

## 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 February 9, 2026, 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 February 9, 2026:**

3:30 p.m. Agenda Review Session: 1-408-418-9388; access code: 249 217 29618; password: 0320

6:00 p.m. Legislative Session: 1-408-418-9388; access code: 249 699 17004; password: 0320

#### **To participate in public comment (including Open Forum):**

Testimony sign-up is open beginning at 5:00 p.m. on Friday, February 6, 2026, and ending at 6:00 p.m. on Monday, February 9, 2026, 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 February 9, 2026. 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, FEBRUARY 9, 2026

**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 MICHAEL CATHCART**

**COUNCIL MEMBER PAUL DILLON**

**COUNCIL MEMBER SARAH DIXIT**

**COUNCIL MEMBER KITTY KLITZKE**

**COUNCIL MEMBER KATE TELIS**

**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

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# 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)

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# 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)

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## BOARDS AND COMMISSIONS APPOINTMENTS

(Includes Announcements of Boards and Commissions Vacancies)

<u>APPOINTMENTS</u>	<u>RECOMMENDATION</u>	
Spokane Arts Commission: Two Appointments – Aimee Brooks and Robert Thompson	Confirm	CPR 1981-0043
Community, Housing, and Human Services Board: One Appointment – Kristin Larson	Confirm	CPR 2012-0033

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## CONSENT AGENDA

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

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

<u>REPORTS, CONTRACTS AND CLAIMS</u>	<u>RECOMMENDATION</u>	
1. Multiple Family Housing Property Tax Exemption Conditional Agreement with Riverview Care Center and Riverview Lutheran Retirement Community for the future construction of approximately 113 dwelling units at 1777 and 1841 E. Upriver Drive. Following construction, the project intends to finalize under the 8-year exemption. The Conditional Agreement will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office post construction. (Council Sponsor: Council Member Dillon) <b>Amanda Beck</b>	Approve	OPR 2026-0026

2. Interlocal Agreement with Spokane County regarding the biannual renewal of the Commute Trip Reduction program. (Council Sponsors: Council Members Dixit and Dillon)  
**Della Mutungi**
3. Report of the Mayor of pending:
- a. Claims and payments of previously approved obligations, including those of Parks and Library, through \_\_\_\_\_, 2025, total \$ \_\_\_\_\_, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$ \_\_\_\_\_.
- b. Payroll claims of previously approved obligations through \_\_\_\_\_, 2025: \$ \_\_\_\_\_.
4. Minutes:
- a. City Council Meeting Minutes: \_\_\_\_\_, 2025.
- b. City Council Standing Committee Meeting Minutes: \_\_\_\_\_, 2025.

Approve

OPR 2026-0027

Approve &  
Authorize  
Payments

CPR 2026-0002

CPR 2026-0003

Approve All

CPR 2026-0013

- a. City Council Standing Committee Meeting Minutes: \_\_\_\_\_, 2025.

## LEGISLATIVE AGENDA

### NO SPECIAL BUDGET ORDINANCES

### NO EMERGENCY ORDINANCES

### RESOLUTIONS & FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

- RES 2026-0003      Setting Hearing before City Council for March 9, 2026, for the vacation of Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, in the City of Spokane, as requested by owners having an interest in real estate abutting the above right-of-way. (Council Sponsors: Council President Wilkerson and Council Member Dillon)  
**Eldon Brown**

- RES 2026-0009 Adopting various amendments to the City Council's Rules of Procedure. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)  
**Chris Wright**
- ORD C36738 Changing the day of regular meetings of the Spokane City Council and amending section 02.01.010 of the Spokane Municipal Code, and setting an effective date. (Council Sponsors: Council President Wilkerson and Council Member Zappone)  
**Chris Wright**
- (First Reading deferred from October 6, 2025, Agenda, to February 2, 2026, Agenda, during October 6, 2025, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to this Agenda.) (Pending possible amendment to be considered on January 26, 2026)
- ORD C36842 Relating to transportation impact fees; amending SMC section 17D.075.180 to chapter 17D; of the Spokane Municipal Code; and setting an effective date. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)  
**Nate Sulya**
- ORD C36828 Modifying the terms of good neighbor agreements and amending Section 12.05.005 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Telis)  
**Council Member Dillon**
- ORD C36829 Updating position and departmental titles and code provisions to conform to Ordinances C36752 and C36795; amending Sections 15.06.030, 15.06.050, 15.06.060, 15.06.070, 17C.420.020, and 17E.06.160 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)  
**Adam McDaniel**
- ORD C36830 Implementing the HOME Starts Here Initiative to reduce housing and childcare costs by streamlining design review requirements; amending Sections 04.12.040, 04.12.080, 17C.255.500, and 17G.070.100; repealing Chapters 04.13, 17G.030, and 17G.040; and adopting a new Section 04.12.085 and Chapter 17G.041 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Dixit)  
**Adam McDaniel**
- ORD C36835 Updating divisional and departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.40.080, 08.02.083, 10.63.020, 10.63.090, 10.63.100, 10.70.070, 10.70.080, 12.01.010, 16A.04.100, 16A.05.060, 16A.06.010, 16A.06.020, 16A.06.060, 16A.06.070, 16A.06.080, 16A.06.090, 16A.07.010, 16A.07.060, 16A.07.070, and 16A.61.5703; and repealing Sections 16A.60.010, 16A.62.010, 16A.65.010, and 16A.84.010 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)  
**Adam McDaniel**

- ORD C36831      Relating to pretreatment, to chapter 13.03A of the Spokane Municipal Code; and setting an effective date. (Council Sponsors: Council President Wilkerson and Council Members Klitzke and Telis)  
**Raylene Gennett**
- ORD C36836      Approving the lease of a portion of High Bridge Park to the American Indian Community Center for 50 years. (Council Sponsors: Council Members Klitzke and Dixit)  
**Nick Hamad**

## **FIRST READING ORDINANCES**

- ORD C36832      Amending Ordinance C16154 that vacated a portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, in the City of Spokane. (Council Sponsors: Council President Wilkerson and Council Member Dillon)  
**Eldon Brown**
- ORD C36833      Amending Ordinance C22138 that vacated designated portions of a certain street and alleys in the City and County of Spokane, Washington. (Council Sponsors: Council President Wilkerson and Council Member Dillon)  
**Eldon Brown**
- ORD C36834      To extend the duration of Interim Zoning Ordinance C36646 concerning height limits; setting a public hearing (for February 23, 2026); and reiterating a work program. (Council Sponsors: Council Members Dillon and Klitzke)  
**Spencer Gardner**

## **FURTHER ACTION DEFERRED**

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## **NO SPECIAL CONSIDERATIONS**

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## **NO HEARINGS**

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## 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.

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## ADJOURNMENT

The February 9, 2026, Regular Legislative Session of the City Council will be held and is adjourned to February 23, 2026.

NOTE: The regularly scheduled City Council meeting for Monday, February 16, 2026, has been canceled (in recognition of President's Day).

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**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. 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](mailto:ddecorde@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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## NOTES



## Agenda Sheet for City Council:

**Committee: Date:** N/A

**Committee Agenda type:**

**Council Meeting Date:** 02/09/2026

**Date Rec'd** 1/14/2026

**Clerk's File #** CPR 1981-0043

**Cross Ref #**

**Project #**

**Submitting Dept** MAYOR

**Bid #**

**Contact Name/Phone** ADAM 6779

**Requisition #**

**Contact E-Mail** AMCDANIEL@SPOKANE CITY.ORG

**Agenda Item Type** Boards and Commissions

**Council Sponsor(s)**

**Sponsoring at Administrators Request** NO

**Lease? NO** **Grant Related? NO** **Public Works? NO**

**Agenda Item Name** APPOINTMENT OF AIMEE BROOKS TO THE ARTS COMMISSION

### **Agenda Wording**

Appointment of Aimee Brooks to the Arts Commission for a term of February 9, 2026 to February 8, 2029.

### **Summary (Background)**

Appointment of Aimee Brooks to the Arts Commission for a term of February 9, 2026 to February 8, 2029.

**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? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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**Dept Head MCDANIEL, ADAMDivision DirectorAccounting ManagerLegalFor the Mayor PICCOLO, MIKE**Distribution List**




## Agenda Sheet for City Council:

**Committee: Date:** N/A

**Committee Agenda type:**

**Council Meeting Date:** 02/09/2026

**Date Rec'd** 1/14/2026

**Clerk's File #** CPR 1981-0043

**Cross Ref #**

**Project #**

**Submitting Dept** MAYOR

**Bid #**

**Contact Name/Phone** ADAM 6779

**Requisition #**

**Contact E-Mail** AMCDANIEL@SPOKANE CITY.ORG

**Agenda Item Type** Boards and Commissions

**Council Sponsor(s)**

**Sponsoring at Administrators Request** NO

**Lease? NO** **Grant Related? NO** **Public Works? NO**

**Agenda Item Name** APPOINTMENT OF ROBERT THOMPSON TO THE SPOKANE ARTS COMMISSION

### **Agenda Wording**

Appointment of Robert Thompson to the Spokane Arts Commission for a term of February 9, 2026 to February 8, 2029.

### **Summary (Background)**

Appointment of Robert Thompson to the Spokane Arts Commission for a term of February 9, 2026 to February 8, 2029.

**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? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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**Dept Head MCDANIEL, ADAMDivision DirectorAccounting ManagerLegalFor the Mayor PICCOLO, MIKE**Distribution List**




## Agenda Sheet for City Council:

**Committee: Date:** N/A

**Committee Agenda type:**

**Council Meeting Date:** 02/09/2026

**Date Rec'd** 1/14/2026

**Clerk's File #** CPR 2012-0033

**Cross Ref #**

**Project #**

**Submitting Dept** MAYOR

**Bid #**

**Contact Name/Phone** ADAM 6779

**Requisition #**

**Contact E-Mail** AMCDANIEL@SPOKANE CITY.ORG

**Agenda Item Type** Boards and Commissions

**Council Sponsor(s)**

**Sponsoring at Administrators Request** NO

**Lease?** NO **Grant Related?** NO **Public Works?** NO

**Agenda Item Name** APPOINTMENT OF KRISTIN LARSON TO THE COMMUNITY, HOUSING, AND

### **Agenda Wording**

Appointment of Kristin Larson to the Community, Housing, and Human Services Board for a term of February 9, 2026 to February 8, 2029.

### **Summary (Background)**

Appointment of Kristin Larson to the Community, Housing, and Human Services Board for a term of February 9, 2026 to February 8, 2029.

**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? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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**Dept Head MCDANIEL, ADAMDivision DirectorAccounting ManagerLegalFor the Mayor PICCOLO, MIKE**Distribution List**




## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Consent

**Council Meeting Date:** 02/09/2026

**Date Rec'd**

12/15/2025

**Clerk's File #**

OPR 2026-0026

**Cross Ref #**

**Project #**

**Bid #**

**Requisition #**

**Submitting Dept** PLANNING & ECONOMIC

**Contact Name/Phone** AMANDA BECK 6414

**Contact E-Mail** ABECK@SPOKANE CITY.ORG

**Agenda Item Type** Contract Item

**Council Sponsor(s)** PDILLON

**Sponsoring at Administrators Request** NO

**Lease?** NO **Grant Related?** NO **Public Works?** NO

**Agenda Item Name** MFTE CONDITIONAL AGREEMENT FOR 1777 AND 1841 E UPRIVER DR

### Agenda Wording

Conditional Multifamily Tax Exemption contract with Riverview Care Center and Riverview Lutheran Retirement Community, for the property located at 1777 and 1841 E Upriver Dr, to create 113 dwelling units. Following construction the project intends to finalize under the 8yr exemption.

### Summary (Background)

RCW 84.14 authorizes the New and Rehabilitated Multiple-Unit Dwellings in Urban Centers incentive, known as Multifamily Tax Exemption (MFTE) Program, to certify qualified properties for this residential property tax exemption. The City adopted this incentive in 2007 and SMC 08.15 outlines Spokane's MFTE Program and project eligibility requirements. Staff has determined that the Cedar Apartments application meets the project eligibility requirements outlined in SMC 08.15.040, and is located in an adopted Residential Target Areas identified in SMC 08.15.030. The application proposes to create 113 residential units on the property at 1777 and 1841 E Upriver Dr, within the Logan neighborhood (District 1). The property is zoned LI and RMF, and the proposed use is allowed. Once the project is constructed, the applicant intends to finalize as an 8-year Affordable Exemption. This Conditional Agreement authorizes the City to enter into the Multiple Family Housing Property Tax Exemption Conditional Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office post construction.

## **What impacts would the proposal have on historically excluded communities?**

The goal of the MFTE Program is to stimulate the construction of new multifamily housing and the rehabilitation of existing vacant or underutilized buildings, as well as increase the supply of mixed-income housing opportunities. Data on demographic metrics such as race, ethnicity, gender orientation, age, or religious affiliation are not tracked by this program, but the program specifically supports housing creation for residents whose income is between 80-115% Area Median Income.

## **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 Department of Commerce conducts annual audits of all jurisdictions with MFTE programs. The City collects annual reports for each property. The City collects annual reports for each property. For projects that finalized under the 8-year exemption there are no income and rent restrictions, though properties must report annually.

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

Excluding external factors such as raw land costs and current financing rates, staff monitor program efficiency through annual reporting compliance, the number of conditional and then finalized projects, and the need detailed by developers for such an incentive to make workforce housing projects financially feasible. Some of these metrics include the number of projects granted a final certificate, the total number of units created and the percentage of affordable units, as well as the type and size of units being constructed.

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

Comprehensive Plan Policies: LU 1.4 Higher Density Residential Uses LU 3.5 Mix of Uses in Centers LU 4.2 Land Uses That Support Travel Options and Active Transportation LU 4.6 Transit-Supported Development H 1.9 Mixed-Income Housing H 1.4 Use of Existing Infrastructure H 1.10 Lower-Income Housing Development Incentives H 1.11 Access to Transportation H 1.18 Distribution of Housing Options ED 2.4 Mixed-Use ED 7.4 Tax Incentives for Land Improvement

## **Council Subcommittee Review**

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative**

Once finalized, the Spokane County Assessor will defer collection of the residential property tax portion for the duration of the exemption, after which the new residential construction value will be added to the tax rolls.

**Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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>	BLACK, TIRRELL
<u>Division Director</u>	MACDONALD, STEVEN
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS
<u>Legal</u>	KAPAUN, MEGAN
<u>For the Mayor</u>	PICCOLO, MIKE

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**MULTIPLE FAMILY HOUSING PROPERTY  
TAX EXEMPTION CONDITIONAL AGREEMENT  
OPR 2026-0026**

THIS CONDITIONAL AGREEMENT is between the City of Spokane, a Washington State municipal corporation, as "City", and Riverview Lutheran Retirement Community and Riverview Care Center, as "Owners/Taxpayers" whose business address is 1801 E Upriver Dr, Spokane , WA 99207.

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

WHEREAS, the City has, pursuant to the authority granted to it by Chapter 84.14 RCW, designated various residential targeted areas for the provision of a limited property tax exemption for new and rehabilitated multiple family residential housing; and

WHEREAS, the City has, through Chapter 8.15 SMC, enacted a program whereby property owner/taxpayers may qualify for a Final Certificate of Tax Exemption which certifies to the Spokane County Assessor that the Owner/Taxpayer is eligible to receive the multiple family housing property tax exemption; and

WHEREAS, the Owner/Taxpayer is interested in receiving the multiple family property tax exemption for new multiple family residential housing units in a residential targeted area; and

WHEREAS, the Owner/Taxpayer has submitted to the City a complete conditional application form for no fewer than a total of four new multiple family permanent residential housing units to be constructed on property legally described as:

Parcel 35093.1316

09-25-43: WALKERS SUB OF S1/2 OF BLK 12 OF ROSS PARK ADD LTS 1 - 4 & LTS 9 - 12 BLK 12. TOGETHER WITH A PORTION OF VACATED GRANITE STREET RIGHT OF WAY AS PER ORDINANCE NO. C35825 (AFN 7189440)EXCEPT PORTION FOR ROAD RIGHT OF WAY PER AFN 7287352; TOGETHER WITH THAT PORTION ADJACENT TO SAID PARCEL INCLUDED IN CITY OF SPOKANE ORDINANCE C35425 (AFN 7312019) BEING A PTN OF THE FOLLOWING:COMMENCING AT THE SW CORNER OF LOT 12, WILKINSON SUBDIVISION OF PART OF BLOCK 12 OF ROSS PARK ADDITION; THENCE S55°59'48"W 37.47 FT TO THE TPOB; THENCE S55°59'48"W 194.61 FT; THENCE S34°19'12"E

50 FT; THENCE N55°59'48"E 194.35 FT; THENCE N34°01'12"W 50 FT TO THE TPOB.

Parcel 35093.1002

RIBLET & STRACKS SUB OF BLK 10 OF ROSS PARK ADD; LTS 1 THRU 9 BLK B AND W 45FT OF LTS 7,9 & W 45FT OF S 15FT OF LT 6 ALL IN BLK A AND WLY 1/2 OF VAC JANE'S ST LYG ELY OF & ADJ TO SD BLK A AND E1/2 OF VAC JANE'S ST LYG WLY OF & ADJ TO LTS 7,9 & S 15FT OF LT 6 BLK A DEPT OF REV #00003-001.

Assessor's Parcel Number(s) 35093.1316 and 35093.1002, commonly known as 1777 and 1841 E Upriver Dr.

WHEREAS, this property is located in the Spokane Targeted Investment Area and is eligible to seek a Final Certificate of Tax Exemption post construction under the Eight year exemption - No income and rent restrictions as defined in SMC 08.15.090.

WHEREAS, the City has determined that the improvements will, if completed as proposed, satisfy the requirements for a Final Certificate of Tax Exemption; -- NOW, THEREFORE,

The City and the Owner/Taxpayer do mutually agree as follows:

1. The City agrees to issue the Owner/Taxpayer a Conditional Agreement subsequent to the City Council's approval of this agreement.

2. The project must comply with all applicable zoning requirements, land use requirements, design review recommendations and all building, fire, and housing code requirements contained in the Spokane Municipal Code at the time a complete application for a building permit is received. However, if the proposal includes rehabilitation or demolition in preparation for new construction, the residential portion of the building shall fail to comply with one or more standards of applicable building or housing codes, and the rehabilitation improvements shall achieve compliance with the applicable building and construction codes.

3. If the property proposed to be rehabilitated is not vacant, the Owner/Taxpayer shall provide each existing tenant with housing of comparable size, quality and price and a reasonable opportunity to relocate. At the time of an application for a Conditional Agreement, the applicant provided a letter attesting and documenting how the existing tenant(s) were/will be provided comparable housing and opportunities to relocate.

(a). The existing residential tenant(s) are to be provided housing of a comparable size and quality at a rent level meeting the Washington State definition of affordable to their income level. Specifically, RCW 84.14.010 defines "affordable housing" as residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty (30) percent of the household's monthly income. The duration of this requirement will be the length of the tenant's current lease plus one year.

4. The Owner/Taxpayer intends to construct on the site, approximately **113** new multiple family residential housing units substantially as described in their application filed with and approved by the City. In no event shall such construction provide fewer than a total of four multiple family permanent residential housing units.

5. The Owner/Taxpayer agrees to complete construction of the agreed-upon improvements within three years from the date the City issues this Conditional Agreement or within any extension granted by the City.

6. The Owner/Taxpayer agrees, upon completion of the improvements and upon issuance by the City of a temporary or permanent certificate of occupancy, to file an application for a Final Certificate of Tax Exemption with the City's Planning and Economic Development Department, which will require the following:

(a) a statement of the actual development cost of each multiple family housing unit, and the total expenditures made in the rehabilitation or construction of the entire property;

(b) a description of the completed work and a statement that the rehabilitation improvements or new construction of the Owner/Taxpayer's property qualifies the property for the exemption;

(c) a statement that the project meets the affordable housing requirements, if applicable; and

(d) a statement that the work was completed within the required three-year period or any authorized extension of the issuance of the conditional certificate of tax exemption.

7. The City agrees, conditioned on the Owner/Taxpayer's successful completion of the improvements in accordance with the terms of this Conditional Agreement and on the Owner/Taxpayer's filing of application for the Final Certificate of Exemption with the materials described in Paragraph 6 above, to file a Final Certificate of Tax Exemption with the Spokane County Assessor indicating that the Owner/Taxpayer is qualified for the limited tax exemption under Chapter 84.14 RCW.

8. The Owner/Taxpayer agrees, that once a Final Certificate of Tax Exemption is issued, to comply with all Annual Reporting requirements set forth in SMC 8.15.100 and contained in the annual report form provided by the City. Thirteen (13) months following the first year of the exemption beginning and every year thereafter, the Owner/Taxpayer will complete and file the appropriate Annual Report required by the terms of their Final Certificate of Tax Exemption with the City's Planning and Economic Development Department. The Annual Report is a declaration verifying upon oath and indicating the following:

- (a) a certification that the property has not changed to a commercial use or been used as a transient (short-term rental) basis and, if applicable, that the property has been in compliance with the affordable housing income and rent requirements as described in SMC 8.15.090 since the date of the filing of the Final Certificate of Tax Exemption, and continues to be in compliance with this Agreement and the requirements of SMC Chapter 8.15;
- (b) for affordable multi-family housing units, information providing the household income, rent and utility cost, of each qualifying as low and moderate-income, which shall be reported on a form provided by the City and signed by the tenants; and
- (c) a description of any improvements or changes to the property made after the filing of the final certificate or last declaration.

9. The units subject to this agreement, including any owner-occupied units, shall be used and occupied only for multifamily permanent residential occupancy and use. No unit shall operate as transient lodging. The parties further acknowledge that the certificate of occupancy issued by the City is for multifamily residential units. The Owner/Taxpayer acknowledges and agrees that the units shall be used primarily for multi-family housing for permanent residential occupancy as defined in SMC 8.15.020 and RCW 84.14.010 and any business activities shall only be incidental and ancillary to the residential occupancy. Any units that are converted from multi-family housing for permanent residential occupancy shall be reported to the City of Spokane's Planning and Economic Development Department and the Spokane County Assessor's Office and removed from eligibility for the tax exemption within 60 days. If the removal of the ineligible unit or units causes the number of units to drop below the number of units required for tax exemption eligibility, the remaining units shall be removed from eligibility pursuant to state law.

10. The Owner/Taxpayer will have the right to assign its rights under this Agreement. The Owner/Taxpayer agrees to notify the City promptly of any transfer of Owner/Taxpayer's ownership interest in the Site or in the improvements made to the Site under this Agreement.

11. The City reserves the right to cancel the Final Certificate of Tax Exemption should the Owner/Taxpayer, its successors and assigns, fail to comply with any of the terms and conditions of this Agreement or of SMC Chapter 8.15.

12. No modifications of this Conditional Agreement shall be made unless mutually agreed upon by the parties in writing.

13. The Owner/Taxpayer acknowledges its awareness of the potential tax liability involved if and when the property ceases to be eligible for the incentive provided pursuant to this agreement. Such liability may include additional real property tax, penalties and interest imposed pursuant to RCW 84.14.110. The Owner/Taxpayer further acknowledges its awareness and understanding of the process implemented by the Spokane County Assessor's Office for the appraisal and assessment of property taxes. The Owner/Taxpayer agrees that the City is not responsible for the property value assessment imposed by Spokane County at any time during the exemption period.

14. In the event that any term or clause of this Conditional Agreement conflicts with applicable law, such conflict shall not affect other terms of this Agreement, which can be given effect without the conflicting term or clause, and to this end, the terms of this Conditional Agreement are declared to be severable.

15. The parties agree that this Conditional Agreement, requires the applicant to file an application for the Final Certificate of Tax Exemption post the construction of the multiple family residential housing units referenced above and that the Final Certificate of Tax Exemption shall be subject to the applicable provisions of Chapter 84.14 RCW and Chapter 8.15 SMC that exist at the time this agreement is signed by the parties. The parties may agree to amend this Conditional Agreement requirements as set forth when the applicant applies for the Final Certificate of Tax Exemption based upon applicable amendments and additions to Chapter 84.14 RCW or Chapter 8.15 SMC if the requirements change between the issuance of the Conditional Agreement and the Application for Final Tax Exemption has been submitted.

16. Nothing in this Agreement shall permit or be interpreted to permit either party to violate any provision of Chapter 84.14 RCW or Chapter 8.15 SMC

17. This Agreement is subject to approval by the City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20YY

CITY OF SPOKANE

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

City Administrator, Alex Scott

RIVERVIEW LUTHERAN  
RETIREMENT COMMUNITY

---

Owner/Taxpayer

RIVERVIEW CARE CENTER

---

Owner/Taxpayer

Attest:

---

City Clerk

Approved as to form:

---

City Attorney



## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/09/2026

<b>Submitting Dept</b>	PLANNING & ECONOMIC	<b>Date Rec'd</b>	1/6/2026
<b>Contact Name/Phone</b>	DELLA (509) 625 - 6895	<b>Clerk's File #</b>	OPR 2026-0027
<b>Contact E-Mail</b>	DMUTUNGI@SPOKANCITY.ORG	<b>Cross Ref #</b>	
<b>Agenda Item Type</b>	Contract Item	<b>Project #</b>	
<b>Council Sponsor(s)</b>	SDIXIT PDILLON	<b>Bid #</b>	
<b>Sponsoring at Administrators Request</b>	NO	<b>Requisition #</b>	
<b>Lease?</b> NO	<b>Grant Related?</b> NO	<b>Public Works?</b> NO	
<b>Agenda Item Name</b>	COMMUTE TRIP REDUCTION INTERLOCAL AGREEMENT RENEWAL		

### Agenda Wording

Interlocal agreement between the City of Spokane and Spokane County regarding the biannual renewal of the Commute Trip Reduction program

### Summary (Background)

The State of Washington mandates that the City of Spokane and Spokane County implement a Commute Trip Reduction program for all major employers. The State has allocated funding to the City of Spokane to implement its CTR plan for the next two years, and every two years, historically, the City has signed this agreement with the County, granting the funds back to the County in exchange for their conducting the required CTR duties on the City's behalf. This provides economy of scale when the County as a whole conducts a single program, as opposed to multiple programs run by each jurisdiction.

**What impacts would the proposal have on historically excluded communities?**

The program does not have any negative impacts on historically excluded communities. The benefits of the CTR program are advantageous to all 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?**

Anonymized program demographic data can be requested as appropriate through the County's CTR office, Commute Smart Northwest.

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

The County monitors and recognizes the City's performance as a CTR workplace to determine compliance with the CTR ordinance, reward exemplary performance, and conduct an annual review to determine if the City and other affected worksites are acting in good faith to meet the goals established by the CTR Law. In 2022, Commute Smart Northwest recognized the City of Spokane – City Hall with a Pinnacle Award for performance as a CTR workplace, achieving a Platinum Award for four years in a row.

**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?**

1) Comprehensive Plan Chapter 4 – Transportation: walkability, accessibility, and transportation goals. TR4.a “Implement the City’s and County’s Commute Trip Reduction Plan and explore expansion of reduction plans such as the Growth and Transportation Efficiency Centers (GTEC) Plan.” 2) City of Spokane Commute Trip Reduction Implementation Plan Update: 2025-2029 3) Spokane Sustainability Action Plan Strategy 6, TL 6.1 – Work with regional partners to enhance and promote the commute trip reduction program.

**Council Subcommittee Review**

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative**

No known fiscal impact to city operations.

<b>Amount</b>	<b>Budget Account</b>
Select <b>\$</b>	<b>#</b>

**Funding Source** N/A**Funding Source Type** Select**Is this funding source sustainable for future years, months, etc?**

Yes

**Expense Occurrence** N/A**Other budget impacts (revenue generating, match requirements, etc.)****Approvals**

<u>Dept Head</u>	GARDNER, SPENCER	
<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**

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## Committee Agenda Sheet

### Urban Experience Committee

<b>Committee Date</b>	1/15/2026
<b>Submitting Department</b>	Planning and Economic Development
<b>Contact Name</b>	Della Mutungi
<b>Contact Email &amp; Phone</b>	<a href="mailto:dmutungi@spokanecity.org">dmutungi@spokanecity.org</a> , 625-6895
<b>Council Sponsor(s)</b>	CM Paul Dillon and CM Sarah Dixit
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 10 minutes
<b>Agenda Item Name</b>	Commute Trip Reduction Interlocal Agreement-Renewal
<b>Proposed Council Action</b>	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>The State of Washington mandates that the City of Spokane and Spokane County implement a Commute Trip Reduction (CTR) program under RCW 70A.15.4000-4110 for all major employers to promote a reduction in the miles traveled by commuting employees. The State has allocated funding to the City of Spokane to implement its CTR plan for the next two years for the performance of certain actions relating to employers in the City that employ 100 or more people. The amount of funds is dependent on the number of such employers in the City in a given two-year period. Since 1994, the County has implemented the City's CTR plan in exchange for the City's share of the allocated funds. The County is proposing an updated agreement to extend this arrangement for 2 years. This is the latest iteration of a biennial intergovernmental agreement between the County and the City, covering 2025 to 2027.</p> <p>For reference, the last few agreements have concerned the following amounts, which shifts based on the numbers of employers in the program:</p> <p>2011: \$194,510      2013: \$225,287      2015: \$214,387      2017: \$211,731      2019: \$206,660.38      2023: \$357,253      2025: \$366,601</p> <p>Every two years, historically, the City has signed this intergovernmental agreement with the County, granting those funds back to the County in exchange for their conducting the required CTR duties on the City's behalf. The County's agent in these actions, Ms. LeAnn Yamamoto, operates a dedicated program for these kinds of activities and has both the expertise and the capacity to conduct the required actions. This approach creates an economy of scale by leveraging support from employers throughout the County to create a common, robust program.</p> <p><b>Executive Summary:</b>      The proposed intergovernmental agreement would do the following:</p> <ul style="list-style-type: none"> <li>• The County representative, Ms. Yamamoto, will conduct the 28 required actions (see Attachment A of the attached contract);</li> </ul>

	<p>The City will:</p> <ul style="list-style-type: none"> <li>• Provide to the County any proposed amendments to the CTR Plan and Ordinance (the updated 2025-2029 CTR plan will be provided);</li> <li>• Provide to the County copies of any CTR-related amendments to parking ordinances prior to public review (none are proposed at this time);</li> <li>• Implement a CTR Program for City employees (already underway as an ongoing program);</li> <li>• Provide to the County the \$366,601 upon issuance of the same funds to the City by WSDOT</li> </ul> <p>Were the City to change this ongoing relationship and keep the \$366,601, the City would be required to conduct the 28 required actions, requiring a new full-time person as well as other financial and material assets. Conversely, the County has an ongoing successful program, staff with the capability and expertise to conduct these activities, and the capacity to perform them on our behalf. Furthermore, it provides economy of scale when the County as a whole conducts a single program, as opposed to multiple programs run by each jurisdiction.</p>
--	---

#### Fiscal Impact

**Approved in current year budget?**  Yes  No  N/A

Total Cost: [Click or tap here to enter text.](#)

Current year cost:

Subsequent year(s) cost:

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

**Funding Source**  One-time  Recurring  N/A

Specify funding source: Program revenue

Is this funding source sustainable for future years, months, etc? Yes

**Expense Occurrence**  One-time  Recurring  N/A

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

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

What impacts would the proposal have on historically excluded communities?

N/A

The program does not have any negative impacts on historically excluded communities. The benefits of the CTR program are advantageous to all 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?

Anonymized program demographic data can be requested as appropriate through the County's CTR office, Commute Smart Northwest.

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

The County monitors and recognizes the City's performance as a CTR workplace to determine compliance with the CTR ordinance, reward exemplary performance, and conduct an annual review to determine if the City and other affected worksites are acting in good faith to meet the goals established by the CTR Law. In 2022, Commute Smart Northwest recognized the City of Spokane – City Hall with a Pinnacle Award for performance as a CTR workplace, achieving a Platinum Award for four years in a row.

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?

- 1) Comprehensive Plan Chapter 4 – Transportation: walkability, accessibility, and transportation goals. TR4.a “Implement the City’s and County’s Commute Trip Reduction Plan and explore expansion of reduction plans such as the Growth and Transportation Efficiency Centers (GTEC) Plan.”
- 2) City of Spokane Commute Trip Reduction Implementation Plan Update: 2025-2029
- 3) Spokane Sustainability Action Plan Strategy 6, TL 6.1 – Work with regional partners to enhance and promote the commute trip reduction program.

**INTERGOVERNMENTAL AGREEMENT  
Between Spokane County and the City of Spokane  
Regarding Commute Trip Reduction Implementation**

**THIS AGREEMENT**, made and entered by and between the City of Spokane, a municipal corporation of the State of Washington, having offices for the transaction of business at 808 W. Spokane Falls Blvd., Spokane, WA, 99201, hereinafter referred to as the "City" and Spokane County, a political subdivision of the State of Washington, having offices for the transaction of business at West 1026 Broadway Avenue, Spokane, Washington, 99260, hereinafter referred to as the "County," jointly hereinafter referred to as the "Parties."

**WITNESSETH**

**WHEREAS**, the Washington State Legislature has adopted legislation codified in RCW 70A.15.4000-4110, the purpose of which is to improve air quality, improve transportation system efficiency and reduce the consumption of petroleum fuels through employer-based programs that encourage the use of alternatives to the single occupant vehicle for commute trips and reduce vehicle miles traveled (VMT); and

**WHEREAS**, RCW 70A.15.4020 requires counties containing urban growth areas and cities and towns with "major employers," that are located within urban growth areas with a state highway segment exceeding the threshold of one hundred person hours of delay or jurisdictions that are located in contiguous urban growth areas, or are within an urban growth area with a population greater than seventy thousand people that adopted an ordinance before the year 2000 or jurisdictions that are located in contiguous urban growth areas, or contain a major employment installation in an affected county to develop ordinances, plans and programs to reduce Vehicle Miles Traveled (VMT) and Single Occupant Vehicle (SOV) commute trips, and thereby reduce vehicle-related air pollution, traffic congestion and energy use, and

**WHEREAS**, the County and each affected city within Spokane County have adopted Commute Trip Reduction Ordinances and must implement a Commute Trip Reduction (CTR) Plan for all major employers; and

**WHEREAS**, the Washington State Department of Transportation (WSDOT) Public Transportation Division is responsible for administering funds on behalf of the state legislature and is desirous of making available to Spokane County certain funds and requiring Spokane County to enter into agreements through the Interlocal Cooperation Act or by Resolution or Ordinance as appropriate with other jurisdictions, local transit agencies, or regional transportation planning organizations to coordinate the development, implementation and administration of CTR Plans and Ordinances as described in RCW 70A.15.4000-4110.

**WHEREAS**, Spokane County has entered into an agreement with the WSDOT under Agreement No. PTD0845PTD1220, hereinafter referred to as "WSDOT Agreement," pursuant to which Spokane County is eligible to receive a reimbursable amount of funds which the County will distribute to itself and cities to implement and administer Commute Trip Reduction Plans and Ordinances; and

**WHEREAS**, pursuant to the provisions of RCW 70A.15.4020 (5), counties and cities may enter into agreements through the Interlocal Cooperation Act to coordinate the development and implementation of Commute Trip Reduction Plans and Ordinances; and

**WHEREAS**, Spokane County has allocated \$357,253\$366,601 to the City from the Agreement No. PTD0845-PTD1220 which the City is now desirous of making available to the County to perform those tasks which are the responsibility of the City.

**NOW, THEREFORE**, for and in consideration of the mutual promises set forth hereinafter, and as authorized under chapter RCW 70A.15.4020 (5), the parties hereto do mutually agree as follows:

### **Section 1: PURPOSE**

The County has entered into a WSDOT Agreement with the WSDOT under which it will receive \$647,100\$650,200 for two years. This funding is to be allocated to the County and cities within Spokane County for their use in the implementation and administration of their CTR Plans and Ordinances. The County, based upon an allocation formula established by the WSDOT, has determined that the City shall receive \$357,253\$366,601 from the WSDOT Agreement from which it shall perform certain tasks. The City agrees to its proportionate share of the monies made available to the County in the WSDOT Agreement and agrees to allow Spokane County to retain its proportionate share in consideration of the County performing those tasks as more particularly set forth in Attachment "A" attached hereto and incorporated herein by reference. In conjunction with allowing the County to retain its proportionate share of monies, the City will execute any and all necessary documents which may be required by the WSDOT.

It is understood by the parties hereto, that in order for the County to perform those tasks as set forth in Attachment "A" for the City, the City must perform certain tasks. Attached hereto as Attachment "B" and incorporated herein by reference, is a listing of tasks which the City agrees to perform in conjunction with the County performing those tasks set forth in Attachment "A."

### **Section 2: DURATION**

The County agrees to provide those tasks set forth in Section 1 and complete performing such tasks on or before June 30, 20252027.

### **Section 3: TERMINATION**

The parties agree that this Agreement may be terminated by either party for material breach of any provision set forth herein, upon ninety (90) days advance written notice to the other party at the address set forth hereinabove. Provided, however, the parties agree that any notification of termination shall set forth the specific provision(s) for which such notification is being provided and additionally, advise that if such default is cured within such ninety (90) day time frame, said termination notification shall be of no force and effect.

