernization Services**, in accordance with RFP 6432-25, which is attached as Exhibit B, and Company's Response, which is attached as Exhibit C. In the event of a conflict between these documents and this City Contract, the terms of this contract will control.

2. TERM OF AGREEMENT.

The term of this Agreement begins on November 4, 2025, and shall run through December 31, 2027, unless amended by written agreement or terminated earlier under the provisions. This Agreement may be renewed on an annual basis by written agreement of the parties not to exceed two (2) one (1) year renewals.

3. COMPENSATION / PAYMENT.

Total compensation for Company's services under this Agreement shall not exceed **FOUR HUNDRED TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$425,000.00)**, plus applicable tax, for everything furnished and done under this Agreement. This is an optional use contract. Services by the Company are provided on an as-needed basis upon request in accordance with the terms of the Contract documents. Only the services requested, received and accepted will be paid for by the City.

The Company shall submit its applications for payment to City of Spokane, Planning Services and Economic Development, Sixth Floor, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

4. TAXES, FEES AND LICENSES.

- A. Company shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this

Agreement. It is the Company's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.

- B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

5. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

6. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Company agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

7. INDEMNIFICATION.

The Company shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

8. INSURANCE.

During the period of the Agreement, the Company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

A. Worker's Compensation Insurance in compliance with RCW 51, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.

B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement.

- i. Acceptable **supplementary Umbrella insurance** coverage combined with Company's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

10. 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.

11. AUDIT.

The Company and its sub-contractor shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. The Company and its sub-contractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

12. ASSIGNMENT AND SUBCONTRACTING.

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

13. TERMINATION.

Either party may terminate this Agreement, with or without cause, by sixty (60) days written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

14. STANDARD OF PERFORMANCE.

The standard of performance applicable to Company's services will be the degree of skill and diligence normally employed by professional Companies performing the same or similar services at the time the services under this Agreement are performed.

15. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.

Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to the Company shall be safeguarded by the Company. The Company shall make such data, documents and files available to the City upon the City's request. If the City's use of the Company's records or data is not related to this project, it shall be without liability or legal exposure to the Company.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are **public records** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

16. ANTI KICK-BACK.

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

17. MISCELLANEOUS PROVISIONS.

- A. **Amendments/Modifications:** This Agreement may be modified by the City in writing when necessary, and no modification or Amendment of this Agreement shall be effective unless signed by an authorized representative of each of the parties hereto.
- B. The Company, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Company shall comply with the requirements of this Section.
- C. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.
- D. **Captions:** The titles of sections or subsections are for convenience only and do not define or limit the contents.
- E. **Severability:** If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- F. **Waiver:** No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Company after the time the same shall

have become due nor payment to the Company for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

- G. **Entire Agreement:** This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Company. If conflict occurs between Agreement documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Agreement to afford the City the maximum benefits.
- H. **No personal liability:** No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

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

CLARION ASSOCIATES, 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:

Exhibit A – Certificate Regarding Debarment

Exhibit B – RFP 6432-25

Exhibit C – Company’s Response to RFP 6432-25

25-204

EXHIBIT 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 certifies, 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)

EXHIBIT B



CITY OF SPOKANE
PURCHASING &
CONTRACTS
915 N. Nelson St.
Spokane, Washington 99202
(509) 625-6400

REQUEST FOR PROPOSALS

<u>RFP NUMBER:</u> 6432-25	<u>PROPOSAL DUE DATE:</u> MONDAY, AUGUST 25, 2025
<u>RFP TITLE:</u> Development Code Assessment and Modernization Services	<u>TIME:</u> 1:00 P.M.
<u>RFP COORDINATOR:</u> Connie Wahl, City of Spokane Purchasing Department	<u>PROPOSAL SUBMITTAL:</u>
<u>PRE-SUBMITTAL MEETING:</u> None	All Proposals shall be submitted electronically through the ProcureWare online procurement system portal:
<u>QUESTION DEADLINE:</u> FRIDAY, AUGUST 15, 2025	https://spokane.procureware.com by the due date and time.
<u>TIME:</u> 1:00 P.M.	

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1. GENERAL INFORMATION

1.1 NO PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will not be offered. Questions and answers will be issued by Addenda through the City of Spokane's online procurement system portal <https://spokane.procureware.com>. The City shall be bound only to written answers to questions.

1.2 COMMUNICATION

All communication between the Proposer and the City shall be with the Request for Proposals Coordinator and submitted through the 'Clarifications' tab in the City of Spokane's online procurement system portal: <https://spokane.procureware.com>. Any communication directed to other parties is prohibited.

1.3 BACKGROUND AND PURPOSE

The City of Spokane, through its Community & Economic Development Division (hereinafter "City") is initiating this Request for Proposals (hereinafter "RFP") to solicit Proposals from Firms interested in providing professional consulting services.

Background

Spokane's municipal code has evolved incrementally over the past several decades. While various updates have been made, much of the code remains fragmented and inconsistent. The City's periodic comprehensive plan update to be completed in 2026, recent legislation, including state mandates such as HB 1337 and regional planning initiatives necessitates a holistic review and restructuring of the code. The City's Comprehensive Plan, housing strategies, climate action goals, and economic development objectives all call for a more integrated and responsive code structure.

Purpose

The City of Spokane is soliciting proposals from qualified consultant teams, which can be a single Firm or a team of individuals and/or Firms with specialized expertise to assess, analyze, and comprehensively update Title 17 of the Spokane Municipal Code (SMC), with a focus on the zoning, land use, and development review chapters. The City seeks to modernize its regulatory framework to align with current policy objectives, eliminate barriers to development, promote equity and sustainability, and improve clarity and efficiency in development review processes.

Project Objectives

The primary objectives of this project are to:

- **Modernize City's Development Regulations.** Conduct a review of existing land use and development regulations in the Spokane Municipal Code (SMC) to identify outdated provisions, legal deficiencies, inconsistencies, and gaps relative to state law and adopted plans.
- **Remove Barriers to Development.** Identify real and perceived barriers to development including but not limited to housing production, infill development, and adaptive reuse.
- **Improve Clarity and Usability.** Develop a clear, user-friendly, enforceable unified development code and GIS-based zoning map that support Comprehensive Plan goals related to housing, equity, sustainability, economic vitality, and community character.

- **Streamline Permitting and Service Delivery.** Propose strategies to simplify and expedite development review and permitting processes while ensuring predictable outcomes and consistent application.
- **Engage Stakeholders and the Public.** Facilitate inclusive engagement with staff, elected officials, stakeholders, and the public to build shared understanding and ownership of the code modernization process and its outcomes.
- **Support Implementation and Ongoing Improvement.** Provide tools, training, visual aids, and documentation to support implementation, improve transparency, and ensure long-term adaptability through integration with planning, permitting, and technology systems.

1.4 MINIMUM QUALIFICATIONS

Proposing Firms must meet the following minimum qualifications to be responsive to this RFP:

1. **Zoning and Development Code Experience**
Led or supported two (2) or more zoning code assessments, updates, or comprehensive development code rewrites for local governments with populations of 150,000 or greater within the past five (5) years.
2. **Project Team Qualifications**
Lead personnel assigned to the project must have a minimum of five (5) years of full-time experience in land use planning, code drafting, public engagement, and municipal coordination. AICP certification or equivalent credentials is required for lead personnel. At least one (1) licensed attorney must be included on the team with five (5) or more years of experience in land use, zoning, or environmental law.

Note: In order to enter into a contract, the Proposer must hold an active Washington State business license at time of contract execution.

1.5 CONTRACT PERIOD

Any contract resulting from this RFP will be effective through December 31, 2027. Contract is renewable upon mutual agreement for two (2) one-year options.

1.6 ADDENDA

It is the responsibility of Proposers to check the City of Spokane's online procurement system <https://spokane.procureware.com> for Addenda or other additional information that may be posted regarding this Request for Proposals.

1.7 TERMS AND CONDITIONS

Terms and Conditions applicable to this RFP are included herein by reference and attached to this RFP as Attachment 1.

1.8 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Deadline for Questions:	Friday, August 15, 2025 – 1:00 P.M.
RFP Release:	Tuesday, July 22, 2025 – 1:00 P.M.
Proposals Due:	Monday, August 25, 2025 – 1:00 P.M.

Evaluation:	Late August – Early September, 2025
Interviews (if needed):	September 4 - 10, 2025
Negotiation and Contract Award:	September 15, 2025

The City reserves the right to revise the above schedule.

1.9 DEFINITIONS

Definitions for the purposes of this RFP include:

City – The City of Spokane, a Washington State municipal corporation, the agency issuing this RFP.

Firm – Consultant, Individual or Company including Sub-consultants whose Proposal has been accepted by the City and is awarded a fully executed, written contract.

Proposal – A formal offer submitted in response to this solicitation.

Proposer - Firm submitting a Proposal in order to attain a contract with the City.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the consultant community to suggest various approaches to meet the City’s needs at a given price.

2. SCOPE OF SERVICES

2.1 SCOPE OF WORK

The qualified Firm will lead a comprehensive overhaul of Spokane’s zoning, subdivision, land use, and development related codes, and to modernize associated development review processes. The project will support implementation of the City’s draft Comprehensive Plan, respond to recent state legislation, improve equity and accessibility, and streamline permitting.

Task 1: Baseline Assessment and Stakeholder Engagement

Document Review and Analysis

- The Firm will review Title 17 of the Spokane Municipal Code, recent and pending code amendments (e.g., sign code updates), and other relevant planning and policy documents identified by City staff. These may include, but are not limited to:
 - The City of Spokane Comprehensive Plan
 - Housing Action Plan
 - Sustainability Action Plan
 - Transit-Oriented Development Framework Study
 - Centers and Corridors Update Study
 - Design Review Guidelines
 - Other adopted or draft citywide or area-specific plans and standards
- The Firm will analyze these documents to identify areas of misalignment with existing regulations and key policy priorities that are not effectively implemented under current code.

Staff and Stakeholder Meetings

- The Firm will meet with City of Spokane staff to confirm project goals, finalize the project schedule and approach, and identify key issues. Meetings with internal stakeholders may include staff from planning, public works, engineering, and permitting divisions.
- The Firm will also conduct individual or small-group interviews with key external stakeholders, such as developers, designers, neighborhood leaders, and permitting professionals. These interviews will gather feedback on challenges with current regulations and priorities for code improvement.

Interviews and Surveys

- Following document review and initial meetings, the Firm will facilitate discussions with elected and appointed officials, including members of the Spokane City Council and Plan Commission, to gather additional input and ensure alignment on project direction.

Development Review Process Evaluation

- Evaluate current permitting workflows, staff capacity, review timelines, and interdepartmental coordination.
- Recommend process improvements to reduce delays, increase predictability, and enhance staff efficiency.
- Identify opportunities for digitization, online permitting, and other technology enhancements.
- Research best practices from peer jurisdictions.

Deliverable:

Based on all collected information, the Firm will prepare a concise report summarizing key issues, potential barriers to development, and opportunities to modernize and streamline the zoning code. The report should outline major themes to be addressed in future phases and incorporate relevant best practices from peer jurisdictions.

Task 2: Draft Code Framework

The Firm will create a Draft Code Framework that provides a clear and easy-to-use structure to support the modernization of the development code, including the following:

- Develop an annotated outline of the proposed code structure that organizes content into intuitive categories (e.g., zoning districts, use table and use standards, procedures, development standards) and separates policy from implementation detail.
- Identify integration points for design guidelines, engineering manuals, and other technical documents to minimize duplication and improve clarity.
- Coordinate with the City staff to define preliminary zoning district categories and establish data requirements for an updated, GIS based zoning map.

- Present the draft framework and key recommendations to City staff, the Plan Commission, City Administration, and stakeholder groups, highlighting how the framework responds to prior findings and supports the Comprehensive Plan.
- Facilitate public workshops and engagement events to gather broad based input.
- Coordinate with the City's recodification Firm to align any future development code modifications with broader municipal code formatting and structure.

Deliverable:

A refined Draft Code Framework, including an outline of zoning district updates and a recommended GIS schema for the future zoning map.

Task 3: Code Overhaul and Drafting

Using the approved framework, the Firm shall draft a fully integrated and modernized development code.

- Draft a new code that incorporates updated zoning, land use, subdivision, and procedural standards, reflecting findings from prior tasks and aligning with state and federal mandates.
- Ensure internal consistency, legal defensibility, usability, and alignment with local planning goals and policy priorities.
- Include visual aids such as tables, graphics, flowcharts, and examples to support comprehension by staff, applicants, and the public.
- Coordinate with City GIS staff to produce an updated zoning map that reflects new zoning districts, overlays, and standards.
- Deliver zoning data in a format compatible with ArcGIS, including associated metadata, and ensure the map is suitable for integration into public and internal platforms.

Deliverables:

- Complete draft development code, delivered in reviewable sections. Document shall be provided in Word (.docx) format.
- Draft GIS based zoning map (shapefiles or geodatabase).
- Supporting materials, including zoning map exhibits and metadata.

Task 4: Adoption and Implementation Support

The Firm shall support formal adoption of the code and assist with early implementation steps such as:

- Assist City staff in preparing for Plan Commission and City Council hearings, including staff reports, presentations, and response memos.
- Attend and participate in public hearings and stakeholder briefings.

- Conduct training sessions for staff, appointed and elected officials, and community groups, focusing on code navigation, procedural updates, and zoning map use.
- Finalize and deliver an adoption ready zoning map and support its publication through online GIS viewers or map portals.
- Provide an Implementation Roadmap and User Guide to assist staff with onboarding, internal procedure updates, and long-term administration.

Deliverables:

- Final, formatted development code (.docx) and zoning map (.pdf).
- User Guide summarizing the structure, function, and application of the new code.
- Creation of supplementary public-facing materials such as informational handouts, one-page guides, flowcharts, and FAQ sheets to support code understanding and implementation.
- Implementation Roadmap outlining steps for process updates, technology integration, and future refinements.
- Final GIS data package (ESRI – ArcMap) and support for map publication.

Task 5: Optional and Additional Services

To accommodate project needs that may arise, the Firm may be asked to perform additional services including but not limited to:

- Additional process improvement studies.
- Possible coordination with City’s vendor for online hosting of the development code.
- Development of custom dashboards or web tools for monitoring development activity, tracking implementation progress, or visualizing zoning and land use data.
- Ongoing support for code amendments, zoning map refinements, or integration with future comprehensive planning efforts through December 31, 2027.

Deliverables:

To be determined based on task authorization and finalized through a contract amendment.

Estimated project timeline:

Project Kickoff:	November 3, 2025
Code Assessment Completion:	January 30, 2026
Draft Code Framework:	March 6, 2026
Final Code and Adoption:	November 30, 2026
Additional Tasks/Ongoing Support	December 31, 2027

Note: Estimated project timeline is subject to change based on input from selected Firm.

3. PROPOSAL CONTENTS

3.1 PREPARATION OF PROPOSAL

Proposals shall be clear, concise, in order and titled as: Letter of Submittal, Technical Proposal, Management Proposal and Cost Proposal.

3.2 LETTER OF SUBMITTAL (2 pages or less)

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Firm to a contractual relationship. Include the following information about the Firm and any proposed sub-consultants:

- A. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
- B. Legal status of the Firm (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the Firm would operate.
- C. Identification of any current or former employees from the participating Agencies employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months.
- D. Confirmation that Firm meets minimum qualifications as identified in Paragraph 1.4 "Minimum Qualifications".
- E. Acknowledgement that the Firm will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the City.

3.3 TECHNICAL PROPOSAL (5 pages or less)

Proposal content for this section shall include an understanding of the City's requirements with a comprehensive proposed approach, methodology and work plan.

- A. Demonstrate a clear and concise understanding of the project requirements along with a proposed approach, methodology for management, and successful completion of the scope of services. Describe how Firm will respond proactively to issues and scope changes. The Firm may also present any creative approaches that may be appropriate and may provide any pertinent supporting documentation.
- B. Provide a detailed description of the work plan with all proposed tasks, services, activities, and other items necessary to accomplish the scope of the project as described in the Scope of Services section. Include a project schedule with completion dates for elements of work and deliverables. If applicable, provide name and address of any sub-consultant and what services they may provide. Include the Firm's expectations about any City staff involvement in the tasks, services, and activities necessary to execute the work plan.

3.4 MANAGEMENT PROPOSAL (5 pages or less)

Proposal content for this section shall include experience, capabilities, qualifications, and application of resources to convey the ability to perform the scope of services. Content must document how Firm meets the minimum qualifications as identified in Paragraph 1.4 "Minimum Qualifications".

- A. Indicate the experience the Firm, staff and any sub-consultants have relevant to Part 2 "Scope of Services" and specifically address the following:

- Proposers must demonstrate experience with Washington State planning statutes, including the Growth Management Act (GMA), State Environmental Policy Act (SEPA), recent housing legislation, familiarity with municipal code structures and zoning frameworks commonly used by Washington cities.
- Proposers must demonstrate experience designing and conducting stakeholder outreach processes, including interviews, small group discussions, and presentations to elected and appointed officials.
- Proposers must demonstrate capacity to initiate the project within 30 days of contract award and to complete all tasks within the specified timeframe, unless otherwise extended by the City.

Additionally, provide name, title, brief description of duties, responsibilities, qualifications, and years of pertinent experience. Provide details describing project team, team assignments, allocation of resources, lines of authority, and responsibility. Identify person within the Firm that will have prime responsibility and authority for the work. Indicate availability for each staff member assigned to the project and include percentage of time each will be assigned to the project. Resumes may be included limited to 2 pages per person and will not be included as part of page limit. The Firm shall commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the City.

B. Include a list of contracts the Firm has had during the last three (3) years up to a maximum of ten (10) contracts that relate to the Firm's ability to perform the services needed under this RFP. Provide contract period, contact names, phone numbers and e-mail addresses. Identify three (3) specific references from this list and briefly describe the work accomplished. Do not include City staff as references. The Firm grants permission to the City to contact the list provided.

C. If the Firm has had a contract terminated for default in the last five (5) years, describe the incident. Termination for default is defined as notice to stop performance due to the Firm's non-performance or poor performance and if the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. Provide other party's name, address, phone number and email address. If no such termination for default has been experienced by the Firm in the past five (5) years, so indicate.

3.5 COST PROPOSAL (2 pages or less)

The Cost Proposal shall identify all costs to be charged including any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Submit as a fully detailed budget with a total cost. Firms are required to collect and pay Washington state sales tax, if applicable. Do not include Washington state sales tax in Proposal.

4. PROPOSAL SUBMISSION AND EVALUATION

4.1 SUBMISSION OF PROPOSALS

Proposals shall be submitted with most favorable terms that can be proposed. There will be no best and final offer procedure. Proposals shall be submitted electronically through the City of Spokane's online procurement system portal: <https://spokane.procureware.com> before the due date and time. **Hard paper, e-mailed, or faxed copies will not be accepted. Late Proposals shall not be accepted.** Proposers must register if they have not done so previously and follow the steps below to enter and submit the electronic Proposal:

1. Click on “Bids” located on the left hand column.
2. Find the applicable project and click the “Project Number”.
3. Click on the “Response” tab.
4. In the “Questions” tab, **answer questions and upload required documents** into the bid portal by clicking on “Browse” for each item. Note that only one document can be uploaded per question line item so combine if necessary.
5. Click on the “Pricing” tab and enter pricing as requested. A “Comment” field is available if needed. Skip “Pricing” Tab if it has no line items. Cost shall be included in Proposal document submitted.
6. Once the Questions have been entered, the yellow “Question Response” information message will change from incomplete to complete. Then the “Submit” button will become available.
7. Click the “Submit Bid” button and review the terms and conditions, pop-up window that appears. If you agree to the terms and conditions, click the “I Accept and Submit this Bid” button.
8. If you want to remove your Proposal, click the red “Withdraw Bid” button in the “Response” tab for the applicable Proposal.

4.2 EVALUATION PROCEDURE

Responsive Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. Point scoring is preliminary for evaluation discussion to determine ranking. The City, at its sole discretion, may elect to select the top-scoring Firms as finalists for an oral presentation and evaluation. The RFP Coordinator may contact the Firm for clarification of any portion of the Firm’s Proposal.

4.3 EVALUATION SCORING

The Proposal will be evaluated as follows:

TECHNICAL PROPOSAL – 30% Project Approach/Methodology/Understanding Work Plan/Schedule/Deliverables	30 Points (Maximum) 30 Points (Maximum)	60 points
MANAGEMENT PROPOSAL – 40% Firm and Staff Experience/Capabilities/Qualifications	80 Points (Maximum)	80 points
COST PROPOSAL – 30%	60 Points (Maximum)	60 points
GRAND TOTAL FOR WRITTEN PROPOSAL		200 POINTS

4.4 AWARD/REJECTION OF PROPOSAL/CONTRACT

This RFP does not obligate the City to award a contract. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

The City of Spokane reserves the option of awarding this contract in any manner most advantageous for the City and without further discussion of submitted Proposal. Failure to comply with any part of the RFP may result in rejection of Proposal as non-responsive. The City also reserves the right, at its sole discretion, to waive minor irregularities, reject any and all Proposals received without penalty and to not issue a contract from this RFP. More than one contract may be awarded. Contract negotiations may incorporate some or all of the Proposal.

Award of contract, when and if made, will be to the Proposer whose Proposal is the most favorable to the City including, but not exclusively, consideration of the evaluation criteria. Interlocal agreements accessing other agency contracts where applicable may be considered as a Proposal. Contract is optional (non-exclusive) use.

5. GRANT REQUIREMENTS

No grant funding has been identified for this project. It is anticipated the project will be funded entirely from Development Services Center Enterprise funds.

6. REFERENCED SITES/DOCUMENTS

Links to sites and documents referenced or applicable to this RFP as background information include:

- [City of Spokane Comprehensive Plan](#)
- [Spokane Municipal Code](#)
 - Title 17 – City of Spokane Development Code
- [TOD Framework Study](#)
- [Housing Action Plan](#)
- [Sustainability Action Plan](#)
- [Bicycle Master Plan](#)
- [Centers & Corridors Update Study](#)
- Subarea Plans:
 - [South Logan TOD Plan](#)
 - [Hillyard Subarea Plan](#)
 - [Fifth Avenue Community Plan](#)
- Design Review - Design Standards and Guidelines
 - [Citywide Design Guidelines](#)
 - [Design Standards and Guidelines for Centers and Corridors](#)
 - [Public Projects and Structures Design Guidelines](#)
 - [Skywalks Design Guidelines](#)
 - [Downtown Design Guidelines](#)
 - [Downtown Design Review Threshold Map](#)
 - [Mini-Storage Design Guidelines](#)
- [Engineering – Design Standards](#)
- [Community & Economic Development webpage](#)
- [Engage Spokane – Planning & Economic Development webpage](#)
- [Revised Code of Washington \(RCW\)](#)

7. RFP ATTACHMENTS

Attached to this RFP and incorporated herein by reference is the following document:

Attachment 1 – Terms and Conditions

EXHIBIT C

SPOKANE DEVELOPMENT CODE

PROJECT SCOPE

This section summarizes the scope of work and deliverables we propose for the new Spokane Development Code (SDC).

It takes the whole community to draft a new code. We reference different participant groups throughout this Project Approach. They include:

- **Spokane Development Code Project Team (SPT)** – City's Project Manager and core project leadership staff; responsible for project management.
- **Technical Advisory Committee (TAC)** – Group including representatives from all code-using city departments; will review and vet the SDC Technical Draft.
- **Steering Committee (SC)** – Group comprised of community representatives and the City's partners in planning as well as frequent code users and the development community; intended to reflect a range of perspectives in Spokane.
- **Planning Commission and City Council (PC and CC)** – Planning Commission and City Council. While these are the primary elected and appointed decision-making bodies we interact with during code updates, we may also interact with the Board of Adjustment, and representatives from the Downtown Development Authority, Historic Preservation Commission, Urban Renewal Authority, and other boards and commissions whose missions are impacted by the SDC.
- **Residents and Community Members** – Members of the public who will be asked for input and feedback about topics in the SDC that are important to the community (typically as identified in Spokane's adopted plans).

PHASE 1. PHASE 1:PROJECT STARTUP

This task is designed to establish and set in motion the processes and conversations that will lay the foundation for the success of the project

1.1: PROJECT MANAGEMENT MEETING

An initial kick-off meeting will be held with the Spokane Development Code Project Team (SPT) to confirm project roles and responsibilities, gather background data and information, and establish an agenda and dates for the initial round of orientation meetings. Specific topics will include:

PUBLIC ENGAGEMENT PLAN (ONGOING)

Public participation related to the drafting of land use codes is unique. In contrast to comprehensive planning projects, code updates often involve detailed technical discussions. It takes skill and timing to present such complex materials in an engaging and understandable way, and to avoid "technical topic burnout." We will create an initial Public Engagement Plan that describes our overall approach

to public participation, including methods to secure and maintain community participation, modes or participation (in-person, virtual), and frequency, spanning the duration of the project. As the project progresses and evolves, the Plan can be updated and adjusted as necessary to respond to changing circumstances throughout the duration of the project.

PROJECT MANAGEMENT (ONGOING)

We rely on effective project management for the duration of the project as an essential component of getting to adoption. Our goal is to complete our projects on time and within budget and we find that our success at this due in part to our communication with our clients throughout the project. As the project gets underway, we will schedule regular consultant/staff project coordination calls – typically every other week. We use these calls to talk through the full range of project scheduling, community outreach, and drafting issues. We also set-up procedures for document control, drafting and formatting guides, presentation templates, and check lead times for planning staff or communication staff review prior to releasing documents or submitting agenda packages so we can do our part to stay on schedule.

1.2: ORIENTATION MEETINGS

The Clarion team will start the project content work with a series of live and virtual project orientation meetings with City staff from all departments that interact with the SDC, as well as Spokane’s elected and appointed officials. Topics will include overall project goals, scope and schedule, initial strategies for public engagement, and key issues for the new SDC. The Clarion team will schedule time to be on-site for as many orientation meetings as possible, with the remaining orientation meetings scheduled virtually over a two-to three-week period to accommodate the schedules of the various participants.

PHASE 2. SDC BASELINE ASSESSMENT AND DRAFT CODE FRAMEWORK [RFP TASKS 1 AND 2]

We start all code update projects with summary of existing conditions and identification of both big ideas that need to be tackled and everyday code problems that need to be cleaned up. We’ve provided links to a few of our code assessments in the project descriptions later in this proposal.

2.1: SDC BASELINE ASSESSMENT AND DRAFT CODE FRAMEWORK (ASSESSMENT): STAFF REVIEW DRAFT

The Clarion team will conduct our own analysis of the current development code and combine that analysis with information gathered during the orientation meetings and issues identified by staff and described in the RFP to prepare a detailed assessment of issues that will be addressed as part of the SDC rewrite. The Baseline Assessment will also describe proposed solutions and preferred approaches to resolve identified issues, as well as legal commentary explaining compliance with RCW legislative updates. In some cases, we will present several possible solutions, and work with the SDC to ascertain which approach would work best in Spokane.

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PHASE 3. PREPARE DRAFT DEVELOPMENT CODE [RFP TASK 3]

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3.1: TECHNICAL DRAFT DEVELOPMENT CODE

The Technical Draft of the SDC will incorporate the substantive changes agreed upon through the SDC Baseline Assessment process. The draft will include graphics, tables, and charts to explain zoning and land use concepts, instead of voluminous text. Areas that will benefit from illustrations will be noted, though actual illustrations may not be finalized until final language is agreed in later drafts. The updated SDC will likely include a substantial amount of new information, presented in a new format. To make the review process more manageable for staff, each installment will include commentary and footnotes to explain changes in regulations and practice and the rationale behind each new provision. The commentary and footnotes will also demonstrate how the revised code addresses the issues noted in the SDC Baseline Assessment.

Drafting Organization

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We will prepare the Technical Draft iteratively, first sharing all of the content for the current installment with the TAC and SDC Project Team. We will schedule 90-minute to two-hour monthly TAC meetings to discuss the proposed content. When a full installment has been reviewed by the TAC, we will schedule a Steering Committee meeting to review, discuss, and comment on the installment. We will organize all of the installment comments (TAC and SC) and review potential changes with the SDC Project Team to identify appropriate updates. The Clarion Team will also keep a list of issues for community or policy-maker discussion. As we move into the second and third installments, we will maintain this review schedule and add the new installments to a consolidated draft that includes the content from the earlier installments. We will also incorporate notes or comments from Task 3.2, Community Engagement. At the completion of the consolidated Technical Draft, we will work with the SDC Project Team to determine whether any additional review is needed before sharing the draft with the community.

3.2: TECHNICAL DRAFT DEVELOPMENT CODE – COMMUNITY ENGAGEMENT

While the Clarion team is working with the TAC and SDC Project Team to prepare the full Public Review Draft of the new SDC, we will also be reaching out to the community to gather information to help us draft a new SDC that is unique to Spokane, not an adjusted version of a code from a different

community. We have had recent success with community-based outreach using some of the following exercises:

- Meeting-in-a-Box activity (live and online) to explore how neighborhoods and individuals see what is important to keep or change;
- StoryMap to explain existing zoning and to gather feedback about potential zoning changes; and
- Project fact sheets and surveys to educate about density and housing choices and start a community-wide discussion about anticipating change.

Working with the SDC Project Team, we will make some preliminary choices about this round of outreach as we finalize the Public Involvement Plan.

Our team will initiate each of the community outreach activities and help facilitate focus group discussions about both the outreach exercise and the draft SDC status. During these outreach events, we will also provide the Steering Committee, Plan Commission, and City Council with project drafting and community outreach activity updates. We will organize the comments received from the Steering Committee, Planning Commission, City Council, and the public to review with the SDC Project Team. Our goal will be to identify any additional edits that need to be made to the Technical Draft.

PHASE 4. PUBLIC REVIEW DRAFT SDC [RFP TASK 3]

When the Technical Draft review process and editing is complete, the Clarion team will move into the Public Review Draft phase of the project.

4.1: PUBLIC REVIEW DRAFT DEVELOPMENT CODE – COMMUNITY ENGAGEMENT

The Clarion team will post the Public Review Draft and updated zoning map on the project website for comment. While the Public Review Draft is open for review, the Clarion team will facilitate three live and online learning sessions about the various components of the SDC. Each of the learning sessions will be recorded and posted on the project website for later viewing. Concurrently with the live learning sessions, we will facilitate a Steering Committee (or potentially Plan Commission) discussion of those chapters of the draft to help identify issues and potential changes identified by either the Steering Committee/Plan Commissions or members of the public. We also anticipate providing two project updates to the City Council in this timeframe. We will also schedule a zoning map discussion with the City Attorney's Office to determine whether any areas proposed for rezoning instead of conversion will need to follow the site-specific rezoning requirements. If so, we will coordinate a rezoning notice schedule with staff.

4.2: ADOPTION DRAFT DEVELOPMENT CODE

We will organize the comments received from the Steering Committee, Planning Commission, City Council, and the general public for a discussion with the SDC Project Team about which revisions to incorporate in the Adoption Draft Development Code.

As with the Technical Draft and Public Review Draft, we will first prepare a SDC Project Team review draft of the Adoption Draft Development Code. After one round of consolidated feedback on the SDC Project Team draft, we will prepare the Adoption Draft to be carried forward into the adoption

process. This Word (docx) draft will include final versions of illustrations, charts, tables, and revised text and will address any outstanding issues noted in earlier tasks.

PHASE 5. ADOPTION PROCESS AND NEW SDC IMPLEMENTATION

5.1: ADOPTION MEETING SUPPORT AND PRESENTATIONS

Following posting and distribution of the Adoption Draft, the Clarion team will return to Spokane to present the Adoption Draft to the Planning Commission and City Council. As needed, we will also support the SDC Project Team with supplementary materials or revised ordinance language. Timing-wise, our preference is to have the updated zoning map adopted the new code. This allows staff to start administering the code right away, rather than waiting for the map to be put in place. If this approach won't work in Spokane, for whatever reason, we will coordinate with staff to determine what the next best approach will be.

5.2: SPOKANE DEVELOPMENT CODE

Clarion will prepare a final adopted version of the new Spokane Development Code that reflects comments and amendments that result from the public hearings on the Adoption Draft. This final version will be prepared in the format identified in Organizing Concept discussions.

5.3: IMPLEMENTATION SUPPORT

SDC implementation support will start in Phase 4 and continue through the first full year of SDC implementation. The Clarion team will provide resources to assist staff with implementation of the updated SDC, working with the SDC Project Team to determine what types of resources would be most beneficial. Examples of the resources we have provided previous clients include: the preparation of administrative manuals, procedural checklists for development review, training in Microsoft Word styles (to assist in maintaining the numbered outline format of the document as it is amended over time), crosswalks between old and new regulations, and training sessions to familiarize staff and developers with the updated SDC.

As needed, the Clarion team will work with the City to perform additional services including but not limited to:

- Additional process improvement studies.
- Possible coordination with City's vendor for online hosting of the development code.
- Development of custom dashboards or web tools for monitoring development activity, tracking implementation progress, or visualizing zoning and land use data.
- Ongoing support for code amendments, zoning map refinements, or integration with future comprehensive planning efforts through December 31, 2027

The scope of additional services will be determined based on task authorization and finalized through a contract amendment.

Spokane Development Code Assessment and Modernization Services													
	Clarion Associates							Kimley-Horn					
	Clarion PM E. Garvin	Assistant PM/Engagement J. Baker	Form-Oriented Code Lead T. Axelrad	National Regulatory Advisor D. Elliott	Senior Associate M. Squyer	Associate C. Cicci	Graphics H. White	Local Project Lead R. Granrath	Wash. State Legis. Advisor C. White	Outreach T. Smith	GIS Mapping K. Jones	TOTAL	
Hourly Rate	\$225	\$145	\$225	\$225	\$125	\$90	\$110	\$250	\$350	\$150	\$255		
Phase 1. Project Startup													
1.1 Project Management Meeting	1	1	0	0	2	0	1	1	1	1	0	8	
1.1.1 Project Logo	0	1	0	0	0	0	4	0	0	0	0	5	
1.1.2 Project Website and Konveio Setup	0	0	0	0	2	0	1	0	0	0	0	3	
1.2 Project Orientation Meetings	2	8	1	1	12	2	0	12	0	8	1	47	
Hours	3	10	1	1	16	2	6	13	1	9	1	63	
Labor Costs	\$675	\$1,450	\$225	\$225	\$2,000	\$180	\$660	\$3,250	\$350	\$1,350	\$255	\$10,620	
Travel/Trips	0	0	0	0	0	0	0	0	0	0	0		
Travel Expense/Konveio Platform for Website	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	
Task Total												\$16,620	
Phase 2. SDC Baseline Assessment and Draft Code Framework													
2.1 Prepare Staff Draft Existing Codes Assessment	12	20	6	4	30	10	0	20	1	0	4	107	
2.1.1 Review with Staff and Revise	2	8	2	2	20	20	6	4	0	0	0	64	
2.1.1 Prepare Presentation and Engagement Materials for 2.2	1	8	0	0	10	0	2	2	0	2	0	25	
2.2 Baseline Assessment Engagement	16	20	2	0	4	0	0	12	0	13	2	69	
Hours	31	56	10	6	64	30	8	38	1	15	6	265	
Labor Costs	\$6,975	\$8,120	\$2,250	\$1,350	\$8,000	\$2,700	\$880	\$9,500	\$350	\$2,250	\$1,530	\$43,905	
Travel/Trips	1	1	0	0	0	0	0	0	0	0	0		
Travel Expense	\$1,225	\$1,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,450	
Task Total												\$46,355	
Phase 3. Technical Draft Development Code and Zoning Map Update													
3.1.1 Installment 1: Districts and Uses													
3.1.1.a Prepare Staff Review Draft	8	36	16	4	60	40	12	20	1	0	0	199	
3.1.1.b Confer with Staff/TAC and Revise Draft	6	12	10	2	40	20	4	4	0	0	0	98	
3.1.1.c Post I1 Draft for Public Review and Meet with SC	2	8	2	0	0	0	0	2	0	4	0	18	
3.1.1.d Prepare Staff Draft Zoning District Conversion Map	0	4	0	0	4	0	0	2	0	0	10	20	
3.1.2 Installment 2: Development Standards													
3.1.2.a Prepare Staff Review Draft	10	36	2	2	80	40	16	30	0	0	0	220	
3.1.2.b Confer with Staff/TAC and Revise Draft	8	12	2	2	40	10	4	4	0	0	0	82	
3.1.2.c Post I2 Draft for Public Review and Meet with SC	2	8	0	0	0	0	0	2	0	4	0	16	
3.1.2.d Review and Revise Zoning District Conversion Map	1	4	0	0	2	0	0	2	0	0	10	19	
3.1.3 Installment 3: Administration and Procedures													
3.1.3.a Prepare Staff Review Draft	36	10	4	8	40	20	8	60	2	0	0	188	
3.1.3.b Confer with Staff/TAC and Revise Draft	8	16	0	2	20	10	2	10	1	0	0	69	
3.1.3.d Post I3 Draft for Public Review and Meet with SC	8	6	0	0	0	0	0	8	0	4	0	26	
3.2 Technical Draft Community Engagement													
3.2.1 Installment 1 Engagement	16	16	2	0	4	0	0	12	0	16	0	66	
3.2.2 Installment 2 Engagement	16	16	0	0	4	0	0	12	0	16	0	64	
3.2.3 Installment 3 + Zoning Map Engagement	8	8	0	0	4	4	4	12	0	16	10	66	
3.3 Prepare Public Draft Development Code													
3.4.1 Prepare Staff Review Draft	10	20	0	0	30	20	4	20	0	0	0	108	
3.4.2 Confer with Staff/TAC and Revise Draft	8	16	0	0	20	10	4	16	0	0	0	74	
Hours	147	228	38	20	348	174	58	216	4	60	30	1,333	
Labor Costs	\$33,0												

Total	\$368,445
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Request for Qualifications and Proposals: #6432-25

Development Code Assessment and Modernization Services

Spokane, Washington

CLARION



1630 Welton Street, Ste 1000C
Denver, CO. 80202
303.830.2890
www.clarionassociates.com

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August 25, 2025

City of Spokane

Electronic submission via ProcureWare online procurement system portal: <https://spokane.procureware.com>

ATTN: Connie Wahl, City of Spokane Purchasing Department

Re: RFP 6432-55: Development Code Assessment and Modernization Services

Dear Ms. Wahl and Selection Committee Members:

On behalf of Clarion Associates, I am pleased to submit this proposal to assist the City of Spokane with the Development Code Assessment and Modernization Services.

Clarion Associates, LLC, is a nationally recognized land-use consulting firm with extensive experience preparing development codes for jurisdictions of all sizes across the country since our founding in 1992. Our firm has a staff of 18 people, including planners, attorneys, and graphic designers, with offices in Denver, Colorado, and Chapel Hill, North Carolina.

Clarion focuses on creating development codes that are tailored to the community using the most appropriate regulatory tools and processes available. In recent projects, we've created or updated traditional zoning codes and form-based codes, drafted affordable housing incentives and regulations, and implemented new state statutes and regulations across a range of topics. We do a significant amount of our work in the Western United States and we've been both participants in and students of a range of recent regulatory updates focused on making local code content and process changes that result in faster development review and the creation of a wider range of housing options.

We are very excited to be able to team with Kimley-Horn. Their recent work on regulating middle housing and revising development review processes for communities in Washington (and the Washington Department of Commerce) will bring an added dimension of understanding to our work on the Spokane development code. Kimley-Horn's team will be lead by our local project manager, Rachel Granrath, a Spokane native who has both public and private sector planning experience. Rachel will be working with Talon Smith on outreach, Kylee Jones on GIS/mapping, and Clay White, who is the firm's Washington State Legislative Advisor.

Our proposed approach for updating Spokane's development code and zoning map update project is outlined in the pages that follow. We would be happy to discuss any refinements or alternative approaches with the City, as well as to prepare a more detailed scope and budget. Please do not hesitate to contact us if you have questions or comments or if you need additional information.

The Clarion/Kimley-Horn team meets the RFP Section 1.4 Minimum Qualifications. Clarion has led and completed code update projects for Boise, Idaho (population 238,000) and Colorado Springs, Colorado (population 494,000) in the past 5 years, among many others. If we are selected, as a land use attorney and planner with over 30 years of experience in regulatory drafting, I will serve as the project manager out of our Denver office. Clarion is able to comply with all of the terms and conditions in the RFP.

We look forward to further conversation about this project with you.

Sincerely,

Elizabeth Garvin, AICP, Director
egarvin@clarionassociates.com



TECHNICAL PROPOSAL

PROJECT SCOPE

This section summarizes the scope of work and deliverables we propose for the new Spokane Development Code (SDC).

It takes the whole community to draft a new code. We reference different participant groups throughout this Project Approach. They include:

- **Spokane Development Code Project Team** (SPT) – City’s Project Manager and core project leadership staff; responsible for project management.
- **Technical Advisory Committee** (TAC) – Group including representatives from all code-using city departments; will review and vet the SDC Technical Draft.
- **Steering Committee** (SC) – Group comprised of community representatives and the City’s part-

ners in planning as well as frequent code users and the development community; intended to reflect a range of perspectives in Spokane.

- **Planning Commission and City Council** (PC and CC) – Planning Commission and City Council. While these are the primary elected and appointed decision-making bodies we interact with during code updates, we may also interact with the Design Review Board; Historic Landmarks Commission; Public Infrastructure, Environment, and Safety Committee; and other boards and commissions whose missions are impacted by the SDC.
- **Residents and Community Members** – Members of the public who will be asked for input and feedback about topics in the SDC that are important to the community (typically as identified in Spokane’s adopted plans).

PHASE 1: PROJECT STARTUP

This task is designed to establish and set in motion the processes and conversations that will lay the foundation for the success of the project.

TASK 1.1: PROJECT MANAGEMENT MEETING

An initial kick-off meeting will be held with the Spokane Development Code Project Team (SPT) to confirm project roles and responsibilities, gather background data and information, and establish an agenda and dates for the initial round of orientation meetings. Specific topics will include:

PUBLIC ENGAGEMENT PLAN (ONGOING)

Public participation related to the drafting of land use codes is unique. In contrast to comprehensive planning projects, code updates often involve detailed technical discussions. It takes skill and timing to present such complex materials in an engaging and understandable way, and to avoid “technical topic burnout.” We will create an initial Public Engagement Plan that describes our overall approach to public participation, including methods to secure and maintain community participation, modes or participation (in-person, virtual), and

frequency, spanning the duration of the project. As the project progresses and evolves, the Plan can be updated and adjusted as necessary to respond to changing circumstances throughout the duration of the project.