In the event of termination, the County agrees to provide to the City all written documentation which it has completed to the date of termination under the terms of this Agreement. Additionally, the County agrees to return to the City that portion of the monies set forth in Section 1 hereinabove, which has not been expended by the county, prior to the date of termination, on the City's behalf in providing those tasks as set forth in Attachment "A."

Provided, further, the parties recognize that the WSDOT in Agreement No.

PTD0845PTD1220, has retained the right to unilaterally terminate all or a part of such contract if there is a reduction of funds from the funding source. Accordingly, in the event that the WSDOT terminates all or part of the WSDOT Agreement with Spokane County, and such action affects the allocation of funds by the County to the City herein, and/or modifies the tasks to be performed hereunder, the parties will immediately meet to renegotiate the provisions of this Agreement.

#### **Section 4: DESIGNATION OF ADMINISTRATOR**

The County hereby designated Ms. LeAnn M. Yamamoto, the Spokane County Transportation Demand Management Manager, as its designee for the purpose of administering and coordinating the County's responsibilities under the terms of this Agreement.

#### **Section 5: ACQUISITION/DISPOSITION OF PROPERTY**

The parties hereto agree that any real or personal property acquired by the County with those monies made available to the County by the City under Section 1 hereinabove shall be and remain the sole property of the County upon acquisition and/or termination of this Agreement.

#### **Section 6: COMPLIANCE WITH LAWS**

The County agrees to observe all applicable federal, state and local laws, ordinances and regulations including, but no necessarily limited to, the Americans with Disabilities Act and chapter 49.60 RCW, to the extent that they may have any bearing on performing those tasks for the City as set forth in Section 1 hereinabove. Additionally, the County agrees to comply with all applicable funding audit requirements of the WSDOT in conjunction with performing those tasks for the City. The County agrees to make available to the City or its duly authorized representative during normal County business hours and all records which it has kept in conjunction with providing those services for the City as set forth herein above.

## Section 7: NOTICES

All notices or other communications given under this Agreement shall be considered given on the day such notices or other communications are received when sent by personal delivery; or the third day following the day on which the notice or communication has been mailed by certified mail delivery, receipt requested and postage prepaid addressed to the other Party at the address set forth below, or at such other address as the Parties shall from time-to-time designate by notice in writing to the other Party:

CITY: Mayor or designee  
City of Spokane  
Seventh Floor, City Hall  
808 West Spokane Falls Boulevard  
Spokane, Washington 99201

COUNTY: Board of County Commissioners  
Spokane County Courthouse  
1116 West Broadway Avenue  
Spokane, Washington 99260

## Section 8: HEADINGS

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

## Section 9: MODIFICATION

No modification or amendment of this Agreement shall be valid until the same is reduced to writing and executed with the same formalities as this present Agreement.

## Section 10: ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto. The City has read and understands all of this Agreement, and now states that no representation, promise or agreement not expressed in this Agreement has been made to induce the City to execute the same.

## Section 11: LIABILITY

The County shall indemnify, defend and hold harmless the City, its officers and employees from all claims, demands, or suits in law or equity arising from the County's

intentional or negligent acts or breach of its obligations under the Agreement. The County's duty to indemnify shall not apply to loss or liability caused by the intentional or negligent acts of the City, its officers and employees.

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

If the comparative negligence of the Parties and their officers and employees is a cause of such damage or injury, the liability, loss, cost, or expense shall be shared between the Parties in proportion to their relative degree of negligence and the right of indemnity shall apply to such proportion.

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

Each Party's duty to indemnify shall survive the termination or expiration of the Agreement.

Each Party waives, with respect to the other Party only, its immunity under RCW Title 51, Industrial Insurance. The Parties have specifically negotiated this provision.

### **Section 12: ANTI-KICKBACK**

No officer or employee of the City, 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 the Agreement.

### **Section 13: VENUE STIPULATION**

This Agreement has been and shall be construed as having been made and delivered within the State of Washington. This Agreement shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement, or any of its provisions, shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

## **Section 14: COUNTERPARTS**

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

## **Section 15: SEVERABILITY**

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

## **Section 16: RCW 39.34 REQUIRED CLAUSES**

- A. PURPOSE: See Section 1.
- B. DURATION: See Section 2.
- C. ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS: No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- D. RESPONSIBILITIES OF THE PARTIES: See Agreement provisions.
- E. AGREEMENT TO BE FILED: The City shall file this Agreement with its City Clerk. The County shall file this Agreement with its County Auditor or place it on its web site or other electronically retrievable public source.
- F. FINANCING: See Section 1.
- G. TERMINATION: See Section 3.
- H. PROPERTY UPON TERMINATION: See Section 5.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals the day and year first above written.

CITY OF SPOKANE

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

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

BOARD OF COUNTY COMMISSIONERS  
OF SPOKANE COUNTY, WASHINGTON

Chair \_\_\_\_\_

Vice Chair \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

Approved by:

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

ATTEST:

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

\_\_\_\_\_  
Date

ATTEST:

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

\_\_\_\_\_  
Date

**Exhibit I**  
**Funding Allocation Methodology**

RCW 70A.15.4080 authorizes the CTR Board to determine the allocation of program funds made available for the purpose of implementing CTR plans. The funding allocated for local implementation of CTR activities from July 1, 2023-2025 through June 30, 2025-2027 is based on the 2023-20252025-2027 Commute Trip Reduction (CTR) Notice of Award issued by WSDOT on June 23, 2023August 6, 2025.

**ATTACHMENT "A"**

**STATEMENT OF WORK**

The County will:

1. Promote consistency within all affected local government jurisdictions within Spokane County, while serving the City's specific needs.
2. Maintain and administer the City's CTR Ordinances and Plan.
3. Employ a full-time Transportation Demand Management Manager to administer the County's and City's CTR Plans and Ordinances.
4. Take reasonable measures to identify and notify all affected employers within the City.
5. Assist each affected employer within the City in preparing a program and promoting the principles of Transportation Demand Management (TDM) with the employer's employees.
6. Maintain an appeals process consistent with RCW 70A.15.4060(e) by which major employers, who as a result of special characteristics of their business or its locations would be unable to meet the requirements of a commute trip reduction plan, may obtain a waiver or modification of those requirements and criteria for determining eligibility for waiver or modification. Within 30 days from the date of approval, submit to WSDOT the name and employer identification code for any worksite that has been granted an exemption. Include information about the duration of all exemptions and information on the type of modification granted.
7. Submit to WSDOT periodic progress reports summarizing the overall CTR implementation costs incurred by the County and shall be reported in a format provided by WSDOT.
8. Provide WSDOT with a public hearing notice and copies of any proposed amendments to the CTR ordinance, plan, and/or administrative guidelines within the first week of the public review period and final copies of all actions within one (1) month of adoption.
9. Coordinate and administer baseline and measurement CTR employer surveys. Provide employer survey assistance, training and state-supplied survey forms.
10. Notify WSDOT prior to sending any surveys to University of Washington for processing. The notification must include the name of the worksite, employer identification code and type of survey for each survey being submitted for processing. The notification shall be

submitted as an electronic spreadsheet via electronic mail. The County agrees to wait for confirmation from WSDOT prior to sending or delivering the surveys for processing.

11. Provide WSDOT with updated lists of affected worksites and jurisdiction contacts on a periodic basis or as requested by WSDOT. These updates will be submitted electronically in a format specified by WSDOT.
12. Continue to monitor the programs of each of the affected employers in the City to determine compliance with the CTR Ordinance and Plan. Complete annual review of employer CTR programs including a determination as to whether the employer is acting in good faith to meet the goals established by the CTR Law.
13. Provide on-going support to all employer designated Employee Transportation Coordinators (ETCs) and assist ETCs in facilitating regular employer networking opportunities and obtaining information necessary to perform their duties including information materials that explain a range of measures and activities to encourage employee use of commute alternatives.
14. Market available services to affected employers to assist in accomplishing CTR goals.
15. Work collaboratively with and provide technical guidance and support to employers in developing successful CTR programs.
16. Conduct at least one Basic ETC Training Course per year, using WSDOT-provided ETC Handbook and other training materials reviewed and approved by WSDOT.
17. Provide employers with written information on basic requirements of the CTR ordinance and goals set forth in approved CTR plans.
18. Attend transportation or health/benefits fairs at affected employer worksites to encourage high-occupancy vehicle commuting and promote the employer's CTR program.
19. Design, construct and distribute worksite Commuting Options Boards. Provide professional materials such as brochures, flyers, posters, newsletters, clip art and other tools to assist employer implementation of worksite CTR programs.
20. Provide all affected employers with the WSDOT-approved "Program Description & Employer Annual Report" form. Ensure completed reports are submitted by affected employers to meet applicable deadlines.
21. Submit to WSDOT periodic invoices along with progress reports that accurately assess the progress made by County, on behalf of City, in implementing RCW 70A.15.4000-4110.  
Report contents include:

- a. Detailed summary of CTR events and projects, including implementation assistance provided to affected employers within the City;
  - b. Actual total CTR expenditures used by the County for all state CTR funds expended by the County during the previous quarter for the purpose of CTR implementation using WSDOT pre-approved format;
  - c. Updated list of affected employers and worksites (electronic);
  - d. Total number of worksites by jurisdiction;
  - e. List of sites which have applied for exemptions or modifications;
22. Establish and maintain books, records, documents and other evidence and accounting procedures and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred solely for the performance of this Agreement. Establish and maintain a separate "CTR Account" within Spokane County along with supporting documentation such as payroll and time records, invoices, contracts, vouchers or products proving in proper detail the nature and propriety of the charges.
23. Participate in local implementation of statewide CTR public awareness and recognition programs developed by Washington State Department of Transportation.
24. Offer recommendations to the City for policies on parking and site design which will encourage the use of alternative transportation modes.
25. Encourage employers to develop site designs and improvements to office and industrial sites that promote the use of alternative transportation modes.
26. Assist WSDOT with CTR evaluation.
27. Serve as liaison between WSDOT and cities, towns, transit agencies and regional transportation planning organizations for the purpose of RCW 70A.15.4000-4110.
28. Continue applying for funding opportunities to further encourage the use of commute alternatives.

**ATTACHMENT "B"**

**STATEMENT OF WORK**

The City will:

1. Provide Spokane County with copies of any proposed amendments to the CTR Plan and Ordinance.
2. Provide Spokane County with copies of any CTR-related amendments to parking ordinances prior to public review.
3. Develop, implement and maintain its own CTR Program as an affected employer or as otherwise specified in the CTR Board Guidelines or RCW 70A.15.4000-4110.
4. Reimburse the County for the services provided by this Agreement in an amount equal to the City's share of the CTR funding as provided in RCW 70A.15.4080.



## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/09/2026

<b>Date Rec'd</b>	1/7/2026
<b>Clerk's File #</b>	RES 2026-0003
<b>Cross Ref #</b>	ORD C36826
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

**Submitting Dept** DEVELOPMENT SERVICES CENTER

**Contact Name/Phone** ELDON BROWN 625-6305

**Contact E-Mail** EBROWN@SPOKANE CITY.ORG

**Agenda Item Type** Resolutions

**Council Sponsor(s)** BWILKERSON PDILLON

**Sponsoring at Administrators Request** NO

**Lease?** NO **Grant Related?** NO **Public Works?** YES

**Agenda Item Name** RESOLUTION TO SET HEARING - ASTOR SOUTH OF SHARP VACATION

### Agenda Wording

Resolution to set Hearing for Vacating of Astor Street south of the alley that is south of Sharp Ave.

### Summary (Background)

Gonzaga University has applied to vacate a portion of Astor Street to accommodate campus expansion and provide a pedestrian plaza that will include enhanced landscaping and pedestrian improvements that should aid with safety in the area. Continued access to existing utilities and to the adjacent St. Aloysius Catholic Parish will be provided.

**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?**

**Council Subcommittee Review**

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Revenue	<b>\$</b> 9793.03	<b>#</b> 3200- 49199- 99999- 39510-99999
Select	<b>\$</b>	<b>#</b>

**Funding Source** N/A**Funding Source Type** Select**Is this funding source sustainable for future years, months, etc?****Expense Occurrence** One-Time**Other budget impacts (revenue generating, match requirements, etc.)**

This would generate \$9,793.03 in revenue.

**Approvals****Additional Approvals**Dept Head MCDANIEL, ADAMDivision Director MACDONALD, STEVENAccounting Manager ZOLLINGER, NICHOLASLegal KAPAUN, MEGANFor the Mayor PICCOLO, MIKE**Distribution List**

	ebrown@spokanecity.org
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edjohnson@spokanecity.org	akiehn@spokanecity.org
erivera@spokanecity.org	

## **R E S O L U T I O N 2026-0003**

WHEREAS, on October 11, 2025, the Spokane City Council received a petition for the vacation of Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, in the City of Spokane, from owners having an interest in real estate abutting the above right-of-way; and

WHEREAS, it was determined that the petition was signed by the owners of more than two-thirds of the property abutting Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, in the City of Spokane; and

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

NOW, THEREFORE,

The City Council does hereby resolve the following:

That hearing on the petition to vacate Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, in the City of Spokane will be held in front of the City Council at 6:00 P.M. or as soon thereafter as possible on March 9, 2026 and the City Clerk of the City of Spokane is instructed to proceed with all proper notice according to State law.

ADOPTED by the Spokane City Council, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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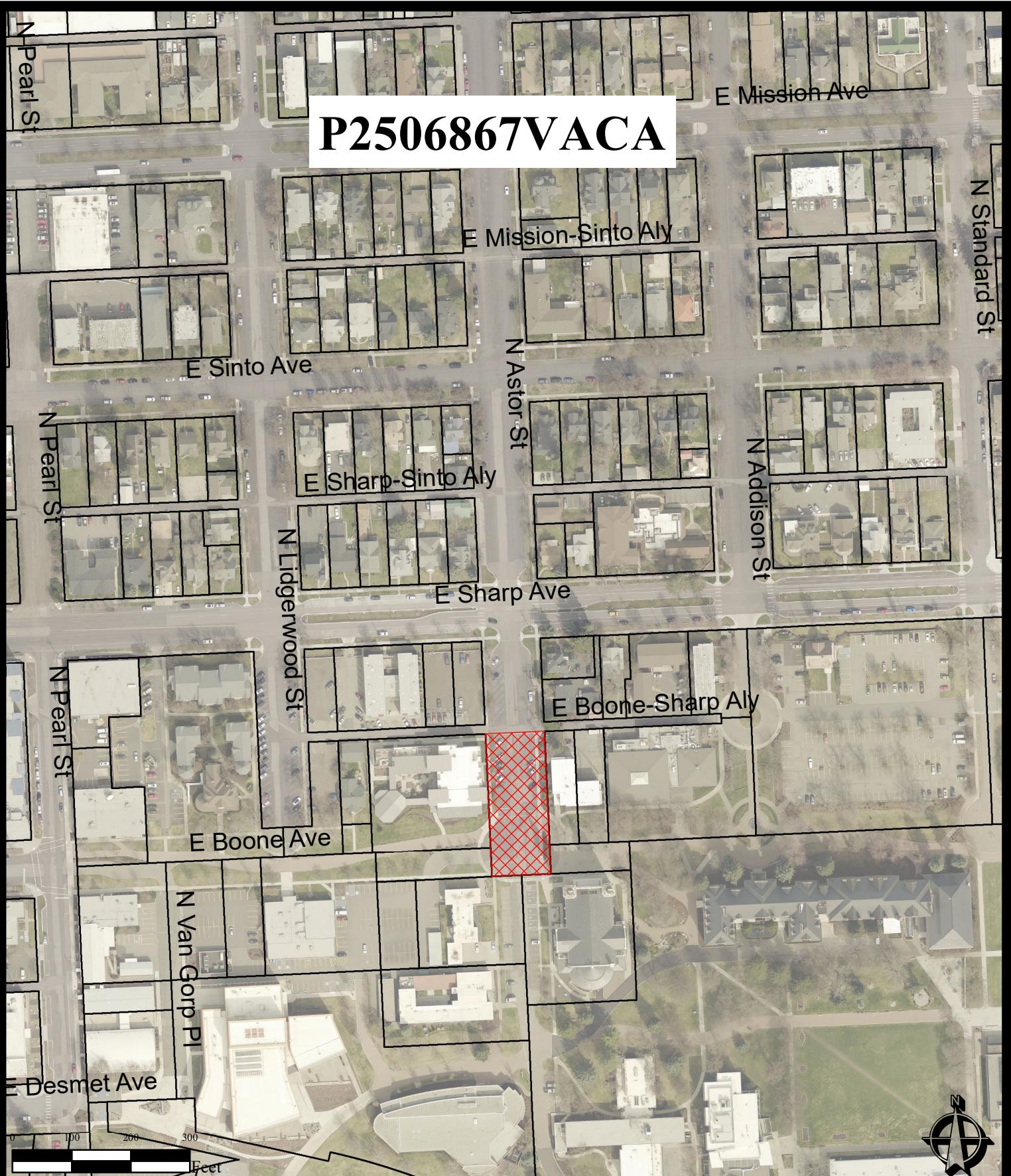
City Clerk

Approved as to form:

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Assistant City Attorney

**P2506867VACA**



**Right-of-way Description:**  
Astor Street South of  
the south line of the Boone-Sharp Alley

**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.



DATE: 10/27/2025 JOB #: #24042-0011.01  
TO: City of Spokane  
CC: Tomson Spink (Gonzaga University)  
FROM: Wade Gelhausen  
SUBJECT: Proposed Astor Street Vacation Application Written Narrative

### **Written Narrative**

As stated on the vacation application, Gonzaga University (GU) has periodically and methodically been applying for, and receiving approval of, vacations of public right-of-way (ROW) within their campus area. This allows GU to control or prevent vehicular access to points inside the campus to provide safe and uninterrupted traversing of the campus by students, faculty, staff and visitors. The vacations also allow GU to enhance the vacated ROW with wider landscaped pathways that are blended with the campus.

In addition to the reasons stated above, GU is working with the St. Aloysius Catholic Parish properties located on just south of the proposed ROW to be vacated in Astor Street, to create a new pedestrian plaza for the benefit of the GU campus and the parish. The plaza will include enhanced landscaping and pedestrian improvements to create an attractive and inviting area and improves safety to the area by further controlling vehicular access to the area. A 15' ingress/egress easement will be granted by GU to the St. Aloysius Catholic Parish properties upon approval of the vacation (centered in the middle of the Astor Street ROW to be vacated) to maintain access to the parish properties.

### **Vacation Application Questions**

#### **Responses to the Below Questions**

- Is the right-of-way no longer required for public use or access?
- How will the use of the right-of-way change after it becomes private property.
- Will the vacation result in any parcel of land being denied sole access to a public right-of-way?
- Are there any utilities in the right-of-way and if so do you plan to relocate them? If the utilities are not relocated, the City will retain no-build easements in the final vacation ordinance for the purveyors.

- 1) No, right-of-way is no longer required for public access in Astor Street south of the mid-block alley between Sharpe Avenue and the south line of vacated Boone Avenue.
- 2) The ROW vacated will be changed into a pedestrian plaza benefitting the GU campus and parish properties (as described above in the written narrative).
- 3) GU is partnering with the Catholic Parish to jointly use the vacated ROW and GU will dedicate a 15' ingress/egress easement to the St. Aloysius Catholic Parish properties upon approval of the vacation (centered in the middle of the Astor Street ROW to be vacated) to maintain access to the parish properties.
- 4) Yes, there are utilities running through the ROW proposed to be vacated. There is an existing 10" storm water main, an 8" sanitary sewer main, and 10" water main that are all City of Spokane utilities. The water main will likely be privatized by relocating the existing privatization vault north as part of the proposed vacation.



## Agenda Sheet for City Council:

**Committee:** Finance & Administration **Date:** 01/26/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/09/2026

<b>Submitting Dept</b>	CITY COUNCIL		<b>Date Rec'd</b>	1/21/2026
<b>Contact Name/Phone</b>	CHRIS WRIGHT 625-6210		<b>Clerk's File #</b>	RES 2026-0009
<b>Contact E-Mail</b>	CWRIGHT@SPOKANCITY.ORG		<b>Cross Ref #</b>	
<b>Agenda Item Type</b>	Resolutions		<b>Project #</b>	
<b>Council Sponsor(s)</b>	BWILKERSON KKLITZKE		<b>Bid #</b>	
<b>Sponsoring at Administrators Request</b>	NO			
<b>Lease?</b> NO	<b>Grant Related?</b> NO	<b>Public Works?</b> NO		
<b>Agenda Item Name</b>	RESOLUTION ADOPTING AMENDMENTS TO COUNCIL RULES OF PROCEDURE			

### Agenda Wording

A Resolution adopting various amendments to the City Council's Rules of Procedure.

### Summary (Background)

Per Section 9 of the City Charter and Section 02.01.050 of the Spokane Municipal Code, the City Council has authority to adopt rules of procedure. The City Council typically adopts new rules of procedure annually, in the form of a resolution adopting rules reflecting agreed amendments. The amendments for 2026 include both technical corrections and modifications as well as substantive changes in procedure, including the following substantive changes: (1) Reducing the number of published agendas to two ("Draft" and "Final") and making corresponding changes throughout the rules. Legislation not appearing on the draft or final agenda will be publicized via a method developed by the Council Office Director and the City Clerk; (2) Provides for change of evening legislative session to Tuesdays on June 1, 2026; (3) Adds special expedited provisions for placing items on legislative agenda relating to emergency declarations and year-end budget matters; (4) Provides formal process for change of sponsorships; (5) Provides formal process for calling of special sessions by majority of council members; (6) Clarifying mechanism for abstentions; (7) Extensive rewrite of Rule 3 to distinguish between legislative hearings and adjudicative hearings; (8) Modifications to procedure for amendments and substitutions, and allowing certain technical changes or additions to legislative items without a formal motion to amend, and adding language to allow items to be rejected if agenda sheet is not complete; (9) Switches meeting days of PIES and Urban Experience Committees; (6) Adds language in Rule 7.3 relating to council staff to conform to new ordinance.

**What impacts would the proposal have on historically excluded communities?**

The council is always striving to ensure ready access to its proceedings by all persons as well as transparency regarding proposed legislation. The proposed rules for 2026 maintain council's commitment to these principles, which benefit all city residents, including historically excluded communities.

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

No specific data will be collected, although council generally hears from constituents when its rules hamper public interaction with the council.

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

See response above.

**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?**

Adoption of council rules is consistent with Section 9 of the City Charter and Section 02.01.050 of the Municipal Code.

**Council Subcommittee Review**

Not applicable



## **RESOLUTION NO. 2026-0009**

A Resolution adopting various amendments to the City Council's Rules of Procedure.

**WHEREAS**, pursuant Section 9 of the Spokane City Charter and Section 02.01.050 of the Spokane Municipal Code, the city council establishes its rules of procedure; and

**WHEREAS**, the City Council's Rules of Procedure may be amended by resolution and are amended from time to time, normally on an annual basis; and

**WHEREAS**, the City Council intends to amend its Rules of Procedure by the adoption of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Spokane City Council hereby amends its City Council Rules of Procedure by adopting the attached 2026 City Council Rules of Procedure.

Adopted by the City Council this \_\_\_\_ day of February, 2026.

---

City Clerk

Approved as to form:

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Assistant City Attorney



## **SPOKANE CITY COUNCIL RULES OF PROCEDURE**

**(2026 revision, adopted XXX by Resolution No. 2026-XXXX)**

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## **RULE 1 - GENERAL PRINCIPLES**

### **Rule 1.1 PURPOSE**

The Spokane City Council adopts these rules to govern the conduct of city council business. These rules do not confer upon any person who is not a member of the council any right to a particular procedure, nor do they affect the validity or legality of any council action.

### **Rule 1.2 DUTY OF MUTUAL RESPECT**

During council meetings, it is the duty of each council member to treat each other, city staff, board and commission appointees, and the public with respect, and to uphold both the spirit and letter of these council rules. Likewise, all persons who attend a council meeting or interact with council members or council staff in any type of forum or communication, regardless of the form or format, must act respectfully toward all persons and not commit "Unlawful harassment" as defined by RCW 7.105.010(36). Mutual respect includes, but is not limited to, not intentionally disclosing private information about a council member or staff such as personal telephone numbers or home addresses without the permission of the council member or staff.

### **Rule 1.3 DUTY OF ETHICAL CONDUCT**

A. Each council member must uphold the constitution, laws, and regulations of the United States of America, the State of Washington and the Charter and ordinances of the city including, without limitation, chapter 01.04B, SMC (Code of Ethics), recognizing that federal and state laws pre-empt local laws. Should a council member have a conflict of interest or become aware that they have or may have a conflict of interest, that council member shall promptly inform the council of the conflict of interest and may abstain from any council action in connection with that matter consistent with Rule 2.17.

B. Confidential information.

1. No council member may disclose confidential information, including attorney client privileged communications, to any person not entitled or authorized to receive the information. Notwithstanding the foregoing, the city council may, upon the affirmative vote of five (5) council members taken in an open meeting, authorize the release of specific information which would otherwise be deemed confidential information, including without limitation discussions held in executive session. Disclosure of legal advice shall be pursuant to Rule 7.8 (Legal Inquiries).
2. For purposes of these rules, "confidential information" has the same meaning as the term is defined in SMC 01.04B.020(I) and SMC 01.04B.050(I).

C. No council member may use or authorize the use of facilities of the city, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the purpose of or opposition to a ballot proposition. Council members shall comply with RCW 42.17A.555 (Use of public office or agency facilities in campaigns—Prohibition—Exceptions). Notwithstanding the foregoing, nothing in these rules prevent any member of the public from exercising their rights to free expression by wearing clothing, buttons, or other attire which displays messages of a political nature in a council meeting, so long as such conduct does not include the display of signs and/or disrupt the council meeting. Further, these rules do not prohibit the city council, acting as a body in an open public meeting, from adopting resolutions supporting or opposing state or local ballot propositions, consistent with RCW 42.17A.555.

#### Rule 1.4 ROBERT'S RULES OF ORDER

Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to *Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition*. Any determination by the council president or presiding officer on a rule of procedure may be challenged by a motion as provided in Rule 2.13 (Chair).

#### Rule 1.5 AMENDMENT OF COUNCIL RULES

These rules may be amended at any time by resolution of the city council. Suspension of the rules shall be pursuant Rule 2.18.

#### Rule 1.6 EFFECTIVE DATE, EFFECT ON PENDING LEGISLATION.

The effective date of these rules is January 1, 2026. All legislation and supporting materials timely submitted prior to the effective date of these rules shall be deemed timely submitted under these rules.

### **RULE 2 – MEETINGS**

#### Rule 2.1 PLACE AND TIME OF MEETINGS

A. As provided in SMC 02.01.010, the regular legislative meeting of the city council is at 6:00 p.m. every Monday in the council chambers. If a Monday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

Commencing June 1, 2026, the regular meeting of the city council is at 6:00 p.m. every Tuesday in the council chambers. If a Tuesday is a city holiday, that week's

regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

- B. As provided in SMC 02.01.010, in addition to the regular legislative meeting, the City Council shall hold a session titled “agenda review,” to consider amendments, deferrals and other changes to published council agendas for the following weeks. Agenda review shall begin at three-thirty (3:30) p.m. each Monday. The agenda review session may also be used to receive staff reports on matters of interest, committee reports, background information from staff regarding matters appearing on the published council agendas. At this time, any council member may make a motion to defer, refer, or withdraw an item on an agenda. Any deferral of an item on the final agenda for the purpose of accommodating future amendments requires at least a two-week deferral. Once the agendas have been reviewed, the city council shall approve the agendas, with any modifications, by motion.
- C. If two or more consecutive regular meetings are canceled, the council president has the discretion to cancel the preceding or following agenda review session due to lack of business. Agenda review may be cancelled at the discretion of the Council President to accommodate City holidays.
- D. At the conclusion of the agenda review meeting or at other time properly announced, and absent objection from the majority of the council, the council president or presiding officer may call convene an executive session consistent with the Open Public Meetings Act (“OPMA”). Before so doing, the chair shall announce the subject matter of the executive session with as much particularity as will not frustrate the purpose of the executive session and the estimated duration of the executive session. The council president determines which person(s) shall attend each executive session, absent an adopted motion by the council to override the council president’s determination. However, all council members and city attorneys shall be permitted to attend.
- E. The 6:00 p.m. council session is the legislative session, during which the council may take public testimony, discuss, and take action on agenda items, and hold the open forum as provided in Rule 2.2 (Open Forum). The council president may combine specific agenda items for purpose of public comment and voting, absent an objection that is sustained by a majority of council members present.
- F. The council members from each district shall have the opportunity to schedule at least one community engagement meeting in their district and, so long as all council members are invited to such meeting, to use council resources and staff to schedule and conduct such meetings.

## Rule 2.2      OPEN FORUM

- A. After the conclusion of all legislative business, the council may recess briefly and then shall convene for an open forum, unless a majority of council members vote

otherwise. The open forum shall have twenty (20) spaces available. 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 that calendar month. The council shall conclude open forum after twenty (20) speakers unless a majority of council members vote to allow additional speakers. The city clerk and other staff shall not be required to remain in attendance during the open forum. Nothing in this Rule 2.2 shall be deemed to require open forum or the legislative session to continue after 10:00 p.m., or to require open forum during a council "Town Hall" meeting contrary to Rule 2.14.F.

- B. Members of the public can sign up for open forum beginning no later than 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. Members of the public can sign up for open forum via the virtual testimony form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign themselves in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will be added to the list of speakers at the discretion of the chair, or their designee. The order of the speakers will be determined at the discretion of the chair, taking into account any special accommodations for persons of limited English proficiency as provided in Rule 2.2.F below. Each speaker shall be limited to no more than two (2) minutes unless a majority of the council members in attendance vote on an alternate time limit.
- C. No responses from council members, other than a statement of council members' intent to address the matter in the future or points of order will be permitted by council members during an open forum, unless the question is likely to be of concern by the broader community and can be quickly clarified from the dais by the Council President or whomever she recognizes for such purpose.
- D. The open forum is a limited public forum and all matters discussed in the open forum shall relate to the affairs of the city. "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. Absent permission of the chair, which may be overridden by a majority vote of the council members present, no person shall be permitted to speak in open forum regarding items on any published agenda. No person may speak at open forum regarding pending hearing items. No person shall be permitted to speak in open forum regarding candidates, initiatives, or referenda in a pending election. Legal or personal matters between private parties that do

not impact the governance of the City of Spokane are not a permissible topic of open forum testimony.

- E. No person shall be permitted to display visual information during open forum, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at [citycouncil@spokanecity.org](mailto:citycouncil@spokanecity.org). Individuals speaking during open forum shall address their comments to the council president, and speakers as well as members of the audience shall comply with Rule 2.15 (Participation by Members of the Public in Council Meetings).
- F. Participation of individuals with limited English language proficiency in open forum shall be accommodated to the extent set forth in Rule 2.15.J.

### Rule 2.3 ADJOURNMENT OF MEETINGS

- A. At the conclusion of the legislative session, unless there is further business before the council, the chair shall request a motion to adjourn the meeting until the next regularly scheduled council meeting.
- B. Any meeting may be adjourned prior to the completion of the city council's agenda to a place and time set by motion. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time fixed for the next regular meeting. If a regular meeting be adjourned to a place and time specified, that adjourned meeting is a regular meeting.
- C. If at the time fixed for the beginning of any meeting, or at any time in the course of a meeting, less than a quorum be present, the council president, or in the president's absence any member, or if there are no council members present then the city clerk, shall declare the meeting adjourned to the next regular meeting.
- D. If a meeting is adjourned prior to the completion of the city council's agenda, all matters on the agenda not disposed of shall be continued to the next scheduled meeting or to a properly noticed special meeting. The city clerk or other person designated by the city clerk shall post a written notice of adjournment conspicuously on or near the main door of the place of any meeting which has been adjourned. The notice shall be posted as soon as possible after the adjournment and shall state the fact of adjournment and the place and time to which the meeting was adjourned.
- E. At 10:00 p.m., absent an adopted motion to remain in session to a time certain, the council's regular meeting shall be adjourned by motion and action shall be continued to the next legislative session. If testimony on an item was not completed before the meeting was adjourned, it shall be continued to the next meeting without allowing for additional members of the public to sign up or for those who were able

to testify at the first meeting to give testimony again unless significant changes have been made to the item, per the discretion of the council president or presiding council member.

- F. In the event noise, disturbance, indecorum, or other circumstances disrupt council proceedings so as to render the orderly conduct of such meeting unfeasible, or if the removal of the individual(s) causing the disruption will not restore order, the council president or presiding council member may request a motion to adjourn the meeting either to the next regularly scheduled council meeting or to an alternate place and time set by motion. Absent adoption of such a motion by a majority of council members present, the meeting shall continue, subject to the chair's discretion to remove disruptive individuals under Rule 2.13 (The Chair).

#### Rule 2.4 SPECIAL MEETINGS

Pursuant to Section 10 of the Spokane City Charter, special meetings may be called by the city clerk on the written request of the mayor, council president, or a majority of council members. Special meetings may be called by a majority of council members as follows:

1. An individual council member shall notify the City Clerk of that council member's wish to call a special meeting at a particular day and time to transact particular business;
2. Upon receipt of the request from the individual council member, the city clerk will notify other council members of the request for a special meeting, stating the requested day and time of the meeting and the particular business to be transacted, and shall ask the other council members if they agree to the request for a special meeting;
3. Upon receipt of the consent of at least three other council members to the request for a special meeting, or upon receipt of consent to a request to an alternative day and time and alternative business to be transacted by at least four council members, the city clerk shall notify council members, the media and the public of the scheduling of a special meeting.

Notification under this section may be in writing or via electronic mail. All such special meetings shall be noticed in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules.

#### Rule 2.5 STUDY SESSIONS

From time to time, after consultation with all council members' offices, the council president may schedule a study session of the city council to receive information on staff matters, staff briefings, and enable discussion among council members on issues of public concern. Study sessions are held in a workshop format, with no public hearing, and

including no council action to dispose of any item unless the study session was noticed as a special meeting in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules. A quorum of the council is not necessary in order to proceed with a study session. Additional study sessions may be scheduled at the discretion of the council president or by a vote of the majority of council members present at a public meeting of the council.

## Rule 2.6 QUORUM

A quorum is four (4) or more council members present and qualified to act unless a particular action requires the affirmative vote of more than four. The quorum for the adoption of an ordinance making an emergency expenditure as provided in RCW 35.33.081 and 35.33.091, adoption of an ordinance effective immediately under subsection 19(a)(1) of the Charter, and override of a veto as provided in subsection 16(b) is five (5).

## Rule 2.7 SERVICE ANIMALS AT CITY COUNCIL MEETINGS

- A. For purposes of these rules, only dogs that are individually trained to do work or perform tasks for a person with a disability are recognized as service animals. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under these rules. Service animals are permitted to accompany people with disabilities in city council meetings, as well as all areas where members of the public are allowed to go.
- B. Service animals must, at all times while present in a city council meeting, be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices, in which case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- C. When it is not obvious what service an animal provides, city staff may only inquire (1) whether the dog is a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. City staff shall not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- D. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- E. A person with a disability cannot be asked to remove their service animal from the

premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When one of these situations exists, city staff shall offer the person with the disability the opportunity to be present at the city council meeting without the animal's presence.

- F. No person with a disability who uses a service animal will be isolated from other people or treated less favorably than another person in the conduct of a city council meeting.
- G. City staff and council members shall not be required to provide care or food for a service animal at a city council meeting.

#### Rule 2.8      FUNCTIONS OF MEETING AGENDA

- A. The council, with the assistance of the city clerk, shall publish two agendas each week for regular council meetings, the "final agenda" and the "draft agenda." The approved draft agenda becomes the final agenda for the next council meeting. The agendas serve to introduce items to the council, to establish the order of business and to give notice to the public as required under RCW 35.22.288. The notice of a special meeting is the agenda for such meeting.
- B. In addition to the final and draft agenda, the Council Office Director shall work with the City Clerk to regularly publicize legislative items scheduled for future council consideration on a date beyond those reflected in the final and draft agendas.

#### Rule 2.9      INTRODUCTION OF ITEMS

- A. Legislation shall only be placed on a regular legislative meeting agenda by the council president or any council member through the process established in Rule 2.10 (Agenda Process), except as otherwise provided by Rule 2.18 (Suspension of Rules). Except as provided elsewhere in these rules, no resolution or ordinance may appear for consideration on a legislative agenda for consideration by the full council unless (1) it has first been presented in a committee or study session, (2) is sponsored by at least two (2) council members, and (3) is in final (or close to final) form.
- B. Items that need consideration on a compressed timeline due to an unforeseen urgency or emergency may be added to a draft legislative agenda prior to being presented at a committee or study session with either (i) prior written permission from all the council sponsor(s) or (ii) the council president. Notwithstanding the accelerated placement on a draft legislative agenda, the matter must still be heard in committee and sponsored by at least two (2) council members, absent suspension of the rules by the council.
- C. Regular meeting agendas are prepared by the city clerk in the manner and format prescribed by the city council and consistent with council administrative policies

and procedures and these council rules.

- D. The term “legislation” in these rules means any ordinance, resolution, contract approval, approval of claims, board and commission appointments, and special considerations.
- E. Resolutions to ratify, reject or modify an emergency declaration pursuant to Section 02.04.060 SMC may be placed on the next council agenda at any time with two (2) council sponsors and without appearing in committee.
- F. Special budget ordinances necessary to comply with year-end budget reporting or reconciliation (e.g., carryover special budget ordinances) need not be reviewed in committee before placement on the council agenda, and may be placed on the council agenda the Friday prior to scheduled council action after presentation to the Finance Committee Chair, Finance Committee Vice-Chair and the Council Budget Director at least one week prior to submission to the council agenda.

## Rule 2.10 AGENDA PROCESS

- A. The process of submitting agenda items and preparing the agenda for all council meetings shall be consistent with these rules and any administrative policies and procedures governing council meetings and agenda items. In a conflict between these rules and an administrative policy and procedure, these rules shall control.
- B. Except as otherwise provided in Rule 2.9 (Introduction of Items), no agenda item, other than weekly reports of the mayor of pending claims and payments, payroll claims, board/commission/committee appointments, initiative and referendum matters, and letters appearing under special considerations, may appear on a council legislative agenda without (i) first appearing on a standing committee agenda and (ii) meeting the requirements to emerge from the standing committee, as provided in paragraph F of Rule 6.2 (Committee Process). Mayoral nominations and appointments do not require council sponsors, and shall appear on the council agenda upon submission by the Mayor in the manner provided under the City Charter.
- C. Agenda items submitted to a standing committee’s agenda must be submitted to the standing committee associated with the division from which the agenda item originates, as illustrated in Attachment A. For purposes of this rule, special budget ordinances (SBO) are assigned either to the committee of the underlying department whose appropriation(s) are affected by the SBO, or the Finance & Administration Committee.
- D. Agenda items may be submitted to a standing committee other than the committee ordinarily assigned with the permission of the chair of the appropriate standing committee and the permission of the chair of the committee to which the item is

being submitted. Items uploaded by the Mayor's office shall be submitted to the committee to which the division most affected by the item is ordinarily assigned. The Council President shall have the power to resolve any dispute or uncertainty regarding application of this rule.

- E. Proposed agenda items are added to a final committee agenda after securing confirmation from at least one council member that they will sponsor the item for committee.
- F. To move out of a standing committee and onto a legislative agenda, resolutions and ordinances must secure two (2) council sponsors.
- G. At any time before the draft agenda is approved as the final agenda, a council member may remove or add their sponsorship of an agenda item by notifying all council members and the city clerk by email. Change of sponsorship after approval of the draft agenda, or more than two days after any amendment of the legislative item, whichever is later, shall be by a motion approved by a majority of council members. If removal of the sponsorship deprives the legislation of requisite sponsors, and no additional council member(s) add their name as a sponsor, the matter is referred back to the committee of origin.
- H. The timeline and process for formalizing standing committee meeting agendas is as follows:
  - 1. No later than 5:00 p.m. on the Wednesday immediately preceding the desired committee meeting, suggested agenda items (for both consent and discussion items) shall be uploaded into OnBase.
    - a. At that time, the agenda sheet template should be filled out completely and must indicate whether the preparer prefers the item to be a consent item or a discussion agenda item.
    - b. Supporting attachments, including ordinances, resolutions and contracts, are due at this time except with express permission by the committee chair.
  - 2. By 9:00 a.m. on the Thursday immediately preceding the desired committee meeting, items submitted into OnBase must receive all OnBase approvals and arrive in the committee queue. Items that do not receive all OnBase approvals by the above deadline may be added to the final committee agenda at the discretion of the committee chair or their designee.
  - 3. Items originating from the council office are not required to gain administration OnBase approvals to be added to a committee agenda.

4. If administration staff need help identifying a sponsor, they should consult with the committee chair, vice chair or their legislative assistants.
  5. After the final committee agenda is created, council staff circulates the final committee agenda by no later than close of business on the Friday immediately preceding the committee meeting.
  6. Any deviation from the timeline for submitting agenda items (submitting agenda items past the deadlines, for example) must be approved by the committee chair or their designee.
- I. The wording for the agenda item and the relevant information placed on the agenda sheet are to be provided by the person submitting the item. Where indicated, a plain language summary shall be provided to accurately describe the item to make it easily understood by the public. The council president or their designee shall decide any disputes over wording unless verbiage is determined by a majority vote of the council. The council director or designee, the city clerk and city attorney's office staff may edit agenda items for technical, grammatical or typographical errors.
  - J. Regardless of adherence to the submission deadlines set forth in Rule 2.10 (Agenda Process), the committee chair may allow or exclude from a committee agenda any item not containing a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Any council member may object to appearance of a legislative item on a published draft agenda that lacks a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Such objection, when made, shall be recognized by the council president or presiding officer, who shall rule on the objection and whose ruling is subject to appeal.
- K. Each council member shall have the continuing duty to be familiar with all agenda items and all accompanying information.

#### Rule 2.11 NOTICE BY AGENDA

Except as provided below, the agenda is the only required meeting notice.

#### Rule 2.12 SPECIAL MEETING NOTICES

Notice of every special meeting shall be given in writing to every council member, council staff, the mayor, the city attorney, and to all parties who have on file with the city clerk a request for such notices. The notice shall be delivered personally, electronically, by mail, by facsimile or otherwise, so as to be received at least 24 hours before the meeting or as otherwise provided for in RCW 42.30.080. The notice shall state the place and time of the meeting and the business to be conducted. The council shall not consider or make final

disposition of any matter not included in the notice. Notices of special meetings are prepared by the city council office staff and issued by the city clerk's office. Submission of legislative items for consideration at a special session need not conform to Rule 2.9 (Introduction of Items).

## Rule 2.13 THE CHAIR

- A. The council president, or in their absence or incapacity, the council member selected by the council to serve as council president *pro tem* pursuant to SMC [02.005.020](#) (each of whom is referred to in these rules as "the chair") shall preside over meetings of the council and cause the business of the council to be transacted in accordance with these rules. The presiding officer may yield the chair to another council member to conduct a portion of the meeting. If the council president *pro tem* is unavailable, the council member with seniority of tenure on the council shall preside.
- B. The chair shall determine all questions of parliamentary procedure, subject to appeal as provided in this Rule 2.13(B), but shall liberally grant leave to the city council's policy advisor and/or a city attorney to speak to the question. A ruling of the chair can be appealed, before the ruling is acted on, by any council member's announcement of an appeal, which appeal is perfected by receiving a second. The chair shall then state the question in terms of upholding the ruling and may state the reasons for the ruling. Then, when the appeal is debatable per Roberts Rules of Order, the member appealing has the floor to open debate on the appeal. Upon the close of debate, the council shall vote on whether to sustain the chair's ruling.
- C. The chair may not make a motion. The chair may second a motion. The chair may vote as any other council member.
- D. The chair has the authority to declare the council at ease or to declare a recess of any council meeting in the appropriate circumstances, including when noise, disturbance, indecorum, or other circumstances warrant a recess. In the event disturbance, indecorum, or other circumstances disrupt council meeting, the chair may request a motion to adjourn pursuant Rule 2.3 (Adjourned Meetings). The chair may direct any person or persons disrupting the meeting to be removed from the chambers or to otherwise eliminate a source of disruption. In administering this rule, the chair will be guided by the council's intent to support robust public, peaceful participation by the public.

## Rule 2.14 ORDER OF BUSINESS

### A. Agenda Review.

The council will meet each week on Monday to review the final and draft agendas for the next two regular legislative sessions. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting

is as follows.

1. Roll call;
2. Council or staff reports of matters of interest;
3. Staff or council member briefings regarding matters on either of the draft agendas, as may be requested by council members;
4. Discussion of and any adjustments to the final or draft agenda;
5. Approval by motion of the draft agenda as final and the final agenda as amended.

**B. Executive Session.**

The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as the time that executive session began and ended.

**C. Legislative Session.**

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Land Acknowledgement;
2. Pledge of Allegiance;
3. “Poetry at the Podium,” words of inspiration, and special introductions;
4. Roll call to establish the presence of a quorum;
5. Reading of proclamations and salutations;
6. Reports from community organizations;
7. Announcement of adjustments to the agenda;
8. Council appointments and consideration of mayoral appointments;
  - a. Testimony from members of the public concerning the appointments;

- b. Request(s) by an individual council member, if any, to consider any specific appointments separately;
    - c. Action on the appointments;
  - 9. Consent Agenda;
    - a. Testimony from members of the public concerning the consent agenda;
    - b. Request(s) by an individual council member, if any, to consider any specific consent agenda items separately from the consent agenda;
    - c. Action on the consent agenda;
  - 10. Reading of each legislative item by the city clerk;
    - a. Testimony from members of the public concerning the agenda item;
    - b. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item; and
    - c. Vote.
  - 11. Special Considerations, Public Hearings;
  - 12. Open Forum; and
  - 13. Adjournment.
- D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent the objection of a majority of the council.
- E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

## Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS

The council encourages public participation in the legislative process. Council meetings shall be conducted in a manner that provides the opportunity for all attendees to hear, see and participate in the proceedings to the extent provided in these Rules and applicable city, state, and federal law. Speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any council meeting is prohibited. In addition to these general principles governing public participation, the following specific rules apply:

- A. Members of the public may address the council regarding the following items during the council's legislative session: board and commission appointments, the consent agenda as a whole, all first reading ordinances together (with the exception of first reading ordinances associated with hearings, which shall be taken separately), final readings of regular and special budget ordinances, emergency ordinances, hearing items, special considerations, review of mayoral vetoes, and other items before the city council requiring council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak on issues that are not part of the final or draft agendas.
- B. 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 a name as a condition of recognition. Council members must be recognized by the chair for the purpose of obtaining the floor.
- C. Each person speaking in a public council meeting shall verbally identify themselves by name and, if appropriate, representative capacity.
- D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the city clerk.
- E. Those who wish to provide commentary but do not wish to give verbal comments at the podium may provide written comments to the council via letter or electronic mail.
- F. No person shall be permitted to conduct demonstrations, display banners, hold signs, applaud or boo speakers, use profanity, vulgar language or obscene speech, yell or make comments that attack or verbally insult any individual, or engage in other such disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the proceedings.
- G. Standing is permitted so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the

Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when standing.

- H. A speaker asserting a statement of fact may be asked by a council member to document and identify the sources of the factual datum being asserted.
- I. When addressing the council, members of the public shall direct all remarks to the council president, shall refrain from remarks directed personally to any council member or any other individual, and shall confine remarks to the matters that are specifically before the council at that time.
- J. City employees or city officials (including members of city boards and commissions) may participate in public comment, including testifying at open forum and offering written testimony, providing they are in compliance with the City of Spokane Code of Ethics and they do the following:
  - 1. Announce at the beginning of their testimony that they are there in their personal capacity or their capacity as a member of a relevant board, commission, committee or community group;
  - 2. Protect confidential information, including, but not limited to, confidential financial information and attorney-client communications;
  - 3. Do not use, or be perceived to use, city funds, including giving testimony during paid work time or while in uniform; or city property, including using a city-issued computer or cell phone, in giving testimony.
- K. When any person, including members of the public, city staff, and others, are addressing the council, council members shall observe the same decorum and process as the rules require among the members *inter se*. That is, a council member shall not engage the person addressing the council in colloquy but shall speak only when granted the floor by the council president. All persons and/or council members shall not interrupt one another. The duty of mutual respect and avoiding unlawful harassment set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order, Newly Revised*, shall extend to all speakers before the city council. The city council's policy advisor and/or a city attorney shall, with the assistance of council staff, assist the council president to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak. All persons attending city council meetings or city council sponsored meetings shall refrain from harassing other attendees or risk being removed and/or prohibited from attending future meetings.
- L. The city council intends to fully comply with chapter 18.11 SMC, Language Access in Municipal Proceedings. Rules regarding participation of individuals in council proceedings, including legislative sessions and open forum, shall be deemed amended to conform to any Language Access Plan adopted by the council

pursuant to SMC 18.11.030. Except as otherwise provided in an adopted Language Access Plan, individuals with limited English language proficiency are encouraged to contact the council office director at least five (5) days prior to a scheduled legislative session for assistance with the signing up to testify or to arrange translation or interpretation assistance.

- M. City council legislative sessions are regularly video and audio recorded and available online (<https://vimeo.com/spokanecitycouncil>). Members of the public may also photograph or film council proceedings so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when photographing or recording. No flash photography or other lighting is permitted.
- N. RCW 42.17A.555 generally prohibits the use of city facilities for electioneering. Therefore, no person may use the council meeting or facilities for the purpose of assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition. In this context, the term "facilities" includes council chambers, the council gallery and the speaking opportunities available through the public comment and open forum procedures set forth in these rules. Nothing in this rule prevents public comment regarding a council resolution or statement concerning any ballot proposition, so long as such public comment is confined to the merits of the council action and not the merits of the ballot proposition.

#### Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS

- A. Members of the public can sign up to give testimony beginning no later than 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. Members of the public can sign up to give testimony on legislative items via the online testimony sign-up form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.
- B. The city council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.15(A), with those exceptions stated in this paragraph. Public testimony shall be limited to the final council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony is limited to three (3) minutes per speaker for hearings and legislative items under consideration. For the consent agenda, first reading of ordinances or special consideration testimony is limited to two (2) minutes per speaker. The

chair, absent a majority vote of the council, has the authority to lower the per speaker time limit by announcing the new, lower time limit at the legislative session. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the council. Testimony on a legislative item deferred to a future date certain shall be taken on the future date, unless testimony on the date of deferral is allowed by the Council President.

- C. No public testimony shall be taken on oral amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the council.
- D. No person shall be permitted to display visual information during their testimony, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at [citycouncilspokanecity.org](mailto:citycouncilspokanecity.org).
- E. For public hearings required by state law, the chair may institute special rules for testimony.
- F. Testimony at council committee meetings shall be governed by Rule 6.2.
- G. Members of the public may provide written testimony for any agenda item. Written testimony can be provided to the council by sending it via regular mail, delivering it to the city clerk at a regular meeting of the council, or emailing comments to [testimony@spokanecity.org](mailto:testimony@spokanecity.org). To be included in the final agenda packet, written testimony on an agenda item must meet the following criteria:
  - 1. Be delivered to the council via email at [testimony@spokanecity.org](mailto:testimony@spokanecity.org);
  - 2. Include a title that clearly identifies the agenda item(s) to which the commenter is submitting testimony (e.g. "Written Testimony on Resolution 2025-0001");
  - 3. Include the name of the submitter;
  - 4. Does not include photographs, presentations, videos, or other media; and
  - 5. Be received in the [testimony@spokanecity.org](mailto:testimony@spokanecity.org) inbox no later than 5:00 p.m. on the Wednesday immediately preceding the legislative meeting on which the item is to appear on a final agenda.

Written comments that fail to meet any of the above criteria will not be included in the final agenda packet but should be distributed to the council via email.

## Rule 2.17 VOTING, EFFECT OF DEFERRAL; ABSTENTION

- A. Except where a majority plus one vote is required, (e.g., Charter section 19, RCW 35.33.081, RCW 35.33.091), and unless otherwise provided herein, all motions must receive at least four (4) affirmative votes to pass.

- B. If a motion receives less than the required number of affirmative votes, it shall be declared that the motion failed and the status quo shall prevail.
- C. Upon a tie vote, the status quo prevails on the matter upon which the vote was cast.
- D. Any legislative item may be deferred indefinitely or to a specific future legislative session date by motion. Any legislative item deferred indefinitely may be returned to a draft council agenda by a motion by a council member who was on the prevailing side of the original vote to defer the item. A motion to return the item to the council agenda must be presented within six (6) months of the initial deferral and adopted by four affirmative votes. Any item not returned to the council agenda within six months after the initial deferral shall be considered not adopted and may only be returned to the council agenda after introduction pursuant to Rule 2.10 (Agenda Process). Legislative items governed by Section 24 of the City Charter may only be deferred in a manner consistent with the charter.
- E. Any legislative item may be referred to a specific future standing committee meeting by motion. Items referred to committee are automatically included on the agenda of the committee to which the item is referred. To move out of the committee and onto a legislative agenda, the item must secure the minimum number of sponsors pursuant to Rule 2.10 (Agenda Process).
- F. The votes on any ordinance or formal resolution shall be individually taken and recorded. As to any other matter (such as motions), voting shall be by voice vote unless a member requests, prior to action on the next item of business, a roll call vote. Unless otherwise required due to the technical limitations of the specific meeting method or forum, the alternative to voice vote shall be the electronic voting tally system currently in use in the council chambers.
- G. In all cases of voting by other than voice vote, the city clerk shall record the names of those voting on each side of the question and of those abstaining. In cases of voice vote, the chair shall announce, and the record shall reflect, the vote. Regardless of method of voting, each council member shall have the right to explain the reasons for their vote and such a request shall be regarded as a point of personal privilege.
- H. A council member may abstain from deliberating and voting on any matter before the council if they have a direct personal or financial interest in the matter before the council which is not held in common with other members of the council. In order to abstain from deliberation and voting, a council member must describe to the council the basis for the abstention in an open public meeting prior to the vote. A member who abstains from deliberation and voting on a matter may participate in any procedural vote related to the same matter, other than a motion to amend the item or to postpone it indefinitely.

## Rule 2.18 SUSPENSION OF THE RULES

These rules may be temporarily suspended for a particular matter or meeting by the affirmative vote of five council members. Motions to suspend the rules must specify the general purpose of the suspension and, if adopted, shall apply only to the next pending question. No debate on a motion to suspend the rules shall be allowed. Following an adopted motion to suspend the rules, the companion main motion prompting the need for a rules suspension may be presented and disposed of by council. A motion to suspend the rules shall not be combined with any other motion.

## Rule 2.19 RECONSIDERATION

All legislative decisions of the city council, including consent items, ordinances, resolutions, veto overrides, and hearing items are final, except that a council member on the prevailing side of a vote or who had an excused absence during the vote may move for reconsideration of all legislative decisions, other than veto overrides and mayoral appointments, within 15 days of council consideration or prior to the mayor's action on an ordinance, whichever occurs first. Nothing in this rule shall be deemed to prevent any council member from otherwise submitting an ordinance or resolution to repeal or modify a prior city council legislative action so long as such repeal or modification is added to the committee and council agenda as provided in these rules.

## Rule 2.20 PARTICIPATION BY TELEPHONIC OR VIRTUAL MEANS

- A. A council member may participate telephonically and/or virtually in all or part of a council meeting if:
  1. Prior approval is given by the council president or committee chair, as applicable, whose approval shall not be unreasonably withheld;
  2. All persons participating in the meeting, including the public, are able to hear each other at the same time, such as by the use of a speaker phone; and
  3. The council member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the council meeting related to the topic to which the council member is voting on.
- B. Any technical prohibitions or difficulties that prevent all parties present at the council meeting from adequately communicating with one another will negate any authorization previously given by the council president.

## Rule 2.21 COUNCIL MEMBER PARTICIPATION IN MEETINGS; DEBATE.

- A. Debate shall be governed by Robert's Rules of Order, Newly Revised (12th Ed.) except as set forth under this rule. During committee meetings, legislative sessions, and agenda review, council members may only speak to any pending question after being recognized by the chair or presiding officer. Absent permission from the chair or presiding officer, no council member may speak to any pending question more than twice, and on each occasion shall be limited to 10 minutes.
- B. During commentary, discussion and debate, council members shall confine all remarks to the question under debate.
- C. Committee meetings are an opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Discussion shall be regulated by the chair, who shall ensure all council members have an equal opportunity to participate and ask questions. At committee meetings, council members are permitted to engage in debate regarding any legislative item subject to the general rules of debate above.
- D. Agenda review meetings are an additional opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Any council member wishing to have an item on a draft agenda briefed by staff at agenda review shall submit the request in writing to the City Administrator and Council Office Director by 5:00 p.m. the day immediately preceding the agenda review session. Other than questions directed to staff, discussion at agenda review sessions shall be confined to debate on motions to adjust the agenda or to amend or substitute legislative items.

### **RULE 3 – ADJUDICATIVE APPEALS AND HEARINGS**

- A. Council conducts two types of hearings: (1) legislative hearings and (2) adjudicative hearings. Where procedures for legislative hearings and adjudicative hearings have been established by ordinance or statute, the council shall follow those procedures. If a conflict arises between the ordinance or statute, on the one hand, and these council rules, on the other hand, the ordinance or statute shall prevail. Where there are no established or statutory procedures for an adjudicative hearing or legislative hearing, the council shall implement the following procedures.
- B. Legislative Hearings. “Legislative hearings” are hearings where the city council, sitting as the legislative body of the City, is required to conduct one or more public hearings prior to taking legislative action. Examples of legislative hearings include, but are not limited to, hearings required under RCW 35.13.182 (annexation), RCW 35.34.090 (biennial budget); RCW 35.79.030 (street vacations); and RCW

36.70A.390 (interim zoning).<sup>1</sup>

1. For legislative hearings, the following procedure shall be observed to the extent consistent with the matter before the council:
  - a) Reading of the legislative matter by the Clerk;
  - b) Announcement and opening of the hearing by Council President or presiding officer;
  - c) Receipt of staff reports, if any;
  - d) Receipt of public testimony (3 minutes per speaker);
  - e) Motion to close or continue hearing; and
  - f) Motion to approve, modify, reject or adopt the legislative item.
2. Motions to close, re-open or continue a legislative hearing shall be approved by majority vote.
3. Oral public testimony on the item shall not be accepted or solicited by the council as a whole outside of the legislative hearing; provided, individual council members may communicate with members of the public on any legislative hearing matter. All public testimony shall be provided consistent with Rule 2.16 (Public Testimony Regarding Legislative Agenda Items).
4. Individual council member conduct with respect to any matter subject to a legislative hearing shall be the same as any other legislative matter and shall be governed by Rule 1.3 (Conflicts of Interest).

C. Adjudicative Hearings. "Adjudicative hearings" are quasi-judicial hearings involving named parties, and council is often sitting in an appellate capacity. Examples of adjudicative hearings include, but are not limited to, appeals under SMC 17G.061 (land use applications) and appeals under SMC 13.02.0246 (solid waste collection rates). For adjudicative hearings, the following procedure shall be observed, to the extent consistent established or statutory procedures:

1. Testimony during adjudicative hearings is limited to the parties involved in the hearing. Public testimony is not accepted in adjudicative hearings. No person shall be allowed to discuss any matter pending hearing with any member or members of the council except in the council chambers in the regular course of a council meeting. Each council member shall vigorously strive to avoid any outside communication from anyone in any form concerning a matter pending hearing or decision. If an outside contact cannot be avoided, the council member shall immediately make a note of the contact and shall at the beginning of the council's hearing on the matter announce the fact of the contact, the

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<sup>1</sup> A complete list of municipal actions requiring a hearing can be found in "Local Ordinances for Washington Cities and Counties," Appendix C, published by the Municipal Research and Services Center (MRSC) (2016).

identity of the person, and the substance of the communication. If the communication be in written form, the council member shall as soon as possible file it with the city clerk.

2. When the council's discussion and vote on a hearing item is at a meeting other than the hearing, it shall be the obligation of every council member participating in the action to be familiar with the facts in order to reach an informed, independent judgment. When a member discussing or voting on the matter was not present at the hearing, that member will have familiarized themselves with the hearing item based upon any audio or video recording of the hearing and all documents contained in the record. A council member shall not be briefed by anyone except in an open meeting.
3. Council members shall disqualify themselves from participating in an adjudicative hearing whenever bias, interest, or other influences will prevent or appear to prevent them from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include pre-judgment of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter. Examples of disqualifying bias include a close personal, family, or business relationship with a party, ownership of property the value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.
4. Council members who become aware of circumstances which might appear to disqualify them in a matter pending an adjudicative hearing can either disqualify themselves or explain the circumstances before the hearing and let the rest of the council, by majority vote, decide whether they can participate. Should any council be aware of circumstances which might appear to disqualify another council member, that council member may request by motion that the other council be disqualified from participating in the matter, which motion must be approved by at least four (4) council members. The council's discussion concerning disqualification of a member may occur in executive session. A disqualified member shall be absent from the dais during the adjudicative hearing and during discussion and voting.
5. In all adjudicatory appeals, council members are acting in their quasi-judicial capacity and shall comply with all applicable provisions of state law including the appearance of fairness doctrine (Chapter 42.36 RCW) and the code of ethics for municipal officers in contract interests (Chapter 42.23 RCW).
6. Adjudicatory Appeal Hearing Procedures.

At the hearing on the appeal, the following rules apply:

- a) Oral argument on appeal is limited to parties of record.

- b) Oral argument on appeal is limited to thirty minutes per side. If there is more than one appellant or more than one person wishing to present oral argument on appeal, the total time allowed to all such persons is thirty minutes. Any time reserved for rebuttal or surrebuttal is deducted from the time allowed for opening argument. Time taken to respond to questions from the city council is not deducted from the time allowed for argument.
  - c) Argument is presented first by the appellant in support of the appeal followed by the respondent in opposition to the appeal.
  - d) No new evidence may be presented during oral argument. Matters found by the hearing officer or body to be facts in the record are presumed to be true and accurate. Oral argument is limited to stating why the record does or does not support the decision.
  - e) The city council may not consider any new facts or evidence on appeal. The city council's review of appeals is limited to the record prepared by the hearing officer or body, including the verbatim transcript of the hearing, the written appeal, memoranda submitted, and, if permitted, oral arguments presented in accordance with the requirements of this section. Closed record appeals before the city council must be concluded within 90 days of the date the appeal is filed unless all parties agree to a longer period.
  - f) Supplemental documents.
  - g) The parties to the appeal may file memoranda regarding the appeal. Such memoranda must be filed by the agenda deadline for the meeting preceding the meeting set for consideration of the appeal.
  - h) Any replies to the memoranda must be filed by the agenda deadline for the meeting set for consideration of the appeal.
  - i) The city clerk distributes such memoranda and responsive documents to all parties to the appeal, the city council, the city attorney, the planning director, and the hearing examiner.
  - j) Neither memoranda nor responses may contain any new facts or evidence or discuss matters outside the record. They are limited to stating why the record does or does not support the decision.
7. The city council may supplement these rules in a case-by-case situation in order to provide due process to all participants in an adjudicative hearing.

## **RULE 4 – ORDINANCES AND FORMAL RESOLUTIONS**

### **Rule 4.1      UPLOADING ITEMS FOR COUNCIL CONSIDERATION**

- A. All council agenda items, including ordinances and resolutions shall be uploaded into OnBase as provided in Rule 2.10 (Agenda Process).
- B. After presentation at committee, so long as council sponsorship requirements are met as provided in Rule 2.10 (Agenda Process), the council office director, or their designee, will approve items to move forward to the city clerk for consideration at a future council legislative session. All items, whether discussion or consent, will remain in the council queue and will not advance toward a legislative agenda until having gone through committee unless granted permission to be considered on a compressed timeline as established in Rule 2.9 (Introduction of Items).
- C. To accommodate narrow construction or procurement windows, engineering construction contract items may be submitted to committee prior to bid opening as long as the item includes the engineer's cost estimate and estimated construction timeline. When final construction contract information is received, these items may be re-submitted to the council office director, or their designee, for submission to the city clerk for consideration at a future council legislative session.
- D. An ordinance or resolution must have been filed with the city clerk prior to the meeting of which it is an agenda item. No ordinance or resolution, except emergency measures, shall be passed until it has been on file with the city clerk for at least three (3) business days, including the day of the council meeting.
- E. If an ordinance or resolution, or an amendment to an ordinance or resolution, has not been on file with the city clerk for at least three (3) business days, a council member may request that the ordinance, resolution or amendment be read in full prior to consideration by the council. Absent a request by a council member for a full reading, any ordinance or resolution (including any amendments) that has been submitted to the agenda as provided under these rules may be considered after reading of the title or a summary.
- F. Each ordinance or resolution shall have a succinct, plain-language title and summary which briefly describes its purpose and effect. The agenda sheet for every item shall, when filing the same with the city clerk, specify the committee of origin for the ordinance or resolution and the names of the council members who are sponsoring the ordinance or resolution. Subject to Rule 2.18 (Suspension of rules), every ordinance or resolution must be first presented in a committee before it may appear on the council's agenda for first reading (for ordinances) or for council consideration (for resolutions).
- G. Each ordinance or resolution which would have an impact on the fiscal condition of the city must note that fact on the agenda sheet and be accompanied by a brief

description of the fiscal impact of the ordinance or resolution on the current year's budget.

- H. At the time of submission of a legislative discussion item to the council agenda, the record relating to the item must reflect compliance with Rule 2.10.K (Public Comment).

#### Rule 4.2 AMENDMENT AND SUBSTITUTION

- A. "Amendment" of legislation pertains only to legislation on the agenda and occurs at the time proposed legislation is under debate by the council, and may be offered by motion by any council member. "Substitution" of legislation occurs prior to debate of proposed legislation and may only be made by sponsors of the ordinance or resolution. Board, commission and mayoral appointments are not subject to amendment or substitution. Amendments and substitutions are permitted only as provided in this Rule 4.2.
- B. Every proposed amendment shall be in writing and circulated by the proposing council member or their legislative assistant to the city clerk and city council members and staff prior to 5:00 p.m. on the Wednesday immediately preceding the item appearing on the updated draft agenda; provided, amendments making clerical or technical corrections may be articulated orally during debate. Any amendment submitted after the 5:00 p.m. Wednesday deadline, if adopted by council on the Monday immediately following the deadline, shall result in that legislative item being deferred to the next regular council legislative agenda. The purpose of this rule is to ensure, to the extent possible, publication of a final agenda without legislative items that are subject to pending amendments or substitutions.
- C. Proposed amendments shall be included in the draft agenda packet for the benefit of public review and council consideration and shall be identified by the city clerk file number and the council member proposing them (e.g., "ORD CXXXXX (SMITH Amendment"). Every proposed amendment must include a brief "purpose statement" at the top of the first page explaining the reasons for the amendment and/or changes associated with the amendment. In addition, each amendment must be circulated in "clean" and "redline" format, with the redline version showing changes from the version of the legislation as it currently appears in the agenda. The Clerk shall include only the "redline" version of the proposed amendment in the draft agenda, and, if the amendment is adopted, shall include the "clean" version in the final agenda.
- D. A substitution of all or a portion of the wording of an ordinance or resolution which is to be listed on a draft council agenda may be submitted by the majority of sponsors of the ordinance or resolution without council approval, so long as the substitution is in writing and circulated by the proposing council member or their legislative assistant to all council members and the city clerk by no later than 5:00 p.m. on the Wednesday immediately preceding the meeting at which the ordinance

or resolution is to appear on a draft agenda.

- E. A portion or all of any consent, grant or contract agenda legislative item may be updated with current documents and materials without a motion for amendment or substitution with the approval of the Office Director or his designee if (1) the substitution is intended to make technical corrections in contract or grant materials and (2) the substitution does not result in a material increase in the amount or the term of the contract. Upon approval to make changes, the submitting department shall arrange for the agenda sheet to be updated in OnBase as "revised" and corresponding changes to be highlighted.
- F. Proposed amendments to the biennial budget or mid-biennial budget modification may be considered and adopted by a simple majority vote if (1) circulated no later than noon on the Friday prior to final council consideration of the biennial budget or mid-biennial budget modification and (2) will not be subject to automatic deferral upon adoption.
- G. Any motion to amend an ordinance or resolution shall require four (4) affirmative votes to pass. Any motion to suspend the requirements in this Rule 4.2 shall require five (5) affirmative votes to pass.
- H. Amendments and substitute versions not timely filed with the city clerk before the meeting, whenever reasonably possible, shall be posted for public viewing on the city council Facebook page or other similar channels so that interested members of the public may review during council's consideration of the matter.
- I. The deletion of an emergency clause converts the ordinance to a regular ordinance which requires a second reading at a subsequent meeting. The addition of an emergency clause by amendment requires the ordinance to be deferred to allow public hearing.

#### Rule 4.3      SUBJECT MATTER

The council shall not consider or pass any ordinance or resolution the subject matter of which is not directly related to local affairs or municipal business or if action by the city council does not result in the adoption of a new or amendment to an existing ordinance or resolution or affect any city policy or practice.

### **RULE 5 – PROCESSING ORDINANCES**

#### Rule 5.1      PUBLICATION, SIGNATURE AND RECORDING

- A. An ordinance passed by the city council shall, within five (5) days thereafter, be presented to the mayor.

- B. An ordinance:
1. Making the annual tax levy,
  2. Adopting the original annual budget,
  3. Making appropriations,
  4. Implementing a local improvement district or confirming the assessments therefor,
  5. Which is an emergency or special budget ordinance,
  6. Which is an emergency ordinance, or
  7. Which has been approved by the electors by referendum or initiative shall become effective immediately upon passage.
- C. Ordinances signed by the mayor, and the approved parts of ordinances that have been partially vetoed, will thereupon be filed with the city clerk for recording and publication if not already published.
- D. Ordinances not signed by the mayor after ten (10) days will be filed with the city clerk for signature, recording and publication as necessary.

#### Rule 5.2 VETO

If, within ten (10) days of presentment, the mayor vetoes an ordinance or part of an ordinance, the ordinance or part thereof, along with the veto message (if any), is returned to the city council, which shall provide a copy to the city clerk. The city clerk shall schedule the matter for reconsideration for the next available council meeting, if requested by a city council member. If, within thirty (30) days of the mayor's veto or partial veto, the city council overrides the veto, the ordinance shall be considered enacted on the date that the override occurs and shall take effect 30 days after enactment. Such ordinance will be signed by the council president, council president pro tem, or two council members and filed with the city clerk for publication and recording. Any ordinance vetoed by the mayor, and for which no veto override has been passed by the council, may be resubmitted for council approval as provided in Rule 2.19 (Reconsideration).

### **RULE 6 – COMMITTEES**

#### Rule 6.1 STANDING COMMITTEES – ESTABLISHMENT AND MEMBERSHIP

- A. There shall be four (4) standing committees, as follows:

1. Public Safety and Community Health;
  2. Public Infrastructure, Environment and Sustainability;
  3. Urban Experience;
  4. Finance and Administration.
- B. All council members shall be members of each standing committee. Standing committee meetings shall be noticed as meetings of the council where no legislative action shall occur.
- C. The council president shall chair each study session, agenda review, and legislative session of the city council. All committee chairs and vice-chairs shall be determined by majority vote of the council and shall preside over the meetings of their respective committees.
- D. Each standing committee shall have one (1) chair and one (1) vice chair. The council shall confirm chairs and vice chairs of each standing committee by resolution adopted no later than the second meeting in January of each year or as soon thereafter as possible.

## Rule 6.2 COMMITTEE PROCESS

- A. The purposes of standing committee meetings are to provide council members an opportunity to discuss potential legislation publicly, to receive public testimony on items included on the committee's agenda, and to provide the city administration and city staff an opportunity to update council members regarding department programs, plans, and other administrative activities and future City council administrative items. Council members should also utilize standing committees to update each other on their board, committee, and commission assignments. At the chair's discretion, committee agendas may include presentations from community groups, or from administrative staff, on city issues or initiatives germane to the committee's ordinary business, so long as the topic is not related to any legislative item listed on a draft or final council agenda.
- B. All standing committees shall be video recorded and open to the public using the appropriate method (i.e., webcasting or streaming when physical presence is not possible due to law or regulation) except during such time as the committee is in executive session consistent with the OPMA. Public testimony is taken during standing committee meetings, and speaker conduct shall be governed by Rule 2.15 (Public Participation). Notwithstanding the public testimony section of the meeting, participation in a standing committee meeting shall be limited to standing committee members, appropriate staff and other individuals recognized by the committee. Administrative support for each committee will be provided by council office staff.

- C. Each committee shall meet monthly at 12:00 noon in the council chambers, except where cancelled or rescheduled to a different time or date at the discretion of the chair, in the following order:
1. Public Safety and Community Health: First Monday of each month.
  2. Public Infrastructure, Environment, and Sustainability: Second Monday of each month.
  3. Urban Experience: Third Monday of each month.
  4. Finance and Administration: Fourth Monday of each month.
  5. If there is a fifth Monday in a month, that date is reserved for a study session as convened by the council president pursuant to Rule 2.5 (Study Session).
- D. Committee meeting agenda are formalized pursuant to Rule 2.10 (Agenda Process). The regular order of business for committee meetings shall be as follows, unless modified by the committee chair in his or her discretion:
1. Briefing by administration and staff
  2. Public testimony on committee agenda
  3. Council discussion and confirmation of sponsors
- E. Testimony sign-up for committee meetings shall open no later than 5:00 p.m. on the Friday immediately preceding the meeting. The maximum number of public speakers at committee shall be fifteen (15). In the event that more than fifteen (15) speakers have signed up to speak, preference will be given to those who signed up first. Each speaker shall be limited to two (2) minutes to speak to the entire committee agenda. A majority of the council members in attendance may vote to alter the time limit or number of speakers.
- F. Each item presented in committee must have a fully completed agenda sheet when uploaded into OnBase, and any additional briefing or research documents necessary. Items not meeting this requirement are subject to removal from the council calendar pursuant to Rule 2.10.J (Agenda Process).
- G. Absent an exception under Rule 2.9.B, each ordinance or resolution must be presented by the council sponsor or their designee in the appropriate committee as set forth under Rule 2.10 before it may move forward for inclusion on the council's legislative agenda. With written permission from the council president, this requirement may be met by conducting a presentation of the item in a council study session which has been noticed as a public meeting.