PROJECT MANAGEMENT (ONGOING)

We rely on effective project management for the duration of the project as an essential component of getting to adoption. Our goal is to complete our projects on time and within budget and we find that our success at this due in part to our communication with our clients throughout the project. As the project gets underway, we will schedule regular consultant/staff project coordination calls – typically every other week. We use these calls to talk through the full range of project scheduling, community outreach, and drafting issues. We also set-up procedures for document control, drafting and formatting guides, presentation templates, and check lead times for planning staff or communication staff review prior to releasing documents or submitting agenda packages so we can do our part to stay on schedule.

TASK 1.2: ORIENTATION MEETINGS

The Clarion team will start the project content work with a series of live and virtual project orientation meetings with City staff from all departments, boards, and commissions that interact with the SDC, as well as Spokane’s elected and appointed officials. Topics will include overall project goals,

scope and schedule, initial strategies for public engagement, and key issues for the new SDC. The Clarion team will schedule time to be on-site for as many orientation meetings as possible, with the remaining orientation meetings scheduled virtually over a two-to three-week period to accommodate the schedules of the various participants.

PHASE 2: SDC DRAFT CODE FRAMEWORK (BASELINE ASSESSMENT) [RFP TASKS 1 AND 2]

We start all code update projects with summary of existing conditions and identification of both big ideas that need to be tackled and everyday code problems that need to be cleaned up. We’ve provided links to a few of our code assessments in the project descriptions later in this proposal.

TASK 2.1: SDC BASELINE ASSESSMENT: STAFF REVIEW DRAFT

The Clarion team will conduct a preliminary analysis of the current development code, and combine that analysis with information gathered during the orientation meetings, and issues identified by staff and described in the RFP, to prepare a detailed assessment of issues that will be addressed as part of the SDC rewrite. The Baseline Assessment will also describe proposed solutions and preferred approaches to resolve identified issues. In some cases, we will present several possible solutions, and work with the SDC to ascertain which approach would work best in Spokane.

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of the SDC Baseline Assessment to be presented at outreach meetings.

TASK 2.2: 2.2 SDC ASSESSMENT: PUBLIC REVIEW AND ELECTED OFFICIAL UPDATE

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the SDC Project Team to determine whether any additional review is needed before sharing the draft with the community.

UPDATED ZONING MAP

Updating the zoning map will follow generally the same timeframe as creation of the Technical Draft. Following agreement on the zoning district line-up as part of Installment 1, we will create a zoning conversion map (usually a StoryMap) that shows how the current districts would be updated to the revised districts. We'll use this interim map to confirm conversions with planning and GIS staff and identify any locations that should be rezoned rather than converted. When the conversion zoning map has been vetted, we will post it on the project website for community review and clarifications. We will also roll the conversion map into the Installment 2 and 3 and Public Review Draft community engagement exercises to share it as broadly as possible.

TASK 3.2: TECHNICAL DRAFT
COMMUNITY ENGAGEMENT

While the Clarion team is working with the TAC and SDC Project Team to prepare the full Public Review Draft of the new SDC, we will also be reaching out to the community to gather information to help us draft a new SDC that is unique to Spokane, not just an adjusted version of a code from a model or a different community. We have had recent success

with community-based outreach using some of the following exercises:

- Meeting-in-a-Box activity (live and online) to explore how neighborhoods and individuals see what is important to keep or change;
- StoryMap to explain existing zoning and to gather feedback about potential zoning changes; and
- Project fact sheets and surveys to continue education from adopted plans and policies about topics such as density and housing choices and start a community-wide discussion about anticipating change.

Working with the SDC Project Team, we will make some preliminary choices about this round of outreach as we finalize the Public Engagement Plan and revise it as needed.

Our team will initiate each of the community outreach activities and to help facilitate focus group discussions about both the outreach exercise and the draft SDC status. During these outreach events, we will also provide the Steering Committee, Plan Commission, and City Council with project drafting and community outreach activity updates.

We will organize the comments received from the Steering Committee, Planning Commission, City Council, and the public to review with the SDC Project Team. Our goal will be to identify any additional edits that need to be made to the Technical Draft.

PHASE 4: PUBLIC REVIEW DRAFT SDC [RFP TASK 3]

When the Technical Draft review process and editing is complete, the Clarion team will move into the Public Review Draft phase of the project.

TASK 4.1: PUBLIC REVIEW DRAFT DEVELOPMENT
CODE – COMMUNITY ENGAGEMENT

The Clarion team will post the Public Review Draft and updated zoning map on the project website for comment. While the Public Review Draft is open for review, the Clarion team will facilitate three live and online learning sessions about the various components of the SDC. Each of the learning sessions will be recorded and posted on the project website for later viewing. Concurrently with the live learning sessions, we will facilitate a Steering Committee (or potentially Plan Commission) discussion of those chapters of the draft to help

identify issues and potential changes identified by either the Steering Committee/Plan Commissions or members of the public. We also anticipate providing two project updates to the City Council in this timeframe. We will also schedule a zoning map discussion with the City Attorney's Office to determine whether any areas proposed for rezoning instead of conversion will need to follow the site-specific rezoning requirements. If so, we will coordinate a rezoning notice schedule with staff.

TASK 4.2: ADOPTION DRAFT DEVELOPMENT
CODE AND ZONING MAP

We will organize the comments received from the Steering Committee, Plan Commission, City Council, and the general public for a discussion with the SDC

Project Team about which revisions to incorporate in the Adoption Draft Development Code.

As with the Technical Draft and Public Review Draft, we will first prepare a SDC Project Team review draft of the Adoption Draft Development Code. After one round of consolidated feedback on the SDC Project

Team draft, we will prepare the Adoption Draft to be carried forward into the adoption process. This Word (docx) draft will include final versions of illustrations, charts, tables, and revised text and will address any outstanding issues noted in earlier tasks.

PHASE 5: ADOPTION AND IMPLEMENTATION SUPPORT [RFP TASK 4]

TASK 5.1: ADOPTION MEETING SUPPORT AND PRESENTATIONS

Following posting and distribution of the Adoption Draft, the Clarion team will work with staff to present the Adoption Draft to the Plan Commission and City Council. As needed, we will also support the SDC Project Team with supplementary materials or revised ordinance language.

Timing-wise, our preference is to have the updated zoning map adopted the the new code. This allows staff to start administering the code right away, rather than waiting for the map to be put in place. If this approach won't work in Spokane, for whatever reason, we will coordinate with staff to determine what the next best approach will be.

TASK 5.2: SPOKANE DEVELOPMENT CODE

Clarion will prepare a final adopted version of the new Spokane Development Code that reflects

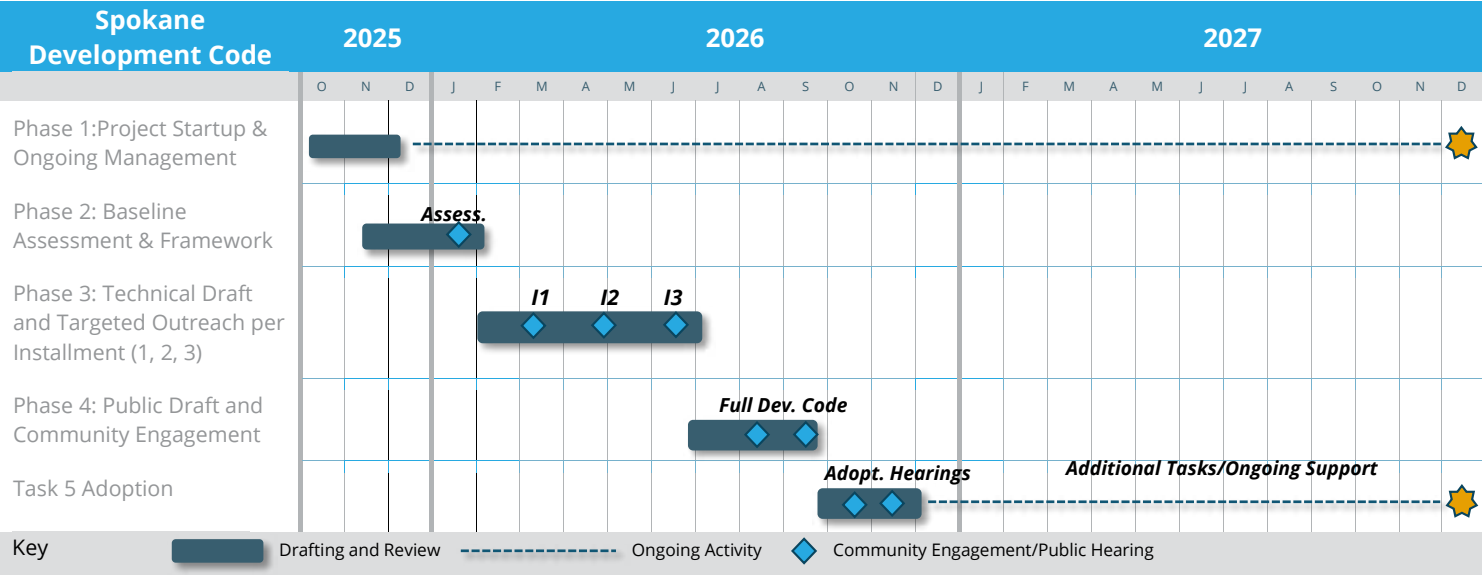
comments and amendments that result from the public hearings on the Adoption Draft.

TASK 5.3: IMPLEMENTATION SUPPORT

SDC implementation support will start in Task 4 and continue through the first full year of SDC implementation. The Clarion team will provide resources to assist staff with implementation of the updated SDC, working with the SDC Project Team to determine what types of resources would be most beneficial. Examples of the resources we have provided previous clients include: the preparation of administrative manuals, procedural checklists for development review, training in Microsoft Word styles (to assist in maintaining the numbered outline format of the document as it is amended over time), crosswalks between old and new regulations, and training sessions to familiarize staff and developers with the updated SDC.

PROJECT SCHEDULE

Based on our experience, we believe the proposed project timeline should be extended somewhat to allow time for staff to review and work through the new draft and allow time for the community to gather their thoughts and share them. The project timeline below meets the RFP estimated project timeline. If selected, we would like to discuss this timeline in a little more detail.



MANAGEMENT PROPOSAL

Clarion Associates is a national land-use consulting firm with offices in Denver, Colorado and Chapel Hill, North Carolina, and affiliate offices in Cincinnati and Philadelphia. Since our founding in 1992, Clarion has become particularly known for its expertise in comprehensive planning, development regulations, and plan implementation. We have developed expertise in a broad range of services, including:

- Community and regional plans;
- Community and stakeholder engagement;
- Sustainable plans and codes;
- Zoning codes and development regulations;
- Growth management; and
- Plan implementation strategies.

CLARION

303.830.2890

www.clarionassociates.com

PLANNING
ZONING & LAND USE
STUDIES & OTHER PROJECTS

33
years of
effective land
use solutions

20
staff to meet the
needs of our client
communities

600+
diverse community
partnerships

97%
development code
adoption rate

250+
adopted
development codes

CLARION

EXPERIENCE Public sector plans and codes have been Clarion's core focus for more than 30 years. Many of our staff members have experience working on both plans and codes. This "cross-training" allows us to not only provide effective plan and policy direction, but to also build in recommendations regarding future code updates that may be needed to implement the plan. We are often hired to implement those recommendations following the adoption of the plan—either through targeted code amendments as an extension of the plan process or as a standalone code rewrite. Clarion has a reputation for preparing plans and codes that are accessible to stakeholders and the community while still being very strong on substance to ensure that they meet the needs of plan administrators and decision-makers. We accomplish this by focusing on organizational structure, the development of clear and concise policy language, legibility of key plan concepts, and use of illustrative graphics and images. We are highly experienced at translating complex concepts and technical data into user-friendly language and graphics.

WHY US Clarion takes a hands-on approach with all of its projects. Our ability to do this is supported by our emphasis on maintaining a relatively small, but highly skilled and efficient staff. We establish strong working relationships with our clients that extend from the first set of meetings through adoption.

What We Do

FIRM PROFILE

Kimley-Horn is a full-service community planning, design, and engineering consulting firm providing services to private- and public-sector clients throughout Washington and nationwide. Founded in 1967, Kimley-Horn has grown to a staff of more than 9,300 professionals who serve a wide range of clients across many disciplines from more than 146 offices nationwide, including a local Spokane office and three others in Western Washington. Our multidisciplinary experience covers a wide range of services including land use planning, master planning, civil engineering, stormwater management, traffic engineering, transit planning and design, aviation services, roadway design, environmental services, and structural engineering.

RELEVANT STATE & LOCAL EXPERIENCE

In addition to our planning team's experience working directly with 16 counties across Washington, Kimley-Horn is actively serving cities and counties throughout the greater Spokane and Eastern Washington region. Our work spans from complete development code rewrites to targeted updates—such as middle housing provisions, streamlined permitting procedures, and zoning classification adjustments.

We also bring extensive experience working with the Washington State Department of Commerce. Our team has led or contributed to key state initiatives, including the model ordinance and guidance for implementing House Bill (HB) 1110 on Middle Housing, as well as integrating both HB 1110 and HB 1337 requirements. We have been actively involved in the Collaborative Roadmap, the Urban Growth Area Guidebook, the Rural Guidebook, the Buildable Lands Guidelines Update, and the Local Project Review Act guidance under SB 5290.

Our direct role in developing statewide guidance provides us with unique insight into how state mandates can be effectively translated into local development codes and zoning regulations—ensuring compliance while supporting each community's vision and needs.

TEAM ORGANIZATION

ELIZABETH GARVIN, ESQ., AICP
PROJECT MANAGER

CLARION

- JENNY BAKER, AICP**
ASSISTANT PROJECT MANAGER
- DON ELLIOT, ESQ., AICP**
NATIONAL REGULATORY ADVISOR
- TINA AXELRAD, ESQ., AICP**
FORM-ORIENTED CODE LEAD
- MAGGIE SQUYER, AICP**
SENIOR ASSOCIATE
- COREY CICCI**
ASSOCIATE
- HOLLY WHITE**
GRAPHICS

Kimley»Horn

- RACHEL GRANRATH, AICP**
LOCAL PROJECT LEAD
- CLAY WHITE**
WASHINGTON STATE
LEGISLATIVE ADVISOR
- TALON SMITH**
OUTREACH
- KYLEE JONES, AICP, ENV SP**
GIS MAPPING

KEY TEAM MEMBERS



ELIZABETH GARVIN, ESQ, AICP
AVAILABILITY 20%

PROJECT MANAGER & ENGAGEMENT
Elizabeth, a Director at Clarion, is a dual-qualified attorney and planner. She has successfully prepared and updated land use codes, advised on complex land use issues, and facilitated public engagement for communities throughout Colorado and the country.



JENNY BAKER
AVAILABILITY 20%

ASSISTANT PROJECT MANAGER & ENGAGEMENT
Jenny is a planner at Clarion with a passion for using zoning to improve communities. Her previous experience includes managing complex land use requests, such as subdivisions and zoning amendments, as a senior planner in Missoula, Montana.



DON ELLIOT, ESQ., AICP
AVAILABILITY 5%

NATIONAL REGULATORY ADVISOR
Don is an urban planner, lawyer, and land use consultant with 40 years of professional experience and a national reputation as project manager, author, innovator, and solver of complex governance challenges.



TINA AXELRAD, ESQ., AICP
AVAILABILITY 8%

FORM-ORIENTED CODE LEAD
A seasoned professional with 35 years of experience in city planning and the law, Tina has held key leadership positions in both the public and private sectors. Their expertise spans zoning administration, real estate development, and strategic planning, with a focus on process improvements. As she leaves Denver to start collaborating with Clarion associates, Tina has a proven history of managing complex teams, overseeing significant projects, and conducting professional seminars on land use regulations.



MAGGIE SQUYER, AICP
AVAILABILITY 30%

SENIOR ASSOCIATE & ENGAGEMENT
As an Associate in Clarion's Denver office, Maggie focuses on creating effective, user-friendly planning documents. She believes in a "listen first" approach to ensure policy recommendations are tailored to the needs of the community and the officials who implement them.



COREY CICCI
AVAILABILITY 15%

AUDIT DRAFTING & ENGAGEMENT
A Clarion Associate in the Denver office, Corey specializes in how regulations shape the built environment. He previously worked as a Planner I for the City of Brighton, gaining experience in development review, code enforcement, and economic development. An Army veteran, he brings unique insight into the planning needs of military communities.



HOLLY WHITE
AVAILABILITY 10%

GRAPHICS
Holly is the Design Lead at Clarion, specializing in graphic design and 3D visualization. Her diverse background in urban, landscape, and web design informs her work in creating clean, effective visuals that enhance public spaces and engagement for planning projects.

RACHEL GRANRATH, AICP

AVAILABILITY 20%

LOCAL PROJECT LEAD

With 13 years of experience in land-use planning, Rachel leads projects across Washington, Idaho, Montana, and Colorado. She focuses on translating community goals into clear, effective development codes and regulations. She has a proven track record of successfully aligning public and private interests to bring visions to life on the ground.

CLAY WHITE

AVAILABILITY 10%

WASHING STATE LEGISLATIVE ADVISOR

For over 27 years, Clay has been a trusted land-use planner for cities, counties, and private clients across Washington. He excels at developing and implementing practical regulations and policies that support community goals. A skilled leader, Clay has a proven track record of successfully guiding complex code and policy updates and ensuring they are effective for public officials, community groups, and the permitting process.

TALON SMITH

AVAILABILITY 15%

OUTREACH

With a strong background in data analysis and visualization, Talon helps communities across the Pacific Northwest turn their vision into reality. He provides GIS and mapping support for long-range planning projects, focusing on developing effective and easy-to-use development regulations. Talon excels at making complex data accessible and valuable for both community staff and residents..

KYLEE JONES, AICP, ENV SP

AVAILABILITY 15%

GIS MAPPING

With eight years of experience, Kylee Jones is a Spokane-based planner who specializes in public engagement and community planning. She has led code and policy development, transportation plans, and land-use projects across Washington and the Northwest. Her expertise lies in designing locally tailored outreach strategies that ensure community feedback directly informs policy and design outcomes.

Kimley»Horn



KEY PROJECTS:

- Commerce, SB 5290 Implementing Statewide Permitting, Statewide, WA
- Mercer Island Middle Housing Code, Mercer Island, WA
- Castle Rock Zoning Code Amendments, Castle Rock, WA
- City of Ephrata, Code Modernization & Comprehensive Plan, Ephrata, WA



KEY PROJECTS:

- City of Kenmore, Middle Housing Code update, Kenmore, WA
- City of Walla Walla, Middle Housing Code update, Walla Walla, WA
- City of Mercier Island, Middle Housing Code Assistance, Mercer Island, WA
- Spokane County, 2026 Comprehensive Plan Periodic Update, Spokane County, WA



KEY PROJECTS:

- City of Ritzville, Mixed-Use Development Code, Ritzville, WA — Development Code Analyst
- Walla Walla County, 2026 Walla Walla County Comprehensive Plan/Climate Element, Walla Walla County, WA
- City of Port Townsend, Port Townsend Active Transportation Plan, Port Townsend, WA
- Whatcom County, Whatcom County Comprehensive Plan, Whatcom County, WA



KEY PROJECTS:

- City of Spokane, Public Engagement On-Call, Spokane, WA
- City of Newport, 2026 Periodic Comprehensive Plan Update, Newport, WA
- City of Spokane Valley, Parks Master Plan, Spokane Valley, WA
- Spokane Regional Transportation Council, Public Participation Plan, Spokane, WA



CONTRACTS AND REFERENCES

CLARION

BOISE, IDAHO - ZONING & SUBDIVISION ORDINANCE REWRITE (2019-2023)

Project Link: [Zoning Code | City of Boise](#)

REFERENCE

Andrea Tuning, Senior Planner
(208) 608-7091 atuning@cityofboise.org

COLORADO SPRINGS, COLORADO - ZONING & SUBDIVISION ORDINANCE REWRITE (2019-2023)

Project Link: [Retool COS - Zoning Ordinance | City of Colorado Springs](#)

REFERENCE

Morgan Hester, Principal Planner
(719) 385-5177
Morgan.Hester@coloradosprings.gov

REFERENCE

LAWRENCE, KANSAS - LAND DEVELOPMENT CODE REVISION/UPDATE (2022-2025)

Project Link: [Lawrence Land Development Code](#)

REFERENCE

Jeff Crick, AICP, Director
Planning and Development Services
(785) 832-7700 jcrick@lawrenceks.org

COLORADO - COLORADO STATE DEPARTMENT OF LOCAL AFFAIRS (DOLA) TEMPLATE DEVELOPMENT CODE (2023-2024)

Project Link: [Land Use Codes | Division of Local Government](#)

REFERENCE

Andy Hill, Director
Community Development
(303) 864-7725 Andy.hill@state.co.us

PASCO, WASHINGTON - DEVELOPMENT PROCESS REVIEW (2024-2025)

Project Link:

REFERENCE

Craig Raymond, Community & Economic Development Deputy Director
509-545-3415 raymond@c@pasco-wa.gov

CLARION



Kimley-Horn

WASHINGTON - CITY OF MOSES LAKE, UNIFIED DEVELOPMENT CODE (2021-2024)

REFERENCE

Vivian Ramsey, Planning Manager
(509) 764-3749 vramsey@cityofml.com

WASHINGTON - WASHINGTON STATE DEPARTMENT OF COMMERCE, MIDDLE HOUSING MODEL ORDINANCES FOR IMPLEMENTATION OF HB 1110, STATEWIDE, WA (2023 - 2024)

REFERENCE

Mary Reinbold, Senior Policy Analyst
(509) 638-5449 reinbold@commerce.wa.gov

CITY OF KENMORE, MIDDLE HOUSING CODE DEVELOPMENT AND COMPREHENSIVE PLAN, KENMORE, WA (2023-2024)

REFERENCE

Debbie Bent, Community Development Director,
425.398.8900, dbent@kenmorewa.gov

WASHINGTON STATE DEPARTMENT OF COMMERCE, URBAN AND RURAL GUIDEBOOKS, STATEWIDE, WA (2024-2025)

REFERENCE

Dave Andersen, Senior Managing Director, Growth Management Services, 509.434.4491,
dave.andersen@commerce.wa.gov

WASHINGTON - WASHINGTON STATE DEPARTMENT OF COMMERCE, 5290 PERMIT PROCESS REFORM, STATEWIDE, WA (2024 - 2025)

REFERENCE

Dave Andersen, Senior Managing Director
Growth Management Services
(509) 434-4491 dave.andersen@commerce.wa.gov



MANAGEMENT PROPOSAL

BOISE, IDAHO

Zoning Ordinance (2019-2023)

2019 - 2023 In 2019 Boise retained Clarion Associates and Kushlan Associates to prepare a new zoning ordinance to help implement the comprehensive plan and reflect the themes evoked through local conversations—namely: Lasting Environments, Innovative Enterprises, and Vibrant Communities. The first step in this process was to complete an extensive round of public engagement and outreach, and then compile a Diagnostic and Solutions report to guide the remainder of the zoning code drafting process. Following the election of a new mayor in late 2019, public engagement tools were revised to allow more opportunity for engagement under pandemic constraints, and the draft report was updated to reflect an even broader and more inclusive list of community voices.