- H. By motion of the council, any matter before the council may be referred to a committee, except that no committee shall investigate the facts of, nor shall any member or members of the council take independent action on, any pending or contemplated adjudicated matters.

#### Rule 6.3      INTER-GOVERNMENTAL COMMITTEES AND BOARDS

Unless governed by other regulations, statutes, or ordinances, the nomination of the full slate of council members to inter-governmental committees or boards shall be made by the council president, subject to confirmation by a majority of the city council. All appointments shall be made consistent with the governmental documents creating the inter-governmental committee. The council president shall appoint proxies to attend meetings when the assigned council member is unable to attend a meeting.

#### Rule 6.4      AD HOC COMMITTEES AND WORK GROUPS

Council ad hoc committees (also known as work groups) with specified functions may be established for a designated term or for a specific task or to advise the council on specific subject matter, by resolution. Unless specified in the resolution which created the ad hoc committee, matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee shall be determined by the committee itself. Council ad hoc committees and work groups shall not include more than three council members unless the meetings of such a working group publishes notices of its meetings consistent with the OPMA.

#### Rule 6.5      BOARDS AND COMMISSIONS APPOINTMENT PROCESS

The city council shall interview mayoral nominees for appointment to boards and commissions prior to considering their appointment and shall take action on each such nomination in an open public meeting. Re-appointments do not require an interview unless requested by a council member.

### **RULE 7 – MISCELLANEOUS**

#### Rule 7.1      COUNCIL POSITION VACANCY

- A. Upon receipt of a written notice of a vacancy or an impending vacancy of a city council position other than that of council president, the council president or designee shall announce the vacancy within seven (7) days of the receipt of the vacancy notice occurring and call for interested parties to submit their applications for consideration by a deadline stated by the council president set with concurrence of the council.

- B. Upon the close of the deadline, each council member shall review the applications, interview on an individual basis whichever applicant(s) they desire to interview and send the council president a prioritized list of who they believe should be interviewed by the entire city council.
- C. The council president shall compile the council members' prioritization of candidates to be interviewed and schedule the top-ranked candidates to be interviewed by the entire city council. Additional candidates may be selected for interviews by a majority vote of the council. Once the slate of candidates to be interviewed by the entire council is announced, no council member may communicate with any candidate outside of the formal interview by the entire council.
- D. The council shall conduct interviews of each individual candidate selected for interviews in an open public meeting. No public comment is permitted in such public meetings.
- E. After conducting interview of the individual candidates, the council shall hold at least one public hearing during a regular legislative session to accept testimony from the public regarding potential candidates.
- F. Upon completion of the interviews and public hearing, the council, pursuant to RCW 42.30.110(1)(h), may go into executive session to evaluate the qualifications of each candidate.
- G. The council shall take final action by resolution appointing a candidate to fill the vacancy during an open public meeting.
- H. Provisions regarding the selection of a candidate for a city council vacancy not set forth by these rules shall be determined by the city council by motion during an open public meeting.
- I. If the council president position becomes vacant, the city council may elect to appoint one of the existing council members to fill the position of council president without following the selection procedure set forth above. If, upon a motion of the city council, the city council decides to consider someone other than an existing council member to fill the vacant position of council president, the city council shall follow the selection procedure set forth above.

## Rule 7.2 COUNCIL MEMBER DISCIPLINE

Council members may be subject to disciplinary action only by motion adopted by the affirmative vote of five (5) members of the council, taken in an open public meeting. Disciplinary action may be based on violation of these rules, the City Ethics Code (SMC 01.04B), or any standards of behavior expected of elected officials, including apparent conflicts of interest, and may include, without limitation, censure, removal from

membership on a standing committee, or removal from membership on an intergovernmental board or commission. Nothing in this rule shall be deemed to prevent the council from adopting a non-binding resolution formally admonishing, rebuking or denouncing any other elected official, to the extent otherwise permitted by law.

#### Rule 7.3 COUNCIL STAFF

- A. Each council member has the sole authority to hire, direct, and discharge one legislative assistant, subject to limitations under Section 02.005.030 of the Spokane Municipal Code.
- B. Responsibilities with respect to council central staff are set forth in Section 02.005.030 of the Spokane Municipal Code. The city council delegates to the council president the power to hire, supervise, discipline and discharge central office staff, subject to the following requirements:
  1. Prior to taking any formal action to hire, formally discipline or discharge a central staff member, the council president shall notify each member of the council, at which time any council member may request an executive session be convened at the next regular meeting (or a special meeting called for that purpose) to discuss the matter.
  2. Following notice to council members and any requested executive session, the council president may proceed with formal action or take no action, in his or her discretion.

Nothing in this subsection shall permit the council president to hire or discharge central office staff in a manner inconsistent with Section 02.005.030 of the Spokane Municipal Code.

#### Rule 7.4 COUNCIL OFFICE BUDGET

- A. Any council member may propose to the council president allocation of funding from the approved council office budget beyond that which is reserved for the salaries of council members, personal staff, and approved shared council office staff. The council president has the authority to either approve or deny any expenditure request of \$10,000 or less.
- B. All council office budget allocation proposals over \$10,000 that differ from the adopted council budget must be approved by the affirmative vote of four (4) council members at an open public meeting.
- C. On at least a quarterly basis, the council's budget manager shall make available to all council members a report on the status of and balances of all individual line items in the council office budget. The budget manager will also work with the Administration to pursue dashboard capability for public and council review of all

city budget line items.

## Rule 7.5 COUNCIL MEMBER AND STAFF ORIENTATION

- A. New council members and newly appointed staff shall receive on-boarding and orientation meetings and information within thirty (30) days of their swearing-in or appointment.
- B. Orientation materials shall be generated by the council office director in consultation with the central staff and shall consist of at least the following:
  1. City Charter and Spokane Municipal Code overview;
  2. Overview of the city's budget process and statutory budget requirements;
  3. Overview of the council rules of procedure and meeting process, including the sign-up process for public testimony;
  4. Summary of often-cited parliamentary process (i.e., motions, decorum, etc.);
  5. Overview of all standing and outside boards and commissions to which council members are appointed, including their functions, history, and composition;
  6. Overview of policies and procedures relating to the publication of council materials and use of social media; and
  7. Completion of open government training as set forth in Administrative Policy No. 0520-17-06 and RCW 42.30.205.

Nothing in this section precludes the administration from providing onboarding and orientation as to the activities and procedures followed by administration staff.

## Rule 7.6 COUNCIL MEMBER RESPONSIBILITIES

- A. A time commitment of approximately 30-50 hours per week is normally required to adequately fulfill the role of city council member.
- B. Unless excused by the council president or committee chair, as applicable, council members must attend the following recurring engagements:
  1. City council agenda review and legislative sessions;

2. Standing committee meetings as scheduled;
  3. Study sessions, as scheduled by the council president;
  4. Ad hoc working groups as assigned;
  5. Outside boards and commissions as assigned (typically between 6-9);
  6. Neighborhood council meetings from their respective council district on a regular basis but not necessarily every scheduled meeting (typically at least two a week district wide during each of the first three weeks of a month);
  7. Constituent meetings as necessary;
  8. Staff meetings as necessary;
  9. Other council member meetings as necessary; and
  10. Community events as time permits.
- C. Council member absences shall be deemed unexcused unless (1) prior notice of the absence has been provided to the council president or committee chair, as applicable, when it was practical to do so, and (2) the council president or committee chair approves the absence, which approval shall be liberally granted in instances of illness or medical necessity, family emergency or other unforeseen circumstance.

#### Rule 7.7 CITY COUNCIL PLANNING

- A. Council shall consider annual council member appointment to boards, commissions, and committees by resolution no later than the second council meeting of each calendar year.
- B. Council shall consider the Plan Commission's annual work program by resolution no later than February 28 of each calendar year.
- C. Council shall consider and adopt changes to the council rules by resolution no later than February 28 of each calendar year. Additional adjustments to the rules may be made by resolution.
- D. The council president shall schedule a council retreat annually. Additional retreats may be scheduled throughout the year at the council president's discretion.

## Rule 7.8      **LEGAL INQUIRIES**

All inquiries by council members and council staff to the city legal department regarding City Charter provisions, any proposed or existing ordinance, any proposed or existing resolution, or any rule or procedure shall be directed to the appropriate attorney and the city attorney with a copy sent to the city council policy advisor, who shall forward the legal department's response to the inquiry to the full council when (a) any related legislation appears on a committee or council agenda, (b) upon the request of any council member, or (c) if the policy advisor deems the communication relevant matters of interest to council members. All other inquiries may be directed to the city attorney alone, and the response from the legal department to the individual council member's inquiries shall not be forwarded to the city council policy advisor. All inquiries to and responses from the legal department, regardless how originated, shall remain confidential privileged communication unless the privilege is waived by the full council pursuant to Rule 1.3.B. During legislative debate or other public meetings, council members shall refrain from disclosing the content of legal advice provided by the city legal department or outside counsel, except to disclose (a) the fact that the city legal department was consulted on a matter, and (b) that based on said legal advice, the council member is adopting a particular position regarding the matter discussed with the city legal department. For example, the following statements would comply with this rule:

“I consulted with city legal on this legislation, and I think the proposal needs more work before we adopt it.”

“This resolution was forwarded to city legal. Based on their review of this resolution, I am not supporting it.”

“City legal reviewed this contract. Therefore, from a legal standpoint I see no reason not to approve it.”

Adopted by Resolution 2026-\_\_\_\_\_ (00/00/26)

*Attachment:*

A. Division Standing Committee Assignments (Rule 2.10.C)



**SPOKANE CITY COUNCIL RULES OF PROCEDURE**

**(2026 revision, adopted XXX by Resolution No. 2026-XXXX)**

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## **RULE 1 - GENERAL PRINCIPLES**

### **Rule 1.1 PURPOSE**

The Spokane City Council adopts these rules to govern the conduct of city council business. These rules do not confer upon any person who is not a member of the council any right to a particular procedure, nor do they affect the validity or legality of any council action.

### **Rule 1.2 DUTY OF MUTUAL RESPECT**

During council meetings, it is the duty of each council member to treat each other, city staff, board and commission appointees, and the public with respect, and to uphold both the spirit and letter of these council rules. Likewise, all persons who attend a council meeting or interact with council members or council staff in any type of forum or communication, regardless of the form or format, must act respectfully toward all persons and not commit "Unlawful harassment" as defined by RCW 7.105.010(36). Mutual respect includes, but is not limited to, not intentionally disclosing private information about a council member or staff such as personal telephone numbers or home addresses without the permission of the council member or staff.

### **Rule 1.3 DUTY OF ETHICAL CONDUCT**

A. Each council member must uphold the constitution, laws, and regulations of the United States of America, the State of Washington and the Charter and ordinances of the city including, without limitation, chapter 01.04B, SMC (Code of Ethics), recognizing that federal and state laws pre-empt local laws. Should a council member have a conflict of interest or become aware that they have or may have a conflict of interest, that council member shall promptly inform the council of the conflict of interest and may abstain from any council action in connection with that matter consistent with Rule 2.17.

B. Confidential information.

1. No council member may disclose confidential information, including attorney client privileged communications, to any person not entitled or authorized to receive the information. Notwithstanding the foregoing, the city council may, upon the affirmative vote of five (5) council members taken in an open meeting, authorize the release of specific information which would otherwise be deemed confidential information, including without limitation discussions held in executive session. Disclosure of legal advice shall be pursuant to Rule 7.8 (Legal Inquiries).
2. For purposes of these rules, "confidential information" has the same meaning as the term is defined in SMC 01.04B.020(I) and SMC 01.04B.050(I).

C. No council member may use or authorize the use of facilities of the city, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the purpose of or opposition to a ballot proposition. Council members shall comply with RCW 42.17A.555 (Use of public office or agency facilities in campaigns—Prohibition—Exceptions). Notwithstanding the foregoing, nothing in these rules prevent any member of the public from exercising their rights to free expression by wearing clothing, buttons, or other attire which displays messages of a political nature in a council meeting, so long as such conduct does not include the display of signs and/or disrupt the council meeting. Further, these rules do not prohibit the city council, acting as a body in an open public meeting, from adopting resolutions supporting or opposing state or local ballot propositions, consistent with RCW 42.17A.555.

#### Rule 1.4 ROBERT'S RULES OF ORDER

Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to *Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition*. Any determination by the council president or presiding officer on a rule of procedure may be challenged by a motion as provided in Rule 2.13 (Chair).

#### Rule 1.5 AMENDMENT OF COUNCIL RULES

These rules may be amended at any time by resolution of the city council. Suspension of the rules shall be pursuant Rule 2.18.

#### Rule 1.6 EFFECTIVE DATE, EFFECT ON PENDING LEGISLATION.

The effective date of these rules is January 1, 2026. All legislation and supporting materials timely submitted prior to the effective date of these rules shall be deemed timely submitted under these rules.

### **RULE 2 – MEETINGS**

#### Rule 2.1 PLACE AND TIME OF MEETINGS

A. As provided in SMC 02.01.010, the regular legislative meeting of the city council is at 6:00 p.m. every Monday in the council chambers. If a Monday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

Commencing June 1, 2026, the regular meeting of the city council is at 6:00 p.m. every Tuesday in the council chambers. If a Tuesday is a city holiday, that week's

regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

- B. As provided in SMC 02.01.010, in addition to the regular legislative meeting, the City Council shall hold a session titled “agenda review,” to consider amendments, deferrals and other changes to published council agendas for the following weeks. Agenda review shall begin at three-thirty (3:30) p.m. each Monday. The agenda review session may also be used to receive staff reports on matters of interest, committee reports, background information from staff regarding matters appearing on the published council agendas. At this time, any council member may make a motion to defer, refer, or withdraw an item on an agenda. Any deferral of an item on the final agenda for the purpose of accommodating future amendments requires at least a two-week deferral. Once the agendas have been reviewed, the city council shall approve the agendas, with any modifications, by motion.
- C. If two or more consecutive regular meetings are canceled, the council president has the discretion to cancel the preceding or following agenda review session due to lack of business. Agenda review may be cancelled at the discretion of the Council President to accommodate City holidays.
- D. At the conclusion of the agenda review meeting or at other time properly announced, and absent objection from the majority of the council, the council president or presiding officer may call convene an executive session consistent with the Open Public Meetings Act (“OPMA”). Before so doing, the chair shall announce the subject matter of the executive session with as much particularity as will not frustrate the purpose of the executive session and the estimated duration of the executive session. The council president determines which person(s) shall attend each executive session, absent an adopted motion by the council to override the council president’s determination. However, all council members and city attorneys shall be permitted to attend.
- E. The 6:00 p.m. council session is the legislative session, during which the council may take public testimony, discuss, and take action on agenda items, and hold the open forum as provided in Rule 2.2 (Open Forum). The council president may combine specific agenda items for purpose of public comment and voting, absent an objection that is sustained by a majority of council members present.
- F. The council members from each district shall have the opportunity to schedule at least one community engagement meeting in their district and, so long as all council members are invited to such meeting, to use council resources and staff to schedule and conduct such meetings.

## Rule 2.2      OPEN FORUM

- A. After the conclusion of all legislative business, the council may recess briefly and then shall convene for an open forum, unless a majority of council members vote

otherwise. The open forum shall have twenty (20) spaces available. 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 that calendar month. The council shall conclude open forum after twenty (20) speakers unless a majority of council members vote to allow additional speakers. The city clerk and other staff shall not be required to remain in attendance during the open forum. Nothing in this Rule 2.2 shall be deemed to require open forum or the legislative session to continue after 10:00 p.m., or to require open forum during a council "Town Hall" meeting contrary to Rule 2.14.F.

- B. Members of the public can sign up for open forum beginning no later than 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. Members of the public can sign up for open forum via the virtual testimony form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign themselves in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will be added to the list of speakers at the discretion of the chair, or their designee. The order of the speakers will be determined at the discretion of the chair, taking into account any special accommodations for persons of limited English proficiency as provided in Rule 2.2.F below. Each speaker shall be limited to no more than two (2) minutes unless a majority of the council members in attendance vote on an alternate time limit.
- C. No responses from council members, other than a statement of council members' intent to address the matter in the future or points of order will be permitted by council members during an open forum, unless the question is likely to be of concern by the broader community and can be quickly clarified from the dais by the Council President or whomever she recognizes for such purpose.
- D. The open forum is a limited public forum and all matters discussed in the open forum shall relate to the affairs of the city. "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. Absent permission of the chair, which may be overridden by a majority vote of the council members present, no person shall be permitted to speak in open forum regarding items on any published agenda. No person may speak at open forum regarding pending hearing items. No person shall be permitted to speak in open forum regarding candidates, initiatives, or referenda in a pending election. Legal or personal matters between private parties that do

not impact the governance of the City of Spokane are not a permissible topic of open forum testimony.

- E. No person shall be permitted to display visual information during open forum, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at [citycouncil@spokanecity.org](mailto:citycouncil@spokanecity.org). Individuals speaking during open forum shall address their comments to the council president, and speakers as well as members of the audience shall comply with Rule 2.15 (Participation by Members of the Public in Council Meetings).
- F. Participation of individuals with limited English language proficiency in open forum shall be accommodated to the extent set forth in Rule 2.15.J.

### Rule 2.3 ADJOURNMENT OF MEETINGS

- A. At the conclusion of the legislative session, unless there is further business before the council, the chair shall request a motion to adjourn the meeting until the next regularly scheduled council meeting.
- B. Any meeting may be adjourned prior to the completion of the city council's agenda to a place and time set by motion. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time fixed for the next regular meeting. If a regular meeting be adjourned to a place and time specified, that adjourned meeting is a regular meeting.
- C. If at the time fixed for the beginning of any meeting, or at any time in the course of a meeting, less than a quorum be present, the council president, or in the president's absence any member, or if there are no council members present then the city clerk, shall declare the meeting adjourned to the next regular meeting.
- D. If a meeting is adjourned prior to the completion of the city council's agenda, all matters on the agenda not disposed of shall be continued to the next scheduled meeting or to a properly noticed special meeting. The city clerk or other person designated by the city clerk shall post a written notice of adjournment conspicuously on or near the main door of the place of any meeting which has been adjourned. The notice shall be posted as soon as possible after the adjournment and shall state the fact of adjournment and the place and time to which the meeting was adjourned.
- E. At 10:00 p.m., absent an adopted motion to remain in session to a time certain, the council's regular meeting shall be adjourned by motion and action shall be continued to the next legislative session. If testimony on an item was not completed before the meeting was adjourned, it shall be continued to the next meeting without allowing for additional members of the public to sign up or for those who were able

to testify at the first meeting to give testimony again unless significant changes have been made to the item, per the discretion of the council president or presiding council member.

- F. In the event noise, disturbance, indecorum, or other circumstances disrupt council proceedings so as to render the orderly conduct of such meeting unfeasible, or if the removal of the individual(s) causing the disruption will not restore order, the council president or presiding council member may request a motion to adjourn the meeting either to the next regularly scheduled council meeting or to an alternate place and time set by motion. Absent adoption of such a motion by a majority of council members present, the meeting shall continue, subject to the chair's discretion to remove disruptive individuals under Rule 2.13 (The Chair).

#### Rule 2.4 SPECIAL MEETINGS

Pursuant to Section 10 of the Spokane City Charter, special meetings may be called by the city clerk on the written request of the mayor, council president, or a majority of council members. Special meetings may be called by a majority of council members as follows:

1. An individual council member shall notify the City Clerk of that council member's wish to call a special meeting at a particular day and time to transact particular business;
2. Upon receipt of the request from the individual council member, the city clerk will notify other council members of the request for a special meeting, stating the requested day and time of the meeting and the particular business to be transacted, and shall ask the other council members if they agree to the request for a special meeting;
3. Upon receipt of the consent of at least three other council members to the request for a special meeting, or upon receipt of consent to a request to an alternative day and time and alternative business to be transacted by at least four council members, the city clerk shall notify council members, the media and the public of the scheduling of a special meeting.

Notification under this section may be in writing or via electronic mail. All such special meetings shall be noticed in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules.

#### Rule 2.5 STUDY SESSIONS

From time to time, after consultation with all council members' offices, the council president may schedule a study session of the city council to receive information on staff matters, staff briefings, and enable discussion among council members on issues of public concern. Study sessions are held in a workshop format, with no public hearing, and

including no council action to dispose of any item unless the study session was noticed as a special meeting in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules. A quorum of the council is not necessary in order to proceed with a study session. Additional study sessions may be scheduled at the discretion of the council president or by a vote of the majority of council members present at a public meeting of the council.

## Rule 2.6 QUORUM

A quorum is four (4) or more council members present and qualified to act unless a particular action requires the affirmative vote of more than four. The quorum for the adoption of an ordinance making an emergency expenditure as provided in RCW 35.33.081 and 35.33.091, adoption of an ordinance effective immediately under subsection 19(a)(1) of the Charter, and override of a veto as provided in subsection 16(b) is five (5).

## Rule 2.7 SERVICE ANIMALS AT CITY COUNCIL MEETINGS

- A. For purposes of these rules, only dogs that are individually trained to do work or perform tasks for a person with a disability are recognized as service animals. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under these rules. Service animals are permitted to accompany people with disabilities in city council meetings, as well as all areas where members of the public are allowed to go.
- B. Service animals must, at all times while present in a city council meeting, be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices, in which case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- C. When it is not obvious what service an animal provides, city staff may only inquire (1) whether the dog is a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. City staff shall not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- D. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- E. A person with a disability cannot be asked to remove their service animal from the

premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When one of these situations exists, city staff shall offer the person with the disability the opportunity to be present at the city council meeting without the animal's presence.

- F. No person with a disability who uses a service animal will be isolated from other people or treated less favorably than another person in the conduct of a city council meeting.
- G. City staff and council members shall not be required to provide care or food for a service animal at a city council meeting.

#### Rule 2.8      FUNCTIONS OF MEETING AGENDA

- A. The council, with the assistance of the city clerk, shall publish two agendas each week for regular council meetings, the "final agenda" and the "draft agenda." The approved draft agenda becomes the final agenda for the next council meeting. The agendas serve to introduce items to the council, to establish the order of business and to give notice to the public as required under RCW 35.22.288. The notice of a special meeting is the agenda for such meeting.
- B. In addition to the final and draft agenda, the Council Office Director shall work with the City Clerk to regularly publicize legislative items scheduled for future council consideration on a date beyond those reflected in the final and draft agendas.

#### Rule 2.9      INTRODUCTION OF ITEMS

- A. Legislation shall only be placed on a regular legislative meeting agenda by the council president or any council member through the process established in Rule 2.10 (Agenda Process), except as otherwise provided by Rule 2.18 (Suspension of Rules). Except as provided elsewhere in these rules, no resolution or ordinance may appear for consideration on a legislative agenda for consideration by the full council unless (1) it has first been presented in a committee or study session, (2) is sponsored by at least two (2) council members, and (3) is in final (or close to final) form.
- B. Items that need consideration on a compressed timeline due to an unforeseen urgency or emergency may be added to a draft legislative agenda prior to being presented at a committee or study session with either (i) prior written permission from all the council sponsor(s) or (ii) the council president. Notwithstanding the accelerated placement on a draft legislative agenda, the matter must still be heard in committee and sponsored by at least two (2) council members, absent suspension of the rules by the council.
- C. Regular meeting agendas are prepared by the city clerk in the manner and format prescribed by the city council and consistent with council administrative policies

and procedures and these council rules.

- D. The term “legislation” in these rules means any ordinance, resolution, contract approval, approval of claims, board and commission appointments, and special considerations.
- E. Resolutions to ratify, reject or modify an emergency declaration pursuant to Section 02.04.060 SMC may be placed on the next council agenda at any time with two (2) council sponsors and without appearing in committee.
- F. Special budget ordinances necessary to comply with year-end budget reporting or reconciliation (e.g., carryover special budget ordinances) need not be reviewed in committee before placement on the council agenda, and may be placed on the council agenda the Friday prior to scheduled council action after presentation to the Finance Committee Chair, Finance Committee Vice-Chair and the Council Budget Director at least one week prior to submission to the council agenda.

## Rule 2.10 AGENDA PROCESS

- A. The process of submitting agenda items and preparing the agenda for all council meetings shall be consistent with these rules and any administrative policies and procedures governing council meetings and agenda items. In a conflict between these rules and an administrative policy and procedure, these rules shall control.
- B. Except as otherwise provided in Rule 2.9 (Introduction of Items), no agenda item, other than weekly reports of the mayor of pending claims and payments, payroll claims, board/commission/committee appointments, initiative and referendum matters, and letters appearing under special considerations, may appear on a council legislative agenda without (i) first appearing on a standing committee agenda and (ii) meeting the requirements to emerge from the standing committee, as provided in paragraph F of Rule 6.2 (Committee Process). Mayoral nominations and appointments do not require council sponsors, and shall appear on the council agenda upon submission by the Mayor in the manner provided under the City Charter.
- C. Agenda items submitted to a standing committee’s agenda must be submitted to the standing committee associated with the division from which the agenda item originates, as illustrated in Attachment A. For purposes of this rule, special budget ordinances (SBO) are assigned either to the committee of the underlying department whose appropriation(s) are affected by the SBO, or the Finance & Administration Committee.
- D. Agenda items may be submitted to a standing committee other than the committee ordinarily assigned with the permission of the chair of the appropriate standing committee and the permission of the chair of the committee to which the item is

being submitted. Items uploaded by the Mayor's office shall be submitted to the committee to which the division most affected by the item is ordinarily assigned. The Council President shall have the power to resolve any dispute or uncertainty regarding application of this rule.

- E. Proposed agenda items are added to a final committee agenda after securing confirmation from at least one council member that they will sponsor the item for committee.
- F. To move out of a standing committee and onto a legislative agenda, resolutions and ordinances must secure two (2) council sponsors.
- G. At any time before the draft agenda is approved as the final agenda, a council member may remove or add their sponsorship of an agenda item by notifying all council members and the city clerk by email. Change of sponsorship after approval of the draft agenda, or more than two days after any amendment of the legislative item, whichever is later, shall be by a motion approved by a majority of council members. If removal of the sponsorship deprives the legislation of requisite sponsors, and no additional council member(s) add their name as a sponsor, the matter is referred back to the committee of origin.
- H. The timeline and process for formalizing standing committee meeting agendas is as follows:
  - 1. No later than 5:00 p.m. on the Wednesday immediately preceding the desired committee meeting, suggested agenda items (for both consent and discussion items) shall be uploaded into OnBase.
    - a. At that time, the agenda sheet template should be filled out completely and must indicate whether the preparer prefers the item to be a consent item or a discussion agenda item.
    - b. Supporting attachments, including ordinances, resolutions and contracts, are due at this time except with express permission by the committee chair.
  - 2. By 9:00 a.m. on the Thursday immediately preceding the desired committee meeting, items submitted into OnBase must receive all OnBase approvals and arrive in the committee queue. Items that do not receive all OnBase approvals by the above deadline may be added to the final committee agenda at the discretion of the committee chair or their designee.
  - 3. Items originating from the council office are not required to gain administration OnBase approvals to be added to a committee agenda.

4. If administration staff need help identifying a sponsor, they should consult with the committee chair, vice chair or their legislative assistants.
  5. After the final committee agenda is created, council staff circulates the final committee agenda by no later than close of business on the Friday immediately preceding the committee meeting.
  6. Any deviation from the timeline for submitting agenda items (submitting agenda items past the deadlines, for example) must be approved by the committee chair or their designee.
- I. The wording for the agenda item and the relevant information placed on the agenda sheet are to be provided by the person submitting the item. Where indicated, a plain language summary shall be provided to accurately describe the item to make it easily understood by the public. The council president or their designee shall decide any disputes over wording unless verbiage is determined by a majority vote of the council. The council director or designee, the city clerk and city attorney's office staff may edit agenda items for technical, grammatical or typographical errors.
  - J. Regardless of adherence to the submission deadlines set forth in Rule 2.10 (Agenda Process), the committee chair may allow or exclude from a committee agenda any item not containing a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Any council member may object to appearance of a legislative item on a published draft agenda that lacks a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Such objection, when made, shall be recognized by the council president or presiding officer, who shall rule on the objection and whose ruling is subject to appeal.
- K. Each council member shall have the continuing duty to be familiar with all agenda items and all accompanying information.

#### Rule 2.11 NOTICE BY AGENDA

Except as provided below, the agenda is the only required meeting notice.

#### Rule 2.12 SPECIAL MEETING NOTICES

Notice of every special meeting shall be given in writing to every council member, council staff, the mayor, the city attorney, and to all parties who have on file with the city clerk a request for such notices. The notice shall be delivered personally, electronically, by mail, by facsimile or otherwise, so as to be received at least 24 hours before the meeting or as otherwise provided for in RCW 42.30.080. The notice shall state the place and time of the meeting and the business to be conducted. The council shall not consider or make final

disposition of any matter not included in the notice. Notices of special meetings are prepared by the city council office staff and issued by the city clerk's office. Submission of legislative items for consideration at a special session need not conform to Rule 2.9 (Introduction of Items).

## Rule 2.13 THE CHAIR

- A. The council president, or in their absence or incapacity, the council member selected by the council to serve as council president *pro tem* pursuant to SMC [02.005.020](#) (each of whom is referred to in these rules as "the chair") shall preside over meetings of the council and cause the business of the council to be transacted in accordance with these rules. The presiding officer may yield the chair to another council member to conduct a portion of the meeting. If the council president *pro tem* is unavailable, the council member with seniority of tenure on the council shall preside.
- B. The chair shall determine all questions of parliamentary procedure, subject to appeal as provided in this Rule 2.13(B), but shall liberally grant leave to the city council's policy advisor and/or a city attorney to speak to the question. A ruling of the chair can be appealed, before the ruling is acted on, by any council member's announcement of an appeal, which appeal is perfected by receiving a second. The chair shall then state the question in terms of upholding the ruling and may state the reasons for the ruling. Then, when the appeal is debatable per Roberts Rules of Order, the member appealing has the floor to open debate on the appeal. Upon the close of debate, the council shall vote on whether to sustain the chair's ruling.
- C. The chair may not make a motion. The chair may second a motion. The chair may vote as any other council member.
- D. The chair has the authority to declare the council at ease or to declare a recess of any council meeting in the appropriate circumstances, including when noise, disturbance, indecorum, or other circumstances warrant a recess. In the event disturbance, indecorum, or other circumstances disrupt council meeting, the chair may request a motion to adjourn pursuant Rule 2.3 (Adjourned Meetings). The chair may direct any person or persons disrupting the meeting to be removed from the chambers or to otherwise eliminate a source of disruption. In administering this rule, the chair will be guided by the council's intent to support robust public, peaceful participation by the public.

## Rule 2.14 ORDER OF BUSINESS

### A. Agenda Review.

The council will meet each week on Monday to review the final and draft agendas for the next two regular legislative sessions. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting

is as follows.

1. Roll call;
2. Council or staff reports of matters of interest;
3. Staff or council member briefings regarding matters on either of the draft agendas, as may be requested by council members;
4. Discussion of and any adjustments to the final or draft agenda;
5. Approval by motion of the draft agenda as final and the final agenda as amended.

**B. Executive Session.**

The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as the time that executive session began and ended.

**C. Legislative Session.**

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Land Acknowledgement;
2. Pledge of Allegiance;
3. “Poetry at the Podium,” words of inspiration, and special introductions;
4. Roll call to establish the presence of a quorum;
5. Reading of proclamations and salutations;
6. Reports from community organizations;
7. Announcement of adjustments to the agenda;
8. Council appointments and consideration of mayoral appointments;
  - a. Testimony from members of the public concerning the appointments;

- b. Request(s) by an individual council member, if any, to consider any specific appointments separately;
    - c. Action on the appointments;
  - 9. Consent Agenda;
    - a. Testimony from members of the public concerning the consent agenda;
    - b. Request(s) by an individual council member, if any, to consider any specific consent agenda items separately from the consent agenda;
    - c. Action on the consent agenda;
  - 10. Reading of each legislative item by the city clerk;
    - a. Testimony from members of the public concerning the agenda item;
    - b. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item; and
    - c. Vote.
  - 11. Special Considerations, Public Hearings;
  - 12. Open Forum; and
  - 13. Adjournment.
- D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent the objection of a majority of the council.
- E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

## Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS

The council encourages public participation in the legislative process. Council meetings shall be conducted in a manner that provides the opportunity for all attendees to hear, see and participate in the proceedings to the extent provided in these Rules and applicable city, state, and federal law. Speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any council meeting is prohibited. In addition to these general principles governing public participation, the following specific rules apply:

- A. Members of the public may address the council regarding the following items during the council's legislative session: board and commission appointments, the consent agenda as a whole, all first reading ordinances together (with the exception of first reading ordinances associated with hearings, which shall be taken separately), final readings of regular and special budget ordinances, emergency ordinances, hearing items, special considerations, review of mayoral vetoes, and other items before the city council requiring council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak on issues that are not part of the final, updated draft, or draft agendas.
- B. 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 a name as a condition of recognition. Council members must be recognized by the chair for the purpose of obtaining the floor.
- C. Each person speaking in a public council meeting shall verbally identify themselves by name and, if appropriate, representative capacity.
- D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the city clerk.
- E. Those who wish to provide commentary but do not wish to give verbal comments at the podium may provide written comments to the council via letter or electronic mail.
- F. No person shall be permitted to conduct demonstrations, display banners, hold signs, applaud or boo speakers, use profanity, vulgar language or obscene speech, yell or make comments that attack or verbally insult any individual, or engage in other such disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the proceedings.
- G. Standing is permitted so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the

Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when standing.

- H. A speaker asserting a statement of fact may be asked by a council member to document and identify the sources of the factual datum being asserted.
- I. When addressing the council, members of the public shall direct all remarks to the council president, shall refrain from remarks directed personally to any council member or any other individual, and shall confine remarks to the matters that are specifically before the council at that time.
- J. City employees or city officials (including members of city boards and commissions) may participate in public comment, including testifying at open forum and offering written testimony, providing they are in compliance with the City of Spokane Code of Ethics and they do the following:
  - 1. Announce at the beginning of their testimony that they are there in their personal capacity or their capacity as a member of a relevant board, commission, committee or community group;
  - 2. Protect confidential information, including, but not limited to, confidential financial information and attorney-client communications;
  - 3. Do not use, or be perceived to use, city funds, including giving testimony during paid work time or while in uniform; or city property, including using a city-issued computer or cell phone, in giving testimony.
- K. When any person, including members of the public, city staff, and others, are addressing the council, council members shall observe the same decorum and process as the rules require among the members *inter se*. That is, a council member shall not engage the person addressing the council in colloquy but shall speak only when granted the floor by the council president. All persons and/or council members shall not interrupt one another. The duty of mutual respect and avoiding unlawful harassment set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order, Newly Revised*, shall extend to all speakers before the city council. The city council's policy advisor and/or a city attorney shall, with the assistance of council staff, assist the council president to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak. All persons attending city council meetings or city council sponsored meetings shall refrain from harassing other attendees or risk being removed and/or prohibited from attending future meetings.
- L. The city council intends to fully comply with chapter 18.11 SMC, Language Access in Municipal Proceedings. Rules regarding participation of individuals in council proceedings, including legislative sessions and open forum, shall be deemed amended to conform to any Language Access Plan adopted by the council

pursuant to SMC 18.11.030. Except as otherwise provided in an adopted Language Access Plan, individuals with limited English language proficiency are encouraged to contact the council office director at least five (5) days prior to a scheduled legislative session for assistance with the signing up to testify or to arrange translation or interpretation assistance.

- M. City council legislative sessions are regularly video and audio recorded and available online (<https://vimeo.com/spokanecitycouncil>). Members of the public may also photograph or film council proceedings so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when photographing or recording. No flash photography or other lighting is permitted.
- N. RCW 42.17A.555 generally prohibits the use of city facilities for electioneering. Therefore, no person may use the council meeting or facilities for the purpose of assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition. In this context, the term "facilities" includes council chambers, the council gallery and the speaking opportunities available through the public comment and open forum procedures set forth in these rules. Nothing in this rule prevents public comment regarding a council resolution or statement concerning any ballot proposition, so long as such public comment is confined to the merits of the council action and not the merits of the ballot proposition.

#### Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS

- A. Members of the public can sign up to give testimony beginning no later than 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. Members of the public can sign up to give testimony on legislative items via the online testimony sign-up form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.
- B. The city council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.15(A), with those exceptions stated in this paragraph. Public testimony shall be limited to the final council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony is limited to three (3) minutes per speaker for hearings and legislative items under consideration. For the consent agenda, first reading of ordinances or special consideration testimony is limited to two (2) minutes per speaker. The

chair, absent a majority vote of the council, has the authority to lower the per speaker time limit by announcing the new, lower time limit at the legislative session. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the council. Testimony on a legislative item deferred to a future date certain shall be taken on the future date, unless testimony on the date of deferral is allowed by the Council President.

- C. No public testimony shall be taken on oral amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the council.
- D. No person shall be permitted to display visual information during their testimony, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at [citycouncilspokanecity.org](mailto:citycouncilspokanecity.org).
- E. For public hearings required by state law, the chair may institute special rules for testimony.
- F. Testimony at council committee meetings shall be governed by Rule 6.2.
- G. Members of the public may provide written testimony for any agenda item. Written testimony can be provided to the council by sending it via regular mail, delivering it to the city clerk at a regular meeting of the council, or emailing comments to [testimony@spokanecity.org](mailto:testimony@spokanecity.org). To be included in the final agenda packet, written testimony on an agenda item must meet the following criteria:
  - 1. Be delivered to the council via email at [testimony@spokanecity.org](mailto:testimony@spokanecity.org);
  - 2. Include a title that clearly identifies the agenda item(s) to which the commenter is submitting testimony (e.g. "Written Testimony on Resolution 2025-0001");
  - 3. Include the name of the submitter;
  - 4. Does not include photographs, presentations, videos, or other media; and
  - 5. Be received in the [testimony@spokanecity.org](mailto:testimony@spokanecity.org) inbox no later than 5:00 p.m. on the Wednesday immediately preceding the legislative meeting on which the item is to appear on a final agenda.

Written comments that fail to meet any of the above criteria will not be included in the final agenda packet but should be distributed to the council via email.

#### Rule 2.17 VOTING, EFFECT OF DEFERRAL; ABSTENTION

- A. Except where a majority plus one vote is required, (e.g., Charter section 19, RCW 35.33.081, RCW 35.33.091), and unless otherwise provided herein, all motions must receive at least four (4) affirmative votes to pass.

- B. If a motion receives less than the required number of affirmative votes, it shall be declared that the motion failed and the status quo shall prevail.
- C. Upon a tie vote, the status quo prevails on the matter upon which the vote was cast.
- D. Any legislative item may be deferred indefinitely or to a specific future legislative session date by motion. Any legislative item deferred indefinitely may be returned to a draft council agenda by a motion by a council member who was on the prevailing side of the original vote to defer the item. A motion to return the item to the council agenda must be presented within six (6) months of the initial deferral and adopted by four affirmative votes. Any item not returned to the council agenda within six months after the initial deferral shall be considered not adopted and may only be returned to the council agenda after introduction pursuant to Rule 2.10 (Agenda Process). Legislative items governed by Section 24 of the City Charter may only be deferred in a manner consistent with the charter.
- E. Any legislative item may be referred to a specific future standing committee meeting by motion. Items referred to committee are automatically included on the agenda of the committee to which the item is referred. To move out of the committee and onto a legislative agenda, the item must secure the minimum number of sponsors pursuant to Rule 2.10 (Agenda Process).
- F. The votes on any ordinance or formal resolution shall be individually taken and recorded. As to any other matter (such as motions), voting shall be by voice vote unless a member requests, prior to action on the next item of business, a roll call vote. Unless otherwise required due to the technical limitations of the specific meeting method or forum, the alternative to voice vote shall be the electronic voting tally system currently in use in the council chambers.
- G. In all cases of voting by other than voice vote, the city clerk shall record the names of those voting on each side of the question and of those abstaining. In cases of voice vote, the chair shall announce, and the record shall reflect, the vote. Regardless of method of voting, each council member shall have the right to explain the reasons for their vote and such a request shall be regarded as a point of personal privilege.
- H. A council member may abstain from deliberating and voting on any matter before the council if they have a direct personal or financial interest in the matter before the council which is not held in common with other members of the council. In order to abstain from deliberation and voting, a council member must describe to the council the basis for the abstention in an open public meeting prior to the vote. A member who abstains from deliberation and voting on a matter may participate in any procedural vote related to the same matter, other than a motion to amend the item or to postpone it indefinitely.

## Rule 2.18 SUSPENSION OF THE RULES

These rules may be temporarily suspended for a particular matter or meeting by the affirmative vote of five council members. Motions to suspend the rules must specify the general purpose of the suspension and, if adopted, shall apply only to the next pending question. No debate on a motion to suspend the rules shall be allowed. Following an adopted motion to suspend the rules, the companion main motion prompting the need for a rules suspension may be presented and disposed of by council. A motion to suspend the rules shall not be combined with any other motion.

## Rule 2.19 RECONSIDERATION

All legislative decisions of the city council, including consent items, ordinances, resolutions, veto overrides, and hearing items are final, except that a council member on the prevailing side of a vote or who had an excused absence during the vote may move for reconsideration of all legislative decisions, other than veto overrides and mayoral appointments, within 15 days of council consideration or prior to the mayor's action on an ordinance, whichever occurs first. Nothing in this rule shall be deemed to prevent any council member from otherwise submitting an ordinance or resolution to repeal or modify a prior city council legislative action so long as such repeal or modification is added to the committee and council agenda as provided in these rules.

## Rule 2.20 PARTICIPATION BY TELEPHONIC OR VIRTUAL MEANS

- A. A council member may participate telephonically and/or virtually in all or part of a council meeting if:
  1. Prior approval is given by the council president or committee chair, as applicable, whose approval shall not be unreasonably withheld;
  2. All persons participating in the meeting, including the public, are able to hear each other at the same time, such as by the use of a speaker phone; and
  3. The council member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the council meeting related to the topic to which the council member is voting on.
- B. Any technical prohibitions or difficulties that prevent all parties present at the council meeting from adequately communicating with one another will negate any authorization previously given by the council president.

## Rule 2.21 COUNCIL MEMBER PARTICIPATION IN MEETINGS; DEBATE.

- A. Debate shall be governed by Robert's Rules of Order, Newly Revised (12th Ed.) except as set forth under this rule. During committee meetings, legislative sessions, and agenda review, council members may only speak to any pending question after being recognized by the chair or presiding officer. Absent permission from the chair or presiding officer, no council member may speak to any pending question more than twice, and on each occasion shall be limited to 10 minutes.
- B. During commentary, discussion and debate, council members shall confine all remarks to the question under debate.
- C. Committee meetings are an opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Discussion shall be regulated by the chair, who shall ensure all council members have an equal opportunity to participate and ask questions. At committee meetings, council members are permitted to engage in debate regarding any legislative item subject to the general rules of debate above.
- D. Agenda review meetings are an additional opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Any council member wishing to have an item on a draft agenda briefed by staff at agenda review shall submit the request in writing to the City Administrator and Council Office Director by 5:00 p.m. the day immediately preceding the agenda review session. Other than questions directed to staff, discussion at agenda review sessions shall be confined to debate on motions to adjust the agenda or to amend or substitute legislative items.

### **RULE 3 – ADJUDICATIVE APPEALS AND HEARINGS**

- A. Council conducts two types of hearings: (1) legislative hearings and (2) adjudicative hearings. Where procedures for legislative hearings and adjudicative hearings have been established by ordinance or statute, the council shall follow those procedures. If a conflict arises between the ordinance or statute, on the one hand, and these council rules, on the other hand, the ordinance or statute shall prevail. Where there are no established or statutory procedures for an adjudicative hearing or legislative hearing, the council shall implement the following procedures.
- B. Legislative Hearings. “Legislative hearings” are hearings where the city council, sitting as the legislative body of the City, is required to conduct one or more public hearings prior to taking legislative action. Examples of legislative hearings include, but are not limited to, hearings required under RCW 35.13.182 (annexation), RCW 35.34.090 (biennial budget); RCW 35.79.030 (street vacations); and RCW

36.70A.390 (interim zoning).<sup>1</sup>

1. For legislative hearings, the following procedure shall be observed to the extent consistent with the matter before the council:
  - a) Reading of the legislative matter by the Clerk;
  - b) Announcement and opening of the hearing by Council President or presiding officer;
  - c) Receipt of staff reports, if any;
  - d) Receipt of public testimony (3 minutes per speaker);
  - e) Motion to close or continue hearing; and
  - f) Motion to approve, modify, reject or adopt the legislative item.
2. Motions to close, re-open or continue a legislative hearing shall be approved by majority vote.
3. Oral public testimony on the item shall not be accepted or solicited by the council as a whole outside of the legislative hearing; provided, individual council members may communicate with members of the public on any legislative hearing matter. All public testimony shall be provided consistent with Rule 2.16 (Public Testimony Regarding Legislative Agenda Items).
4. Individual council member conduct with respect to any matter subject to a legislative hearing shall be the same as any other legislative matter and shall be governed by Rule 1.3 (Conflicts of Interest).

C. Adjudicative Hearings. "Adjudicative hearings" are quasi-judicial hearings involving named parties, and council is often sitting in an appellate capacity. Examples of adjudicative hearings include, but are not limited to, appeals under SMC 17G.061 (land use applications) and appeals under SMC 13.02.0246 (solid waste collection rates). For adjudicative hearings, the following procedure shall be observed, to the extent consistent established or statutory procedures:

1. Testimony during adjudicative hearings is limited to the parties involved in the hearing. Public testimony is not accepted in adjudicative hearings. No person shall be allowed to discuss any matter pending hearing with any member or members of the council except in the council chambers in the regular course of a council meeting. Each council member shall vigorously strive to avoid any outside communication from anyone in any form concerning a matter pending hearing or decision. If an outside contact cannot be avoided, the council member shall immediately make a note of the contact and shall at the beginning of the council's hearing on the matter announce the fact of the contact, the

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<sup>1</sup> A complete list of municipal actions requiring a hearing can be found in "Local Ordinances for Washington Cities and Counties," Appendix C, published by the Municipal Research and Services Center (MRSC) (2016).

identity of the person, and the substance of the communication. If the communication be in written form, the council member shall as soon as possible file it with the city clerk.

2. When the council's discussion and vote on a hearing item is at a meeting other than the hearing, it shall be the obligation of every council member participating in the action to be familiar with the facts in order to reach an informed, independent judgment. When a member discussing or voting on the matter was not present at the hearing, that member will have familiarized themselves with the hearing item based upon any audio or video recording of the hearing and all documents contained in the record. A council member shall not be briefed by anyone except in an open meeting.
3. Council members shall disqualify themselves from participating in an adjudicative hearing whenever bias, interest, or other influences will prevent or appear to prevent them from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include pre-judgment of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter. Examples of disqualifying bias include a close personal, family, or business relationship with a party, ownership of property the value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.
4. Council members who become aware of circumstances which might appear to disqualify them in a matter pending an adjudicative hearing can either disqualify themselves or explain the circumstances before the hearing and let the rest of the council, by majority vote, decide whether they can participate. Should any council be aware of circumstances which might appear to disqualify another council member, that council member may request by motion that the other council be disqualified from participating in the matter, which motion must be approved by at least four (4) council members. The council's discussion concerning disqualification of a member may occur in executive session. A disqualified member shall be absent from the dais during the adjudicative hearing and during discussion and voting.
5. In all adjudicatory appeals, council members are acting in their quasi-judicial capacity and shall comply with all applicable provisions of state law including the appearance of fairness doctrine (Chapter 42.36 RCW) and the code of ethics for municipal officers in contract interests (Chapter 42.23 RCW).
6. Adjudicatory Appeal Hearing Procedures.

At the hearing on the appeal, the following rules apply:

- a) Oral argument on appeal is limited to parties of record.

- b) Oral argument on appeal is limited to thirty minutes per side. If there is more than one appellant or more than one person wishing to present oral argument on appeal, the total time allowed to all such persons is thirty minutes. Any time reserved for rebuttal or surrebuttal is deducted from the time allowed for opening argument. Time taken to respond to questions from the city council is not deducted from the time allowed for argument.
  - c) Argument is presented first by the appellant in support of the appeal followed by the respondent in opposition to the appeal.
  - d) No new evidence may be presented during oral argument. Matters found by the hearing officer or body to be facts in the record are presumed to be true and accurate. Oral argument is limited to stating why the record does or does not support the decision.
  - e) The city council may not consider any new facts or evidence on appeal. The city council's review of appeals is limited to the record prepared by the hearing officer or body, including the verbatim transcript of the hearing, the written appeal, memoranda submitted, and, if permitted, oral arguments presented in accordance with the requirements of this section. Closed record appeals before the city council must be concluded within 90 days of the date the appeal is filed unless all parties agree to a longer period.
  - f) Supplemental documents.
  - g) The parties to the appeal may file memoranda regarding the appeal. Such memoranda must be filed by the agenda deadline for the meeting preceding the meeting set for consideration of the appeal.
  - h) Any replies to the memoranda must be filed by the agenda deadline for the meeting set for consideration of the appeal.
  - i) The city clerk distributes such memoranda and responsive documents to all parties to the appeal, the city council, the city attorney, the planning director, and the hearing examiner.
  - j) Neither memoranda nor responses may contain any new facts or evidence or discuss matters outside the record. They are limited to stating why the record does or does not support the decision.
7. The city council may supplement these rules in a case-by-case situation in order to provide due process to all participants in an adjudicative hearing.

#### **RULE 4 – ORDINANCES AND FORMAL RESOLUTIONS**

## Rule 4.1 UPLOADING ITEMS FOR COUNCIL CONSIDERATION

- A. All council agenda items, including ordinances and resolutions shall be uploaded into OnBase as provided in Rule 2.10 (Agenda Process).
- B. After presentation at committee, so long as council sponsorship requirements are met as provided in Rule 2.10 (Agenda Process), the council office director, or their designee, will approve items to move forward to the city clerk for consideration at a future council legislative session. All items, whether discussion or consent, will remain in the council queue and will not advance toward a legislative agenda until having gone through committee unless granted permission to be considered on a compressed timeline as established in Rule 2.9 (Introduction of Items).
- C. To accommodate narrow construction or procurement windows, engineering construction contract items may be submitted to committee prior to bid opening as long as the item includes the engineer's cost estimate and estimated construction timeline. When final construction contract information is received, these items may be re-submitted to the council office director, or their designee, for submission to the city clerk for consideration at a future council legislative session.
- D. An ordinance or resolution must have been filed with the city clerk prior to the meeting of which it is an agenda item. No ordinance or resolution, except emergency measures, shall be passed until it has been on file with the city clerk for at least three (3) business days, including the day of the council meeting.
- E. If an ordinance or resolution, or an amendment to an ordinance or resolution, has not been on file with the city clerk for at least three (3) business days, a council member may request that the ordinance, resolution or amendment be read in full prior to consideration by the council. Absent a request by a council member for a full reading, any ordinance or resolution (including any amendments) that has been submitted to the agenda as provided under these rules may be considered after reading of the title or a summary.
- F. Each ordinance or resolution shall have a succinct, plain-language title and summary which briefly describes its purpose and effect. The agenda sheet for every item shall, when filing the same with the city clerk, specify the committee of origin for the ordinance or resolution and the names of the council members who are sponsoring the ordinance or resolution. Subject to Rule 2.18 (Suspension of rules), every ordinance or resolution must be first presented in a committee before it may appear on the council's agenda for first reading (for ordinances) or for council consideration (for resolutions).
- G. Each ordinance or resolution which would have an impact on the fiscal condition of the city must note that fact on the agenda sheet and be accompanied by a brief description of the fiscal impact of the ordinance or resolution on the current year's budget.

- H. At the time of submission of a legislative discussion item to the council agenda, the record relating to the item must reflect compliance with Rule 2.10.K (Public Comment).

## Rule 4.2 AMENDMENT AND SUBSTITUTION

- A. "Amendment" of legislation pertains only to legislation on the agenda and occurs at the time proposed legislation is under debate by the council, and may be offered by motion by any council member. "Substitution" of legislation occurs prior to debate of proposed legislation and may only be made by sponsors of the ordinance or resolution. Board, commission and mayoral appointments are not subject to amendment or substitution. Amendments and substitutions are permitted only as provided in this Rule 4.2.
- B. Every proposed amendment shall be in writing and circulated by the proposing council member or their legislative assistant to the city clerk and city council members and staff prior to 5:00 p.m. on the Wednesday immediately preceding the item appearing on the updated draft agenda; provided, amendments making clerical or technical corrections may be articulated orally during debate. Any amendment submitted after the 5:00 p.m. Wednesday deadline, if adopted by council on the Monday immediately following the deadline, shall result in that legislative item being deferred to the next regular council legislative agenda. The purpose of this rule is to ensure, to the extent possible, publication of a final agenda without legislative items that are subject to pending amendments or substitutions.
- C. Proposed amendments shall be included in the draft agenda packet for the benefit of public review and council consideration and shall be identified by the city clerk file number and the council member proposing them (e.g., "ORD CXXXXX (SMITH Amendment"). Every proposed amendment must include a brief "purpose statement" at the top of the first page explaining the reasons for the amendment and/or changes associated with the amendment. In addition, each amendment must be circulated in "clean" and "redline" format, with the redline version showing changes from the version of the legislation as it currently appears in the agenda. The Clerk shall include only the "redline" version of the proposed amendment in the draft agenda, and, if the amendment is adopted, shall include the "clean" version in the final agenda.
- D. A substitution of all or a portion of the wording of an ordinance or resolution which is to be listed on a draft council agenda may be submitted by the majority of sponsors of the ordinance or resolution without council approval, so long as the substitution is in writing and circulated by the proposing council member or their legislative assistant to all council members and the city clerk by no later than 5:00 p.m. on the Wednesday immediately preceding the meeting at which the ordinance or resolution is to appear on a draft agenda.

- E. A portion or all of any consent, grant or contract agenda legislative item may be updated with current documents and materials without a motion for amendment or substitution with the approval of the Office Director or his designee if (1) the substitution is intended to make technical corrections in contract or grant materials and (2) the substitution does not result in a material increase in the amount or the term of the contract. Upon approval to make changes, the submitting department shall arrange for the agenda sheet to be updated in OnBase as “revised” and corresponding changes to be highlighted.
- F. Proposed amendments to the biennial budget or mid-biennial budget modification may be considered and adopted by a simple majority vote if (1) circulated no later than noon on the Friday prior to final council consideration of the biennial budget or mid-biennial budget modification and (2) will not be subject to automatic deferral upon adoption.
- G. Any motion to amend an ordinance or resolution shall require four (4) affirmative votes to pass. Any motion to suspend the requirements in this Rule 4.2 shall require five (5) affirmative votes to pass.
- H. Amendments and substitute versions not timely filed with the city clerk before the meeting, whenever reasonably possible, shall be posted for public viewing on the city council Facebook page or other similar channels so that interested members of the public may review during council’s consideration of the matter.
- I. The deletion of an emergency clause converts the ordinance to a regular ordinance which requires a second reading at a subsequent meeting. The addition of an emergency clause by amendment requires the ordinance to be deferred to allow public hearing.

#### Rule 4.3        SUBJECT MATTER

The council shall not consider or pass any ordinance or resolution the subject matter of which is not directly related to local affairs or municipal business or if action by the city council does not result in the adoption of a new or amendment to an existing ordinance or resolution or affect any city policy or practice.

### **RULE 5 – PROCESSING ORDINANCES**

#### Rule 5.1        PUBLICATION, SIGNATURE AND RECORDING

- A. An ordinance passed by the city council shall, within five (5) days thereafter, be presented to the mayor.
- B. An ordinance:

1. Making the annual tax levy,
  2. Adopting the original annual budget,
  3. Making appropriations,
  4. Implementing a local improvement district or confirming the assessments therefor,
  5. Which is an emergency or special budget ordinance,
  6. Which is an emergency ordinance, or
  7. Which has been approved by the electors by referendum or initiative shall become effective immediately upon passage.
- C. Ordinances signed by the mayor, and the approved parts of ordinances that have been partially vetoed, will thereupon be filed with the city clerk for recording and publication if not already published.
- D. Ordinances not signed by the mayor after ten (10) days will be filed with the city clerk for signature, recording and publication as necessary.

#### Rule 5.2      VETO

If, within ten (10) days of presentment, the mayor vetoes an ordinance or part of an ordinance, the ordinance or part thereof, along with the veto message (if any), is returned to the city council, which shall provide a copy to the city clerk. The city clerk shall schedule the matter for reconsideration for the next available council meeting, if requested by a city council member. If, within thirty (30) days of the mayor's veto or partial veto, the city council overrides the veto, the ordinance shall be considered enacted on the date that the override occurs and shall take effect 30 days after enactment. Such ordinance will be signed by the council president, council president pro tem, or two council members and filed with the city clerk for publication and recording. Any ordinance vetoed by the mayor, and for which no veto override has been passed by the council, may be resubmitted for council approval as provided in Rule 2.19 (Reconsideration).

## **RULE 6 – COMMITTEES**

#### Rule 6.1      STANDING COMMITTEES – ESTABLISHMENT AND MEMBERSHIP

- A. There shall be four (4) standing committees, as follows:

1. Public Safety and Community Health;
  2. Public Infrastructure, Environment and Sustainability;
  3. Urban Experience;
  4. Finance and Administration.
- B. All council members shall be members of each standing committee. Standing committee meetings shall be noticed as meetings of the council where no legislative action shall occur.
- C. The council president shall chair each study session, agenda review, and legislative session of the city council. All committee chairs and vice-chairs shall be determined by majority vote of the council and shall preside over the meetings of their respective committees.
- D. Each standing committee shall have one (1) chair and one (1) vice chair. The council shall confirm chairs and vice chairs of each standing committee by resolution adopted no later than the second meeting in January of each year or as soon thereafter as possible.

## Rule 6.2 COMMITTEE PROCESS

- A. The purposes of standing committee meetings are to provide council members an opportunity to discuss potential legislation publicly, to receive public testimony on items included on the committee's agenda, and to provide the city administration and city staff an opportunity to update council members regarding department programs, plans, and other administrative activities and future City council administrative items. Council members should also utilize standing committees to update each other on their board, committee, and commission assignments. At the chair's discretion, committee agendas may include presentations from community groups, or from administrative staff, on city issues or initiatives germane to the committee's ordinary business, so long as the topic is not related to any legislative item listed on a draft or final council agenda.
- B. All standing committees shall be video recorded and open to the public using the appropriate method (i.e., webcasting or streaming when physical presence is not possible due to law or regulation) except during such time as the committee is in executive session consistent with the OPMA. Public testimony is taken during standing committee meetings, and speaker conduct shall be governed by Rule 2.15 (Public Participation). Notwithstanding the public testimony section of the meeting, participation in a standing committee meeting shall be limited to standing committee members, appropriate staff and other individuals recognized by the committee. Administrative support for each committee will be provided by council

office staff.

- C. Each committee shall meet monthly at 12:00 noon in the council chambers, except where cancelled or rescheduled to a different time or date at the discretion of the chair, in the following order:
  1. Public Safety and Community Health: First Monday of each month.
  2. Public Infrastructure, Environment, and Sustainability: Second Monday of each month.
  3. Urban Experience: Third Monday of each month.
  4. Finance and Administration: Fourth Monday of each month.
  5. If there is a fifth Monday in a month, that date is reserved for a study session as convened by the council president pursuant to Rule 2.5 (Study Session).
- D. Committee meeting agenda are formalized pursuant to Rule 2.10 (Agenda Process). The regular order of business for committee meetings shall be as follows, unless modified by the committee chair in his or her discretion:
  1. Briefing by administration and staff
  2. Public testimony on committee agenda
  3. Council discussion and confirmation of sponsors
- E. Testimony sign-up for committee meetings shall open no later than 5:00 p.m. on the Friday immediately preceding the meeting. The maximum number of public speakers at committee shall be fifteen (15). In the event that more than fifteen (15) speakers have signed up to speak, preference will be given to those who signed up first. Each speaker shall be limited to two (2) minutes to speak to the entire committee agenda. A majority of the council members in attendance may vote to alter the time limit or number of speakers.
- F. Each item presented in committee must have a fully completed agenda sheet when uploaded into OnBase, and any additional briefing or research documents necessary. Items not meeting this requirement are subject to removal from the council calendar pursuant to Rule 2.10.J (Agenda Process).
- G. Absent an exception under Rule 2.9.B, each ordinance or resolution must be presented by the council sponsor or their designee in the appropriate committee as set forth under Rule 2.10 before it may move forward for inclusion on the council's legislative agenda. With written permission from the council president, this requirement may be met by conducting a presentation of the item in a council

study session which has been noticed as a public meeting.

- H. By motion of the council, any matter before the council may be referred to a committee, except that no committee shall investigate the facts of, nor shall any member or members of the council take independent action on, any pending or contemplated adjudicated matters.

#### Rule 6.3      INTER-GOVERNMENTAL COMMITTEES AND BOARDS

Unless governed by other regulations, statutes, or ordinances, the nomination of the full slate of council members to inter-governmental committees or boards shall be made by the council president, subject to confirmation by a majority of the city council. All appointments shall be made consistent with the governmental documents creating the inter-governmental committee. The council president shall appoint proxies to attend meetings when the assigned council member is unable to attend a meeting.

#### Rule 6.4      AD HOC COMMITTEES AND WORK GROUPS

Council ad hoc committees (also known as work groups) with specified functions may be established for a designated term or for a specific task or to advise the council on specific subject matter, by resolution. Unless specified in the resolution which created the ad hoc committee, matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee shall be determined by the committee itself. Council ad hoc committees and work groups shall not include more than three council members unless the meetings of such a working group publishes notices of its meetings consistent with the OPMA.

#### Rule 6.5      BOARDS AND COMMISSIONS APPOINTMENT PROCESS

The city council shall interview mayoral nominees for appointment to boards and commissions prior to considering their appointment and shall take action on each such nomination in an open public meeting. Re-appointments do not require an interview unless requested by a council member.

### **RULE 7 – MISCELLANEOUS**

#### Rule 7.1      COUNCIL POSITION VACANCY

- A. Upon receipt of a written notice of a vacancy or an impending vacancy of a city council position other than that of council president, the council president or designee shall announce the vacancy within seven (7) days of the receipt of the vacancy notice occurring and call for interested parties to submit their applications for consideration by a deadline stated by the council president set with concurrence of the council.

- B. Upon the close of the deadline, each council member shall review the applications, interview on an individual basis whichever applicant(s) they desire to interview and send the council president a prioritized list of who they believe should be interviewed by the entire city council.
- C. The council president shall compile the council members' prioritization of candidates to be interviewed and schedule the top-ranked candidates to be interviewed by the entire city council. Additional candidates may be selected for interviews by a majority vote of the council. Once the slate of candidates to be interviewed by the entire council is announced, no council member may communicate with any candidate outside of the formal interview by the entire council.
- D. The council shall conduct interviews of each individual candidate selected for interviews in an open public meeting. No public comment is permitted in such public meetings.
- E. After conducting interview of the individual candidates, the council shall hold at least one public hearing during a regular legislative session to accept testimony from the public regarding potential candidates.
- F. Upon completion of the interviews and public hearing, the council, pursuant to RCW 42.30.110(1)(h), may go into executive session to evaluate the qualifications of each candidate.
- G. The council shall take final action by resolution appointing a candidate to fill the vacancy during an open public meeting.
- H. Provisions regarding the selection of a candidate for a city council vacancy not set forth by these rules shall be determined by the city council by motion during an open public meeting.
- I. If the council president position becomes vacant, the city council may elect to appoint one of the existing council members to fill the position of council president without following the selection procedure set forth above. If, upon a motion of the city council, the city council decides to consider someone other than an existing council member to fill the vacant position of council president, the city council shall follow the selection procedure set forth above.

## Rule 7.2 COUNCIL MEMBER DISCIPLINE

Council members may be subject to disciplinary action only by motion adopted by the affirmative vote of five (5) members of the council, taken in an open public meeting. Disciplinary action may be based on violation of these rules, the City Ethics Code (SMC 01.04B), or any standards of behavior expected of elected officials, including apparent

conflicts of interest, and may include, without limitation, censure, removal from membership on a standing committee, or removal from membership on an intergovernmental board or commission. Nothing in this rule shall be deemed to prevent the council from adopting a non-binding resolution formally admonishing, rebuking or denouncing any other elected official, to the extent otherwise permitted by law.

#### Rule 7.3 COUNCIL STAFF

- A. Each council member has the sole authority to hire, direct, and discharge one legislative assistant, subject to limitations under Section 02.005.030 of the Spokane Municipal Code.
- B. Responsibilities with respect to council central staff are set forth in Section 02.005.030 of the Spokane Municipal Code. The city council delegates to the council president the power to hire, supervise, discipline and discharge central office staff, subject to the following requirements:
  1. Prior to taking any formal action to hire, formally discipline or discharge a central staff member, the council president shall notify each member of the council, at which time any council member may request an executive session be convened at the next regular meeting (or a special meeting called for that purpose) to discuss the matter.
  2. Following notice to council members and any requested executive session, the council president may proceed with formal action or take no action, in his or her discretion.

Nothing in this subsection shall permit the council president to hire or discharge central office staff in a manner inconsistent with Section 02.005.030 of the Spokane Municipal Code.

#### Rule 7.4 COUNCIL OFFICE BUDGET

- A. Any council member may propose to the council president allocation of funding from the approved council office budget beyond that which is reserved for the salaries of council members, personal staff, and approved shared council office staff. The council president has the authority to either approve or deny any expenditure request of \$10,000 or less.
- B. All council office budget allocation proposals over \$10,000 that differ from the adopted council budget must be approved by the affirmative vote of four (4) council members at an open public meeting.
- C. On at least a quarterly basis, the council's budget manager shall make available to all council members a report on the status of and balances of all individual line items in the council office budget. The budget manager will also work with the

Administration to pursue dashboard capability for public and council review of all city budget line items.

## Rule 7.5 COUNCIL MEMBER AND STAFF ORIENTATION

- A. New council members and newly appointed staff shall receive on-boarding and orientation meetings and information within thirty (30) days of their swearing-in or appointment.
- B. Orientation materials shall be generated by the council office director in consultation with the central staff and shall consist of at least the following:
  1. City Charter and Spokane Municipal Code overview;
  2. Overview of the city's budget process and statutory budget requirements;
  3. Overview of the council rules of procedure and meeting process, including the sign-up process for public testimony;
  4. Summary of often-cited parliamentary process (i.e., motions, decorum, etc.);
  5. Overview of all standing and outside boards and commissions to which council members are appointed, including their functions, history, and composition;
  6. Overview of policies and procedures relating to the publication of council materials and use of social media; and
  7. Completion of open government training as set forth in Administrative Policy No. 0520-17-06 and RCW 42.30.205.

Nothing in this section precludes the administration from providing onboarding and orientation as to the activities and procedures followed by administration staff.

## Rule 7.6 COUNCIL MEMBER RESPONSIBILITIES

- A. A time commitment of approximately 30-50 hours per week is normally required to adequately fulfill the role of city council member.
- B. Unless excused by the council president or committee chair, as applicable, council members must attend the following recurring engagements:

1. City council agenda review and legislative sessions;
  2. Standing committee meetings as scheduled;
  3. Study sessions, as scheduled by the council president;
  4. Ad hoc working groups as assigned;
  5. Outside boards and commissions as assigned (typically between 6-9);
  6. Neighborhood council meetings from their respective council district on a regular basis but not necessarily every scheduled meeting (typically at least two a week district wide during each of the first three weeks of a month);
  7. Constituent meetings as necessary;
  8. Staff meetings as necessary;
  9. Other council member meetings as necessary; and
  10. Community events as time permits.
- C. Council member absences shall be deemed unexcused unless (1) prior notice of the absence has been provided to the council president or committee chair, as applicable, when it was practical to do so, and (2) the council president or committee chair approves the absence, which approval shall be liberally granted in instances of illness or medical necessity, family emergency or other unforeseen circumstance.

#### Rule 7.7 CITY COUNCIL PLANNING

- A. Council shall consider annual council member appointment to boards, commissions, and committees by resolution no later than the second council meeting of each calendar year.
- B. Council shall consider the Plan Commission's annual work program by resolution no later than February 28 of each calendar year.
- C. Council shall consider and adopt changes to the council rules by resolution no later than February 28 of each calendar year. Additional adjustments to the rules may be made by resolution.
- D. The council president shall schedule a council retreat annually. Additional retreats may be scheduled throughout the year at the council president's discretion.

## Rule 7.8      **LEGAL INQUIRIES**

All inquiries by council members and council staff to the city legal department regarding City Charter provisions, any proposed or existing ordinance, any proposed or existing resolution, or any rule or procedure shall be directed to the appropriate attorney and the city attorney with a copy sent to the city council policy advisor, who shall forward the legal department's response to the inquiry to the full council when (a) any related legislation appears on a committee or council agenda, (b) upon the request of any council member, or (c) if the policy advisor deems the communication relevant matters of interest to council members. All other inquiries may be directed to the city attorney alone, and the response from the legal department to the individual council member's inquiries shall not be forwarded to the city council policy advisor. All inquiries to and responses from the legal department, regardless how originated, shall remain confidential privileged communication unless the privilege is waived by the full council pursuant to Rule 1.3.B. During legislative debate or other public meetings, council members shall refrain from disclosing the content of legal advice provided by the city legal department or outside counsel, except to disclose (a) the fact that the city legal department was consulted on a matter, and (b) that based on said legal advice, the council member is adopting a particular position regarding the matter discussed with the city legal department. For example, the following statements would comply with this rule:

“I consulted with city legal on this legislation, and I think the proposal needs more work before we adopt it.”

“This resolution was forwarded to city legal. Based on their review of this resolution, I am not supporting it.”

“City legal reviewed this contract. Therefore, from a legal standpoint I see no reason not to approve it.”