[View the Boise Zoning Code Rewrite project.](#)

REFERENCE

Andrea Tuning, Senior Planner / Project Manager
City of Boise
208-608-7091 atuning@cityofboise.org



LAWRENCE, KANSAS

Land Development Code Revision/Update

2022-2025 Clarion Associates was retained in 2022 to help the university town of Lawrence, Kansas, with a major revision/ update of its Land Development Code. Key priorities for the project are to implement the City's recent comprehensive, downtown, and subarea plans. Substantive areas of focus include improvements to the City's environmental regulations, expanding housing options, and reinforcing the region's commitment to compact growth and sustainability.

Clarion worked closely with a City Council- appointed Steering Committee to establish standards for middle housing, reduced parking requirements, increased focus on sustainability and resilience, and process improvements. According to staff, the speed of development approvals has improved significantly over the four-plus months the new code has been in place.

[View the Lawrence LDC.](#)

REFERENCE

Jeff Crick, AICP, Planning and Development Services Director
785-832-7700 jcrick@lawrenceks.org



COLORADO SPRINGS, COLORADO

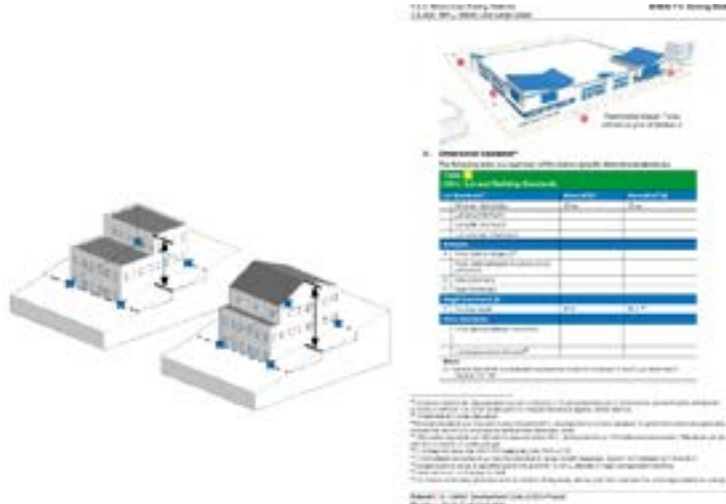
Zoning & Subdivision Ordinance Rewrite

2019-2023 In 2019 Clarion Associates was selected to draft a new Unified Development Ordinance to support the goals and vision of the PlanCoS Comprehensive Plan. One key goal for this ambitious project was to embed the six overarching themes from Plan CoS -- Vibrant Neighborhoods, Unique Places, Thriving Economy, Strong Connections, Renowned Culture and Majestic Landscapes -- into the City's regulatory and incentive structure. Another key goal was to remove barriers to the construction of affordable housing. The Retool CoS Unified Development Code was adopted by the Colorado Springs City Council, with only one dissenting vote, in February 2023.

[View the ReTool CoS UDC.](#)

REFERENCE

Morgan Hester, Principal Planner
(719) 385-5177
Morgan.Hester@coloradosprings.gov



PASCO, WASHINGTON

Development Review Process Assessment

2025-2025 As part of a project she started while working solo at Community ReCode, Elizabeth has been working with the City of Pasco to help update their development permitting process and permit application regulations to bring the City into compliance with a series of statutory updates. Working closely with City leadership, the Community Development Department, Permitting, Enforcement, and the development community, Elizabeth helped the city map their current development review process to help find opportunities for processing improvements. The project mapping exercise led to SEPA threshold adjustments, a development processing reorganization to group projects and permits into types that align with RCW review time periods for better tracking, and revisions to the Pasco Municipal Code, Title 4, Permits. As part of a separate project for Pasco, Elizabeth also helped Community Development staff through a significant revision of the sign code. Both projects started in 2019 and were put on pause for COVID. Elizabeth completed the sign code in 2022 and the development review process update earlier this year.

REFERENCE

Craig Raymond, Deputy Community Development Director
raymondcd@pasco-wa.gov



WASHINGTON

City of Moses Lake, Unified Development Code, Moses Lake, WA

Prior to joining Kimley-Horn, Rachel Granrath led the City of Moses Lake through a complete rewrite of its development regulations, resulting in a Unified Development Code (UDC) that streamlined and modernized subdivision and zoning requirements. Her work included extensive public outreach, stakeholder interviews, and a series of steering committee meetings to ensure that community values and priorities were reflected in the final product.

Rachel coordinated closely with City staff to draft, review, and prioritize key code elements, creating a clear and user-friendly regulatory framework.

2021-2024

REFERENCE: Vivian Ramsey

Planning Manager

(509) 764-3749

vramsey@cityofml.com

WASHINGTON

Washington State Department of Commerce, Middle Housing Model Ordinances for implementation of HB 1110, Statewide, WA

Kimley-Horn prepared portions of the HB 1110 Model Ordinance and Guidance, including insights to ensure codes work well when implemented. We assisted with the development of guidance to help communities permit middle housing, including cottage housing, small housing on small lots, and ADUs. We also assisted with stakeholder meetings as well as graphics and comment responses for the draft document. Kimley-Horn continued to work with Commerce and led the development of the Neighborhood Infill Guidance. This guidebook focused on topics which could

present barriers to middle housing development. These include important topics such as water and sewer pipe sizing, park and open space, fire access requirements, stormwater and impervious surfaces, and frontage improvements.

October 2023 - June 2024

REFERENCE: Mary Reinbold

Senior Policy Analyst

(509) 638-5449

reinbold@commerce.wa.gov

WASHINGTON

Washington State Department of Commerce, 5290 Permit Process Reform, Statewide, WA

Prior to joining Kimley-Horn, Clay White, through his work leading the Collaborative Roadmap, Phase III, prepared HB 5290, which included the largest updated of Washington State's permit process statute since its inception. Prior to joining Kimley-Horn, Rachel was also the project manager on a statewide project, centered around SB 5290, intended to implement streamlined permitting statewide in Washington. She led a consultant team, statewide working group, and

various deliverables centered on permitting housing in a more efficient manner for jurisdictions across the state of Washington.

March 2024 - June 2025

REFERENCE: Dave Andersen

Senior Managing Director

Growth Management Services

(509) 434-4491

dave.andersen@commerce.wa.gov

WASHINGTON

City of Kenmore, Middle Housing Code Development and Comprehensive Plan, Kenmore, WA

Prior to joining Kimley-Horn, Clay partnered with the City of Kenmore to complete Phase 1 of the middle housing scope of work, which included a city-wide analysis of appropriate locations for middle housing types, an extensive public engagement program, a racial equity analysis report, and analysis of development regulations and comprehensive plan policies. Due to the recent passage of State of Washington HB 1110 and HB 1337 in 2023, zoning and other related land use regulations and comprehensive plan policies must be adopted to be consistent with state law. Kimley-Horn partnered with the City of Kenmore for phase 2 of this project to implement new requirements of state law relating to middle

housing and accessory dwelling units, develop and execute a community engagement plan, and evaluate development regulations and comprehensive plan policies. Our team completed development code amendments for this project, which were adopted into the Kenmore Zoning Code in June 2025

February 2024 - June 2025

REFERENCE: Debbie Bent

Director

Community Development Director

(425) 398-8900

dbent@kenmorewa.gov

WASHINGTON

Washington State Department of Commerce, Urban and Rural Guidebooks, Statewide, WA

Kimley-Horn recently led the development of an updated Urban Growth Area Guidebook and a new Rural Guidebook for the Washington State Department of Commerce. The guidebooks assist cities and counties as they plan for growth under the Growth Management Act (GMA) by providing topic overviews, guidance, and important case law links. Key UGA Guidebook topics include planning for growth, compact development strategies, financing tools for development, vesting, and annexations.

March 2024 - June 2025

REFERENCE: Dave Andersen

Senior Managing Director

Growth Management Services

(509) 434-4491

dave.andersen@commerce.wa.gov



COST PROPOSAL



Spokane Development Code Assessment and Modernization Services												
	Clarion Associates							Kimley-Horn				TOTAL
	Clarion PM E. Garvin	Assistant PM/Engagement J. Baker	Form-Oriented Code Lead T. Axelrad	Permitting Regulatory Advisor D. Elliott	Senior Associate M. Squyer	Associate C. Girdl	Graphics H. White	Local Project Lead R. Granrath	Wash. State Legis. Advisor C. White	Outreach T. Smith	GIS Mapping K. Jones	
Hourly Rate	\$225	\$145	\$225	\$225	\$125	\$90	\$110	\$250	\$350	\$150	\$255	
Phase 1. Project Startup												
1.1 Project Management Meeting	1	1	0	0	2	0	1	1	1	1	0	8
1.1.1 Project Logo	0	1	0	0	0	0	4	0	0	0	0	5
1.1.2 Project Website and Konveio Setup	0	0	0	0	2	0	1	0	0	0	0	3
1.2 Project Orientation Meetings	2	8	1	1	12	2	0	12	0	8	1	47
Hours	3	10	1	1	16	2	6	13	1	9	1	63
Labor Costs	\$675	\$1,450	\$225	\$225	\$2,000	\$180	\$660	\$3,250	\$350	\$1,350	\$255	\$10,620
Travel/Trips	0	0	0	0	0	0	0	0	0	0	0	
Travel Expense/Konveio Platform for Website	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Task Total												\$16,620
Phase 2. SDC Baseline Assessment and Draft Code Framework												
2.1 Prepare Staff Draft Existing Codes Assessment	12	20	6	4	30	10	0	20	1	0	4	107
2.1.1 Review with Staff and Revise	2	8	2	2	20	20	6	4	0	0	0	64
2.1.1 Prepare Presentation and Engagement Materials for 2.2	1	8	0	0	10	0	2	2	0	2	0	25
2.2 Baseline Assessment Engagement	16	20	2	0	4	0	0	12	0	13	2	69
Hours	31	56	10	6	64	30	8	38	1	15	6	265
Labor Costs	\$6,975	\$8,120	\$2,250	\$1,350	\$8,000	\$2,700	\$880	\$9,500	\$350	\$2,250	\$1,530	\$43,905
Travel/Trips	1	1	0	0	0	0	0	0	0	0	0	
Travel Expense	\$1,225	\$1,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,450
Task Total												\$46,355
Phase 3. Technical Draft Development Code and Zoning Map Update												
3.1.1 Installment 1: Districts and Uses												
3.1.1.a Prepare Staff Review Draft	8	36	16	4	60	40	12	20	1	0	0	199
3.1.1.b Confer with Staff/TAC and Revise Draft	6	12	10	2	40	20	4	4	0	0	0	98
3.1.1.c Post 11 Draft for Public Review and Meet with SC	2	8	2	0	0	0	0	2	0	4	0	18
3.1.1.d Prepare Staff Draft Zoning District Conversion Map	0	4	0	0	4	0	0	2	0	0	10	20
3.1.2 Installment 2: Development Standards												
3.1.2.a Prepare Staff Review Draft	10	36	2	2	80	40	16	30	0	0	0	220
3.1.2.b Confer with Staff/TAC and Revise Draft	8	12	2	2	40	10	4	4	0	0	0	82
3.1.2.c Post 12 Draft for Public Review and Meet with SC	2	8	0	0	0	0	0	2	0	4	0	16
3.1.2.d Review and Revise Zoning District Conversion Map	1	4	0	0	2	0	0	2	0	0	10	19
3.1.3 Installment 3: Administration and Procedures												
3.1.3.a Prepare Staff Review Draft	36	10	4	8	40	20	8	60	2	0	0	188
3.1.3.b Confer with Staff/TAC and Revise Draft	8	16	0	2	20	10	2	10	1	0	0	69
3.1.3.d Post 13 Draft for Public Review and Meet with SC	8	6	0	0	0	0	0	8	0	4	0	26
3.2 Technical Draft Community Engagement												
3.2.1 Installment 1 Engagement	16	16	2	0	4	0	0	12	0	16	0	66
3.2.2 Installment 2 Engagement	16	16	0	0	4	0	0	12	0	16	0	64
3.2.3 Installment 3 + Zoning Map Engagement	8	8	0	0	4	4	4	12	0	16	10	66
3.3 Prepare Public Draft Development Code												
3.4.1 Prepare Staff Review Draft	10	20	0	0	30	20	4	20	0	0	0	108
3.4.2 Confer with Staff/TAC and Revise Draft	8	16	0	0	20	10	4	16	0	0	0	74
Hours	147	228	38	20	348	174	58	216	4	60	30	1,333
Labor Costs	\$33,075	\$33,060	\$8,550	\$4,500	\$43,500	\$15,660	\$6,380	\$54,000	\$1,400	\$9,000	\$7,650	\$219,675
Travel/Trips	2	2	0	0	0	1	1	0	0	0	0	
Travel Expense	\$2,450	\$2,450	\$0	\$0	\$0	\$1,225	\$1,225	\$0	\$0	\$0	\$0	\$7,350
Task Total												\$227,025
Phase 4. Public Draft Development Code												
4.1 Community Engagement	16	16	0	0	20	0	0	24	2	24	0	102
4.1 Adoption Version Development Code and Zoning Map	16	24	0	0	20	20	8	16	0	0	4	108
Hours	32	40	0	0	40	20	8	40	2	24	4	210
Labor Costs	\$7,200	\$5,800	\$0	\$0	\$5,000	\$1,800	\$880	\$10,000	\$700	\$3,600	\$1,020	\$36,000
Travel/Trips	1	2	0	0	0	0	0	0	0	0	0	
Travel Expense	\$1,225	\$2,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,675
Task Total												\$39,675
Phase 5. Development Code Adoption and Implementation												
5.1 Adoption Meeting Support and Presentations	40	8	0	0	0	0	0	40	0	0	0	88
5.2 Post-Adoption Code Clean-Up	2	8	0	0	0	0	0	4	0	0	0	14
5.3 Implementation Support (tasks TBD, no budget included)												
Hours	42	16	0	0	0	0	0	44	0	0	0	102
Labor Costs	\$9,450	\$2,320	\$0	\$0	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0	\$22,770
Travel/Trips	3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Travel Expense	\$3,675	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,675
Task Total												\$22,770
TOTAL												\$352,445

Our proposed budget reflects the following priorities for the Spokane development code update project:

- Sufficient staffing to draft, review, revise, and engage the community over the City's 13-month timeframe;
- Reliance on experienced team members to help create a detailed, relatively error-free draft and zoning map that incorporate Washington statutory requirements as well as land use regulation best-practices;
- As much in-person community engagement as is reasonably possible in a full code update over a 13-month period; and
- Incorporation of legal review by our team attorneys as the code is being drafted.

We are open to further conversation about this budget if needed to meet the City's project budget expectations.



CLARION

Elizabeth Garvin, Esq., AICP

DIRECTOR

Elizabeth Garvin is Director with Clarion, based in the Denver office. She is both an attorney and a planner and she has practiced in both disciplines. She has prepared both traditional and FBC/hybrid code update projects for cities, towns, and counties across Colorado and the country; drafted topic-specific code provisions covering issues such as ADUs, sustainability, and signs; served as an expert witness on land use issues; and organized and undertaken numerous code-related public participation processes. Prior to working with Clarion, Elizabeth founded Community ReCode, was the Planning Director for SAFEbuilt Studio, and practiced law with Spencer Fane.

Ms. Garvin is a frequent speaker and author on planning and regulatory topics, including serving as an advisory board member for the Rocky Mountain Land Use Institute as well as RMLUI's legal columnist to the Western Planner.

EDUCATION

Juris Doctor
University of Kansas

Master of Urban Planning
University of Kansas

Bachelor of Environmental Studies
University of Kansas

Coursework for LL.M. in Dispute
Resolution
University of Missouri

CERTIFICATIONS

Licensed Attorney in Missouri and Kansas

Charrette Certified
National Charette Institute

PUBLICATIONS

Practice Adaptive Reuse, Zoning Practice,
American Planning Association
Feb 2022

Legal Challenges to Short-Term Rental
Rules: There's a Test for That, The
Western Planner, RMLUI Legal Corner
March 2020

Homeless in Public, American Planning
Association, Planning Magazine
Feb 2020

2023 Colorado APA Merit Award

• **King County, Washington** Department of Permitting and
Environmental Review, Best Practices in Code Enforcement

• **Branson, Missouri** Unified Development Code and Sign Code

2019 Missouri APA Outstanding Implementation Project

• **Mancos, Colorado** Land Use Code Update

• **Cedar Rapids, Iowa** Unified Development Code and User's Guide

2019 Iowa APA Outstanding Project



Jenny Baker

ASSOCIATE PRINCIPAL

Jenny works in Clarion's Denver office, and believes that zoning can make communities better in many ways, including preserving open space, making housing more affordable, and enabling interesting streetscapes equally shared by many users. Prior to working with Clarion, Jenny was a senior planner in Missoula, Montana, where she handled complex land use requests including subdivisions, zoning amendments, special uses and annexations. Jenny also spent 10 years working in disaster response, with the American Red Cross and FEMA's Region V, focusing on resiliency planning, and responding to over 50 disasters around the US.

EDUCATION

Master's in Urban Planning
University of Illinois at Chicago

Bachelor of Arts
University of Pennsylvania

AFFILIATIONS

Bicycle & Pedestrian Advisory Board
Vice Chair
Missoula, MT
1 year, 3 months

EXPERIENCE

Senior Associate
Clarion Associates
Denver, CO
4 years, 6 months

Planner III
Development Services
Missoula, MT
3 years, 6 months

SPEECHES

Making Pandemic Changes Permanent
APA National 2021
ADUs Won't Save the World
TX APA 2023 and APA National 2023
Implementing Equity in Zoning
APA CO 2023
The OTHER Minnesota Code Everyone is
Talking About
APA National 2024

PUBLICATIONS

American Planning Association,
Equity in Zoning Policy Guide
Zoning Practice,
Equitable Approaches to Public
Notification



Don Elliott, Esq., FAICP

SENIOR CONSULTANT

Don is an urban planner, lawyer, and land use consultant with 40 years of professional experience and a national reputation as project manager, author, innovator, and solver of complex governance challenges.

KEY PROJECTS

Don has been involved in over 80 projects to reform, update, and streamline local plans and development codes throughout the U.S.

Development Codes

- Colorado Department of Local Affaires, Template Codes
- Albuquerque, New Mexico, Unified Development Code
- Philadelphia, Pennsylvania, New Zoning Ordinance
- Indianapolis, Indiana, Unified Development Ordinance
- Aurora, Colorado, Unified Development Ordinance
- Bloomington, Indiana, Unified Development Ordinance
- Hamilton, Ohio, Form-Based Zoning Regulations
- Youngstown, Ohio, Redevelopment Code
- Albany, New York, Unified Sustainable Development Ordinance
- Columbia, Missouri, Unified Development Ordinance
- Fairfax County, Virginia, New Zoning Ordinance
- Dublin, Ohio, Bridge Street Form-based Zoning Districts
- Colorado Springs, Colorado, Unified Development Code
- Ulaanbaatar, Mongolia, Initial Zoning Regulations

Affordable and Fair Housing Studies and Regulations

- Fort Wayne/Allen County, Indiana, Fair Housing Zoning Updates
- State of Nevada, Fair Housing Regulatory Review
- State of Idaho, Fair Housing Regulatory Review
- State of Oregon, Fair Housing Review/Analysis of Impediments
- State of Texas, Fair Housing Regulatory Assessment
- Bozeman, Montana, Affordable Housing Zoning Updates

Other Projects

- Blaine County, Idaho, Phase I TDR Feasibility Study
- Deschutes County, Oregon, Phase I TDR Feasibility Study
- Los Angeles County, California, Wildfire Prevention Zoning Updates
- Long Beach, California, Urban Renewal Effectiveness Assessment



EDUCATION

Master's in City and Regional Planning
Harvard Kennedy School of Government
Juris Doctor
Harvard Law School
Bachelor's in Urban Planning and Policy
Yale University

WRITINGS AND PUBLICATIONS

A Better Way to Zone, Island Press
Rules that Shape Urban Form, APA
Citizen's Guide to Planning, APA
Arrested Development, Lincoln Institute
Land Use Regulatory System Historical
and Cultural Preservation, USAID

AFFILIATIONS

American Planning Association
Past Colorado Chapter President
Past Planning and Law Division Chair
Past Amicus Committee member
Fellow, American Institute of Certified
Planners
American Bar Association
Colorado Bar Association
Denver Bar Association
Past Member of Denver Planning Board

TEACHING

Land Development Regulation
University of Colorado at Denver
College of Architecture and Planning
Sustainable Local Development
Erasmus Mundus Fellow
University of Regensburg, Germany
Corvinus University, Hungary

AWARDS

Project awards from Colorado, Arizona,
Indiana, New Mexico, Pennsylvania, &
Virginia



Tina Axelrad, ESQ., AICP

TITLE

A seasoned professional with 35 years of experience in city planning and law, Tina has held key leadership positions in both the public and private sectors. Her expertise spans zoning administration, real estate development, and strategic planning, with a focus on process improvements. She has a proven history of managing complex teams, overseeing significant projects, and conducting professional seminars on land use regulations.

KEY PROJECTS

(*Optional) (Name) has been involved in (#) projects throughout the (geographical) region.

EXPERIENCE

- **Denver, Colorado (2025 - Present)** Principal Project Manager, Community and Planning Development Department City and County of Denver, Colorado
- **Denver, Colorado (2016 - 2025)** Denver Zoning Administrator, Community and Planning Development Department City and County of Denver, Colorado
- **Denver, Colorado (2014 - 2016)** Team Supervisor-Zoning Administration, Community and Planning Development Department City and County of Denver, Colorado
- **Denver, Colorado (2006 - 2014)** Principal City Planner, Community and Planning Development Department City and County of Denver, Colorado
- **Denver, Colorado (1995 - 2006)** Principal City Planner, Clarion Associates

EDUCATION

Joint JD/Master Degree in Urban Planning
New York University Law School
New York University Wagner School of Public Service

B.A., Economics, Summa cum laude
Connecticut College

AFFILIATIONS

Past Chair and Member,
Board of Directors
Ekar Farm

Admitted to Colorado Bar
(Past Member - California Bar)

Speaker and Instructor
Zoning/Planning Conferences and
Educational Institutions



Corey Cicci

ASSOCIATE

Corey is an Associate in Clarion’s Denver office. While studying at the University of Colorado Denver, he focused on planning law and the ways regulations shape the built environment. Corey previously served as a Planner I with the City of Brighton, where he gained experience in development review, code enforcement, and economic development. An Army veteran, he brings unique insight into the planning needs of military communities and communities with a strong military presence. He is passionate about crafting zoning and development codes that reflect each community’s character, balance growth with preservation, and support places that are both functional and vibrant. Contact Corey at ccicci@clarionassociates.com

Current Projects

- **Waco, Texas** Downtown Redevelopment Plan, Form-Based Code
- **El Paso County, Colorado** Land Development Code Update
- **Westminster, Colorado** Unified Development Code Update
- **Austin, Texas** Density Bonus Program Analysis
- **Racine, Wisconsin** Land Development Code Update
- **Lawrence, Kansas** Land Development Code Update

Previous Projects

- **Colorado Historical Foundation** Historic Site Easement Assessments*
- **Brighton, Colorado** Development Plan Review*
- **Killeen, Texas** Military Installation Community Outreach Initiative*

* Work with previous employers

EDUCATION

Master of Urban and Regional Planning
University of Colorado Denver
Bachelor of Science
United States Military Academy

EXPERIENCE

Assistant Planner
City of Brighton
1 year

Intern
Colorado Historical Foundation
6 months

Project Manager
Lockheed Martin
1 year

Data Analyst
Lockheed Martin
1.5 years

Army Officer
U.S. Army
2.5 years

PROJECT SKILLS

Public Speaking, Community Outreach,
Project Management, Data Analysis



CLARION

Holly White

DESIGN LEAD

Holly is the Design Lead in Clarion’s Denver office. With her expertise in 3D visualization and Graphic Design skillset, she works to support a wide range of planning and regulatory projects. Her passion for designing illustrative logos, clean infographics, and overall project branding help Clarion to deliver clear and beautifully designed graphics. Holly has a diverse background in Urban, Landscape, and Web Design. Above all, she is enthusiastic about helping cities and towns preserve their character while enhancing public spaces and encouraging public engagement.

KEY PROJECTS

Comprehensive Plans

- **Clark County, NV** Transform Clark County Comprehensive Plan
- **Lyons, CO** Lyons Thrive Comprehensive Plan
- **Park County, WY** Plan Park County Land Use Plan
- **Pueblo County, CO** Pueblo Regional Comprehensive Plan

Development Codes

- **Colorado Springs, CO** ReTool COS Development Code Graphics
- **Grand Junction, CO** Zoning and Development Code
- **Lawrence, KS** Land Development Code
- **Pueblo County, CO** Unified Development Code
- **Reno, NV** Zoning Code RENOvation
- **Santa Fe, NM** Land Development Code

Document Design

- **Clark County, NV** Transform Clark County Comprehensive Plan
- **History Colorado** Economic Benefits of Archaeology
- **Fort Collins, CO** Air Quality Report – City Plan
- **Superior, CO** Marshall Fire Recovery ULI Briefing Book
- **Syracuse, NY** ReZone Syracuse Administrative Manual

Branding & Websites

- **History Colorado** [The Economic Benefits of Archaeology](#)
- **Carson City, NV** [Envision Carson City](#)
- **El Paso County, CO** [EPC Land Development Code](#)
- **Pflugerville, TX** [Unified Development Code](#)
- **Bozeman, MT** Affordable Housing Code Audit

EDUCATION

B.A. Urban Design
University of Colorado, Boulder

Con’t. Ed. Advanced Architectural
Graphics **Art Institute of Colorado**

PUBLICATIONS

Change, Here, Now, North Atlantic
Publishers 2018, Illustrator

Archaeology for a Changing Colorado,
History Colorado 2021, Document
Design & Graphic Design

CERTIFICATIONS

Permaculture Design Certificate
Denver Permaculture Guild

Graphic Recorder Certificate
Graphic Change UK

EXPERIENCE

Design Lead, **2022-present**
Graphics and Marketing,
Clarion Associates

Graphic Designer,
United Airlines **2016-2018**

Creative Services,
The Aquaponic Source **2012-2016**

PROJECT SKILLS

Project Management
Document Design
Website Development
3D Visualization

Kimley-Horn Resumes

City of Spokane Development Code Assessment and Modernization Services

Rachel Granrath, AICP



Over the past 13 years, Rachel has led projects across Washington, Idaho, Montana, and Colorado with a focus on creating clear, effective development codes and ensuring they are successfully implemented. She specializes in translating community goals into workable regulations, guiding development review processes, and aligning public and private interests to achieve results. Her expertise spans housing and comprehensive planning, zoning and subdivision codes, development and plan review, downtown revitalization, economic development, and community engagement. Rachel’s work bridges rural and urban contexts, and she takes pride in returning to communities to see new codes put into practice, projects built, and visions realized on the ground.

Education and Credentials

- Master of Urban Planning, Eastern Washington University
- Bachelor of Architecture, Roger Williams University
- AICP (#33291)
- Women in Transportation (WTS) Spokane-Coeur d’Alene Chapter Board Member – Transportation YOU Chair

Project Experience

- Commerce, SB 5290 Implementing Statewide Permitting, Statewide, WA — Project Manager*
- Mercer Island Middle Housing Code, Mercer Island, WA — Senior Planning Consultant
- Castle Rock Zoning Code Amendments, Castle Rock, WA — Project Manager
- City of Ephrata, Code Modernization & Comprehensive Plan, Ephrata, WA — Principal-in-Charge*
- Cherry Hills Village Subdivision, Zoning, Stormwater and Building Code Amendments, Cherry Hills Village, CO — Planning Director*
- Livingston Zoning Code Update, Livingston MT — Principal-in-Charge*
- Triangle Zoning Code Update, Gallatin County, MT - Principal-in-Charge*
- Tumwater Middle Housing Code, Tumwater WA - Project Manager*
- Tumwater Landscape Code, Tumwater WA - Project Manager*
- Moses Lake Unified Development Code, Moses Lake WA – Project Manager*
- Quincy Zoning Code Updates, Quincy WA - Project Manager*
- Malden Development and Zoning Code, Malden WA - Project Manager*
- Metaline Zoning Code, Metaline, WA -Project Manager*
- Airway Heights Downtown Subarea Plan & Commercial Code Amendments, Airway Heights WA – Project Manager*
- Walla Walla County, 2026 Comprehensive Plan and Environmental Impact Statement (EIS), Walla Walla County, WA — Senior Planning Consultant
- Spokane County, 2026 Comprehensive Plan EIS, Spokane County, WA — Senior Planning Consultant

*Completed Prior to Joining Kimley-Horn



Planning | Zoning & Land Use | Sustainability & Resiliency

Kimley»Horn

Clay White

Clay has 27 years of experience serving private-sector clients, cities, and counties throughout Washington state as a land use planner. This includes nearly 18 years working as a planner and planning director for cities and counties in Eastern, Central, and Western Washington. Throughout his career, Clay has focused on assisting local governments to develop and implement sound regulations and policies that help further the jurisdiction's goals. This includes significant experience working on development regulation updates as both a public and private sector planner, comprehensive plan updates, writing state planning guidance, and working with appointed and elected officials and community groups on complex code and policy topics. Clay has a deep knowledge of state laws that drive development codes, and his extensive permitting experience provides a focus on code writing that works at the front counter.



Education and Credentials

- B.A., Geography and Anthropology, Central Washington University
- Planning Association of Washington, Board Member
- Washington State Association of Regional and County Planning Directors, Former President
- Transportation Improvement Board, Former Member
- PSRC, Regional Staff Committee, Former Cochair

Project Experience

- City of Kenmore, Middle Housing Code update, Kenmore, WA — Project Manager
- City of Walla Walla, Middle Housing Code update, Walla Walla, WA — Project Manager
- City of Mercer Island, Middle Housing Code Assistance, Mercer Island, WA — Senior Consultant
- Walla Walla County, 2026 Comprehensive Plan Periodic Update and implementing code updates, Walla Walla, WA — Project Manager
- Spokane County, 2026 Comprehensive Plan Periodic Update, Spokane County, WA — Senior Consultant
- Kittitas County, 2026 Comprehensive Plan Periodic Update and implementing code updates, Ellensburg, WA — Project Manager
- Skagit County, 2025 Comprehensive Plan Periodic Update and Climate Element with Resiliency/Greenhouse Gas (GHG) Reduction Subelements, Mount Vernon, WA — Project Manager
- Washington State Department of Commerce, Urban Growth Area and Rural Guidebooks, Statewide, WA — Project Manager
- Washington State Department of Commerce, House Bill 1110 and 1337 guidance, Statewide, WA — Senior Consultant
- Washington State Department of Commerce, Collaborative Roadmap, Phase IV, Statewide, WA — Project Manager
- City of Oak Harbor, 2025 Comprehensive Plan Periodic Update and implementing code updates, Oak Harbor, WA — Project Manager
- City of Cheney, 2026 Comprehensive Plan Periodic Update, Cheney, WA — Housing Element Advisor
- Walla Walla County, Countywide Planning Policies Update, Walla Walla County, WA — Project Co-Manager

Talon Smith

Talon is a data-driven planning analyst with a passion for analysis. He has supported the work of long-range planning efforts across the Pacific Northwest on various GIS and mapping tasks. Talon is committed to developing development regulations with a high standard of excellence through detailed analysis, user-friendly communication, and concise writing. His own small-town upbringing inspired him to help communities bring their vision to life through data analysis, data visualization, and documentation design. He provides the tools necessary for successful development code that is valuable to both staff and residents. Based in Spokane, Talon has a deep desire to create intuitive user experiences and add value to development codes for the local community.



Education and Credentials

- Bachelor of Arts, Urban Studies, UC Berkeley
- AICP Candidate

Project Experience

- City of Ritzville, Mixed-Use Development Code, Ritzville, WA — Development Code Analyst*
- Walla Walla County, 2026 Walla Walla County Comprehensive Plan/Climate Element, Walla Walla County, WA — Project Analyst
- City of Port Townsend, Port Townsend Active Transportation Plan, Port Townsend, WA — Project Analyst*
- Whatcom County, Whatcom County Comprehensive Plan, Whatcom County, WA — Project Analyst*
- Kittitas County, 2026 Kittitas County Comprehensive Plan and Climate Element, Ellensburg, WA — Project Analyst
- City of Ponderay, Ponderay Comprehensive Plan, Ponderay, ID — Project Analyst*
- Elizabeth Parks and Recreation District, Greater Elizabeth Parks, Recreation, Open Space, and Trails Master Plan, Elizabeth, CO — Project Analyst*
- City of Chelan, Chelan Parks, Recreation, and Open Space Plan, Chelan, WA — Project Analyst*

*Completed Prior to Joining Kimley-Horn

Kylee Jones, AICP, ENV SP

Kylee Jones is a Spokane-based planner with eight years of experience leading public engagement and community planning efforts for code and policy development, transportation plans, and land use projects across Washington and the Northwest. She specializes in designing practical, locally tailored outreach strategies that reflect the values and priorities of each community while meeting agency and regulatory requirements. In Spokane, Kylee supports the City through its Public Engagement On-Call contract, including stakeholder and community engagement for the Spokane Falls Boulevard redesign. She has also led the Spokane Regional Transportation Council's Public Participation Plan update, facilitated outreach for the Beacon Hill Trailhead Revitalization, and supported comprehensive plan updates for cities throughout Eastern Washington. Her experience spans code audits, corridor studies, park and civic space planning, and federally funded infrastructure projects, ensuring community feedback directly informs policy and design outcomes. Kylee is recognized for building strong relationships with residents, stakeholders, and agency staff and is committed to ensuring public input is meaningfully integrated into code development and long-range planning decisions that shape Spokane's future.



Education and Credentials

- Master of Science, Sustainable Transportation, University of Washington
- Bachelor of Arts, Urban and Regional Planning, Eastern Washington University
- American Institute of Certified Planners (#36888)
- Envision Sustainability Professional (#58687)
- Certificate, Women's Leadership, Gonzaga University
- Certificate, Tribal Cultural Awareness, Colville Tribal History Seminar

Project Experience

- City of Spokane, Public Engagement On-Call, Spokane, WA — Project Manager
- City of Newport, 2026 Periodic Comprehensive Plan Update, Newport, WA — Senior Planner and Public Engagement Lead
- City of Spokane Valley, Parks Master Plan, Spokane Valley, WA — Senior Planner and Public Engagement Lead
- Spokane Regional Transportation Council, Public Participation Plan, Spokane, WA — Project Manager*
- City of Phoenix, Capitol District & I-10 West Corridor Transit Oriented Communities (TOC) Policy Plans, Phoenix, AZ — Planning Lead / Deputy Project Manager*
- Idaho Department of Transportation (IDT), Idaho State Rail Plan, Boise, ID — Senior Consultant
- Kittitas County, Comprehensive Plan and Climate Element, Ellensburg, WA — Senior Consultant
- Walla Walla County, Comprehensive Plan and Climate Element, Walla Walla County, WA — Senior Consultant
- City of Spokane, Beacon Hill Trailhead Revitalization and Enhanced Pedestrian Crossing Final Design, Spokane, WA — Senior Planning Consultant*
- City of Cheney, Comprehensive Plan, Cheney, WA — Senior Planning Consultant*
- City of Airway Heights, Transportation Plan, Airway Heights, WA — Project Manager*
- City of Stonecrest, Civic Area and Park Preliminary Master Plan, Stonecrest, GA — Project Manager*
- Washington Department of Transportation (WSDOT), US 395 Children of the Sun Trail Alternatives Analysis, Spokane, WA — Community Engagement Lead*
- Spokane Regional Transportation Council, Equity Planning Framework, Spokane, WA — Senior Planner*

*Completed Prior to Joining Kimley-Horn



CITY OF SPOKANE - PURCHASING
& CONTRACTS
915 N. Nelson St.
Spokane, Washington 99202
(509) 625-6400

August 11, 2025

ADDENDUM NO. 1

REQUEST FOR PROPOSALS #6432-25 – Development Code Assessment and Modernization Services

This Addendum 1 to the above identified Request for Proposals is being issued to provide answers to questions received. Questions are identified with “Q”. Answers are identified with “A” and red text.

1. Q: I'd like to get clarifications on the minimum proposer qualifications. Section 1.4.1 says firms must have "Led or supported two (2) or more zoning code assessments, updates, or comprehensive development code rewrites for local governments with populations of 150,000 or greater within the past five (5) years." While a proposer may have completed codes on smaller cities, it's much trickier to meet the 150k threshold (after all, there are only 5 such cities in WA). But - the terms "supported", and "updates" appear to open the door some (unless that's not the intent here). So - say a proposer supported city staff or another consultant in updating a section of the zoning code for a city with population over 150k, would the proposer meet those minimum qualifications?

A: Regarding the minimum Proposer qualifications in Section 1.4, the intent of the qualification language is to ensure that proposing Firms have relevant and recent experience with zoning code work in communities of comparable complexity and scale. The terms “led or supported” and “updates” are deliberately included to provide some flexibility and acknowledge the range of roles Proposers may play in these efforts. To be considered responsive, a Proposer must demonstrate that they either led or meaningfully supported two or more zoning code assessments, updates, or comprehensive code rewrites for local governments with populations of 150,000 or greater within the past five (5) years. "Supported" may include subcontracted or collaborative work, provided the Proposer played a substantive role in the project's execution—such as drafting code language, leading community engagement, or conducting technical analysis. If a Proposer contributed to an update of a section of the zoning code for a city over the 150,000-population threshold, whether in support of City staff or another consultant, they may meet the minimum qualifications, assuming the role was substantive, and the Proposer can clearly document their contributions. Proposers are encouraged to describe their role and scope of work for each relevant project in their Proposal to demonstrate how the qualification has been met.

2. Q: Given that the comprehensive plan has not yet been adopted, is there clear guidance on future land use on which to build the new zoning code?

A: While the City's Periodic Comprehensive Plan update has not yet been adopted, there is sufficient policy direction to support the zoning code modernization effort. The existing Comprehensive Plan, along with recent City Council policy resolutions, housing and climate action strategies, and state legislative mandates, provides a clear framework for addressing housing production, equity, sustainability, and economic development goals.

Additionally, the zoning code update is intended to be iterative and aligned with the comprehensive plan update process. The Firm will be expected to coordinate with City staff and the comprehensive

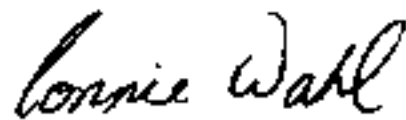
plan team to ensure consistency between future land use policies and the emerging code structure. As the plan is finalized, refinements to the code can be incorporated as needed.

3. **Q:** Are you open to trying some of the zoning code engagement with planned events for the comprehensive plan?

A: Yes, absolutely. The City is open to coordinating zoning code engagement with planned events for the comprehensive plan. Aligning efforts where appropriate can help reduce redundancy, reach a broader audience, and ensure consistency in messaging and policy direction. That said, The City also recognizes that some aspects of the zoning code may require more technical or targeted outreach. The City welcomes your ideas on how best to integrate these efforts.

4. **Q:** Is there any desire on the City's part to codify any of your existing design manuals?

A: The City's primary goals are outlined in Section 1.3 of the RFP document. With that in mind, the City is open to identifying key standards within those manuals that could be better aligned with the zoning code, particularly where it would improve clarity, consistency, and overall efficiency. The City welcomes Proposals that offer thoughtful strategies to simplify the integration of design guidance without creating additional regulatory burden.



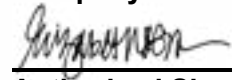
Connie Wahl, C.P.M., CPPB
Senior Procurement Specialist,
Purchasing & Contracts
Department

PLEASE NOTE: A SIGNED COPY OF THIS ADDENDUM MUST BE SUBMITTED WITH YOUR PROPOSAL, OR THE PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.

The undersigned acknowledges receipt of this Addendum.

Clarion Associates

Company



Authorized Signature



CITY OF SPOKANE - PURCHASING
& CONTRACTS
915 N. Nelson St.
Spokane, Washington 99202
(509) 625-6400

August 14, 2025

ADDENDUM NO. 2

REQUEST FOR PROPOSALS #6432-25 – Development Code Assessment and Modernization Services

This Addendum 2 to the above identified Request for Proposals is being issued to provide answers to questions received. Questions are identified with "Q". Answers are identified with "A" and red text.

1. **Q:** The estimated project timeline outlined in Section 2.1 of the RFP provides approximately 13 months from project kick-off to adoption. While feasible, is there any flexibility to extend the timeline to allow more time for review and stakeholder engagement, if needed? Is there anything driving the timeline that we should be aware of?