Adopted by Resolution 2026-\_\_\_\_\_ (00/00/26)

*Attachment:*

A. Division Standing Committee Assignments (Rule 2.10.C)

**COUNCIL RULES / OVERVIEW OF PROPOSED CHANGES FOR 2026**  
 (Updated 01-22-26)

<b>Rule No</b>	<b>Topic</b>	<b>Change</b>
1.2	Duty of Mutual Respect	<ul style="list-style-type: none"> <li>• Adds to the duty of mutual respect the duty to uphold the “spirit and letter” of the council rules</li> </ul>
1.3	Duty of Ethical Conduct	<ul style="list-style-type: none"> <li>• Clarifies that any abstention must be consistent with Rule 2.17 (Deferral, Abstention)</li> </ul>
1.4	Robert’s Rules	<ul style="list-style-type: none"> <li>• Adds provision that presiding officer’s ruling on procedure may be challenged by motion per Rule 2.13 (Chair)</li> </ul>
2.1	Place / Time of Meetings	<ul style="list-style-type: none"> <li>• Clarifies language regarding agenda review to conform to current practice</li> <li>• Provides that the evening legislative session will be changed to Tuesday effective June 1, 2026</li> <li>• Clarifies that executive session may be convened by the Council President rather than council “adjourning” to executive session</li> <li>• Clarifies the council president can combine agenda items for purposes of public testimony and voting absent objection from the council</li> <li>• Adds new language to allow council members to schedule district meetings (in lieu of Town Hall)</li> </ul>
2.2	Open Forum	<ul style="list-style-type: none"> <li>• Clarifies that Open Forum testimony shall not relate to “any published agenda”</li> </ul>
2.3	Adjournment	<ul style="list-style-type: none"> <li>• Clarifies that council may adjourn to the next regular meeting or to “properly noticed special meeting”</li> </ul>
2.4	Special Meetings	<ul style="list-style-type: none"> <li>• Adds additional provisions to provide a mechanism for a special meeting to be called by a majority of council members, per Section 10 of the Charter</li> </ul>
2.8	Functions of Agenda	<ul style="list-style-type: none"> <li>• Reduces the number of published agendas to two: “Draft” and “Final.”</li> <li>• Provides for Office Director and Clerk to develop a method for publicizing future legislative items</li> </ul>
2.9	Introduction of Items	<ul style="list-style-type: none"> <li>• Requires legislation to be in final or close to final form</li> <li>• Conforms rule to current practice for draft agendas</li> <li>• Clarifies that approval of claims is “legislation”</li> <li>• Adds special provision for council consideration of emergency declarations</li> <li>• Allows end-of-year SBOs to be added to council agenda without committee review and on Friday prior to final consideration if submitted first to Finance chair, vice-chair and Council Budget Director</li> <li>• Deletes rule 2.9.F (Public Rule) now that SMC 3.14 is enacted</li> </ul>

Rule No	Topic	Change
2.10	Agenda Process	<ul style="list-style-type: none"> <li>Clarifies that items uploaded by Mayor's office must go to relevant committee and not F &amp; A</li> <li>Provides new procedure for removal and addition of sponsors</li> <li>Provides that committee agendas are to be circulated on Fridays (versus Thursdays)</li> <li>Adds new section providing means for chairs and council members to enforce rule on submission of complete agenda sheets and items</li> </ul>
2.13	The Chair	<ul style="list-style-type: none"> <li>Clarifies that any appeal of presiding officer decision is only debatable if debatable under Robert's Rules</li> <li>Clarifies presiding officer can declare the council is "at ease" or declare a "recess"</li> </ul>
2.14	Order of Business	<ul style="list-style-type: none"> <li>Technical changes to recognize final and draft agendas</li> <li>Deletes section on Town Hall meetings (see change to Rule 2.1)</li> </ul>
2.15	Public Participation	<ul style="list-style-type: none"> <li>Minor changes to reflect change of published agendas</li> </ul>
2.16	Public Testimony	<ul style="list-style-type: none"> <li>Prohibits written testimony submitted under subsection G from including any "photographs, presentations, videos or other media"</li> </ul>
2.17	Voting, Deferral	<ul style="list-style-type: none"> <li>Adds word "Abstention" to the title of rule</li> <li>Clarifies when 6-month timeline for deferrals commences</li> <li>Clarifies that an abstaining council member may vote on certain procedural matters relating to a legislative item</li> </ul>
2.18	Suspension of Rules	<ul style="list-style-type: none"> <li>Requires that motion to suspend rules must be followed by a separate main motion (no combining the two motions)</li> <li>Provides that no debate is permitted on a motion to suspend the rules</li> </ul>
2.19	Reconsideration	<ul style="list-style-type: none"> <li>Technical change to clarify the motion only applies to legislative items</li> </ul>
2.21	Council Member Participation In Meetings; Debate	<ul style="list-style-type: none"> <li>Minor change to wording</li> </ul>
Rule 3	Adjudicative Appeals / Hearings	<ul style="list-style-type: none"> <li>Extensive revision to distinguish between legislative hearings and adjudicative hearings</li> </ul>
4.2	Amendment and Substitution	<ul style="list-style-type: none"> <li>Clarifies that deadline to submit amendments is Wednesday prior to the item appearing on draft agenda</li> <li>Adds intent language regarding adoption of amendments and "clean agendas"</li> <li>Allows updating of contract or grant items without formal motion upon certain conditions</li> <li>Provides special amendment deadline for budget amendments</li> <li>Requires all amendments to be circulated in clean and redline format, and instructs clerks on how to publish them</li> </ul>

Rule No	Topic	Change
6.1	Committees	<ul style="list-style-type: none"> <li>Switches meeting days of PIES and Urban Experience</li> </ul>
6.2	Committee Process	<ul style="list-style-type: none"> <li>Adds language clarifying chair's prerogative to include presentations at committee "germane to the committee's ordinary business" and not otherwise on the council legislative agenda</li> <li>Adds clarifying language that appearance of legislation must be in the assigned committee</li> <li>Deletes language preventing committee meetings on Thursdays</li> <li>Adds language reinforcing obligation to submit fully completed agenda sheets and materials</li> </ul>
6.4	Ad Hoc Committees	<ul style="list-style-type: none"> <li>Technical changes to add clarity</li> </ul>
7.3	Council Staff	<ul style="list-style-type: none"> <li>Changes rule to conform to Ordnance C36774 concerning central staff</li> </ul>
7.5	Council members and Staff Orientation	<ul style="list-style-type: none"> <li>Minor wording change</li> </ul>



## Agenda Sheet for City Council:

**Committee:** Finance & Administration **Date:** 08/25/2025

**Committee Agenda type:** Discussion

**Council Meeting Date:** 10/06/2025

<b>Submitting Dept</b>	CITY COUNCIL		<b>Date Rec'd</b>	6/10/2025
<b>Contact Name/Phone</b>	CHRIS WRIGHT 625-6210		<b>Clerk's File #</b>	ORD C36738
<b>Contact E-Mail</b>	CWRIGHT@SPOKANE CITY.ORG		<b>Cross Ref #</b>	
<b>Agenda Item Type</b>	First Reading Ordinance		<b>Project #</b>	
<b>Council Sponsor(s)</b>	BWILKERSON ZZAPPONE		<b>Bid #</b>	
<b>Sponsoring at Administrators Request</b>	NO			
<b>Lease?</b> NO	<b>Grant Related?</b> NO	<b>Public Works?</b> NO		
<b>Agenda Item Name</b>	ORDINANCE AMENDING COUNCIL MEETING DAY			

### Agenda Wording

An ordinance changing the day of regular meetings of the Spokane City Council and amending section 02.01.010 of the Spokane Municipal Code, and setting an effective date.

### Summary (Background)

Pursuant to Section 10 of the City Charter, the City Council designates the time and place of its regular weekly meetings by ordinance. Regular council meetings have been held on Mondays of each week since at least 1960. On December 9, 2024, the City Council adopted Resolution 2024-0119 which, in addition to adopting council rules for the year 2025, also stated the council's intent to consider changing the regular meeting date starting in year 2026 and recognizing such a change should not occur without ample opportunity for public input. The ordinance currently leaves the meeting day blank and allows for council discussion and amendment prior to adoption of the ordinance.

**What impacts would the proposal have on historically excluded communities?**

None identified, although it is believed that moving the regular council meeting day will be in the best interests of city employees, council members and their staff, and the citizens of Spokane, including historically excluded communities.

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

See response above. The council expects that, if approved, the ordinance will generate considerable community conversation after its adoption and during its implementation in year 2026. That community input will inform council decision whether to continue with a new regular meeting day.

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

See response above.

**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?**

Section 10 of the City Charter provides that the city council establishes its regular meeting days.

**Council Subcommittee Review**

None

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost \$

Current Year Cost \$

Subsequent Year(s) Cost \$

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

Select	\$	#

**Funding Source** N/A**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**Dept HeadDivision DirectorAccounting Manager

BUSTOS, KIM

Legal

SCHOEDEL, ELIZABETH

For the Mayor**Distribution List**

## ORDINANCE NO. C36738

An ordinance changing the day of regular meetings of the Spokane City Council and amending section 02.01.010 of the Spokane Municipal Code, and setting an effective date.

**WHEREAS**, pursuant to Section 9.B of the City Charter, the City Council is authorized to adopt its own rules of procedures; and

**WHEREAS**, pursuant to Section 10 of the City Charter, the City Council designates the time and place of its regular weekly meetings by ordinance; and

**WHEREAS**, regular council meetings have been held on Mondays of each week since at least 1960; and

**WHEREAS**, in Resolution 2024-0119, adopted on December 9, 2024, the City Council recognized there was merit in moving regular council meetings from Monday night, but also expressed its view that such a significant change should not occur without ample opportunity for public input; and

**WHEREAS**, in Resolution 2024-0119 the City Council further stated that implementing any change in council meeting days should be scheduled for 2026, after sufficient planning to ensure the transition from Monday nights is smooth and accompanied by corresponding changes to the Spokane Municipal Code; and

**WHEREAS**, the City Council has reviewed the relative merits of moving council meeting days, and finds that moving the regular meeting day to [[\_\_\_\_\_]] of each week will be in the best interests of city employees, council members and their staff, and the citizens of Spokane;

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

**Section 1.** Section 02.01.010 of the Spokane Municipal Code is amended as follows:

### Section 02.01.010\_Time & Place

- A. Regular legislative meetings of the City Council shall be held at three-thirty p.m. on ((Monday)) [[\_\_\_\_\_]] each week in the City Council Chambers located in the lower level of City Hall at 808 West Spokane Falls Boulevard. When a ((Monday)) [[\_\_\_\_\_]] is a legal holiday according to City ordinance, then

the meeting may be held on the next succeeding day which is not a City holiday, or may be cancelled at the discretion of the Council President.

- B. The regular legislative meeting shall consist of an agenda review followed by an executive session, if necessary, followed by a recess until six p.m., followed by a legislative and hearings session.
- C. The City Council may hold a study session(s) intended to provide the Council with background information and briefing from the Mayor or the Mayor's designee and selected other persons regarding forthcoming agenda matters or other items as necessary, when proper notice of the meetings has been given.
- D. An executive session may be called at any time during a regular or special meeting of the City Council as provided in RCW 42.30.110.
- E. The City Council may conduct a regular City Council meeting as a "town hall" meeting, which shall be cablecast on Channel 5 or online through the City of Spokane website and may be held outside of the regular meeting location at City Hall. Legislative business may be minimized or suspended during town hall meetings.

**Section 2.** 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.

**Section 3.** Effective Date. This ordinance shall go into effect on January 1, 2026 or the effective date set by Section 19 of the City Charter, whichever is later.

PASSED by the City Council on \_\_\_\_\_

---

Council President

Attest:

---

City Clerk

Approved as to form:

---

City Attorney

Mayor

Date

---

Effective Date



## Agenda Sheet for City Council:

**Committee:** PIES **Date:** 01/12/2026

**Committee Agenda type:** Consent

**Council Meeting Date:** 02/02/2026

<b>Submitting Dept</b>	INTEGRATED CAPITAL		<b>Date Rec'd</b>	1/6/2026
<b>Contact Name/Phone</b>	NATE SULYA 625-6988		<b>Clerk's File #</b>	ORD C36842
<b>Contact E-Mail</b>	NSULYA@SPOKANE CITY.ORG		<b>Cross Ref #</b>	
<b>Agenda Item Type</b>	First Reading Ordinance		<b>Project #</b>	
<b>Council Sponsor(s)</b>	KKLITZKE BWILKERSON		<b>Bid #</b>	
<b>Sponsoring at Administrators Request</b>	NO			
<b>Lease?</b> NO	<b>Grant Related?</b> NO	<b>Public Works?</b> NO		
<b>Agenda Item Name</b>	AMENDING 2026 TRANSPORTATION IMPACT FEE SCHEDULE			

### Agenda Wording

Amending Ordinance C36781 - 2026 Transportation Impact Fee Schedule, to correct minor clerical errors.

### Summary (Background)

Correcting minor clerical errors to the previously published traffic impact fees - 17D.075.080 Appendix A

**What impacts would the proposal have on historically excluded communities?**

Public works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, distribute public investment throughout the community, and respond to gaps in services identified in various City plans.

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

N/A

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

Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

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

This work is consistent with annual budget strategies to limit costs and approved projects in the 6-year CIP.

**Council Subcommittee Review**

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost \$ 0.00

Current Year Cost \$ 0.00

Subsequent Year(s) Cost \$

**Narrative**

N/A

**Amount****Budget Account**

Neutral	\$	#
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**Dept Head PICANCO, KEVINDivision Director FEIST, MARLENEAccounting Manager ALBIN-MOORE, ANGELALegal SCHOEDEL, ELIZABETHFor the Mayor PICCOLO, MIKE**Distribution List**

tax&amp;licenses@spokanecity.org

icmaccounting@spokanecity.org

eraea@spokanecity.org

nsulya@spokanecity.org

ORDINANCE NO. C36842

AN ORDINANCE relating to transportation impact fees; amending SMC section 17D.075.180 to chapter 17D; of the Spokane Municipal Code; and setting an effective date.

The City of Spokane does ordain:

Section 1: That SMC section 17D.075.180 is amended to read as follows:

**17D.075.180 Appendix A – Impact Fee Schedule**

**Appendix A**



## 2026 Downtown District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$249.65
Single Family Attached (duplex, townhouse)	215	dwelling	\$151.39
Multi-Family 1-2 level	220	dwelling	\$135.45
Multi-Family 3-10 level	221	dwelling	\$103.58
ADU	-	dwelling	\$103.58
Multi Family Low-Income (1-2 level)	223	dwelling	\$122.17
Assisted Living	254	bed	\$50.67
Continuing Care Retirement Comm	255	dwelling	\$40.11
Nursing Home	620	bed	\$29.56
<b>Commercial – Services</b>			
Hotel (3 Levels or More)	310	room	\$178.13
Hotel/Motel	320	room	\$141.90
Movie Theater	444	sq ft/GFA	\$0.51
Health Club	492	sq ft/GFA	\$0.62
Day Care	565	sq ft/GFA	\$1.26
Bank	912	sq ft/GFA	\$1.38
<b>Commercial – Institutional</b>			
Elementary School	520	sq ft/GFA	\$0.14
Middle School	522	sq ft/GFA	\$0.10
High School	530	sq ft/GFA	\$0.11
University/College	550	ASF	\$0.15
Religious Institute	560	sq ft/GFA	\$0.12
Library	590	sq ft/GFA	\$0.83
Hospital	610	sq ft/GFA	\$0.28
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$1.16
General Office	710	sq ft/GFA	\$0.40
Medical Office / Clinic	720	sq ft/GFA	\$0.88
Office Park	750	sq ft/GFA	\$0.39

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition  
Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$0.41
Specialty Retail Center	826	sq ft/GLA	\$0.24
Hardware/Paint Store	816	sq ft/GFA	\$0.42
Nursery/Garden Center	817	sq ft/GFA	\$0.77
Shopping Center	820	sq ft/GLA	\$0.35
Car Sales - New/Used	841	sq ft/GFA	<u>((0.525)) \$0.52</u>
Tire Store	848	Service bay	\$462.86
Supermarket	850	sq ft/GFA	\$0.90
Convenience Market	851	sq ft/GFA	\$2.05
Pharmacy	881	sq ft/GFA	\$0.64
Furniture Store	890	sq ft/GFA	\$0.03
Quick Lubrication Vehicle Shop	941	Service Bay	\$754.00
Auto Parts & Service Center	943	sq ft/GFA	\$0.57
Service Station/Minimart/Carwash	853	VFP	\$779.20
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$0.33
Heavy Industrial	120	sq ft/GFA	\$0.23
Industrial Park	132	sq ft/GFA	<u>((1.01)) \$0.29</u>
Manufacturing	140	sq ft/GFA	<u>((1.67)) \$0.25</u>
Warehousing	150	sq ft/GFA	<u>((2.48)) \$0.11</u>
Mini-Storage	151	sq ft/GFA	<u>((0.97)) \$0.06</u>
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$1.03
Quality Restaurant	931	sq ft/GFA	\$0.99
High Turnover Restaurant	932	sq ft/GFA	\$1.01
Fast Casual	-	sq ft/GFA	\$1.67
Fast Food Restaurant	934	sq ft/GFA	\$2.48
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$0.97

**BASE RATE PER PM TRIP**

**((277)) \$227**



## 2026 Northwest District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$913.93
Single Family Attached (duplex, townhouse)	215	dwelling	\$554.19
Multi-Family 1-2 level	220	dwelling	\$495.86
Multi-Family 3-10 level	221	dwelling	\$379.19
ADU	-	dwelling	\$379.19
Multi Family Low-Income (1-2 level)	223	dwelling	\$447.24
Assisted Living	254	bed	\$185.48
Continuing Care Retirement Comm	255	dwelling	\$146.84
Nursing Home	620	bed	\$108.20
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$652.09
Hotel/Motel	320	room	\$519.46
Movie Theater	444	sq ft/GFA	\$1.88
Health Club	492	sq ft/GFA	\$2.27
Day Care	565	sq ft/GFA	\$4.61
Bank	912	sq ft/GFA	\$5.05
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$0.51
Middle School	522	sq ft/GFA	\$0.35
High School	530	sq ft/GFA	\$0.42
University/College	550	ASF	\$0.55
Religious Institute	560	sq ft/GFA	\$0.46
Library	590	sq ft/GFA	\$3.05
Hospital	610	sq ft/GFA	\$1.03
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$4.24
General Office	710	sq ft/GFA	\$1.45
Medical Office / Clinic	720	sq ft/GFA	\$3.20
Office Park	750	sq ft/GFA	\$1.44

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$1.52
Specialty Retail Center	826	sq ft/GLA	\$0.87
Hardware/Paint Store	816	sq ft/GFA	\$1.55
Nursery/Garden Center	817	sq ft/GFA	\$2.83
Shopping Center	820	sq ft/GLA	\$1.29
Car Sales - New/Used	841	sq ft/GFA	\$1.92
Tire Store	848	Service bay	\$1,694.44
Supermarket	850	sq ft/GFA	\$3.31
Convenience Market	851	sq ft/GFA	\$7.49
Pharmacy	881	sq ft/GFA	\$2.35
Furniture Store	890	sq ft/GFA	\$0.13
Quick Lubrication Vehicle Shop	941	Service Bay	\$2,760.25
Auto Parts & Service Center	943	sq ft/GFA	\$2.08
Service Station/Minimart/Carwash	853	VFP	\$2,852.49
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$1.21
Heavy Industrial	120	sq ft/GFA	\$0.85
Industrial Park	132	sq ft/GFA	\$1.06
Manufacturing	140	sq ft/GFA	\$0.91
Warehousing	150	sq ft/GFA	\$0.40
Mini-Storage	151	sq ft/GFA	\$0.21
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$3.79
Quality Restaurant	931	sq ft/GFA	\$3.64
High Turnover Restaurant	932	sq ft/GFA	\$3.68
Fast Casual	-	sq ft/GFA	\$6.13
Fast Food Restaurant	934	sq ft/GFA	\$9.09
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$3.56

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition  
Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



## 2026 South District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$3,093.74
Single Family Attached (duplex, townhouse)	215	dwelling	\$1,875.99
Multi-Family 1-2 level	220	dwelling	\$1,678.52
Multi-Family 3-10 level	221	dwelling	\$1,283.57
ADU	-	dwelling	\$1,283.57
Multi Family Low-Income (1-2 level)	223	dwelling	\$1,513.96
Assisted Living	254	bed	\$627.86
Continuing Care Retirement Comm	255	dwelling	\$497.06
Nursing Home	620	bed	\$366.25
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$2,207.36
Hotel/Motel	320	room	\$1,758.41
Movie Theater	444	sq ft/GFA	\$6.37
Health Club	492	sq ft/GFA	\$7.67
Day Care	565	sq ft/GFA	\$15.62
Bank	912	sq ft/GFA	\$17.09
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$1.72
Middle School	522	sq ft/GFA	\$1.19
High School	530	sq ft/GFA	\$1.42
University/College	550	ASF	\$1.88
Religious Institute	560	sq ft/GFA	\$1.55
Library	590	sq ft/GFA	\$10.32
Hospital	610	sq ft/GFA	\$3.50
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$14.34
General Office	710	sq ft/GFA	\$4.90
Medical Office / Clinic	720	sq ft/GFA	\$10.85
Office Park	750	sq ft/GFA	\$4.87

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$5.14
Specialty Retail Center	826	sq ft/GLA	\$2.93
Hardware/Paint Store	816	sq ft/GFA	\$5.24
Nursery/Garden Center	817	sq ft/GFA	\$9.57
Shopping Center	820	sq ft/GLA	\$4.38
Car Sales - New/Used	841	sq ft/GFA	\$6.49
Tire Store	848	Service bay	\$5,735.82
Supermarket	850	sq ft/GFA	\$11.20
Convenience Market	851	sq ft/GFA	\$25.36
Pharmacy	881	sq ft/GFA	\$7.94
Furniture Store	890	sq ft/GFA	\$0.43
Quick Lubrication Vehicle Shop	941	Service Bay	\$9,343.66
Auto Parts & Service Center	943	sq ft/GFA	\$7.03
Service Station/Minimart/Carwash	853	VFP	\$9,655.90
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$4.09
Heavy Industrial	120	sq ft/GFA	\$2.87
Industrial Park	132	sq ft/GFA	\$3.59
Manufacturing	140	sq ft/GFA	\$3.08
Warehousing	150	sq ft/GFA	\$1.35
Mini-Storage	151	sq ft/GFA	\$0.69
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$12.82
Quality Restaurant	931	sq ft/GFA	\$12.33
High Turnover Restaurant	932	sq ft/GFA	\$12.47
Fast Casual	-	sq ft/GFA	\$20.75
Fast Food Restaurant	934	sq ft/GFA	\$30.77
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$12.04

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition

Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



## 2026 Northeast District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$763.26
Single Family Attached (duplex, townhouse)	215	dwelling	\$462.83
Multi-Family 1-2 level	220	dwelling	\$414.11
Multi-Family 3-10 level	221	dwelling	\$316.67
ADU	-	dwelling	\$316.67
Multi Family Low-Income (1-2 level)	223	dwelling	\$373.51
Assisted Living	254	bed	\$154.90
Continuing Care Retirement Comm	255	dwelling	\$122.63
Nursing Home	620	bed	\$90.36
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$544.58
Hotel/Motel	320	room	\$433.82
Movie Theater	444	sq ft/GFA	\$1.57
Health Club	492	sq ft/GFA	\$1.89
Day Care	565	sq ft/GFA	\$3.85
Bank	912	sq ft/GFA	\$4.22
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$0.42
Middle School	522	sq ft/GFA	\$0.29
High School	530	sq ft/GFA	\$0.35
University/College	550	ASF	\$0.46
Religious Institute	560	sq ft/GFA	\$0.38
Library	590	sq ft/GFA	\$2.55
Hospital	610	sq ft/GFA	\$0.86
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$3.54
General Office	710	sq ft/GFA	\$1.21
Medical Office / Clinic	720	sq ft/GFA	\$2.68
Office Park	750	sq ft/GFA	\$1.20

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$1.27
Specialty Retail Center	826	sq ft/GLA	\$0.72
Hardware/Paint Store	816	sq ft/GFA	\$1.29
Nursery/Garden Center	817	sq ft/GFA	\$2.36
Shopping Center	820	sq ft/GLA	\$1.08
Car Sales - New/Used	841	sq ft/GFA	\$1.60
Tire Store	848	Service bay	\$1,415.09
Supermarket	850	sq ft/GFA	\$2.76
Convenience Market	851	sq ft/GFA	\$6.26
Pharmacy	881	sq ft/GFA	\$1.96
Furniture Store	890	sq ft/GFA	\$0.11
Quick Lubrication Vehicle Shop	941	Service Bay	\$2,305.19
Auto Parts & Service Center	943	sq ft/GFA	\$1.73
Service Station/Minimart/Carwash	853	VFP	\$2,382.22
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$1.01
Heavy Industrial	120	sq ft/GFA	\$0.71
Industrial Park	132	sq ft/GFA	\$0.88
Manufacturing	140	sq ft/GFA	\$0.76
Warehousing	150	sq ft/GFA	\$0.33
Mini-Storage	151	sq ft/GFA	\$0.17
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$3.16
Quality Restaurant	931	sq ft/GFA	\$3.04
High Turnover Restaurant	932	sq ft/GFA	\$3.08
Fast Casual	-	sq ft/GFA	\$5.12
Fast Food Restaurant	934	sq ft/GFA	\$7.59
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$2.97

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition  
Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



## 2026 West Plains District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$4,451.99
Single Family Attached (duplex, townhouse)	215	dwelling	\$2,699.61
Multi-Family 1-2 level	220	dwelling	\$2,415.44
Multi-Family 3-10 level	221	dwelling	\$1,847.10
ADU	-	dwelling	\$1,847.10
Multi Family Low-Income (1-2 level)	223	dwelling	\$2,178.63
Assisted Living	254	bed	\$903.51
Continuing Care Retirement Comm	255	dwelling	\$715.28
Nursing Home	620	bed	\$527.05
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$3,176.47
Hotel/Motel	320	room	\$2,530.40
Movie Theater	444	sq ft/GFA	\$9.16
Health Club	492	sq ft/GFA	\$11.04
Day Care	565	sq ft/GFA	\$22.48
Bank	912	sq ft/GFA	\$24.59
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$2.47
Middle School	522	sq ft/GFA	\$1.71
High School	530	sq ft/GFA	\$2.04
University/College	550	ASF	\$2.70
Religious Institute	560	sq ft/GFA	\$2.23
Library	590	sq ft/GFA	\$14.85
Hospital	610	sq ft/GFA	\$5.03
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$20.64
General Office	710	sq ft/GFA	\$7.06
Medical Office / Clinic	720	sq ft/GFA	\$15.61
Office Park	750	sq ft/GFA	\$7.01

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$7.40
Specialty Retail Center	826	sq ft/GLA	\$4.22
Hardware/Paint Store	816	sq ft/GFA	\$7.54
Nursery/Garden Center	817	sq ft/GFA	\$13.77
Shopping Center	820	sq ft/GLA	\$6.31
Car Sales - New/Used	841	sq ft/GFA	\$9.33
Tire Store	848	Service bay	\$8,254.03
Supermarket	850	sq ft/GFA	\$16.12
Convenience Market	851	sq ft/GFA	\$36.49
Pharmacy	881	sq ft/GFA	\$11.43
Furniture Store	890	sq ft/GFA	\$0.62
Quick Lubrication Vehicle Shop	941	Service Bay	\$13,445.84
Auto Parts & Service Center	943	sq ft/GFA	\$10.11
Service Station/Minimart/Carwash	853	VFP	\$13,895.16
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$5.89
Heavy Industrial	120	sq ft/GFA	\$4.13
Industrial Park	132	sq ft/GFA	\$5.16
Manufacturing	140	sq ft/GFA	\$4.43
Warehousing	150	sq ft/GFA	\$1.94
Mini-Storage	151	sq ft/GFA	\$1.00
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$18.45
Quality Restaurant	931	sq ft/GFA	\$17.74
High Turnover Restaurant	932	sq ft/GFA	\$17.94
Fast Casual	-	sq ft/GFA	\$29.86
Fast Food Restaurant	934	sq ft/GFA	\$44.28
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$17.33

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition  
Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



## 2026 Latah District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Residential</b>			
Single Family Detached	210	dwelling	\$7,873.47
Single Family Attached (duplex, townhouse)	215	dwelling	\$4,774.34
Multi-Family 1-2 level	220	dwelling	\$4,271.78
Multi-Family 3-10 level	221	dwelling	\$3,266.65
ADU	-	dwelling	\$3,266.65
Multi Family Low-Income (1-2 level)	223	dwelling	\$3,852.97
Assisted Living	254	bed	\$1,597.89
Continuing Care Retirement Comm	255	dwelling	\$1,265.00
Nursing Home	620	bed	\$932.10
<b>Commercial - Services</b>			
Hotel (3 Levels or More)	310	room	\$5,617.67
Hotel/Motel	320	room	\$4,475.09
Movie Theater	444	sq ft/GFA	\$16.21
Health Club	492	sq ft/GFA	\$19.52
Day Care	565	sq ft/GFA	\$39.75
Bank	912	sq ft/GFA	\$43.49
<b>Commercial - Institutional</b>			
Elementary School	520	sq ft/GFA	\$4.36
Middle School	522	sq ft/GFA	\$3.02
High School	530	sq ft/GFA	\$3.61
University/College	550	ASF	\$4.78
Religious Institute	560	sq ft/GFA	\$3.94
Library	590	sq ft/GFA	\$26.26
Hospital	610	sq ft/GFA	\$8.89
<b>Commercial - Administrative Office</b>			
Veterinary Clinic	640	sq ft/GFA	\$36.49
General Office	710	sq ft/GFA	\$12.48
Medical Office / Clinic	720	sq ft/GFA	\$27.60
Office Park	750	sq ft/GFA	\$12.40

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
<b>COST PER TRIP</b>			
<b>Commercial - Retail</b>			
Free-Standing Discount Superstore	813	sq ft/GFA	\$13.08
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Tire Store	848	Service bay	\$14,597.49
Supermarket	850	sq ft/GFA	\$28.50
Convenience Market	851	sq ft/GFA	\$64.53
Pharmacy	881	sq ft/GFA	\$20.22
Furniture Store	890	sq ft/GFA	\$1.10
Quick Lubrication Vehicle Shop	941	Service Bay	\$23,779.33
Auto Parts & Service Center	943	sq ft/GFA	\$17.88
Service Station/Minimart/Carwash	853	VFP	\$24,573.98
<b>Industrial</b>			
Light Industry/High Technology	110	sq ft/GFA	\$10.42
Heavy Industrial	120	sq ft/GFA	\$7.30
Industrial Park	132	sq ft/GFA	\$9.13
Manufacturing	140	sq ft/GFA	\$7.84
Warehousing	150	sq ft/GFA	\$3.44
Mini-Storage	151	sq ft/GFA	\$1.77
<b>Commercial - Restaurant</b>			
Drinking Establishment	925	sq ft/GFA	\$32.64
Quality Restaurant	931	sq ft/GFA	\$31.37
High Turnover Restaurant	932	sq ft/GFA	\$31.73
Fast Casual	-	sq ft/GFA	\$52.81
Fast Food Restaurant	934	sq ft/GFA	\$78.30
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$30.64

**Notes:**

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition  
Other uses based on the ITE Trip Generation Manual, 9th Edition

**Definitions:**

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

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Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/02/2026

<b>Submitting Dept</b>	CITY COUNCIL		<b>Date Rec'd</b>	12/29/2025
<b>Contact Name/Phone</b>	PAUL DILLON 625-6254		<b>Clerk's File #</b>	ORD C36828
<b>Contact E-Mail</b>	PDILLON@SPOKANE CITY.ORG		<b>Cross Ref #</b>	
<b>Agenda Item Type</b>	First Reading Ordinance		<b>Project #</b>	
<b>Council Sponsor(s)</b>	PDILLON KTELIS		<b>Bid #</b>	
<b>Sponsoring at Administrators Request</b>	NO			
<b>Lease?</b> NO	<b>Grant Related?</b> NO	<b>Public Works?</b> NO		
<b>Agenda Item Name</b>	ORDINANCE RELATING TO GOOD NEIGHBOR AGREEMENTS			

### Agenda Wording

An ordinance modifying the terms of good neighbor agreements and amending Section 12.05.005 of the Spokane Municipal Code.

### Summary (Background)

This ordinance will modify the required terms of good neighbor agreements. When establishing a good neighbor communication team, property owners shall be a part of the team. Also included is a representative of the neighborhood council where the proposed facility will be located. The ordinance also adds a provision to prioritize enforcement of camping restrictions.

**What impacts would the proposal have on historically excluded communities?**

This proposal would include members of the neighborhood and expand participation by other stakeholders.

**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 ordinance provides for equitable participation by an increased number of interested parties.

**Council Subcommittee Review**

Not applicable.

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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**Dept HeadDivision DirectorAccounting Manager

BUSTOS, KIM

Legal

SCHOEDEL, ELIZABETH

For the Mayor**Distribution List**


## **ORDINANCE NO C36828**

An ordinance modifying the terms of good neighbor agreements and amending Section 12.05.005 of the Spokane Municipal Code.

**WHEREAS**, the city of Spokane values our most vulnerable community members and supports a collaborative effort to deliver services that people need in order to have a safe place to sleep; and

**WHEREAS**, when living facilities are operated well, and responsibilities are well defined, they have the ability to be a thriving and positive presence in the community; and

**WHEREAS**, a good neighbor agreement is a valuable tool to create a mutual understanding of roles and responsibilities, and it is central to have the right parties involved in creating agreement terms and guidelines for communication; and

**WHEREAS**, sections 12.05.062 and 12.05.063 of the Spokane Municipal Code require good neighbor agreements before siting of certain city facilities or city-funded facilities or renewed funding of such facilities; and

**WHEREAS**, to be effective, good neighbor agreements need the participation not only of facility operators but the owners of the property on which they are situated as well as a representative from the neighborhood where the facility will be located.

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

**Section 1.** Section 12.05.005 of the Spokane Municipal Code is amended to read as follows:

- A. "Agent" means any person acting within the scope of employment by or acting on behalf of the City of Spokane including City-facility property managers.
- B. "Baby changing facility" means a table or other device suitable for changing the diaper of a child.
- C. "Employee" means any person holding a regularly compensated position of employment with the City of Spokane including elected officers.
- D. "Basic City Facility" or "Basic City Facilities" means public safety facilities, including fire and police stations; City-owned water reservoirs and other utility facilities; city-owned and city-funded facilities providing emergency shelter or transitional housing; and community centers. For purposes of this chapter, utility facilities shall not include privately constructed utility facilities, stormwater facilities and conveyance systems, or water and wastewater utility transmission and distribution

systems and related appurtenances, to include without limitation, pipe replacements and relocations; well upgrades; pump stations; lift stations, etc.

- E. "City-funded" facility with respect to an individual facility means a facility receiving \$50,000 in the aggregate in any calendar year from the City, directly or indirectly, including but not limited to the general fund expenditures, special revenue or tax funds, and grants, and including any funds for which the city is a fiscal or pass-thru agent. This term does not include any facility that provides services to domestic violence victims, as defined in RCW 70.123.020.
- F. "Emergency shelter" means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations. This term does not include any facility that provides services to domestic violence victims, as defined in RCW 70.123.020.
- G. "Federal civil immigration enforcement operations" means an operation than has one of its objectives the identification or apprehension of a person or persons in order to investigate them for a violation of the immigration law and subject them to one or more of the following:
  - A. Civil immigration detention;
  - B. Removal proceedings; and
  - C. Removal from the United States
- H. "Good neighbor agreement" means a supplemental written agreement as part of a City contract with a provider or operator to foster communication and collaboration among parties associated with the emergency shelter or transitional housing facility, which contains the following framework:
  1. Establishment of a good neighbor communication team shall consist of the following stakeholders, each of whom commits to the requirements of the agreement:
    - a) Representative(s) of the operator of the emergency shelter or transitional housing facility; and
    - b) Representative(s) from the City's Community, Housing, and Human Services (CHHS) Department; and
    - c) A representative from the City's Office of Neighborhood Services; and
    - d) Owner of property where emergency shelter or transitional housing facility will be located; and

- e) The council chair or designee of the neighborhood council representing the geographic area where the facility is located in the neighborhood, so long as that neighborhood council designates an individual.
2. The good neighbor communication team may include any of the following, each of whom commits to the requirements of the good neighbor agreement and to the terms of the executed Good Neighbor Agreement as conditions to participation on the communications team:
- a. A resident of the emergency shelter or transitional housing subject to the Good Neighbor Agreement;
  - ((b. ~~The council chair or designee of the neighborhood council representing the geographic area where the facility is located;~~))
  - ((e)) b. Property owners, residents, and tenants residing or operating a business immediately adjacent to the facility;
  - ((d)) c. The Spokane Police Chief or his/her designee;
  - ((e)) d. A member or staff employee of the City Council;
  - ((f)) e. A representative from the City's Code Enforcement and Parking Division; and
  - ((g)) f. A representative from the local school district if school-age children are expected to be served.
3. A requirement that the communication team establish and maintain regular points of contact for communications on a seven-day, 24-hour basis, including name(s), telephone number(s), electronic mail address(es) and other means of communication to address any public health and safety issues arising from the operation of the facility.
4. A designated point-of-contact ensuring a shelter availability website is updated in coordination with the Community, Housing, and Human Services (CHHS) Department.
5. A commitment of the good neighbor communication team to attend, upon reasonable advance notice and request, meetings of the neighborhood council representing the geographic area where the facility is located.
6. The executed agreement shall include specified remedies and methods of dispute resolution in the event there is a breach of the terms of the Good Neighbor Agreement.

7. The good neighbor agreement shall contain provisions for the prioritization and expedited removal of unauthorized encampments consistent with SMC 12.02.1009(C).

- I. "LEED" is a green building rating and certification system developed by the U.S. Green Building Council to evaluate environmental performance from a whole building perspective, including sites, water efficiency, energy & atmosphere, materials & resources, indoor environmental quality, locations & linkages, awareness & education, innovation in design, and regional priority.
- J. "Nonpublic" means any area of a City facility, property, or public right of way that is not generally open and accessible to the general public or for which public access is temporarily restricted, such as a permitted special event that requires express permission from the permit holder to enter, an area requiring a valid ticket for a bona fide attendee or passenger, or an area where permission to enter has been given by a City employee or an employee of a tenant in a City facility on an individual basis. Areas posted as "Restricted" in City facilities shall be considered to be non-public areas.
- K. "Transitional housing" means a project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living. The term does not include transitional housing with fewer than twenty residents.
- L. "United States Citizenship and Immigration Services" means the agency of the United States Department of Homeland Security and any successor agency charged with overseeing United States immigration laws.
- M. "United States Customs and Border Protection" means the agency of the United States Department of Homeland Security and shall include any successor federal agency charged with border enforcement.
- N. "United States Immigration and Customs Enforcement" means the agency of the United States Department of Homeland Security including Enforcement and Removal Operations and Homeland Security Investigations and shall include any successor federal agency charged with the enforcement of immigration laws.
- O. "U.S. Green Building Council" is an organization serving as the nation's foremost leaders from across the building industry working to promote buildings that are environmentally responsible, profitable, and healthy places to work and live.

**Section 2. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of

competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

**Section 3. Clerical Errors.** Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on \_\_\_\_\_

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Council President

Attest:

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City Clerk

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Mayor

Approved as to form:

---

City Attorney

---

Date

---

Effective Date



## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/02/2026

<b>Submitting Dept</b>	CITY COUNCIL		<b>Date Rec'd</b>	1/6/2026
<b>Contact Name/Phone</b>	ADAM 6779		<b>Clerk's File #</b>	ORD C36829
<b>Contact E-Mail</b>	AMCDANIEL@SPOKANE CITY.ORG		<b>Cross Ref #</b>	
<b>Agenda Item Type</b>	First Reading Ordinance		<b>Project #</b>	
<b>Council Sponsor(s)</b>	PDILLON KKLITZKE		<b>Bid #</b>	
<b>Sponsoring at Administrators Request</b>	YES			
<b>Lease?</b> NO	<b>Grant Related?</b> NO	<b>Public Works?</b> NO		
<b>Agenda Item Name</b>	UPDATING POSITION AND DEPARTMENTAL TITLES AND CODE PROVISIONS TO			

### Agenda Wording

An ordinance updating position and departmental titles and code provisions to conform to Ordinances C36752 and C36795; amending Sections 15.06.030, 15.06.050, 15.06.060, 15.06.070, 17C.420.020, and 17E.06.160 of the Spokane Municipal Code.