A: The 13-month timeline outlined in Section 2.1 is largely driven by the periodic comprehensive plan update adoption schedule established by the state legislature, along with the requirement to incorporate housing regulations adopted by the legislature that are included on the Washington State Department of Commerce's periodic update checklist. The statutory deadline for completing the comprehensive plan update and achieving compliance with the adopted regulations is December 31, 2026.

It should be noted that the City has already taken a proactive approach to updating the current development code to meet many of the checklist requirements ahead of schedule, which positions us well for the modernization effort. While the City recognizes that some flexibility in the project schedule may be needed to ensure quality work and meaningful stakeholder engagement, our intent is for the development code modernization to move in parallel with the comprehensive plan update to maintain alignment between state-mandated requirements, local policy direction, and the regulatory framework.

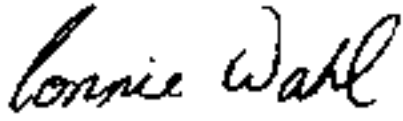
Our goal is to deliver a complete, coordinated, and user-friendly code update within the established timeline, minimizing the need for subsequent amendments and avoiding unnecessary complexity in the transition period. However, a phased approach to implementation could be considered if there is a clear benefit and priority elements such as those required by the state, are completed in coordination with the periodic update.

2. **Q:** For the land use attorney, would the City be willing to agree to provide (i) a prospective waiver, agreeing to allow the law firm to represent other clients in future, unrelated matters, even if those future representations are adverse to the City; and (ii) a consent to waive current conflicts or adversities, if any, with the City?

A: The City cannot provide a blanket prospective waiver for future matters that may be adverse to the City. Any potential conflicts, current or future, would need to be reviewed on a case-by-case basis in compliance with the Washington State Rules of Professional Conduct and the City's Code of Ethics. Waivers, if appropriate, would require full disclosure and the City's informed written consent.

3. **Q:** To ensure we align with your expectations for a ‘fully detailed budget with a total cost,’ could you clarify the level of detail you’re looking for? Are you expecting a breakdown by task that includes personnel, estimated hours, and hourly rates? Or would a cost per task with a summarized total be sufficient?

A: The City requests that Proposers submit a cost Proposal that clearly identifies all costs necessary to complete the tasks and produce the deliverables described in the RFP, along with a total cost. While Proposers may determine the format that they believe best conveys this information, a breakdown of costs by major project components, tasks, or milestones will generally provide the greatest clarity for evaluation. The Proposal should include sufficient detail to demonstrate how the total cost was developed, but it is not necessary to itemize down to every line of expense.

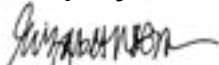


Connie Wahl, C.P.M., CPPB
Senior Procurement Specialist,
Purchasing & Contracts
Department

PLEASE NOTE: A SIGNED COPY OF THIS ADDENDUM MUST BE SUBMITTED WITH YOUR PROPOSAL, OR THE PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.

The undersigned acknowledges receipt of this Addendum.

Clarion Associates

Company


Authorized Signature



CLARION





STATE OF
WASHINGTON

BUSINESS LICENSE

Limited Liability Company

CLARION ASSOCIATES LLC DBA CLARION ASSOCIATES, LLC OF
COLORADO
CLARION ASSOCIATES, LLC OF COLORADO
STE 1000C
1630 WELTON ST
DENVER CO 80202-4249

TAX REGISTRATION - ACTIVE

CITY/COUNTY ENDORSEMENTS:

SPOKANE GENERAL BUSINESS - NON-RESIDENT - ACTIVE

REGISTERED TRADE NAMES:

CLARION ASSOCIATES, LLC OF COLORADO

Issue Date: Oct 03, 2025

Unified Business ID #: 605983200

Business ID #: 001

Location: 0001

Expires: Sep 30, 2026

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: 605983200 001 0001

CLARION ASSOCIATES LLC DBA
CLARION ASSOCIATES, LLC OF
COLORADO
CLARION ASSOCIATES, LLC OF
COLORADO
STE 1000C
1630 WELTON ST
DENVER CO 80202-4249

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

STATE OF WASHINGTON

Expires: Sep 30, 2026



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)



CLARASS-01

BADAMS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/7/2025

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 PFS Insurance Group 4848 Thompson Parkway Suite 200 Johnstown, CO 80534	CONTACT NAME:	
	PHONE (A/C, No, Ext): (970) 635-9400	FAX (A/C, No): (970) 635-9401
	E-MAIL ADDRESS: info@mypfsinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Old Guard Insurance Company	17558
INSURED Clarion Associates LLC 1600 Stout Street, Ste #1700 Denver, CO 80202	INSURER B : Pinnacol Assurance Co	41190
	INSURER C : Zurich American Insurance Co	16535
	INSURER D : Scottsdale Insurance Company	41297
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

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
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			042989M	8/11/2025	8/11/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			042989M	8/11/2025	8/11/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			042989M	8/11/2025	8/11/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	4060755	7/1/2025	7/1/2026	☒ PER STATUTE ☐ 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
C	Worker's Compensatio			WC4633097-14	7/1/2025	7/1/2026	Other States NC \$ 1,000,000
D	Professional Errors			EKI3585521	8/11/2025	7/1/2026	Each Claim \$ 2,000,000

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

This is a snapshot of Clarion Associates, LLC coverage at the date listed above. To be listed as a certificate holder please send your request to info@mypfsinsurance.com.

CERTIFICATE HOLDER

CANCELLATION

Clarion Associates LLC 1600 Stout Street, Ste #1700 Denver, CO 80202	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

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 10/20/2025**Committee Agenda type:** Discussion**Date Rec'd**

10/14/2025

Clerk's File #

ORD C36773

Cross Ref #

OPR 2025-0729

Project #**Council Meeting Date:** 11/03/2025**Submitting Dept**

COMMUNITY AND ECONOMIC

Bid #**Contact Name/Phone**

TIM 509-625-6893

Requisition #**Contact E-Mail**

TTHOMPSON@SPOKANECITY.ORG

Agenda Item Type

Special Budget Ordinance

Council Sponsor(s)

JBINGLE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

SBO - DEVELOPMENT CODE ASSESSMENT AND MODERNIZATION PROJECT

Agenda Wording

Approval of contract with Clarion Associates for the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code (Unified Development Code) and associated Special Budget Ordinance (SBO).

Summary (Background)

The City of Spokane is soliciting proposals from qualified consultant teams to assess, analyze, and comprehensively update Title 17 of the Spokane Municipal Code (SMC). The City seeks to modernize its regulatory framework to align with current policy objectives, eliminate barriers to development, promote equity and sustainability, and improve clarity and efficiency in development review processes. Spokane's municipal code has evolved incrementally over the past several decades. While various updates have been made, much of the code remains fragmented and inconsistent. The city's periodic comprehensive plan update to be completed in 2026, recent legislation, including state mandates such as House Bill (HB) 1337 and regional planning initiatives necessitates a holistic review and restructuring of the code. The City's Comprehensive Plan, housing strategies, climate action goals, and economic development objectives all call for a more integrated and responsive code structure. The intent is to implement a modern development code in a timely manner, aligned with the adoption of the comprehensive plan periodic update. This necessitates the selection of a qualified consultant and execution of a contract as soon as practical to achieve the desired completion date.

What impacts would the proposal have 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?

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

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?

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget? NO			
Total Cost		\$ 425,000	
Current Year Cost		\$	
Subsequent Year(s) Cost		\$	
<u>Narrative</u>			
Amount		Budget Account	
Expense	\$ 425,000	#	4700-30210-24100-54201-99999
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Funding Source		One-Time	
Funding Source Type		Reserves	
Is this funding source sustainable for future years, months, etc?			
Using Development Services Center fund balance			
Expense Occurrence		One-Time	
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional Approvals	
<u>Dept Head</u>	GARDNER, SPENCER	<u>MANAGEMENT &</u>	STRATTON, JESSICA
<u>Division Director</u>	GARDNER, SPENCER		
<u>Accounting Manager</u>	GBYRD		
<u>Legal</u>	PICCOLO, MIKE		
<u>For the Mayor</u>	GBYRD		
Distribution List			
		smacdonald@spokanecity.org	
sgardner@spokanecity.org		tthompson@spokanecity.org	
eking@spokanecity.org			

SBO Request

Urban Experience Committee

Committee Date	October 20, 2025
Submitting Department	Community & Economic Development
Fund to Receive Budget (if different from submitting dept)	Building Services Fund (Development Services Enterprise Fund)
Contact Name	Tim Thompson, 509-625-6893, tthompson@spokanecity.org
Select Agenda Item Type	☒ Discussion Time Requested: 5min
Agenda Item Name	Special Budget Ordinance – Code Update and Modernization
Grant Item	☐ Yes ☒ No If yes, this SBO should be submitted to the same agenda as the acceptance.
Why is this budget adjustment urgent and can't wait until the mid-biennium modification period? What are the budget codes? (Accountant-provided)	The City of Spokane is soliciting proposals from qualified consultant teams to assess, analyze, and comprehensively update Title 17 of the Spokane Municipal Code (SMC). The City seeks to modernize its regulatory framework to align with current policy objectives, eliminate barriers to development, promote equity and sustainability, and improve clarity and efficiency in development review processes. Spokane's municipal code has evolved incrementally over the past several decades. While various updates have been made, much of the code remains fragmented and inconsistent. The city's periodic comprehensive plan update to be completed in 2026, recent legislation, including state mandates such as House Bill (HB) 1337 and regional planning initiatives necessitates a holistic review and restructuring of the code. The City's Comprehensive Plan, housing strategies, climate action goals, and economic development objectives all call for a more integrated and responsive code structure. The intent is to implement a modern development code in a timely manner, aligned with the adoption of the comprehensive plan periodic update. This necessitates the selection of a qualified consultant and execution of a contract as soon as practical to achieve the desired completion date.
Fiscal Impact Revenue: Click or tap here to enter text. Appropriation: \$425,000 4700-30210-24100-54201-99999 Funding Source ☒ One-time ☐ Recurring Specify funding source: Reserves Is this funding source sustainable for future years, months, etc? Using Development Services Enterprise Fund Reserves. Expense Occurrence ☒ One-time ☐ Recurring ☐ N/A Other budget impacts: (FTE related?)	

ORDINANCE NO C36773

AMENDING ORDINANCE NO. C36626, ENTITLED IN PART, "AN ORDINANCE ADOPTING A BIENNIAL BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO UPDATE AND MODERNIZE TITLE 17 OF THE SPOKANE MUNICIPAL CODE WITH A CONSULTING FIRM, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the biennial budget Ordinance No. C36626, as above entitled in part, and which passed the City Council December 9, 2024, it is necessary to make changes in the appropriations of the Building Services Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

NOW, THEREFORE, the City Council of Spokane does ordain:

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

- 1) Increase appropriation by \$425,000.
- A) Of the increased appropriation, \$425,000 is provided solely for contractual services in the Development Services Center.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to update and modernize Title 17 of the Spokane Municipal Code (SMC) with a consulting firm, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

TRANSMITTAL OF FIRST READING ORDINANCE

DATE: September 23, 2020

TO: Eldon Brown
Engineering Services

Clerk's File No.
ORD C35945

FROM: Terri Pfister, City Clerk

RE: Vacation of north half of Rosewood Avenue just east of Helena

Attached is a copy of Ordinance C35945 for the vacation of:

North half of Rosewood Avenue just east of Helena

This ordinance was read for the first time on September 21, 2020, and will be read for the final time when the necessary conditions have been met and this transmittal, signed and dated by the Engineering Services Director, is returned to the City Clerk's Office.



City Clerk

9/23/2020

Date

Precedent conditions have been met and Ordinance C35945 is hereby returned for Final Reading.

RECEIVED

OCT 13 2025

CITY CLERK'S OFFICE



Principal Engineer – Developer Services

Dated: 10/13/25

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 10/20/2025**Committee Agenda type:** Consent**Date Rec'd**

9/9/2020

Clerk's File #

ORD C35945

Cross Ref #

RES 2020-0056

Project #**Council Meeting Date:** 11/03/2025**Submitting Dept**

DEVELOPMENT SERVICES CENTER

Bid #**Contact Name/Phone**

ELDON BROWN 625-6305

Requisition #**Contact E-Mail**

EBROWN@SPOKANECITY.ORG

Agenda Item Type

Final Reading Ordinance

Council Sponsor(s)

JBINGLE PDILLON

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

4700 - ROSEWOOD-HELENA STREET VACATION

Agenda Wording

Vacation of the north half of Rosewood Ave just east of Helena, as requested by Jon and Nicole Whipple

Summary (Background)

At its legislative session held on August 17, 2020, the City Council set a hearing on the above vacation for September 21, 2020. Staff has solicited responses from all concerned parties.

What impacts would the proposal have 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?

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

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?

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget?			
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
Amount		Budget Account	
Neutral	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Funding Source			
Funding Source Type		Select	
Is this funding source sustainable for future years, months, etc?			
Expense Occurrence			
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional Approvals	
<u>Dept Head</u>	BECKER, KRIS		
<u>Division Director</u>	BECKER, KRIS		
<u>Accounting Manager</u>	ORLOB, KIMBERLY		
<u>Legal</u>	RICHMAN, JAMES		
<u>For the Mayor</u>	ORMSBY, MICHAEL		
Distribution List			

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

ORDINANCE NO. C35945

An ordinance vacating the north half of Rosewood Avenue between the east line of Helena Street and 25 feet east of the west line of Lot 17, Block 27 of the plat of Gunn's Addition to Spokane in Section 28, T26N, R43E, W.M., Spokane, Washington from owners having an interest in real estate abutting the above right-of-way; and

WHEREAS, a petition for the vacation of the north half of Rosewood Avenue between the east line of Helena Street and 25 feet east of the west line of Lot 17, Block 27 of the plat of Gunn's Addition to Spokane in Section 28, T26N, R43E, W.M., Spokane, Washington, has been filed with the City Clerk by the owner of property abutting said street, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, a previous version of a non-user statute (RCW 36.87.090), adopted by the legislature in 1889, provided:

Any county road, or part thereof, which has heretofore been or may hereafter be authorized, which remains unopened for public use for the space of five years after the order is made or authority granted for opening the same, shall be and the same is hereby vacated, and the authority for building the same barred by lapse of time.

WHEREAS, Rosewood Avenue was dedicated in 1890 as part of the Gunn's Addition to Spokane Falls Wash plat, which plat was located in unincorporated Spokane County; and

WHEREAS, to the best of the City's knowledge and understanding, Rosewood Avenue has never been improved as a public street and opened for public use; and

WHEREAS, Rosewood Avenue and the areas surrounding it were annexed into the City of Spokane in 1994 by the Calkin's Annexation, more than five years after Rosewood Avenue was dedicated; and

WHEREAS, due in part to the fact that Rosewood Avenue has never been improved or used as a public street, various private improvements encroach into Rosewood Avenue; and

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

The City of Spokane does ordain:

Section 1. That the north half of Rosewood Avenue between the east line of Helena Street and 25 feet east of the west line of Lot 17, Block 27 of the plat of Gunn's Addition to Spokane in Section 28, T26N, R43E, W.M., Spokane, Washington, is hereby vacated. Parcel number not assigned.

Section 2. That no compensation for the assessed value of the area herein vacated shall be required by virtue of the previous version of the non-user statute (RCW 36.87.090) which vacated Rosewood Avenue by operation of law many years ago.

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to Form:

Assistant City Attorney

Mayor

Date: _____

Effective Date: _____

P2000509VACA

N Helena St

E Rosewood Ave

0 30 60 90 Feet



Right-of-way Description:
That portion of the north half of Rosewood Ave
between the east line of Helena St. and 25 feet
east of the west line of Lot 17, Block 27 of the
Plat of Gunn's Addition to Spokane

Legend

 vacation

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



**CITY OF SPOKANE
DEVELOPMENT SERVICES**

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

STREET VACATION REPORT
July 27, 2020

LOCATION: Rosewood Ave between Pittsburg and Helena

PROPONENT: Jon and Nicol Whipple

PURPOSE: To mitigate liability and risk and to increase property value.

HEARING: September 21, 2020

REPORTS:

AVISTA UTILITIES – Avista does have electric and gas facilities in the portion of the street to be vacated and therefore requests an easement be reserved for those facilities.

COMCAST – Comcast has reviewed the vacation request. Enclosed is a map showing our Coax in this area. We are attached to the pole highlighted, we would just need access to it.

ZAYO COMMUNICATIONS – Zayo has no comment or objection to this ROW vacation.

CENTURYLINK – CenturyLink has no objections to this vacation request.

VERIZON – XO/MCI/metro do not have facilities in this location.

INLAND POWER – Inland Power & Light has no utility facilities with the proposed vacation area.

ASSET MANAGEMENT - CAPITAL PROGRAMS – No comments

FIRE DEPARTMENT – No issues from Fire

NEIGHBORHOOD SERVICES - No comments

PARKS DEPARTMENT - No comments

PLANNING & DEVELOPMENT – TRAFFIC DESIGN – No comments

PLANNING & DEVELOPMENT – PLANNING – Since there was already a partial vacation there is no concern.

POLICE DEPARTMENT - No comments

SOLID WASTE MANAGEMENT - No comments

STREET DEPARTMENT – The Street Department has no objection to the street vacation.

WASTEWATER MANAGEMENT – That area around Pittsburg, Rosewood and Helena has a number of drainage problems. We have no objection to the vacation provided as usual that the on site runoff be maintained and treated on site. However we would like the city to retain a portion of the proposed vacation area for a future swale. The area we'd like to keep is a full width section at the west end of the proposed vacation area from the property line 15' to the east. Please let me know if we can get this taken care of and I apologize for being so late on comments.

WATER DEPARTMENT - No comments

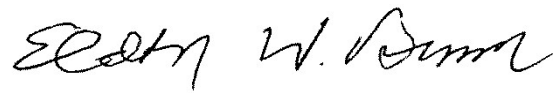
BICYCLE ADVISORY BOARD - No comments

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

1. Comcast and Avista are requesting easements to protect existing utilities in the right-of-way. The City would like to see private easements established for these utilities prior to the vacation ordinance being finalized.
2. All on-site stormwater runoff generated outside existing roadway must be collected and treated on the site
3. Existing parcels shall be aggregated to ensure no parcel is land-locked.
4. The plans for termination and closure of the roadway must be submitted and accepted by Planning and Development, prior to construction, and the improvements must be satisfactorily constructed before final vacation approval.
5. That no compensation for the assessed value of the area herein vacated shall be required by virtue of the previous version of the non-user statute (RCW 36.87.090) which vacated Rosewood Avenue by operation of law many years ago as recommended by City Staff.

6. That the final reading of the vacation be held in abeyance until all of the above conditions are met and that the above conditions are met by December 31, 2021

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

A handwritten signature in black ink, reading "Eldon W. Brown". The signature is written in a cursive, flowing style with a large initial 'E' and a long, sweeping underline.

**Agenda Sheet for City Council:****Committee:** Finance & Administration **Date:** 09/22/2025**Committee Agenda type:** Consent**Date Rec'd**

8/19/2025

Clerk's File #

ORD C36772

Cross Ref #**Project #****Council Meeting Date:** 11/03/2025**Submitting Dept**

FINANCE, TREASURY & ADMIN

Bid #**Contact Name/Phone**

JESSICA 625-6369

Requisition #**Contact E-Mail**

JSTRATTON@SPOKANECITY.ORG

Agenda Item Type

Final Reading Ordinance

Council Sponsor(s)

PDILLON BWILKERSON

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

2026 PROPERTY TAX ORDINANCE

Agenda Wording

Adoption of the 2026 Property Tax Ordinance

Summary (Background)

Each year, per RCW 84.52.070, the City Council must pass the annual property tax levy and transmit to the County Assessor and the Board of County Commissioners, the amount of property taxes levied on property in the City. The revenue hearing will be on October 27, 2025 with the ordinance on November 3, 2025.

What impacts would the proposal have on historically excluded communities?

N/A

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?

N/A

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?

N/A

Council Subcommittee Review

N/A

Fiscal Impact			
Approved in Current Year Budget?		N/A	
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
Amount		Budget Account	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Funding Source		N/A	
Funding Source Type		Select	
Is this funding source sustainable for future years, months, etc?			
Expense Occurrence		N/A	
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional Approvals	
<u>Dept Head</u>	STRATTON, JESSICA		
<u>Division Director</u>	BOSTON, MATTHEW		
<u>Accounting Manager</u>	BUSTOS, KIM		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			

ORDINANCE NO. C36772

An ordinance updating the annual City of Spokane property tax levy for 2026.

WHEREAS, the Spokane City Council, the governing body of the City of Spokane, a taxing district ("District" or "City") of the State of Washington, has met and considered its budget for the calendar year 2026, holding public hearings thereon; and

WHEREAS, the District's actual regular levy amount from the previous year (2025) was \$77,399,106.08 exclusive of administrative refunds; and

WHEREAS, the City Council, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Spokane requires a regular levy as provided hereafter, as well as an EMS levy as provided hereafter, both of which include an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, and authorized refunds, in order to discharge the expected expenses and obligations of the City and in its best interest; and

WHEREAS, the District population is more than 10,000; Now, Therefore,

The City of Spokane does ordain:

Section 1. Regular Levy.

- A. An increase in the regular annual property tax levy is hereby authorized for the levy to be collected in the 2026 tax year, said increase to be in the amount of \$773,991.06, which is a percentage increase of 1% from the previous year's actual levy, prior to the inclusion of administrative refunds.
- B. This increase is exclusive of additional revenue in 2026 resulting from new construction, improvements to property, newly constructed wind turbines, increases in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law.
- C. Resolution No. 2014-0085 concerning a levy lid lift for improved and integrated streets, passed by the Spokane City Council on July 28, 2014, and approved by the voters in the election of November 4, 2014, replaces the existing \$0.57 property tax assessment for repayment of the 2004 street bond beginning in 2015. The voter approved Measure authorizes a levy lid lift of up to \$0.57 per \$1,000 of assessed valuation, in the first year, resulting in no net increase in the 2015 tax rate. This voter approved levy will remain in effect for 20 years.
- D. Resolution No. 2023-0094 concerning a levy for library services, passed by the Spokane City Council on December 4, 2023, and approved by the voters in the

election of February 13, 2024, provides for an increase in the regular property tax levy in excess of state law beginning in 2025. The voter approved Measure authorizes an increase in the regular property tax levy of up to \$0.07 per \$1,000 of assessed valuation. This voter approved levy will remain in effect for a period of three years.

- E. Resolution No. 2018-0103 concerning a levy for police and fire personnel and funding crime reduction programs, passed by the Spokane City Council on December 10, 2018 and approved by the voters in the election of February 12, 2019, provides for an increase in the regular property tax levy in excess of state law beginning in 2020. The voter approved Measure authorizes an increase in the regular property tax levy of up to \$0.30 per \$1,000 of assessed valuation. This voter approved levy will remain in effect in perpetuity.
- F. As stated in Resolution No. 2018-0103, the Public Safety levy lid lift is a Permanent Single Year Levy Lid Lift. Pursuant to RCW 84.55.050(1), the dollar amount collected in 2020 shall be used for the purpose of computing the limitations of the Public Safety lid lift for subsequent levies in 2021 and each subsequent year thereafter.
- G. A Washington State Department of Revenue (DOR) audit determined that the City of Spokane's 2025 property tax levy was under-levied by \$130,893.93. This under-levied amount shall be incorporated into the City's 2026 property tax levy to ensure the full authorized levy amount is collected.
- H. The total regular property tax levy for 2026, including amounts estimated for new construction, annexations, refunds, any other add-ons, and the voter approved levy for library services, inclusive of under-levied or over-levied taxes from prior years is estimated at \$79,700,000 and is a percentage increase of 2.97% from the previous year's actual levy prior to the inclusion of 2025 administrative refunds. Inclusive of 2025 administrative refunds, the 2026 levy represents a 2.43% increase.

Section 2. Existing GO Bonds.

In the case of the tax levied to raise \$11,151,425 for Principal and Interest on the City of Spokane's outstanding General Obligation Bonds, the County Assessor, in spreading the tax upon the rolls shall determine the dollar rate required.

Section 3. EMS Levy.

Ordinance C-36175 concerning a levy for emergency medical services (EMS), passed by the Spokane City Council on February 14, 2022 and approved by the voters in the election of April 26, 2022, provides for a levy for six consecutive years beginning in 2023, with the rate in the first year being \$0.50 per \$1,000 of assessed valuation.

- A. As required by RCW 84.55.120, this ordinance must specifically state the dollar increase requested, as well as the percent change from the previous year. For 2026 the City is requesting an increase of \$175,493.67 which is a 1% increase over the 2025 EMS Levy.
- B. This increase is exclusive of additional revenue in 2026 resulting from new construction, improvements to property, newly constructed wind turbines, increase in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law. The total EMS levy for 2026, including amounts we have estimated for new construction, annexations, refunds, and other add-ons, is estimated at \$17,900,000 and is a percentage increase of 1.66% from the previous year levy of \$17,607,057.

Section 4. Certification; Filing.

The City Council certifies all information as stated herein. Appropriate City staff are directed to transmit all required information required to the Clerk of Spokane County Board of County Commissioners and County Assessor, including budget estimates of amounts to be raised by taxation on assessed value of property (RCW 84.55.020), estimated beginning and ending cash balances (RCW 84.52.025), and the amount of taxes levied on assessed value within the City (RCW 84.52.070). Pursuant to Section 19 of the City Charter, this measure takes effect immediately on first reading and passage.

Passed by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

**Agenda Sheet for City Council:****Committee:** Public Safety **Date:** 10/06/2025**Committee Agenda type:** Discussion**Date Rec'd**

9/30/2025

Clerk's File #

ORD C36768

Cross Ref #**Project #****Council Meeting Date:** 11/03/2025**Submitting Dept**

MAYOR

Bid #**Contact Name/Phone**

SARAH 6779

Requisition #**Contact E-Mail**

AMCDANIEL@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

BWILKERSON ZZAPPONE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

ORDINANCE RELATED TO EMERGENCY MANAGEMENT

Agenda Wording

An ordinance relating to emergency management; amending the title of Chapter 02.04 and Sections 02.04.070, 02.04.080, 02.04.090; adopting new Sections 02.04.085, 02.04.095, 02.04.096, 02.04.097, and 02.04.098; and repealing Chapter 06.02 and Section 18.11.040 of the Spokane Municipal Code.

Summary (Background)

The ordinance establishes the required provisions for a local emergency management organization per WAC 118-30-040 and WAC 118-30-050. The ordinance also corrects and removes references to the City as a member of a joint local emergency management organization.

What impacts would the proposal have on historically excluded communities?

N/A

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?

N/A

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 proposal aligns with the City of Spokane Comprehensive Emergency Management Plan.

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget?		YES	
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
Amount		Budget Account	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Funding Source		N/A	
Funding Source Type		Select	
Is this funding source sustainable for future years, months, etc?			
Expense Occurrence		N/A	
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional 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		
Distribution List			

ORDINANCE NO C36768

An ordinance relating to emergency management; amending the title of Chapter 02.04 and Sections 02.04.070, 02.04.080, 02.04.090; adopting new Sections 02.04.085, 02.04.095, 02.04.096, 02.04.097, and 02.04.098; and repealing Chapter 06.02 and Section 18.11.040 of the Spokane Municipal Code.

WHEREAS, Washington state law requires each political subdivision to establish by ordinance or resolution a local emergency management organization or to be a member of a joint local emergency management organization in accordance with the state comprehensive emergency management plan and program; and

WHEREAS, RCW 38.52.070 requires all cities to adopt and update Comprehensive Emergency Management Plans (CEMPs) and participate in emergency planning and disaster preparedness activities; and

WHEREAS, RCW 38.52.070 requires jurisdictions to prepare a limited English proficiency communication plan as part of the City's Comprehensive Emergency Management Plan; and

WHEREAS, RCW 38.52.091 authorizes local emergency management organizations to collaborate with other public and private agencies via a mutual aid or interlocal agreement; and

WHEREAS, the development of the City's Comprehensive Emergency Management Plan (CEMP) provides for the City to officially be designated a local emergency management organization under state law; and

WHEREAS, state law requires each local organization for emergency management to have a director appointed by the executive head of the political subdivision to have direct responsibility for the organization, administration, and operation of emergency management, subject to the direction and control of such executive officer; and

WHEREAS, the Spokane Municipal Code should reflect the City's role and responsibilities as a local emergency management organization and officially recognize the emergency management duties of the Director of Emergency Management;

NOW, THEREFORE, the City of Spokane does hereby ordain as follows:

Section 1 . That the title of Chapter 02.04 is amended to read as follows:

Chapter 02.04 (~~Civil Emergencies~~) Emergency Management

Section 2. That Section 02.04.070 of the Spokane Municipal Code is amended to read as follows:

Section 02.04.070 Notice of Declarations of Emergency and Emergency Orders

Notice of any declaration of civil emergency or emergency order issued pursuant to the authority of this chapter shall be given as soon as practicable by such means as are practicable to the news media within the general area of the City, the public, the governor, the state military department, and the Spokane (~~City/County Department of~~) County Emergency Management or successor agency.

Section 3. That Section 02.04.080 of the Spokane Municipal Code is amended to read as follows:

Section 02.04.080 Designation of Executive Head of the City

The (~~mayor~~) Mayor or the Mayor's designee shall serve as the designated executive head of (~~the city~~) City government (~~to coordinate efforts with the Spokane local director of emergency management~~) for purposes of emergency management pursuant to chapter 38.52 RCW.

Section 4. That there is adopted a new Section 02.04.085 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

Section 02.04.085 Director of Emergency Management

- A. The Mayor shall appoint a Director of Emergency Management, who shall report to the City Administrator and be responsible for the administration of the City's emergency management program and coordination with local, state, and federal partners.
- B. The Director of Emergency Management shall:
 - 1. Administer emergency management activities to assist the City in mitigating, preparing for, responding to, and recovering from major emergencies and disasters;

2. Advise on the preparation, implementation, and regular review of the City's Comprehensive Emergency Management Plan (CEMP);
3. Assist the Executive Head in issuing emergency declarations;
4. Assist the Executive Head in requesting the Governor's proclamation of a state of emergency when local resources are inadequate to respond effectively;
5. Coordinate with City divisions and departments, community partners, and state, federal, and neighboring jurisdictions to develop joint emergency plans and mutual aid agreements;
6. Consult with the City Attorney regarding the exercise of emergency powers.

Section 5. That Section 02.04.090 of the Spokane Municipal Code is amended to read as follows:

Section 02.04.090 Duties of ~~((Director of Emergency Management and))~~ the Executive Head

The ~~((director of emergency management and the executive head))~~ Executive Head shall be responsible for the following:

- A. ~~((To issue or request))~~ Issuing or requesting issuance of declarations of civil emergency pursuant to [SMC 2.04.030](#).
- B. ~~((To issue))~~ Issuing emergency orders pursuant to [SMC 2.04.040](#).
- C. ~~((To request that))~~ Requesting the governor proclaim a state of emergency or disaster when ~~((in the opinion of the mayor,))~~ the resources of the City, area, or region are inadequate to cope with the emergency or disaster.
- D. Other duties as may be imminently necessary for the protection of life and property.

Section 6. That there is adopted a new Section 02.04.095 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

Section 02.04.095 Emergency Management Policy

- A. It is the policy of the City of Spokane to optimize the use of manpower, resources,

and facilities in emergencies and to cooperate with neighboring jurisdictions to the fullest extent possible. Spokane residents are encouraged to maintain the ability to be self-sufficient for a minimum of seventy-two (72) hours and preferably up to seven (7) days.

- B. All City personnel shall support emergency preparedness, response, and recovery efforts as directed by the approved Comprehensive Emergency Management Plan.
- C. The City shall fund emergency management activities through authorized City funding mechanisms and may enter into mutual aid or cost-sharing agreements with regional partners as necessary.

Section 7. That there is adopted a new Section 02.04.096 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

Section 02.04.096 Comprehensive Emergency Management Plan

The City of Spokane's [Comprehensive Emergency Management Plan](#) (CEMP) is the state-approved official emergency operations plan of the City of Spokane. It shall be reviewed regularly, conform to the requirements of RCW 38.52.070, be consistent with the National Incident Management System (NIMS), and be submitted to the Washington State Emergency Management Division.

Section 8. That there is adopted a new Section 02.04.097 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

Section 02.04.097 Liability Protection for Volunteers and Emergency Workers

Pursuant to RCW 38.52.180, liability protections shall be afforded to emergency workers acting within the scope of their duties under the City's Comprehensive Emergency Management Plan (CEMP) and property owners allowing the use of facilities for emergency sheltering.

Section 9. That there is adopted a new Section 02.04.098 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

Section 02.04.098 Limited English Proficiency Communications

- A. During a crisis, emergency, or public safety situation, all City departments shall make it a priority to offer language access services and ensure interpretation and translation services are present and available to assist LEP residents with critical language needs, including, but not limited to, Marshallese and American Sign Language or alternative accommodations.
- B. If a crisis, emergency, or public safety situation requires posting of warning signs, the department would translate those signs into the appropriate significant population or Established languages according to neighborhood demographics, as identified by the City's Language Access Program.

Section 10. That Chapter 06.02 of the Spokane Municipal Code is hereby repealed.

Section 11. That Section 18.11.040 of the Spokane Municipal Code is hereby repealed.

Section 12. 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 13. 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:

City Clerk

Mayor

Approved as to form:

City Attorney

Date

Effective Date



Memorandum

Office of the Mayor

DATE: September 23, 2025

FROM: Sarah Nuss – Director of Emergency Management
Adam McDaniel – Policy Advisor, Office of the Mayor

TO: Councilmember Zack Zappone, Chair – Public Safety Committee
Council President Betsy Wilkerson, Vice Chair – Public Safety Committee

RE: Officially designating the City of Spokane as a local emergency management organization

Executive Summary

I. Background: The City’s Office of Emergency Management provides disaster mitigation, preparedness, response, and recovery services for the City of Spokane. Emergency management coordinates resources, information, operational goals, and planning efforts to support the response to significant emergencies in Spokane. For many years, the City of Spokane was a party to an interlocal agreement with Spokane County Emergency Management and a member of the County’s joint local emergency management organization. In 2020, the Condon Administration established the City of Spokane Office of Emergency Management to “provide proactive integrated response to emergencies for the citizens of Spokane” that “focuses on the unique needs of urban emergency response”.¹

The Brown Administration, led by the City’s Director of Emergency Management, developed and published the City of Spokane’s Comprehensive Emergency Management Plan in July to guide its local emergency planning and disaster preparation efforts. The City’s Comprehensive Emergency Management Plan outlines how the City prepares for, responds to, and recovers from emergencies and disasters. Additionally, the Director of Emergency Management and the Director of Communications and Marketing have developed and finalized an Emergency Communications Plan that complies with the Limited English Proficiency provisions required by RCW 38.52.070. With a published and state-approved Comprehensive Emergency Management

¹ 2020 Line-Item Budget Letter from Mayor David Condon, November 1, 2019

Plan (CEMP), the City of Spokane is eligible to become its own local emergency management organization.

II. **Issue:** Washington state law requires each political subdivision to establish by ordinance or resolution a local emergency management organization or to be a member of a joint local emergency management organization in accordance with the state comprehensive emergency management plan and program. The current municipal code must be updated to reflect the City as a local emergency management organization.

III. Policy Recommendations

This proposed ordinance establishes the required provisions for a local emergency management organization per WAC 118-30-040 and WAC 118-30-050. The ordinance also corrects and removes references to the City as a member of a joint local emergency management organization.

Proposed Ordinance Table of Contents

- Section 1. Amends title of SMC Chapter 02.04
- Section 2. Amends SMC Section 02.04.070
- Section 3. Amends SMC Section 02.04.080
- Section 4. New SMC Section 02.04.085
- Section 5. Amends SMC Section 02.04.090
- Section 6. New SMC Section 02.04.095
- Section 7. New SMC Section 02.04.096
- Section 8. New SMC Section 02.04.097
- Section 9. New SMC Section 02.04.098
- Section 10. Repeals SMC Chapter 06.02
- Section 11. Repeals SMC 18.11.040
- Section 12. Severability
- Section 13. Clerical Errors

Section 1. Amends title of SMC Chapter 02.04 (Civil Emergencies)

- This changes the title of the SMC Chapter 02.04 from “Civil Emergencies” to “Emergency Management” to reflect the more comprehensive provision of the chapter.

Section 2. Amends SMC Section 02.04.070 (Notice of Declarations of Emergency and Emergency Orders)

- This corrects the name of Spokane County Emergency Management.
- Makes small grammatical corrections.

Section 3. Amends SMC Section 02.04.080 (Designation of Executive Head of the City)

- This clarifies that the Mayor or the Mayor’s designee serves as the “Executive Head” for the purposes of City of Spokane emergency management.

Section 4. New SMC Section 02.04.085 (Director of Emergency Management)



- This new section formally establishes the City of Spokane's Director of Emergency Management position and the duties of this position.

Section 5. Amends SMC Section 02.04.090 (Duties of Director of Emergency Management and the Executive Head)

- Changes the title to establish a distinction between the Executive Head (City of Spokane Mayor) and the City of Spokane Director of Emergency Management.
- This section focuses on the duties of the Executive Head, while new Section 02.04.085 outlines the duties of the Director of Emergency Management.
- Makes small grammatical updates.

Section 6. New SMC Section 02.04.095 (Emergency Management Policy)

- Establishes general emergency management policy regarding the goal of residential self-sufficiency, mutual aid, and cost-sharing agreements.

Section 7. New SMC Section 02.04.096 (Comprehensive Emergency Management Plan)

- Officially adopts the City of Spokane's Comprehensive Emergency Management Plan and links to the document so that it is publicly accessible via the municipal code.

Section 8. New SMC Section 02.04.097 (Liability Protection for Volunteers and Emergency Workers)

- This section codifies liability protection for emergency workers acting within the scope of their duties under the City's Comprehensive Emergency Management Plan, as well as property owners allowing the use of their property for emergency sheltering, as provided in RCW 38.52.180.

Section 9. New SMC 02.04.098 (Limited English Proficiency Communications)

- This new section recodifies SMC 18.11.040 (Emergency Communications) into the correct municipal code chapter.

Section 10. Repeals SMC Chapter 06.02 (Emergency Services Department)

- Repeals the out-of-date Emergency Services Department chapter that is no longer needed as the City of Spokane becomes a local emergency management organization.

Section 11. Repeals SMC Section 18.11.040 (Emergency Communications)

- Repeals this section as it is recodified as SMC 02.04.098 in the Emergency Management municipal code chapter.

Section 12. Severability

- Standard severability language.

Section 13. Clerical Errors

- Standard clerical errors language.

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 07/14/2025**Committee Agenda type:** Discussion**Date Rec'd**

7/7/2025

Clerk's File #

ORD C36736

Cross Ref #

RES 2025-0057

Project #**Council Meeting Date:** 09/22/2025**Submitting Dept**

DEVELOPMENT SERVICES CENTER

Bid #**Contact Name/Phone**

ELDON BROWN 625-6305

Requisition #**Contact E-Mail**

EBROWN@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

JBINGLE BWILKERSON

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** YES**Agenda Item Name**

4700 – CEDAR STREET VACATION ORDINANCE

Agenda Wording

Public hearing for the vacation of Cedar Street between Carlisle Ave and Montgomery Ave EXCEPT the extended alley crossing Cedar St.

Summary (Background)

Adjacent property owners have applied to vacate the subject street and City Staff has solicited comments from the various City Departments and franchised private utility companies. After reviewing all comments received, Engineering is recommending against this right-of-way vacation.

What impacts would the proposal have on historically excluded communities?

NA

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?

NA

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

NA

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?

NA

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget?		N/A	
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
Amount		Budget Account	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Funding Source		N/A	
Funding Source Type		Select	
Is this funding source sustainable for future years, months, etc?			
Expense Occurrence		N/A	
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional Approvals	
<u>Dept Head</u>	PALMQUIST, TAMI		
<u>Division Director</u>	MACDONALD, STEVEN		
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			
		ebrown@spokanecity.org	
mnilsson@spokanecity.org		tpalmquist@spokanecity.org	
edjohnson@spokanecity.org		akiehn@spokanecity.org	
erivera@spokanecity.org			

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

ORDINANCE NO. C36736

An ordinance vacating Cedar street between the south line of Carlisle Avenue and the north line of Montgomery Avenue, EXCEPT the extension of the alley through Cedar Street

WHEREAS, a petition for the vacation of Cedar street between the south line of Carlisle Avenue and the north line of Montgomery Avenue, EXCEPT the extension of the alley through Cedar Street has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

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

The City of Spokane does ordain:

Section 1. That Cedar street between the south line of Carlisle Avenue and the north line of Montgomery Avenue, EXCEPT the extension of the alley through Cedar Street and located is hereby vacated. Parcel number not assigned. Portions of this vacation are located in the Southwest Section 07, Township 25 North, Range 43 East, W.M. and the Southeast Quarter of Section 12, Township 25 North, Range 42 East, W.M. and the Northeast Quarter of Section 12, Township 25 North, Range 42 East, W.M., and the Northwest Quarter of Section 07, Township 25 North, Range 43 East, W.M.

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to Form:

Assistant City Attorney

Mayor

Date: _____

Effective Date: _____



Joe Anderson, Garco Construction
4114 E Broadway Ave.
Spokane, WA 99202

May 23, 2025

Erik Johnson, City of Spokane
808 W Spokane Falls Blvd.
Spokane, WA 99201

Dear Mr. Johnson,

Trinity Catholic School has grown over the past few years with their new school and gymnasium and continue to grow with a prospective new Educare facility across the street from the school. With this growth, Trinity has expressed interest in a street vacation of North Cedar Street between West Montgomery Avenue and West Carlisle Avenue, which would provide a variety of benefits to the Trinity Campus as a whole.

The layout of the Trinity Campus is currently separated by Cedar with the School on the West side and the Gymnasium on the East which poses daily challenges and student safety concerns when navigating between the two buildings. The St. Anthony Church and the Rectory that make up the remainder of the Trinity Campus are positioned between the two major school buildings. The proposed new Educare facility is positioned to replace the existing Rectory to further expand upon the educational aspect of the Trinity campus.

The proposed use for the Cedar Street vacation is split up into two parts. With limited space on the current School and Gymnasium lots, this vacation would allow for the northern half of Cedar to become an expanded playground space for the students while also completing the pedestrian connection between the school and gymnasium buildings. This connection would establish a more unified campus experience and provide much safer crossing for students and teachers navigating between the campus buildings. The Northern half of the Cedar Vacation also provides drop-off parking areas for the school and proposed Educare facility.