### Summary (Background)

This ordinance updates current provisions of the Spokane Municipal Code to reflect the renaming of the Arts, Culture, and Historic Preservation Department and to make other changes to conform to Ordinances C36752 and C36795.

**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? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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**Dept HeadDivision DirectorAccounting Manager

ZOLLINGER, NICHOLAS

Legal

SCHOEDEL, ELIZABETH

For the Mayor**Distribution List**


## ORDINANCE NO. C36829

An ordinance updating position and departmental titles and code provisions to conform to Ordinances C36752 and C36795; amending Sections 15.06.030, 15.06.050, 15.06.060, 15.06.070, 17C.420.020, and 17E.06.160 of the Spokane Municipal Code.

**WHEREAS**, the Spokane City Council adopted Ordinance C36752 regulating the promulgation of public rules; and

**WHEREAS**, the Spokane City Council adopted Ordinance C36795, which renamed the Historic Preservation Office to the Arts, Culture, and Historic Preservation Department; and

**WHEREAS**, the City Council wishes to update current provisions to Spokane Municipal Code Council to reflect the renaming of the Arts, Culture, and Historic Preservation Department and to make other changes to conform to Ordinances C36752 and C36795;

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

**Section 1.** That Section 15.06.030 of the Spokane Municipal Code is amended to read as follows:

### **Section 15.06.030 Deconstruction Requirements**

- A. The deconstruction requirements of this chapter apply to demolition permit applications under [SMC 17G.010.100](#) for structures that have been designated as historic, subject to the demolition provisions of [SMC 17D.100.230](#), and structures built 50 years ago or earlier that are eligible for listing on the Spokane Register of Historic Places as determined by the Historic Preservation ((Office)) [Officer](#).
- B. A property owner or applicant requesting demolition of a structure subject to this chapter shall submit to the Historic Preservation ((Office)) [Officer](#) a completed Pre-Deconstruction Form listing the targeted salvageable materials and final destinations of the salvaged material, along with the required permit and application fees as enumerated in SMC Section [08.02](#).
- C. The Historic Preservation ((Office)) [Officer](#) shall conduct a site visit and approve the Pre-Deconstruction Form before deconstruction can begin.

- D. Upon consent of the property owner or applicant, the Historic Preservation Officer or designee may conduct site inspections throughout the Period of Deconstruction to assure compliance with this chapter.
- E. A Post-Deconstruction Form shall be submitted within ten (10) calendar days after completion of the deconstruction work. The Post-Deconstruction Form shall contain the following information:
  1. Itemized receipt of materials and quantities donated to a nonprofit or community-based organization;
  2. Itemized receipt or photographs of materials and quantities sold;
  3. Itemized list and photographs of salvaged material that will be re-used or used at another site; and
  4. Transaction receipts or weight tickets for all materials sent to a material recovery facility or disposal facility, such as a transfer station, landfill, or the City of Spokane Waste-to-Energy Facility.
- F. The Historic Preservation ((Office)) Officer shall review and approve the Post-Deconstruction Form and any additional materials provided to determine compliance with this chapter before the issuance of additional building permits.
- G. This chapter requires compliance with all local, state, and federal laws and regulations concerning demolition, testing, abatement, and disposal for any materials containing asbestos, lead, or other hazardous materials.
- H. All hauling, sorting, and disposal of materials shall be in compliance with [SMC 13.02.0204](#), and materials designated for disposal must be hauled to a permitted facility located within Spokane County in accordance with Chapter 7.4 and 7.5 of the Spokane Regional Solid Waste Comprehensive Plan.

**Section 2.** That Section 15.06.050 of the Spokane Municipal Code is amended to read as follows:

**Section 15.06.050 Authority of the Historic Preservation ((Office)) Officer**

- A. The Historic Preservation ((Office)) Officer may adopt rules and procedures necessary to implement and enforce the provisions of this chapter. Any Public Rule shall be adopted pursuant to Chapter 03.14 of the Spokane Municipal Code.

- B. With consent of the property owner or applicant, the Historic Preservation Office may conduct site visits to provide assistance to a property owner or applicant and contractors complying with the provisions of this chapter.

**Section 3.** That Section 15.06.060 of the Spokane Municipal Code is amended to read as follows:

### **Section 15.06.060 Compliance**

- A. This chapter shall be enforced by the ~~((Historic Preservation Office)) Arts, Culture, and Historic Preservation Department~~ under the City's civil infraction system, pursuant to chapter [01.05](#) SMC. The Historic Preservation ~~((Office)) Officer~~ is the "code enforcement officer" as designated by [SMC 01.05.020\(B\)](#).
- B. A violation of this chapter is a civil infraction.
- C. Pursuant to [SMC 01.02.950\(A\)](#), the Historic Preservation ~~((Office)) Officer~~ may refer violations or imminent violations of this chapter to the ~~((city attorney)) City Attorney~~ for actions in Superior Court seeking declaratory or injunctive relief.
- D. Failure to complete deconstruction, removal of materials, and obtain approval of the Post-Deconstruction Form within the period of deconstruction may result in the City completing the deconstruction work of the structure at the applicant or property owner's expense.

**Section 4.** That Section 15.06.070 of the Spokane Municipal Code is amended to read as follows:

### **Section 15.06.070 Exemptions**

- A. A structure may be deemed unsuitable for the deconstruction provisions of this chapter by the Historic Preservation ~~((Office)) Officer~~ in consultation with the Fire Marshal, Code Enforcement, or Building Official if the structure is an imminent threat to life, safety, or property.
- B. The Historic Preservation ~~((Office)) Officer~~ may exempt a structure eligible for deconstruction if it is determined that the majority of the material in the structure is not suitable for reuse.
- C. A property owner or applicant may make a request for exemption by submitting a written request to the Historic Preservation ~~((Office)) Officer~~ with supporting documentation when submitting a demolition permit application. The Historic Preservation ~~((Office)) Officer~~ shall make a final determination of the exemption request appealable to the Hearing Examiner.

**Section 5.** That Section 17C.420.015 of the Spokane Municipal Code is amended to read as follows:

**Section 17C.420.015 Procedures and Criteria for Evaluating and Determining Projects as Planned Actions**

To qualify for a Planned Action designation, a project application shall comply with the following procedures and criteria for evaluation.

**A. Planned Action Area.**

The Planned Action designation shall apply to the approximately 342-acre South Logan TOD area, which is generally bounded by E Augusta Avenue and E Indiana Avenue on the north, N Perry Street and the Spokane River on the east, N Lidgerwood Street on the west, and the Spokane River on the south, and that is specifically shown in Figure 17C.420.015-A, "Planned Action Area."



**Figure 17C.420.015-A: Map of Planned Action Area**

**B. Environmental Document.**

A Planned Action determination for a site-specific implementing project application shall be based on the environmental analysis contained in the South Logan TOD

Final EIS adopted by the City on January 29, 2024 (RES 2024-0015), which adequately identified and addressed environmental impacts of the Planned Action. The mitigation measures contained in the FEIS, [Exhibit A](#), are based upon the findings of the South Logan TOD EIS and shall, along with adopted City regulations, provide the framework that the City will use to review and to impose appropriate conditions on qualifying Planned Action projects.

C. Planned Action Projects Designation.

Land uses and activities described in the South Logan TOD FEIS, subject to the thresholds described in subsection D of this section and the mitigation measures contained in [Exhibit A](#), are designated Planned Actions or Planned Action projects pursuant to [RCW 43.21C.440](#) and [WAC 197-11-172](#) ("Planned Action Project"). A development application for a site-specific Planned Action project located within the South Logan TOD Planned Action area that meets the criteria set forth in subsection D of this section and applicable laws, codes, development regulations and standards, may be designated a Planned Action Project pursuant to the process in SMC Section 17C.420.020.

D. Planned Action Qualifications.

The following thresholds shall be used to determine if a site-specific development proposed within the South Logan TOD Planned Action area qualifies as a Planned Action Project and has had its environmental impacts evaluated in the South Logan TOD FEIS:

1. Qualifying Uses.
  1. Planned Action Categories.

The primary land uses and levels of development as envisioned in the South Logan TOD Preferred Alternative and as reviewed in the South Logan TOD FEIS, along with conditional and accessory uses permitted in the associated zones, are considered Planned Actions. The primary uses include residential, commercial, and mixed-use development.

2. Planned Action Project Primary Uses.

A Planned Action Project may be a single Planned Action use, or a combination of Planned Action uses within a mixed-use development. A land use can qualify as a Planned Action Project when:

- a. It is within the Planned Action Area; and
- b. It complies with the land use plan map designation of the property identified in the South Logan TOD Preferred Alternative or has a lower intensity designation; and

- c. Is within one or more of the primary uses described in Subsection D.1 above; or
- d. It is a permitted accessory use or appurtenant to a permitted use.

### 3. Public Services.

The following public services, infrastructure, and utilities may also qualify as Planned Action Projects: streets and non-motorized improvements, utilities, parks, trails, civic, cultural, governmental, and similar facilities developed consistent with the South Logan TOD FEIS mitigation measures, City design standards, critical area regulations, and the Spokane Municipal Code.

### 4. Development Thresholds.

- a. The following amount of increase in housing is contemplated by the Planned Action:

Increase in New Housing Units <sup>1</sup>	2,954
Associated Population Increase	6,735

<sup>1</sup> Includes equivalent housing added in college dormitories.

- b. If future development proposals in the South Logan TOD Planned Action area exceed the development thresholds specified in this chapter, further environmental review may be required pursuant to [WAC 197-11-172](#). Further, if the proposed development would alter the assumptions and analysis in the South Logan TOD FEIS, further environmental review may be required.

### 5. Building Heights.

Building heights shall not exceed the maximums identified and reviewed in the South Logan TOD Final FEIS and South Logan TOD Plan.

### 6. Transportation.

- a. The Preferred Alternative is anticipated to generate approximately 928 new PM peak-hour vehicle trips. This equates to approximately 9 percent higher traffic volumes in the area compared to the 2045 No Action alternative.
- b. Trip Threshold.

Uses or activities that would exceed the forecasted trips shown above would not qualify as Planned Actions and would require additional transportation review.

c. City Engineer Discretion.

The City Engineer or their designee shall have discretion to determine incremental and total trip generation, consistent with the Institute of Traffic Engineers (ITE) Trip Generation Manual (latest edition) or an alternative manual accepted by the City Engineer, for each project permit application proposed under this planned action.

d. Transportation Improvements and Mitigation.

i. On-Site and Off-Site Improvements.

The Planned Action may require on-site and off-site transportation improvements to mitigate significant adverse impacts as development occurs. These transportation improvements are identified in the South Logan TOD FEIS and South Logan TOD Plan. The City shall have the discretion to adjust the allocation of responsibility for required improvements between individual Planned Action projects based on their identified impacts.

ii. Hamilton and Trent.

The intersection of N Hamilton Street/E Trent Avenue is forecasted to operate at LOS E during the 2045 No Action and LOS F with full development of Planned Action projects. Any development must implement measures to restore the LOS and delay to its pre-development level of LOS E.

7. Elements of the Environment and Degree of Impacts.

A proposed project that would result in a significant change in the type or degree of impacts to any of the elements of the environment analyzed in the South Logan TOD FEIS, EIS addendum, and/or supplemental EIS, would not qualify as a Planned Action.

8. Changed Conditions.

Should environmental conditions change significantly from those analyzed in the FEIS, the City's PAO Responsible Official may determine that the Planned Action designation is no longer applicable until a supplemental environmental review is conducted.

9. Additional Mitigation Fees.

The City may adopt and apply such other fees as may be deemed necessary and appropriate to mitigate impacts to other capital facilities in the Planned Action area and to accommodate planned growth. Such fees, if adopted, shall be in addition to any fees required in subsection (D)(6)(d) of this section, and shall apply only to required improvements that are not addressed in this subsection.

#### 10. Inadvertent Discovery Plan.

An Inadvertent Discovery Plan (IDP) should be implemented into the scope of work for all projects within the Planned Action area. The IDP should outline procedures to perform in the event of a discovery of archaeological materials or human remains. The IDP should always be kept at the project site during all project activities. If any artifacts or human remains are found upon excavation, the Tribal Historic Preservation Office (THPO), Washington State Department of Archaeology and Historic Preservation (DAHP), and ~~((Spokane Historic Preservation Office)) Arts, Culture, and Historic Preservation Department~~ shall be immediately notified and the work in the immediate area cease.

#### 11. Historic Preservation Design Review.

Properties individually placed on the Spokane Register of Historic Places or located within one of Spokane's designated historic districts must meet all requirements of the ~~((Spokane Historic Preservation Office)) Arts, Culture, and Historic Preservation Department~~, including obtaining a Certificate of Appropriateness from the Spokane Historic Landmarks Commission or the Historic Preservation Officer for proposed changes or additions to historic structures when necessary.

#### 12. Demolitions.

Buildings fifty years of age or greater at time of demolition permit submittal shall provide a Level 2 Site Inventory Form unless determined by the Historic Preservation Officer and Planning Director to not be of historic significance.

#### 13. Shoreline Master Program.

Areas within the Planned Action area subject to the Shoreline Master Program are not exempt from permitting or SEPA review through the FEIS and must comply with Chapter 17E.060 SMC Shoreline Regulations.

#### 14. Uses.

Drive-thru facilities, including accessory drive-thru features, are not exempt from SEPA review and do not qualify as Planned Action Projects.

E. Planned Action Review Criteria.

1. The City's PAO Responsible Official may designate as "Planned Actions," pursuant to RCW 43.21C.030, applications that meet all of the following conditions:
  - a. The proposal is located within the Planned Action Area identified in SMC 17C.420.015, or is an off-site improvement directly related to the proposed development within the Planned Action Area; and
  - b. The proposed uses and activities are consistent with those described in the FEIS and subsection D of this section; and
  - c. The proposal is within the Planned Action thresholds and other criteria of subsection D of this section; and
  - d. The proposal is consistent with the City of Spokane Comprehensive Plan and the South Logan TOD Plan; and
  - e. The proposal's significant adverse environmental impacts have been identified in the South Logan TOD FEIS; and
  - f. The proposal's significant impacts have been mitigated by the application of measures identified in Exhibit A, and other applicable City regulations, together with any modifications or variances or special permits that may be required; and
  - g. The proposal complies with all applicable local, state, and/or federal laws and regulations, and the PAO Responsible Official determines that these constitute adequate mitigation; and
  - h. Adequate infrastructure improvements are in place, or will be in place at completion of the project, to support the development of the project; and
  - i. The proposal is not an essential public facility as defined by RCW 36.70A.200, unless the essential public facility is part of or accessory to a residential, office, school, commercial, recreational, or service that is designated as a Planned Action.
2. The City shall base its decision on designation as a Planned Action project on review of a Planned Action checklist, or an alternative form developed consistent with applicable provisions of Chapter 43.21C RCW, and review of the application and supporting documentation.

3. A proposal that meets the criteria of this section shall be considered to qualify and be designated as a Planned Action, consistent with the requirements of RCW 43.21C.440, WAC 197-11-164 et seq., and this chapter.

**F. Effect of Planned Action.**

1. Designation as a Planned Action project means that a qualifying proposal has been reviewed in accordance with this chapter and found to be consistent with its development parameters and thresholds, and with the environmental analysis contained in the South Logan TOD FEIS.
2. Upon determination by the City's PAO Responsible Official that the proposal meets the criteria of section (D) of this section and qualifies as a Planned Action, the proposal shall not require a SEPA threshold determination, preparation of an EIS, or be subject to further review pursuant to SEPA.

**Section 6.** That Section 17C.420.020 of the Spokane Municipal Code is amended to read as follows:

**Section 17C.420.020 Planned Action Permit Process and Application**

Applications for Planned Actions shall be reviewed pursuant to the following process:

- A. Applications shall be made on forms provided by the City, including an approved Planned Action Checklist, and shall meet the applicable requirements of the Spokane Municipal Code.
- B. After the City receives a complete application, the PAO Responsible Official shall determine whether the project qualifies as a Planned Action Project under this chapter.
- C. Once a project is determined to qualify as a Planned Action Project under this chapter, the City shall:
  1. Notify the applicant and the project shall proceed in accordance with the applicable permit review procedures; and
  2. Notify Spokane Tribe of Indians, ~~((Spokane Historic Preservation Office))~~ Historic Preservation Officer, internal City Departments, utility providers, and other partner agencies as deemed appropriate by the assigned project manager of the pending development under South Logan TOD FEIS. The notice required by this section may be combined with the public notice required or provided with the underlying permit and may take the form of the environmental checklist or other project review form. Notice provided shall not be less than 14 days.

- D. If a project does not qualify as a Planned Action under this chapter, the City shall notify the applicant. The notice shall describe the elements of the application that result in failure to qualify as a Planned Action.
1. Projects that fail to qualify as Planned Actions may incorporate or otherwise use relevant elements of the South Logan TOD Plan and FEIS to meet SEPA requirements. The City may limit the scope of the SEPA review for the non-qualifying project to those issues and environmental impacts not previously addressed in the Planned Action.

**Section 7.** That Section 17E.060.160 of the Spokane Municipal Code is amended to read as follows:

### **Section 17E.060.160 Archaeological and Historic Resources**

- A. Archaeological sites located within the shoreline jurisdiction are subject to chapter 27.44 RCW (Indian Graves and Records) and chapter 27.53 RCW (Archaeological Sites and Records).
- B. Any use, modification, or development that may impact archaeological sites shall comply with WAC 25-48, Archeological Excavation and Removal Permit, and the requirements within these shoreline regulations, where applicable.
- C. Developers and property owners shall immediately stop work and notify the City ((and City County Spokane historic preservation office)) Historic Preservation Officer and affected Indian tribes if archaeological resources are uncovered during excavation.
- D. Any use, modification, or development that is proposed in areas documented to contain archaeological resources shall have a site inspection or evaluation by a professional archaeologist in coordination with affected Indian tribes. The evaluation shall be submitted to the ((planning and economic development services department)) Planning and Economic Development Services Department prior to the issuance of any shoreline permit required for the development.
- E. Site development plans shall incorporate provisions for historic, scientific, educational, and archaeological site preservation, restoration, and education with open space or recreation areas whenever compatible and possible.

**Section 8. 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 9. 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 \_\_\_\_\_

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Council President

Attest:

---

City Clerk

Approved as to form:

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City Attorney

---

Mayor

---

Date

---

Effective Date



## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/02/2026

**Date Rec'd**

1/7/2026

**Clerk's File #**

ORD C36830

**Cross Ref #**

**Project #**

**Bid #**

**Requisition #**

**Submitting Dept**

MAYOR

**Contact Name/Phone**

ADAM 6779

**Contact E-Mail**

AMCDANIEL@SPOKANE CITY.ORG

**Agenda Item Type**

First Reading Ordinance

**Council Sponsor(s)**

PDILLON SDIXIT

**Sponsoring at Administrators Request**

YES

**Lease?** NO

**Grant Related?** NO

**Public Works?** NO

**Agenda Item Name**

ORDINANCE IMPLEMENTING THE HOME STARTS HERE INITIATIVE

### **Agenda Wording**

An ordinance implementing the HOME Starts Here Initiative to reduce housing and childcare costs by streamlining design review requirements; amending Sections 04.12.040, 04.12.080, 17C.255.500, and 17G.070.100; repealing Chapters 04.13, 17G.030, and 17G.040; and adopting a new Section 04.12.085 and Chapter 17G.041 of the Spokane Municipal Code.

### **Summary (Background)**

The City's Comprehensive Plan Policy DP 2.8 (Design Review Process) calls for the City to "Apply design guidelines through a review process that relies on the expertise of design professionals and other community representatives to achieve the design performance that meets or exceeds citizens' quality of life expectations". RCW 36.70A.630 requires that any design review process must be conducted concurrently with the consolidated review and decision process for project permits, and no design review process may include more than one public meeting. RCW 36.70.635 limits middle housing to an administrative design review process only. This ordinance Integrates design review process into the Plan Commission through the creation of a Plan Commission Design Review Subcommittee. The ordinance establishes an administrative review process for middle housing projects and limits design review to one public meeting pursuant to new state law. Additionally the ordinance exempts childcare facility projects from design review and exempts projects converting a commercial use to residential use from the design review process when the project is triggered only by façade modifications totaling 25% or more.

**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? N/A

Total Cost \$

Current Year Cost \$

Subsequent Year(s) Cost \$

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

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**Dept Head MCDANIEL, ADAMDivision DirectorAccounting Manager BUSTOS, KIMLegal SCHOEDEL, ELIZABETHFor the Mayor PICCOLO, MIKE**Distribution List**

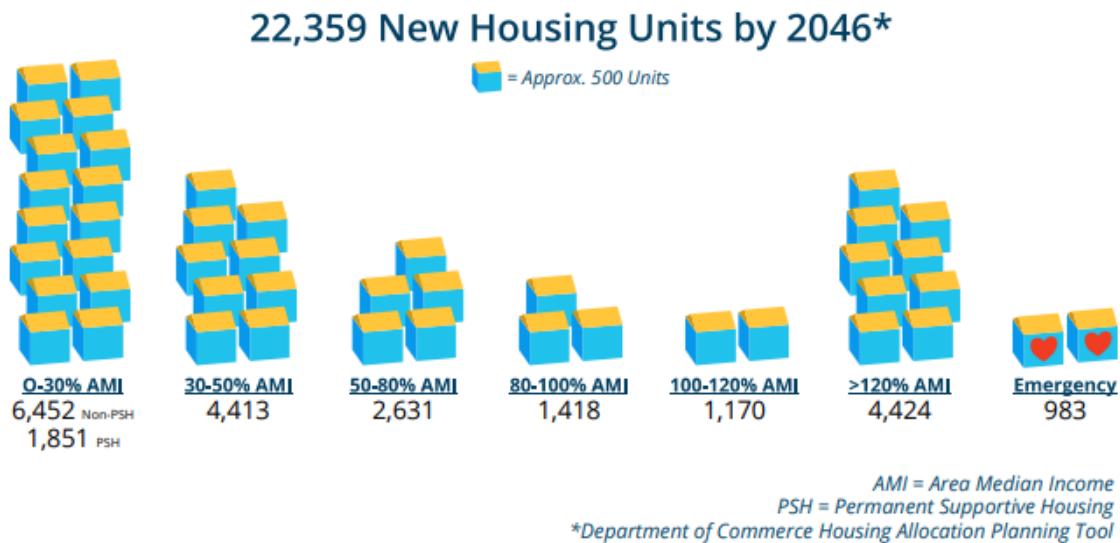

## ORDINANCE NO C36830

An ordinance implementing the HOME Starts Here Initiative to reduce housing and childcare costs by streamlining design review requirements; amending Sections 04.12.040, 04.12.080, 17C.255.500, and 17G.070.100; repealing Chapters 04.13, 17G.030, and 17G.040; and adopting a new Section 04.12.085 and Chapter 17G.041 of the Spokane Municipal Code.

**WHEREAS**, the H.O.M.E. Starts Here Initiative seeks to reduce the number of Spokane residents who are housing cost-burdened, add new housing units at all income levels, and expand the city's homeownership rate; and

**WHEREAS**, Spokane needs more than 22,000 housing units by 2046; and

### Exhibit 2: Housing Target



Source: City of Spokane, 2024.

**WHEREAS**, the City's Comprehensive Plan Policy DP 2.8 (Design Review Process) calls for the City to "Apply design guidelines through a review process that relies on the expertise of design professionals and other community representatives to achieve the design performance that meets or exceeds citizens' quality of life expectations"; and

**WHEREAS**, RCW 36.70A.630 requires that any design review process must be conducted concurrently with the consolidated review and decision process for project permits, and no design review process may include more than one public meeting; and

**WHEREAS**, RCW 36.70.635 limits middle housing to an administrative design review process only; and

**WHEREAS**, the Downtown Spokane Partnership Housing Action Plan, funded by the City of Spokane, set a target of 3,200 net new market-rate housing units in downtown Spokane over the next ten years; and

**WHEREAS**, the Downtown Spokane Partnership Housing Action Plan suggests a combination of incentives, infrastructure investment, and policy changes, including zoning reform to achieve the target of 3,200 new market-rate housing units in downtown Spokane; and

**WHEREAS**, the Downtown Plan supports the City exploring ways to strengthen incentives for workforce multi-family development and the rehabilitation of historic structures downtown, including zoning and permitting incentives or other programs like design review;

**WHEREAS**, the Brown Administration and City Council aim to streamline the City's design review process to encourage the conversion of underutilized commercial properties into housing and new childcare facilities.

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

**Section 1.** That Section 04.12.040 of the Spokane Municipal Code is amended to read as follows:

### **Section 04.12.040 Liaison Members**

- A. The ~~((city council))~~ City Council shall appoint one ~~((city council))~~ City Council member to serve as a liaison to the ~~((commission))~~ Plan Commission and shall also appoint an alternate ~~((city council))~~ City Council member to serve in the absence of the liaison.
- B. The ~~((community assembly))~~ Community Assembly shall nominate a qualified neighborhood council member ~~((of the assembly))~~ to serve as a liaison to the ~~((plan commission))~~ Plan Commission, subject to confirmation by the ~~((mayor))~~ Mayor and appointment by the ~~((city council))~~ City Council. Additionally, the Community Assembly may nominate an additional qualified neighborhood council member to serve as a liaison to the Plan Commission's Design Review Subcommittee, subject to confirmation by the Mayor and appointment by the City Council.
- C. The liaison members shall be non-voting participants in commission business.

**Section 2.** That Section 04.12.080 of the Spokane Municipal Code is amended to

read as follows:

### **Section 04.12.080 Duties**

#### **A. Work Plan.**

1. The City Council will, by resolution, adopt a Work Plan which assigns certain policy and planning issues for consideration of the ((commission)) Plan Commission.
2. The Work Plan may be amended by resolution periodically for the removal of completed tasks and the addition of new ones.

#### **B. Emergency or Interim Council Action.**

The City Council may, by ordinance, amend the Unified Development Code without review by the Plan Commission and without following other procedures in [SMC 17G.025.010](#). Such action shall be limited to emergency actions necessary to preserve the immediate health and safety of residents, or to interim zoning controls or moratoria for which a work plan is established pursuant to RCW 36.70A.390. All such action shall provide public notice and solicit public comment as appropriate and required by City and state law.

#### **C. Design Review**

The Plan Commission shall conduct the Standard Design Review process as described in SMC Chapter 17G.041.

**Section 3.** That there is adopted a new Section 04.12.085 to Chapter 04.12 of the Spokane Municipal Code to read as follows:

### **Section 04.12.085 Design Review**

- A. The Plan Commission shall review projects required to follow the Standard Design Review process provided in the Unified Development Code. Such a review shall be permitted to occur through a Design Review Subcommittee established by the Plan Commission.
- B. The Plan Commission may convene a subcommittee on an ad hoc basis to conduct the Standard Design Review process. The Plan Commission may appoint Plan Commission members to the Design Review Subcommittee on a standing or ad hoc basis. The Design Review Subcommittee shall include the Plan Commission's Community Assembly liaison or an additional qualified neighborhood council member to serve as a liaison to the Plan Commission's Design Review Subcommittee.

- C. The Plan Commission may appoint design professionals to the Design Review Subcommittee, including but not limited to architects, landscape architects, urban designers, civil/structural engineers, real estate developers, and members of the building trades, to assist in the review of the project subject to Standard Design Review.
- D. Any meeting of the Plan Commission's Design Review Subcommittee shall be subject to the Open Public Meetings Act under RCW 42.30.

**Section 4.** That Chapter 04.13 of the Spokane Municipal Code is hereby repealed.

**Section 5.** That Section 17C.255.500 of the Spokane Municipal Code is amended to read as follows:

#### **Section 17C.255.500 Design Standards Implementation**

- A. The design standards found in [SMC 17C.255.500](#) through [SMC 17C.255.530](#) follow [SMC 17C.255.015](#), Design Standards Administration. Design standards are in the form of Requirements (R), Presumptions (P), and Considerations (C). An applicant may apply to the ((Design Review Board pursuant to the procedures set forth in [chapter 17G.040 SMC](#), and the board may)) [City](#) following the design review process provided in SMC 17G.041 and the [Plan Commission](#) may recommend approval of alternatives to strict compliance, upon a finding that the alternative satisfies the decision criteria for a design departure ((in SMC 17G.030.040)). All skywalks are subject to design review and are subject to a design review process, and shall follow the skywalk design guidelines.
- B. Skywalks must meet the design standards found in [SMC 17C.255.500](#) through [SMC 17C.124.530](#) and follow the skywalk design guidelines. To allow new development to better respond to the unique character of its surroundings, the ((design review board's)) [Plan Commission's](#) recommendations to the ((planning director)) [Planning Director](#) may include flexibility from the design standards if the ((board)) [Plan Commission](#) determines that the proposal meets the intent of the design standards and the skywalk design guidelines. See the Skywalk Design Guidelines and the Design Review Application Handbook for an outline of the design review process.

**Section 6.** That Chapter 17G.030 of the Spokane Municipal Code is hereby repealed.

**Section 7.** That Chapter 17G.040 of the Spokane Municipal Code is hereby repealed.

**Section 8.** That there is adopted a new Chapter 17G.041 of the Spokane Municipal

Code to read as follows:

**Chapter 17G.041 Streamlined Design Review**

17G.041.010	Purpose
17G.041.020	Public Projects Subject to Design Review
17G.041.030	Downtown Projects Subject to Design Review
17G.041.040	Other Projects Subject to Design Review
17G.041.050	Standard Design Review
17G.041.060	Administrative Design Review
17G.041.070	Design Departures
17G.041.080	Design Review Recommendations

**Chapter 17G.041 Streamlined Design Review**

**Section 17G.041.010 Purpose**

- A. The purpose of design review is to ensure that new development and significant redevelopment achieve a minimum quality of design, enhance livability, and improve the quality and characteristics of the surrounding area.
- B. Design review is applied to public projects and structures to uphold the highest design standards and ensure neighborhood compatibility.

**Section 17G.041.020 Public Projects Subject to Design Review**

- A. All projects sponsored by a public agency or utilizing public funds shall be subject to design review, unless otherwise exempted under this section.
- B. The following public projects are exempt from the design review process:
  1. Maintenance or repair work;
  2. Interior modifications;
  3. Minor changes to exterior facades (less than 25% of the building facade facing the public right-of-way);
  4. Minor additions to existing structures;
  5. Minor structures related to public infrastructure, such as pump houses and

storage sheds, unless such elements are part of a larger project;

6. Transportation projects in the public right-of-way;
7. Structures for which design review is impractical, such as wellheads, electrical substations, and playground equipment, unless such elements are part of a larger project;
8. Projects for which there is a separate public process in which the public has an adequate opportunity to provide feedback on the placement and design of public structures. The Planning Director shall determine if the separate public process is sufficient for exempting the project from the City's design review process.
9. Projects where public funding constitutes a minority of overall project funding; and
10. Projects using public funds where the primary use will be residential or a child day care center, unless the structure triggers the design review process through some other aspect of the public project.

C. Design review of public projects shall be performed using the Public Projects and Structures Design Guidelines.

D. The Planning Director shall have authority to require design review for public projects notwithstanding an exemption if such review is determined to be in the public interest.

### **Section 17G.041.030 Downtown Projects Subject to Design Review**

A. All projects in a downtown zone requiring a building permit that meet any of the following criteria shall be subject to the design review process:

1. New structures with a floor area of twenty-five thousand (25,000) square feet or greater;
2. Modifications of more than twenty-five percent (25%) of a building facade facing the public right-of-way; or
3. Sidewalk encroachments for private use.

B. The following downtown projects are exempt from the design review process:

1. Projects converting a commercial use to a residential use, where design review is triggered by the modification of twenty-five percent (25%) or more of the building's facade;
2. Projects where the primary use is a child day care center as defined by RCW 43.216.010;
3. Temporary business signs, such as sandwich or A-frame signs;
4. Standard kiosks, such as for newspapers or pamphlets;
5. Benches, streetlamps, water fountains, bike racks, and other street furniture;
6. Traffic and wayfinding signage and lights installed by or on behalf of the City of Spokane;
7. Street trees; and
8. Temporary or seasonal installations, such as sidewalk cafes, parklets, and other installations subject to a special event permit.

C. Design review of downtown projects shall be performed using the Downtown Design Guidelines, except that all sidewalk encroachments shall be reviewed using the Citywide Design Guidelines.

#### **Section 17G.041.040 Other Projects Subject to Design Review**

- A. Projects establishing or modifying a skywalk over the public right-of-way shall be subject to the standard design review process.
- B. When required under SMC 17C.350.040, Mini-Storage Facilities shall follow the Standard Design Review process. Mini-Storage projects in a downtown zone shall use the Downtown Design Guidelines. Mini-Storage projects in other zones shall use the Mini-Storage Design Guidelines.

- C. Any project for which the Unified Development Code identifies a requirement for Design Review and which does not fall into a category provided above shall follow the guidelines most relevant to the project as determined by the Planning Director.

### **Section 17G.041.050 Standard Design Review**

- A. Standard Design Review consists of one open public meeting pursuant to state law in which the project applicant shall present the details of the proposed project design, where members of the Plan Commission or a subcommittee of the Plan Commission may provide comment.
- B. Following the public meeting, City staff shall prepare recommendations signed by the Plan Commission President or designee and provided to the applicant.
- C. The project applicant and City staff shall provide any documentation necessary to facilitate the design review process.
- D. Recommendations shall be non-binding upon the applicant as a condition of project approval.

### **Section 17G.041.060 Administrative Design Review**

- A. Administrative Design Review shall consider the same criteria and design guidelines as the Standard Design Review process.
- B. Administrative Design Review applies to minor projects in which the standard design review process is not likely to achieve additional public benefits. Pursuant to state law, middle housing projects shall follow the Administrative Design Review process if design review applies. Any project not considered a minor project shall be subject to the Standard Design Review process.
- C. Administrative Design Review shall be performed by the Development Services Department and Planning and Economic Development Services staff and does not require a public meeting.

### **Section 17G.041.070 Design Departures**

- A. Design departures may be sought for any requirements within the Unified Development Code identified as Requirements (R) or Presumptions (P).

- B. Projects requiring design departure shall follow the Administrative Design Review process.
- C. Review of design departures shall be performed using the Citywide Design Guidelines unless the project would otherwise be subject to another set of design guidelines.

### **Section 17G.041.080 Design Review Recommendations**

- A. The recommendations of the Design Review Subcommittee shall be addressed to the City official responsible for permit approval and are advisory.
- B. A unanimous recommendation of the Design Review Subcommittee shall be included by the responsible City official as a condition of permit approval unless the responsible City official determines that the recommendation cannot be included due to a conflict with other requirements or similar limitations, including but not limited to:
  1. The recommendation does not properly apply the design criteria;
  2. The recommendation exceeds the authority of the Plan Commission;
  3. The recommendation conflicts with SEPA conditions or other regulatory requirements applicable to the site; or
  4. The recommendation conflicts with the requirements of state or federal law.
- C. The responsible City official may consider non-unanimous recommendations of the Design Review Subcommittee for inclusion as conditions of permit approval.
- D. The responsible City official may consider recommendations from an Administrative Design Review for inclusion as conditions of permit approval.

**Section 9.** That Section 17G.070.100 of the Spokane Municipal Code is amended to read as follows:

### **Section 17G.070.100 Design Standards**

- A. Purpose.

The base zone development standards are designed for most standard lots and uses in the City. A planned unit development may be used to request different development standards that are needed for sites ((which)) that contain unusual topography, critical areas, resource lands, historic and cultural sites, and developments that require flexibility in the development standards to achieve a superior design ((which)) that can implement the goals and policies of the City's comprehensive plan. A planned unit development may also be used to encourage economic development and infill opportunities as described in [SMC 17G.070.010](#).

B. Applicability.

The standards of the .100's series of this section apply to the site design and uses in the planned unit development. The design standards apply to all planned unit developments, whether allowed by right, allowed with limitations, or subject to a conditional use review.

- C. The design standards and guidelines found in this chapter follow the design standards administration, [SMC 17C.111.015](#). All projects must address the pertinent design standards and guidelines. Design standards are in the form of Requirements (R), Presumptions (P), and Considerations (C). Regardless of which term is used, an applicant must address each guideline. The City will expect to see how the design of a project has responded to every one of the guidelines. An applicant may seek relief through ((chapter 17G.030.SMC)) the design departure procedures provided in SMC Chapter 17G.041((, Design Departures,)) for those eligible standards and guidelines contained in the zoning code.