The proposal for the southern half of the Cedar Street vacation is to be converted into a parking area for the school and new Educare facility. The current parking configuration for the school includes a parking lot at the St. Anthony church and on-street parking along Cedar, Montgomery, and Carlisle. Vacating Cedar would provide staff with a more dedicated off-street parking area to help fulfill parking needs. The alley would remain accessible for local traffic and service vehicles with plans to improve a portion of the alley for school traffic exiting the vacated Cedar parking and drop-off area. New street

BUILDING EXCELLENCE SINCE 1978

 509.535.4688  [GARCO.COM](https://www.garco.com)

4114 E Broadway Ave., Spokane, WA 99202 | PO Box 2946, Spokane, WA 99220



landscaping improvements are also proposed along Montgomery at the parking lot entrance and along Carlisle where Cedar would be vacated.

While the Cedar Street vacation poses an opportunity for the Trinity Campus to be unified and create a safer environment for students and teachers, there are also factors involved that limit the impact of the street vacation. St. Anthony Catholic Parish currently owns 75% of lots adjacent to Cedar Street at the proposed vacation with a single residential lot occupying the remaining 25% with a Montgomery Avenue address. Access to surrounding houses would be kept intact both from their respective street addresses and from the alley. According to City of Spokane GIS mapping, there are no public utilities running through the proposed vacated section of street except for a sewer under the alley which will remain accessible and intact.

Cedar Street also has an existing unique connection to Northwest Boulevard, one block to the South. There is no standard street connection for Cedar but rather a curb cut into a parking area for a local business which also excludes any street signage or traffic control signage (Exhibit 1). Entering or exiting Cedar from Northwest Boulevard does not appear to be a primary route of travel in and out of the residential neighborhood. While some local residents may use this access point, it's clearly a non-standard intersection whereas nearby roads such as Walnut Street, Montgomery Avenue, Mansfield Avenue, and Adams Street provide standard and controlled street connections with more continuous access to residential lots to the North from the Northwest Boulevard arterial (Exhibits 2,3,4). Those residents that may use the Cedar Street connection at Northwest Boulevard are more likely to be those South of the Trinity Campus and would be mostly unaffected by the street vacation.

In consideration for vacating the section of North Cedar Street between West Montgomery Avenue and West Carlisle Avenue, there is a great opportunity to improve the safety and connectivity for students and staff at the Trinity Catholic School Campus and allow for future growth to further establish a healthy learning environment. There appears to be minimal impact on the surrounding community as all other property owners in proximity retain their street and alley access while some also benefit from improvements to their alley access. There are no impacted utilities and the unique connection to the Northwest Boulevard arterial is laid out in a way where traffic likely opts to use other, more prominent collector streets for residential access to the North side of the Trinity Campus. For these reasons, it is believed there are ample benefits with little to no negative impact on the surrounding community.

Sincerely,

Joe Anderson

Joe Anderson, Garco Construction

Supplemental Exhibits:



Exhibit 1: Northwest Boulevard at Cedar Street



Exhibit 2: Northwest Boulevard at Walnut and Montgomery

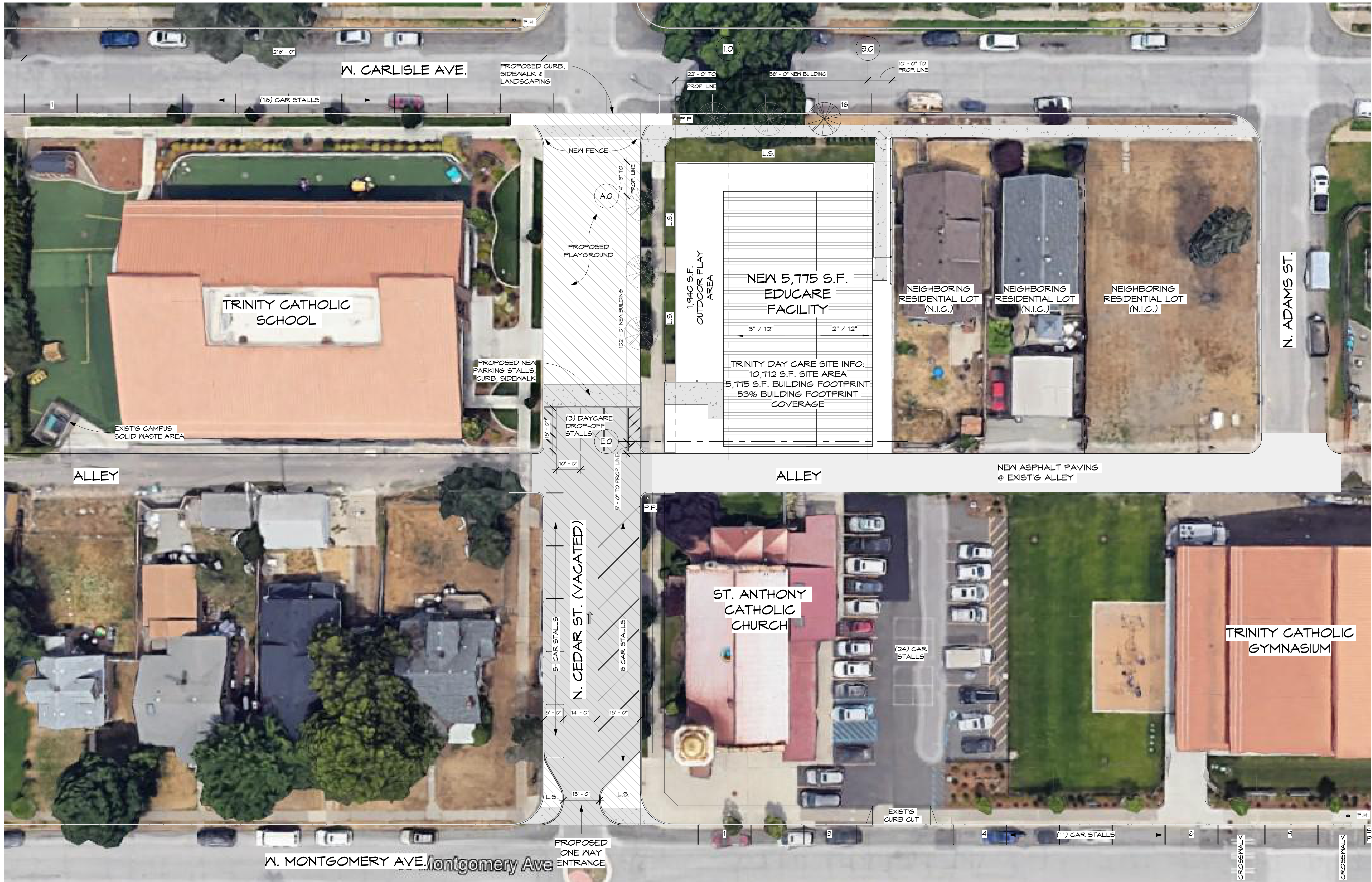


Exhibit 3: Northwest Boulevard at Mansfield



Exhibit 4: Northwest Boulevard at Adams

L:\ACAD RVT\Trinity Catholic School\4 - 2023 Rectory Remodel\0 - Revit\0 - Proposal Model\Trinity Catholic School Daycare - Proposal Model 1-1.rvt



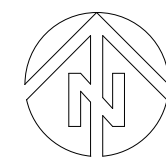
TRINITY CAMPUS AREAS:
SCHOOL SITE: 23,910 S.F.
GYMNASIUM SITE: 41,236 S.F.
EDUCARE SITE: 10,800 S.F.

TOTAL LAND AREA: 75,946 S.F.

TRINITY BUILDING AREAS:
SCHOOL: 22,926 S.F.
GYMNASIUM: 9,322 S.F.
CHURCH: 6,670 S.F.
EDUCARE: 5,775 S.F.

TOTAL BUILDING FOOTPRINT AREA: 44,693 S.F.

BUILDING COVERAGE PERCENTAGE:
ALLOWED: 65%
ACTUAL: 59%



Trinity Campus Site Plan

1" = 20'-0"

TRINITY SCHOOL PARKING SPACES:
CLASSROOM REQUIREMENTS:
10 CLASSROOMS x ONE STALL / CLASSROOM = 10 SPACES

EDUCARE REQUIREMENTS:
1,808 S.F. EDUCARE AREA = 1 STALL / 500 S.F. = 4 SPACES

TOTAL SPACES REQUIRED: 14 SPACES
TOTAL SPACES PROVIDED: 16 SPACES (CARLISLE ST.)

PARISH, PLAYGROUND, & GYM CAMPUS PARKING SPACES:
PARISH PARKING REQUIREMENTS:
1,976 S.F. PARISH = 1 STALL PER 100 S.F. = 20 SPACES

GYM PARKING REQUIREMENTS:
6,889 GYM AREA / 330 S.F. PER STALL = 21 SPACES

TOTAL SPACES REQUIRED = 21 SPACES
PARISH AND GYM PARKING SHARED (BUILDINGS NOT USED AT SAME TIME)

TOTAL PAVED PARKING SPACES PROVIDED = 24 SPACES (PARISH)
STREET PARKING PROVIDED (MONTGOMERY) = 11 PARALLEL STALLS
TOTAL PARKING PROVIDED = 35 SPACES

NEW EDUCARE FACILITY (2025) PARKING SPACES:
DAYCARE = ONE STALL PER 500 S.F. (5,775/500) = 12 SPACES
(VACATED CEDAR ST) TOTAL SPACES PROVIDED = 16 SPACES

CAMPUS PARKING REQUIRED: 47 SPACES

CAMPUS PARKING PROVIDED: 67 SPACES

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UNPUBLISHED WORK © 2012 GARCO CONSTRUCTION INC.

PROPOSAL - NOT FOR CONSTRUCTION

SHEET TITLE: Trinity Campus Site Plan
PROJECT: TRINITY EDUCARE
2320 N. CEDAR ST
SPOKANE, WA 99205

GARCO CONSTRUCTION
SPOKANE, WASHINGTON EAST 4114 BROADWAY
99202 (509) 535-4688

DRAWN BY: J.L.A. CHECKED BY: --
ARCHITECT/ENGINEER: Jason McDonald
DATE: May 23, 2025 JOB NUMBER: Prop 1-0

REVISIONS:

STAMP:



**CITY OF SPOKANE
DEVELOPMENT SERVICES**

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

STREET VACATION REPORT
August 5, 2025

LOCATION: Cedar between Carlisle and Montgomery.
PROPONENT: Trinity Catholic School
PURPOSE: Consolidate property for future development
HEARING: September 22, 2025
REPORTS:

PRIVATE UTILITY COMPANIES

AVISTA UTILITIES – Our utilities are in the alley and if that is to remain public R/W then Avista has no comments

COMCAST - No comments

EXTENET – No comments

FATBEAM FIBER – No comments

INLAND POWER – No comments

INTERMOUNTAIN INFRASTRUCTURE GROUP – No comments

LIGHT SPEED NETWORKS – No comments

LUMEN – Lumen does not have any facilities in the proposed vacate area. We are good to proceed.

PHILLIPS 66 PIPELINE – Phillips 66 does not have any utilities within your project vicinity.

PORT OF WHITMAN – No comments

TDS TELECOM - No comments

VERIZON/MCI Metro - No comments

WHOLESALE NETWORKS – No comments

ZAYO COMMUNICATIONS – No comments

CITY DEPARTMENTS & E911

ADDRESSING - No comments

BICYCLE ADVISORY BOARD – The Bicycle Advisory Board voted unanimously to recommend the proposed vacation of right-of-way adjacent to the Trinity Catholic School not be approved by City Council. The Board determined that the proposed vacation would result in the permanent hindrance of access for people walking and biking. The right-of-way in question provides existing or potential connectivity for non-motorized users. Its removal would compromise the integrity of the active transportation network and conflict with the City's goals of promoting safe, equitable, and accessible multimodal transportation.

DEVELOPER SERVICES – CURRENT PLANNING – No comments

DEVELOPER SERVICES - TRAFFIC – No comments

DIRECTOR OF TRANSPORTATION & SUSTAINABILITY COMMITTEE

- The proposed vacation of Cedar does not align well with state policies prioritizing active transportation, user safety, equitable multimodal access and opportunity, and reduced greenhouse gas emissions.

Relevant plans and policies include the Washington Active Transportation Plan, the Washington Transportation Plan, the Washington Strategic Highway Safety Plan, and Target Zero.

1. Longer block lengths are associated with increases in pedestrian-involved crashes.
 - a. Block Length (linear feet, LF)
 - i. Walnut St to Cedar St: 380 LF - 400 LF (existing)
 - ii. Cedar St to Jefferson St: ~ 640 LF (existing)
 - iii. Walnut St to Jefferson St: ~ 1060 LF (proposed)
 - iv. Adjacent block lengths range from ~ 280 LF to ~ 400 LF
 - b. Vacation of Cedar could increase vehicular and pedestrian travel distance and time around the proposed vacated section of Cedar and the existing vacation on Adams from 80%-238%.
2. Vacation of N Cedar St may require redesign and reconfiguration/reconstruction of the intersection of Cedar St and Montgomery Ave. The traffic circle was installed in 2014 as part of the Traffic Calming Program.
3. 10% of census tract 530630020005 (W of N Cedar St) already does not have access to a vehicle. Reduced pedestrian connectivity could disproportionately impact this community.
4. Residences in the area bounded by W Northwest Blvd to the southwest, Montgomery Avenue to the north, and Monroe St to the east are already significantly impacted by high volume, high speed arterials resulting in limited pedestrian connectivity to adjacent

neighborhoods. Vacation of Cedar would further exacerbate isolation of these neighbors.

FIRE DEPARTMENT – Our only concern is the mini roundabout at Montgomery and Cedar. It either needs to be removed, or part of the proposed vacation modified to accommodate vehicles around the north of the roundabout.

INTEGRATED CAPITAL MANAGEMENT – No comments

NEIGHBORHOOD SERVICES – No comments

PARKS DEPARTMENT - No comments

PLANNING & ECONOMIC DEVELOPMENT – The Planning department has significant objections to the proposed vacation for the following reasons:

1. N Adams St between Montgomery Ave and Carlisle Ave is already interrupted between these two blocks, which has reduced connectivity in the road network. Vacation of N Cedar St as proposed would exacerbate this by creating a long, continuous block with no north-south through access.
2. The proposed vacation is counter to Comprehensive Plan policy TR2, which directs the City to "maintain an interconnected system of facilities that allows travel on multiple routes by multiple modes".
3. The proposed vacation would work against city policies and goals in support of street safety, accessibility, and rates of multimodal travel. There is a demonstrated positive relationship between street interconnectivity and street safety and accessibility. Relevant adopted policies include the Vision Zero Resolution, the Janet Mann Safe Streets Executive Order, and Janet Mann Safe Streets Now Resolution. (Additional materials attached.)
4. The proposed vacation would work against the city's goals for economic development. Homes in highly-walkable, gridded neighborhoods maintain a price premium of 40 to 100 percent. Maintaining the integrity of the street grid in walkable neighborhoods is a critical and low-cost step in preserving the value of existing neighborhoods and building the kinds of walkable neighborhoods that are envisioned by the Comprehensive Plan.
5. A traffic circle was installed at the intersection of W Montgomery Ave and N Cedar St through the Traffic Calming program, which indicates this is a desirable route through the neighborhood. Vacating the street without preserving non-motorized access would conflict with the purpose of the City's investment in the traffic calming project.

Many of these concerns may be reduced if a permanent easement allowing for unrestricted public use for people walking and biking were secured as part of the vacation. As proposed, it does not appear this would be compatible with the adjacent property owner's plans.

POLICE DEPARTMENT - No comments

SOLID WASTE MANAGEMENT – There will be conflict with traffic in the alley, as collection vehicles must use the alley during collection. Collection vehicles will need to travel west from Adams. St.

SPOKANE REGIONAL EMERGENCY COMMUNICATIONS – No comments

1. **STREET DEPARTMENT** – Add curb ramps to Montgomery and Cedar.
2. Show an autoturn run of an SU-30 to navigate the traffic circle while avoiding the driveway and curbing from the vacated Cedar improvements.
3. On Street parking not allowed within intersection of Carlisle and Cedar.
4. Alley should remain public ROW.
5. Install City standard driveway at Montgomery (ramps would not be needed).
6. On street marked parking not allowed.

WASTEWATER MANAGEMENT - Currently storm water from the alley west of Cedar and the entirety of Cedar from Montgomery to Carlisle runs north and is handled by the catch basins on the southwest and southeast corners of Cedar and Carlisle. This proposal blocks that drainage to the north. It also introduces a situation where the stormwater from the south half of the vacated area would drain into the alley which is to remain public right of way. This is not allowed since stormwater from private property must be maintained and treated on that private property. This proposal does not address the stormwater drainage.

If that drainage issue is addressed in a manner we think is appropriate, and the vacation request resubmitted, we could revisit the possible vacation.

In that case, we would stipulate that at the very least future approval would require the following:

- The catch basins at Cedar and Carlisle (southwest and southeast corners) would need to be moved to the new curb line.
- The catch basin on the northwest corner of Montgomery and Cedar would likewise need to be moved to the new curb line/bump out.
- Sanitary manholes at Cedar and Adams in the alley right of way where new paving is done would need to be adjusted to the new paving elevation.
- As stated above all stormwater in the vacated area would need to be maintained and treated on site.

WATER DEPARTMENT – We have no concerns

RECOMMENDATION: The proposed vacation would eliminate a connective link in the transportation, bicycle, and pedestrian network in this area and is not recommended for approval.

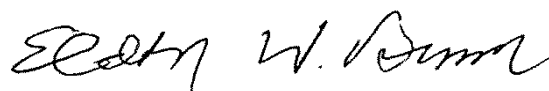
If approved, recommended conditions of approval are as follows:

1. Plans for termination and closure of the existing right-of-way must be prepared by a licensed Civil Engineer and accepted by the City of Spokane Development Services Department prior to construction. This work must either be completed or bonded for prior to the final reading of the vacation ordinance.

The closure work must include the removal of the curb returns on either side and driveway approaches must be placed across the entrances to the right-of-way. Stormwater must be addressed which will require the relocation of the existing storm structures on either end of the vacation area. Movements regarding the traffic circle would need to be addressed. Any street name signs must be returned to the Street Department.

2. The proponent shall pay to the City of Spokane the assessed valuation for the vacated land as defined by the latest information from the County Assessor's Office. This is calculated to be \$115,077.94 and is to be deposited to Budget Account #3200 49199 99999 39510.
3. That the final reading of the vacation be held in abeyance until all of the above conditions are met and that the above conditions are met by December 1, 2026.

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

A handwritten signature in black ink, appearing to read "Eldon W. Brown". The signature is written in a cursive, flowing style.



**Right-of-way Description:
Cedar Street between Carlisle and
Montgomery EXCEPT the portion
of the extended alley crossing Cedar St.**

Legend

 Proposed Vacation

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

From: [Shannon Hughes](#)
To: [City Council Testimony](#)
Subject: Vacating Cedar Street
Date: Wednesday, September 10, 2025 11:25:43 AM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Dear Council Members,

I am strongly opposed to this and the devastating impact it will have on the residents in the neighborhood. They will have great difficulty getting to and from their homes. This is a safety issue as well if emergency vehicles are needed to aid residents.

This also impacts their property value. These residents already have issues with people parking in front of their homes and causing issues.

Please consider how you would feel if this was happening in front of your home.

I am concerned the council is not listening to the residents and community members.

I am concerned that the owner of the land, Michael Cannon, is not reaching out to the residents.

Please do not vote to approve this.

Please listen to the residents.

Thank you,

Shannon Hughes

Lifelong resident in the City of Spokane

Sent from my iPhone

**Agenda Sheet for City Council:****Committee:** Finance & Administration **Date:** 09/22/2025**Committee Agenda type:** Consent**Date Rec'd**

8/19/2025

Clerk's File #

FIN 2025-0001

Cross Ref #**Project #****Council Meeting Date:** 10/20/2025**Submitting Dept**

FINANCE, TREASURY & ADMIN

Bid #**Contact Name/Phone**

JESSICA 625-6369

Requisition #**Contact E-Mail**

JSTRATTON@SPOKANECITY.ORG

Agenda Item Type

Hearings

Council Sponsor(s)

PDILLON BWILKERSON

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

SET BUDGET HEARINGS

Agenda Wording

Setting the hearings for review of the 2026 Mid-Biennium Modification Budget beginning Monday November 3, 2025, and November 10, 2025.

Summary (Background)

As part of the budget process, the City Council will hold public hearings on the 2026 Proposed Mid-Biennium Budget for the City of Spokane. Public testimony is welcome on all sections of the budget at each hearing. The hearings will be held on November 3, 2025, and November 10, 2025.

What impacts would the proposal have on historically excluded communities?

N/A

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?

N/A

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?

N/A

Council Subcommittee Review

N/A

Fiscal Impact			
Approved in Current Year Budget?		N/A	
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
Amount		Budget Account	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Funding Source		N/A	
Funding Source Type		Select	
Is this funding source sustainable for future years, months, etc?			
Expense Occurrence		N/A	
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional Approvals	
<u>Dept Head</u>	STRATTON, JESSICA		
<u>Division Director</u>	BOSTON, MATTHEW		
<u>Accounting Manager</u>	BUSTOS, KIM		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			