**Section 10. 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 11. 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:

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City Clerk

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Mayor

Approved as to form:

---

City Attorney

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Date

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Effective Date



## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/02/2026

<b>Submitting Dept</b>	CITY COUNCIL	<b>Date Rec'd</b>	1/7/2026
<b>Contact Name/Phone</b>	ADAM 625-6779	<b>Clerk's File #</b>	ORD C36835
<b>Contact E-Mail</b>	AMCDANIEL@SPOKANE CITY.ORG	<b>Cross Ref #</b>	
<b>Agenda Item Type</b>	First Reading Ordinance	<b>Project #</b>	
<b>Council Sponsor(s)</b>	PDILLON KKLITZKE	<b>Bid #</b>	
<b>Sponsoring at Administrators Request</b>	NO	<b>Requisition #</b>	
<b>Lease?</b> NO	<b>Grant Related?</b> NO	<b>Public Works?</b> NO	
<b>Agenda Item Name</b>	ORDINANCE UPDATING TRANSPORTATION DIVISION AND DEPARTMENTAL		

### Agenda Wording

An ordinance updating divisional and departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.40.080, 08.02.083, 10.63.020, 10.63.090, 10.63.100, 10.70.070, 10.70.080, 12.01.010, 16A.04.100, 16A.05.060, 16A.06.010, 16A.06.020, 16A.06.060, 16A.06.070, 16A.06.080, 16A.06.090, 16A.07.010, 16A.07.060, 16A.07.070, and 16A.61.5703; and repealing Sections 16A.60.010, 16A.62.010, 16A.65.010, and 16A.84.010 of the Spokane Municipal Code.

### Summary (Background)

Council is expected to adopt ordinance C36795 which reorganizes City departments and divisions. This ordinance would make additional amendments to related department provisions in the Spokane Municipal Code to conform to Ordinance C36795.

**What impacts would the proposal have on historically excluded communities?**

Not applicable

**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?**

Not applicable

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

Not applicable

**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?**

Ordinance makes amendments to Spokane Municipal Code to conform to the administrative and department reorganization under C36795. that

**Council Subcommittee Review**

Not applicable

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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**Dept HeadDivision DirectorAccounting Manager

ZOLLINGER, NICHOLAS

Legal

SCHOEDEL, ELIZABETH

For the Mayor**Distribution List**

nzollinger@spokanecity.org

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jruffing@spokanecity.org

## ORDINANCE NO. C36835

An ordinance updating divisional and departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.40.080, 08.02.083, 10.63.020, 10.63.090, 10.63.100, 10.70.070, 10.70.080, 12.01.010, 16A.04.100, 16A.05.060, 16A.06.010, 16A.06.020, 16A.06.060, 16A.06.070, 16A.06.080, 16A.06.090, 16A.07.010, 16A.07.060, 16A.07.070, and 16A.61.5703; and repealing Sections 16A.60.010, 16A.62.010, 16A.65.010, and 16A.84.010 of the Spokane Municipal Code.

**WHEREAS**, the Spokane City Council adopted Ordinance C36795, which established the Transportation and Sustainability Division; and

**WHEREAS**, the Transportation and Sustainability Division consists of the Street Department and the Parking Services Department; and

**WHEREAS**, parking services duties were formerly the responsibility of the Code Enforcement Department; and

**WHEREAS**, this ordinance makes updates to the divisional and department titles to reflect the creation of the Transportation and Sustainability Division as well as the creation of the Parking Services Department within the division.

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

**Section 1.** That Section 04.40.080 of the Spokane Municipal Code is amended to read as follows:

### **Section 04.40.080 Duties and Responsibilities**

The Transportation Commission shall have the following duties and responsibilities:

A. The Transportation Commission shall study significant transportation issues and make recommendations to the Mayor and Council, consistent with Chapter 16A.84 and Chapter 17H.020 of the Spokane Municipal Code and the City's Comprehensive Plan (Transportation Element), and with due regard for the following considerations:

1. Meet mobility needs by providing complete and connected facilities for all transportation options, including walking, bicycling, public transportation, private vehicles, and other choices.
2. Promote healthy communities by providing and maintaining a safe transportation system with viable active mode options that ((provides)) provide for the needs of all travelers, particularly the most vulnerable users.

3. Consistent with a complete and connected network, encourage open, accessible, internal multi-modal transportation connections to adjacent properties and streets on all sides.
  4. Study and promote technological advancements in transportation infrastructure design, materials, and methods that improve safety, reduce maintenance costs, and enhance performance.
  5. Prioritize the safety of people walking, pursuant to [SMC 16A.84.020](#).
  6. Collaborate with the Plan Commission to make recommendations for the City's transportation system that further the goals of the Comprehensive Plan and support the City's vision for the development and redevelopment of land.
- B. The Transportation Commission may consider and make recommendations on specific transportation projects as determined by the annual work plan and upon request by City staff or major stakeholders.
- C. Six-Year Comprehensive Street Program - The Transportation Commission, in consultation with the Plan Commission, shall review and make recommendations on street improvements as part of the Six-Year Comprehensive Street Program. The Transportation Commission shall review requested exceptions to the Complete Streets Program as required by SMC Chapter 17H.020. Transportation and Sustainability Division and Integrated Capital Management Department staff shall provide ((staff)) support to the Transportation Commission to help fulfill this duty.
- D. Transportation Benefit District - The Transportation Commission shall make recommendations to the City Council regarding a comprehensive program for the following programs:
1. Use of Transportation Benefit District (TBD) program funds; and
  2. Use of funds allocated by the Street Department for residential/local access street maintenance; and
  3. Required investments in pedestrian improvements per [SMC 08.16.060](#).

The Transportation and Sustainability Division, Transportation Benefit District (TBD) Administrator, and the Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill this duty. The Street Department shall assist with the identification of residential/local access streets appropriate for repair.

- E. Bicycle Master Plan - The Transportation Commission, in consultation with the Plan Commission and Bicycle Advisory Board, may initiate revisions to the Bicycle Master Plan and recommend projects and policies that support bicycling as a viable and safe form of transportation in the city of Spokane. The Transportation and Sustainability Division, Planning and Economic Development Services Department, and Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill this duty.
- F. Pedestrian Master Plan - The Transportation Commission, in consultation with the Plan Commission, shall review and recommend updates to the Pedestrian Master Plan as required by [SMC 16A.84.030](#). The Transportation and Sustainability Division, Planning and Economic Development Services Department, and Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill this duty.
- G. Parking System - The Transportation Commission shall make recommendations for changing parking rates for on-street parking and recommend policies or projects to improve the parking environment. The Transportation Commission shall make funding recommendations for Parking System Fund eligible projects and activities as prioritized by the City Council in [SMC 07.08.130](#). The ~~((City Parking Manager and the Code Enforcement and))~~ Transportation and Sustainability Division through the Parking Services Department shall provide staff support to the Transportation Commission to help fulfill this duty.
- H. Spokane Safe Streets for All Program - The Transportation Commission shall make annual recommendations to the City Council on the following:
1. the addition, relocation, or removal of automated traffic safety cameras consistent with [Chapter 16A.64](#) of the Spokane Municipal Code and state law;
  2. Recommendations for projects and priorities to be funded by revenues generated from automated traffic safety cameras, consistent with state and local provisions governing the use of such funds; and
  3. the operation of the automated safety program and any contracts associated with its implementation.

The Commission may make recommendations more frequently than annually as needed. Nothing in this subsection shall affect camera locations, projects, or expenditures previously approved by the City Council as of the effective date of this ordinance. The Transportation and Sustainability Division, the Manager of Neighborhood Connectivity Initiatives, and the Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill these duties.

- I. Annual Report – The Transportation Commission shall issue an annual report on the state of transportation in the city of Spokane. This report shall include the status of transportation projects, progress of Complete Streets Implementation, transportation improvement expenditures, revenues, construction schedules, any newly acquired data and predictive analytics, and the status and outcome of any transportation studies. Pursuant to RCW 36.73.160, the report shall satisfy the reporting requirements of the Transportation Benefit District.
- J. Annual Work Plan - The Transportation Commission shall establish an annual work plan in consultation with the Director of Transportation and Sustainability in coordination with the directors of Integrated Capital Management, Planning and Economic Development Services, Street Department, ((Code Enforcement and)) Parking Services, the Transportation Benefit District Administrator, and the Manager of Neighborhood Connectivity Initiatives. The annual work plan shall be adopted by the City Council.
- K. At least once per year, the Commission shall convene an ad hoc subcommittee, composed of Commission members and city staff, to review the details of all collisions occurring in the prior year that involve vehicles, bicycles, and/or pedestrians and which result in death or serious injury on public ways within the City. After such review, the ad hoc subcommittee may propose design modifications to enhance roadway safety. Such recommendations need not be limited to the particular location of the incident and may propose system-wide changes if appropriate. The ad hoc subcommittee shall present its findings to the full commission either separately or as part of an annual report on fatal and serious injuries in the public way.
- L. The Commission shall meet no less than once per month, and may meet more frequently as needed or cancel regular meetings as circumstances may dictate.

**Section 2.** That Section 08.02.083 of the Spokane Municipal Code is amended to read as follows:

### **Section 08.02.083 Fees & Charges**

- A. Fees for services related to parking provided through the City of Spokane's ((Code Enforcement and)) Parking Services Department, and penalties for traffic infractions provided by schedules adopted by court rule, or as specifically provided in Title 16A SMC or state statute, shall be posted under the [City of Spokane Parking Fee Schedule](#) as established by City Council resolution. The [City of Spokane Parking Fee Schedule](#) shall be posted on the City's website.
- B. The Parking ((Manager)) [Services Department](#) shall review and update the [City of Spokane Parking Fee Schedule](#) and bring it to the City Council for approval on an annual basis.

C. Paid Parking Zone Rates.

1. It is the intent of the City Council to establish a target occupancy rate of eighty-five percent for all Paid Parking Zone spaces within the City of Spokane. Occupancy rate refers to the percentage of Paid Parking Zone spaces that are occupied by vehicles. The establishment of the target occupancy rate of at least eighty-five percent is based on well-accepted planning studies as well as the example of other municipalities. The City Council finds that the establishment of the target occupancy rate of eighty-five percent is an effective strategy for managing on-street parking and congestion.
2. The City Council establishes a range of time limits from fifteen minutes to eleven hours. The ~~((parking manager))~~ Parking Services Department shall set the time limit of each parking zone, consistent with achieving the at least eighty-five percent target utilization rate, based upon parking occupancy data and community input.
3. Parking rates to be charged at parking payment devices, for parking in ~~((city))~~ City rights-of-way and other ~~((city-controlled))~~ City-controlled parking areas under the jurisdiction of the City of Spokane shall be within rate limits established by this section. Rates may vary according to location, time of day, length of stay, maximum parking time allowed, the capabilities of available parking payment devices, and any other factors the ~~((Parking Manager))~~ Parking Services Department determines are pertinent.
4. The ~~((Parking Manager))~~ Parking Services Department is authorized to set parking rates up to the "Maximum Hourly Rate" of \$3.00 per hour as set forth on the [City of Spokane Parking Fee Schedule](#). When parking rates are in effect, parking rates shall be set no lower than the "Minimum Hourly Rate" of \$0.50 per hour as set forth on the [City of Spokane Parking Fee Schedule](#).
5. The ~~((Parking Manager))~~ Parking Services Department shall establish on-street parking rates and shall adjust parking rates higher (up to the maximum hourly rate) or lower (as low as the minimum hourly rate) in established paid parking zones based on the established target occupancy rate of at least eighty-five percent.
6. The ~~((Parking Manager))~~ Parking Services Department may adjust the parking fee by increments no larger than fifty cents per hour.
7. Parking rates may be adjusted no more frequently than twice per fiscal year.
8. Current parking rates shall be posted to the City's website.

D. Golf Cart Registration Decal.

The fee for an annual golf cart registration decal is fifty dollars.

**Section 3.** That Section 10.63.020 of the Spokane Municipal Code is amended to read as follows:

**Section 10.63.020 Definitions**

The following definitions apply to the terms in this chapter unless a different definition is expressly provided:

Term	Definition
Abate	Abate means to repair, replace, remove, destroy, or otherwise remedy a condition which constitutes a violation of this chapter by such means and in such a manner and to such an extent as the City determines is necessary in the interest of the general health, safety, and welfare of the community.
Abatement Order	An appealable order, supported by specific factual findings, issued by the Code Enforcement ((and Parking Services)) Department, which directs the owner of a property to take certain specific steps, within a specific period of time, to ensure that the relevant property is in compliance with this chapter.
City	City of Spokane
Code Compliance Officer	A regular or special commissioned officer
Evidence of Foreclosure Status	Any condition that, on its own or combined with other conditions present, would lead a reasonable person to believe that the property is a Foreclosure Property. Such conditions include, but are not limited to, overgrown and/or dead vegetation; accumulation of newspapers, circulars, flyers and/or mail; past due utility notices and/or disconnected utilities; accumulation of trash, junk, and/or debris; statements by neighbors, passersby, delivery agents, or government employees that the property is in foreclosure; the presence of boards over

	doors, windows or other openings in violation of applicable building code; and for residential properties, the absence of window coverings such as curtains, blinds, and/or shutters; the absence of furnishings and/or personal items consistent with residential habitation.
Foreclosure	The legal processes described in Title 61, Revised Code of Washington, in which a mortgagee or other lien holder terminates a property owner's equitable right of redemption to obtain legal and equitable title to the real property pledged as security for a debt or the real property subject to the lien. For purposes of this section, the foreclosure process is not concluded until the property obtained by the mortgagee, lien holder, or their designee, by certificate of title or other means, is sold to a non-related, bona fide purchaser in an arms'-length transaction to satisfy the debt or lien.
Foreclosure Property	A property that is (1) under a current notice of default and/or notice of trustee's sale; (2) the subject of a pending tax assessor's lien sale; (3) the subject of a foreclosure sale where the title was retained by the beneficiary of a deed of trust involved in the foreclosure; (4) a property title to which has been transferred under a deed in lieu of foreclosure/sale, or (5) subject to a contract forfeiture. Property acquired by Spokane County at a tax foreclosure sale under chapter 84.64 RCW is not "Foreclosure Property" within the meaning of this section. For purposes of this section, a property remains a Foreclosure Property until it is sold at an arms'-length transaction to a non-related bona fide purchaser or until the foreclosure action has been dismissed and any default has been cured.
Graffiti	Graffiti means the unauthorized writing, painting, drawing, inscription, figure, or mark of any type that has been placed upon property through the use of paint, ink, chalk, dye, markers, objects, adhesive

	material, or any other substance capable of marking property.
Impound	To take and hold a vehicle in legal custody.
Inoperable Vehicle	A vehicle incapable of operating legally on a public highway, including but not limited to not having a current or valid registration plate.
Junk Vehicle	A vehicle certified under RCW 46.55.230 as meeting at least three of the following requirements: <ul style="list-style-type: none"> <li>• is three years old or older;</li> <li>• is extensively damaged, such damage including but not limited to any of the following: <ul style="list-style-type: none"> <li>i. a broken window or windshield</li> <li>ii. missing wheels, tires, motor or transmission;</li> </ul> </li> <li>• is apparently inoperable; or</li> <li>• has an approximate fair market value equal only to the approximate value of the scrap in it.</li> </ul>
Lender	Any person who makes, extends, holds, or services a real estate loan agreement and includes, but is not limited to, mortgagees; beneficiaries under deeds of trust; underwriters under deeds of trust; vendors under conditional land sales contracts; trustees and a successor in interest to any mortgagee, beneficiary, vendor or trustee and any other lien holder on the property. The term also includes any mortgagee, beneficiary, or trustee that accepts a deed in lieu of foreclosure
Litter	All waste material, including but not limited to disposable packages or containers, thrown, deposited, or accumulated on private property.
Local Agent	An individual property manager, property management company, or similar person or entity, located in Spokane County and responsible for, having the authority to make decisions and required expenditures concerning, the maintenance and security of a Foreclosure Property and the

	abatement of nuisance conditions at the property.
Nuisance or Public Nuisance	Shares the same definition as Nuisance and Public Nuisance in RCW 7.48.120 and 7.48.130
Property Owner	Any individual or group of natural persons, partnership, association, corporation, or other entity having legal or beneficial title in real property, including any borrower. This term includes the term "landowner" as defined in RCW 46.55.230
Responsible Party	Any person, partnership, association, corporation, or fiduciary having legal or equitable title to or any interest in any real property, including but not limited to an owner, borrower, local agent, lender, or lessee of leased property, if the lessee is responsible for property maintenance.
Vacant Buildings or Property	Any building or structure and surrounding grounds that are not occupied and have not been occupied during the preceding one hundred eighty (180) days.
Vehicle	Shares the same definition as the definition of "vehicle" in RCW 46.04.670

**Section 4.** That Section 10.63.090 of the Spokane Municipal Code is amended to read as follows:

### **Section 10.63.090 Foreclosure Registration Program**

#### **A. Purpose**

It is the purpose and intent of this section to establish a Foreclosure Property Registration Program to protect the community from the deterioration, crime, and decline in value in Spokane's neighborhoods caused by properties in various stages of the foreclosure process, and to identify, regulate, limit, and reduce the number of those properties within the city of Spokane. It is the policy and intent of the City to establish a requirement that the lender or other responsible parties of properties that are in the foreclosure process ((to)) register those properties with the City, as outlined in this section, to protect the neighborhoods from the negative impacts of absentee ownership and lack of adequate maintenance and security for properties in the foreclosure process.

#### **B. Establishment of a Registry**

The Code Enforcement ((and Parking Services)) Department shall establish and maintain a Foreclosure Property Registry Program.

C. Registration of Foreclosure Properties.

1. Any Lender that holds or services a mortgage on real property located in the city of Spokane shall inspect the property upon mortgage default.
2. The code compliance officer can also initiate the registration process.
3. Any Lender or other Responsible Party of a Foreclosure Property as defined in this section shall register that property with the City of Spokane Code Enforcement ((and Parking Services)) Department within ten (10) days of the property becoming a Foreclosure Property within the meaning of this section and initial inspection or of receiving notice from the City of the requirements of this section, and every 12 months thereafter until the property is no longer a Foreclosure Property within the meaning of this section. A separate registration is required for each property.
4. The content of the registration shall include:
  - a. Proof of ownership, or financial interest, such as a lien or loan,
  - b. The name, address, phone number, and email address for the Owner, Lender, and Responsible Party, and twenty-four-hour contact phone number of the Local Agent of the respective entity; and
  - c. Documentation which demonstrates the property is foreclosed, pending foreclosure, or subject to foreclosure, trustee's sale, tax assessor's lien sale, or other legal proceedings.
5. The Lender, Owner, or Responsible Party shall notify the Code Enforcement ((and Parking Services)) Department within ten (10) days of the date of any change in the information contained in the registration.
6. Mortgagees who have existing Foreclosure Properties on the effective date of this ordinance have thirty (30) calendar days from the effective date to register the property with the City of Spokane Code Enforcement ((and Parking Services)) Department. A separate registration is required for each property.
7. All property registrations are valid for one year from the date of entry of registration as recorded by the Code Enforcement ((and Parking Services)) Department. Subsequent registrations are due every twelve (12) months thereafter for renewal and must certify required registration data is current and correct.

D. Minimum Property Maintenance Requirements.

While a Foreclosure Property is registered, the Lender or Responsible Party shall be required to:

1. maintain and keep Foreclosure Property free of conditions, including but not limited to:
  - a. weeds, dry brush, dead vegetation, trash, junk, debris, building materials, and junk vehicles;
  - b. accumulation of newspapers, circulars, flyers, notices (except those required by federal, state, or local law), and discarded personal items, including, but not limited to, furniture, clothing, or large and small appliances; and
  - c. graffiti, tagging, or similar markings by removal or painting over with an exterior grade paint that matches and/or coordinates with the color of the exterior of the structure.
2. securing ponds, pools, and hot tubs, and ensuring that they do not become a public nuisance or danger to the public; and
3. securing the property to prevent access by unauthorized persons, including, but not limited to, the following: the closure and locking of windows, doors (walk-through, sliding, and garage), gates, and any other opening of such size that it may allow a child or any other person to access the interior of the property and or structure(s). Securing also includes boarding as applicable. The preferred material for boarding shall be painted with an exterior grade paint that matches and/or coordinates with the color of the exterior of the structure or is of a material that mimics glazed windows and intact doors.
4. Post the property with no trespassing signs and current emergency contact information for the local agent.
5. take any other action necessary to prevent giving the appearance that the property is abandoned, and
6. monitor the Foreclosure Property monthly or more frequently as necessary to prevent the creation of a nuisance.

#### E. Monitoring of Foreclosure Property.

1. Upon registration, the City will provide regular monitoring of Foreclosure Properties, including but not limited to periodic site visitation, which will not exceed the City's rights of access, as well as notification to Lender or Responsible Party if the property begins to exhibit characteristics established in RCW 35.80.010. The City's monitoring of Foreclosure

Properties does not relieve the Lender or other Responsible Party from monitoring and maintaining the property as required by this section.

2. At least monthly while a Foreclosure Property is registered, the Lender or Responsible Party shall inspect the Foreclosure Property.

F. Waiver for City to Abatement – Trespass of Unauthorized Individuals.

1. As part of the Foreclosure Property registration, the Owner, Lender, Local Agent, Responsible Party, or other person having the legal authority to do so shall waive any objection to the City to enter onto the property for purposes of abating any condition that would constitute an unfit or substandard building as established in RCW 35.80.010 or nuisance condition under SMC Title 10 to issue a trespass order against any unauthorized individual from the Foreclosure Property.
2. The City shall notify the Owner, Lender, Responsible Party, or Local Agent ten (10) days before the City takes abatement action in order to allow the Owner, Lender, Responsible Party, or Local Agent to abate the condition first, unless such abatement constitutes an emergency, in which case, the City may abate the emergency immediately.
3. The cost of the abatement of any of the illustrative conditions contained above shall be charged against the Foreclosure Property pursuant to [SMC 08.02.067](#) and shall be lienable pursuant to [SMC 17F.070.500](#) and other applicable sections of the municipal code pursuant to state law.

G. Local Agent.

The Lender or Responsible Party shall provide the City with the name, address, telephone number, email address, and 24-hour contact information of a Local Agent who has the authority to act to respond to complaints regarding the Foreclosure Property and to remedy any nuisance, substandard, or unfit conditions found on the property.

H. Annual Foreclosure Property Registration Fee.

The Lender or Responsible Party shall pay the annual non-refundable Foreclosure Property registration fee as set forth in [SMC 08.02.0675](#).

I. Policies and Procedures

The Code Enforcement ((and Parking Services)) Department shall develop procedures to implement this section that are consistent with and do not conflict with this section, the Spokane Municipal Code, or Washington law. Any Public Rule shall be adopted pursuant to the requirements of Chapter 03.14 of the Spokane Municipal Code.

J. Violation

1. Any person, firm, or entity ((who)) that fails to a Foreclosure Property pursuant to the requirements of this section shall be subject to a civil infraction. Each day in which a Foreclosure Property, which is subject to this section, is not registered shall constitute a separate violation.
2. Failure to maintain a Foreclosure Property as required by this section is a criminal misdemeanor violation under SMC Title 10 for maintaining a nuisance property in addition to applicable penalties for nuisance conditions in the municipal code or state law.
3. Failure to provide notification of changes in ownership of a Foreclosure Property under this section is a civil infraction.

K. Removal of properties from the registry

1. A property may only be removed from the Foreclosure Property registry upon the Lender's, Owner's, or Responsible Party's written certification that (1) the mortgage or lien on the property has been satisfied or legally discharged, (2) the property is no longer in mortgage default, or (3) the Foreclosure Property has been sold to a non-related party in a bona-fide, arms' length transaction.
2. A Lender's statement that it no longer desires to pursue foreclosure, has filed a dismissal of lis pendens and/or summary of final judgment and/or certificate of title or otherwise, such as a deed in lieu of foreclosure, shall not be the basis for removal of a Foreclosure Property from the registry under this section.
3. For purposes of this section, a transfer to another entity that is under common ownership with the Lender, as determined in the sole discretion of the Code Enforcement ((and Parking Services)) Department, is not an arms' ((arm's-length)) length transaction.

L. Transfer of Ownership

1. If the mortgage on a registered Foreclosure Property is transferred, the transferee shall be subject to the requirements of this section and shall, within five (5) days of the transfer of the mortgage, register the property as a new registration in accordance with this section. Any previously unpaid registration fees are the responsibility of the transferee and are due and payable upon the new registration.
2. If the mortgagee sells a Foreclosure Property in an arms'-length transaction to a non-related person or entity, the transferee is subject to the terms of this section and shall register the property as a new registration under this section within five (5) days of the sale. Any previously unpaid registration fees shall be the responsibility of the new owner.

**Section 5.** That Section 10.63.100 of the Spokane Municipal Code is amended to read as follows:

### **Section 10.63.100 Penalty and Abatement Procedures**

- A. It is the policy of the City of Spokane to educate and seek voluntary compliance for the code violations of this chapter before issuing civil infractions or escalating penalties.
- B. A property owner or occupant may request a Certificate of Correction from the Code Enforcement ((and Parking Services)) Department and may request dismissal of the infraction (SMC 01.05.140). Should that correction be accomplished after more than one offense has been issued, the Certificate of Correction will only apply to the most recent infraction.
- C. Code Enforcement ((and Parking Services)) Department may develop and implement policies, procedures, and programs to abate violations in accordance with existing local and state law. Any Public Rule shall be adopted pursuant to Chapter 03.14 of the Spokane Municipal Code.

**Section 6.** That Section 10.70.070 of the Spokane Municipal Code is amended to read as follows:

### **Section 10.70.070 Maximum Permissible Environmental Sound Levels**

- A. Maximum Permissible Environmental Sounds.

For sound sources located within the city, no sound is permitted to exceed the maximum permissible exterior sound levels established by WAC 173-60. Maximum permissible sound levels are as follows:

EDNA of Noise Source	EDNA of Receiving Property		
	Class A (dBA)	Class B (dBA)	Class C (dBA)
Class A	55	57	60
Class B	57	60	65
Class C	60	65	70
Class A - Residential Zones			
Class B - Commercial, Office, Retail Zones			
Class C - Industrial Zones			

- B. The maximum permissible sound levels established by this chapter are modified as follows:

1. Reduce by ten dBA between the hours of ten p.m. to seven a.m. for receiving property in Class A EDNAs; and
  2. Increase for short duration for any receiving property at any time:
    - a. Increase by five dBA for fifteen minutes (L08) in any one-hour period; or
    - b. Increase by ten dBA for five minutes (L02) in any one-hour period; or
    - c. Increase by fifteen dBA for one and a half minutes (Lmax) in any one-hour period; and
- C. Where a receiving property lies within more than one EDNA classification, the maximum permissible sound level shall be determined by the most noise-sensitive EDNA zone.
- D. The point of measurement shall be at the property boundary of the receiving property.
- E. Enforcing authority: ~~((code enforcement and parking services or police department.))~~ Code Enforcement Department or Spokane Police.

**Section 7.** That Section 10.70.080 of the Spokane Municipal Code is amended to read as follows:

### **Section 10.70.080 Commercial Noise**

- A. Commercial and exterior electrical equipment noises are subject to the sound limits of [SMC 10.70.070](#).
- B. Enforcing authority: ~~((code enforcement and parking services department.))~~ Code Enforcement Department

**Section 8.** That Section 12.01.010 of the Spokane Municipal Code is amended to read as follows:

### **Section 12.01.010 Sidewalk Maintenance – Owner's Responsibility**

- A. Every owner and occupant of premises shall keep the sidewalk area, including tree grates adjacent to any portion of the real property (including corners), in good and safe condition and repair at all times.

- B. Where the Director of Engineering Services determines there has been a failure to comply with this section, the Director or their designee may send written notice to the premises advising of the violation. If the violation is not corrected, the Director or their designee may proceed to remove or repair the condition, at the owner's and/or occupant's sole expense and liability.
- C. The Directors of Engineering Services, Development Services, Code Enforcement ((and ~~Parking Services~~)), and the City Engineer are authorized to waive license, bonding, and insurance requirements for minor repairs on existing sidewalks.
- D. The City Engineer, along with the Development Services and the Code Enforcement ((and ~~Parking Services~~)) departments, shall develop and publish a public rule defining the types of sidewalk projects that qualify as minor repairs.
- E. Nothing in this section shall be construed to waive building and construction permit and inspection requirements.

**Section 9.** That Section 16A.04.100 of the Spokane Municipal Code is amended to read as follows:

**Section 16A.04.100 Transportation Definitions**

~~((A. Alley.~~

~~A public highway not designed for general travel and used primarily as a means of access to the rear of residences and business establishments. (RCW 46.04.020)~~

~~B. Block Face.~~

~~One side of a street, inclusive of the public right-of-way between two consecutive features intersecting that street. The features can be other streets or boundaries of standard geographic areas.~~

~~C. Charging Session.~~

~~An event starting when a user or a vehicle initiates a refueling event and stops when a user or a vehicle ends a refueling event (RCW 19.94.010)~~

~~D. City Street or Street.~~

~~Every public highway, or part thereof located within the limits of cities and towns, except alleys. (RCW 46.04.120)~~

~~E. Commercial Vehicle.~~

~~Any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire. (RCW 46.04.140)~~

F. Congested District.

The area established within the Paid Parking Zone bounded and identified on the [Paid Parking Zone Map](#).

G. Definitions Generally.

Words and phrases, wherever used in this subtitle shall have the meaning ascribed to them in this Chapter except where otherwise defined, and unless where used the context thereof shall clearly indicate to the contrary. (RCW 46.04.010)

H. Electric Vehicle.

Any vehicle that operates, either partially or exclusively, on electrical energy from (the grid or) an off-board source, that is stored on-board for motive purpose. Includes any one of the following:

1. A "battery electric vehicle," any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries and produces zero tailpipe emissions or pollution when stationary or operating.
2. A "plug-in hybrid electric vehicle (PHEV)," an electric vehicle that a) contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor; b) charges its battery primarily by connecting to the grid or other off-board electrical source; c) may additionally be able to sustain battery charge using an on-board internal-combustion driven generator; and 4) has the ability to travel powered by electricity
3. A "neighborhood electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle whose speed attainable in one mile is more than 20 miles per hour and not more than 25 miles per hour and conforms to federal regulations set forth in 49 C.F.R Sec. 571.500.
4. A "medium-speed electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle, equipped with a roll cage or crush proof body design, whose speed attainable in one mile is more than 25 miles per hour but not more than 35 miles per hour and otherwise meets or exceeds the federal regulations set forth in 49 C.F.R. Sec. 571.500.

I. Electric Vehicle Parking Space.

Any signed parking space that identifies the use to be exclusively for the parking of an electric vehicle.

J. Electric Vehicle Service Provider.

The entity responsible for operating one or more networked or nonnetworked electric vehicle supply equipment. Operating includes but is not limited to: Sending commands or messages to a networked electric vehicle supply equipment; receiving commands or messages from a networked electric vehicle supply equipment; or providing billing, maintenance, reservations, or other services to a nonnetworked or networked electric vehicle supply equipment. An electric vehicle service provider may designate another entity to act as the electric vehicle service provider for purposes of this chapter. A state agency, an electric utility as defined in RCW 19.405.020, or a municipal corporation as defined in RCW 39.69.010 is considered an electric vehicle service provider when responsible for operating one or more publicly available electric vehicle supply equipment. (RCW 19.94.010)

K. Electric Vehicle Supply Equipment.

The unit controlling the power supply to one or more vehicles during a charging session (including, but not limited to, level 2 electric vehicle supply equipment and direct current fast chargers). (RCW 19.94.010)

L. Entertainment Parking District (EPD).

The area established within the Paid Parking Zone for the purpose of meeting the specific operational and parking needs of the entertainment venues contained within the EPD as bounded and identified on the [Paid Parking Zone Map](#).

M. Fire Lane.

An area on public or private property reserved for providing Fire Department access to structures, firefighting fixtures, or equipment.

N. Highway.

The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. (RCW 46.04.197)

O. Non-passenger Vehicle (NPV).

Any vehicle which does not meet the definition of a passenger vehicle ([SMC 16A.04.100](#)) which includes but is not limited to: any vehicle requiring a commercial safety fee, limousine, any vehicle with over a one ton (thirty-five hundred) rating, vehicle requiring a commercial driver's license (CDL) to operate, farm vehicle, motor home, trailer of any type, camper, watercraft, or snowmobile.

P. Paid Parking Zone.

Portions of streets which the parking of vehicles shall be controlled, regulated and inspected with the aid of devices, herein referred to as parking payment devices. The Paid Parking Zone is bounded and identified on the [Paid Parking Zone Map](#).

Q. Park or Parking.

The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading property or passengers. (RCW 46.04.381)

R. Parking Holidays.

Except for parking spaces at Spokane International Airport and Felts Field as authorized by [SMC 12.03.0600](#) and [SMC 12.03.0602](#), or where otherwise indicated by signposting in the area or for individual spaces, parking spaces regulated by a parking payment device may be used without charge during all hours on: Sundays, New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day – Third Monday in February, Memorial Day, Juneteenth, Independence Day – July 4th, Labor Day, Indigenous Peoples' Day – Second Monday in October, Veteran's Day – November 11th, Thanksgiving Day, and Christmas Day. Where a foregoing holiday falls on a Sunday, the immediately following Monday is observed. On days designated in the foregoing, vehicles shall adhere to posted time limit regulations.

S. Parking Manager.

The Director of Code Enforcement and Parking Services or their designee.

T. Parking Payment Device.

Any device used to accept payment for parking, such as parking meters, pay station kiosks, mobile devices, or other methods approved by the Parking Manager.

U. Parking Permit.

A privilege that allows its holder to access certain parking spaces and locations, which form includes, but is not limited to, a printed pass, decal, or electronic privilege associated with a specific vehicle license plate.

V. Parking Space.

The area on or adjacent to the roadway in which to stop, stand, or park a vehicle that is controlled by a parking payment device designated by lines, curb paint, posted sign, meter decal, or other markings.

W. Passenger Vehicle.

~~Every motor vehicle, except motorcycles and motor-driven cycles, designed for carrying ten (10) passengers or less and used for the transportation of persons.~~

X. Public Right of Way

~~A right of way that is dedicated or deeded to the public for public use and under the control of a public agency.~~

Y. Residential Parking Permit Definitions

~~For the purposes of [SMC 16A.06.070](#) only, the terms in this section have the following meanings:~~

1. ~~"Downtown residential parking district" or "DRPD" means a portion of the street commonly used for vehicular parking where vehicles properly displaying a parking permit or other city approved authorization are exempt from the payment required pursuant to [SMC 16A.05.280](#).~~
2. ~~"Downtown residential parking district permit" or "DRPD permit" means a printed pass, decal, electronic privilege associated with a specific vehicle license plate, or other identification issued to an eligible person to be displayed in or on the vehicle, as directed by the City, that enables it to park in a downtown residential parking district.~~
3. ~~"Resident" means any person residing in a household unit that is located within downtown residential parking district.~~
4. ~~"Household Unit" means any self-contained house, apartment, condominium, town house, detached or attached accessory dwelling unit, or group home that contains living, sleeping and cooking quarters and is used by of any number of related persons or up to six unrelated individuals. Each unit of a multiple-unit residential dwelling is considered a separate household unit.~~

Z. Retail Zone of the Congested District.

~~The area established within the Paid Parking Zone bounded and identified on the [Paid Parking Zone Map](#).~~

AA. Roadway.

~~Portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder even though such sidewalk or shoulder is used by persons riding bicycles. In the event a highway includes two or more separated roadways, the term "roadway" shall refer to any such roadway separately but shall not refer to all such~~

~~roadways collectively. (RCW 46.04.500)~~

**BB. Safety Zone.**

~~The area or space officially set apart within a roadway for the exclusive use of pedestrians and which is protected or is marked or indicated by painted marks, signs, buttons, standards, or otherwise, so as to be plainly discernible. (RCW 46.04.510)~~

**CC. Stand or Standing.**

~~The halting of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers. (RCW 46.04.555)~~

**DD. Stop or Stopping.**

~~Any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control sign or signal. (RCW 46.04.566)~~

**EE. Taxicab, Cab, or Taxi**

~~A for hire vehicle held out to the public as providing transportation for passengers and/or articles for compensation and:~~

- ~~1. where the route traveled or destination is controlled by the customer;~~
- ~~2. that carries signs or indicia of a "taxi," "taxicab," or "cab" and is equipped as described in [SMC 10.34A.090](#);~~
- ~~3. where the fare is based on an amount recorded and indicated on a taximeter or by a special contract rate; and~~
- ~~4. where the vehicle is dispatched by radio or cell phone, or the ride is obtained by the use of a street hail.~~

**FF. Temporary No Parking Zone**

- ~~1. A parking space where an approved temporary no parking zone has been established and designated by temporary sign(s), barricade(s), meter cover(s) or other devices approved by the Parking Manager.~~
- ~~2. A temporary no parking zone will only become valid and enforceable if the zone has been established with signage for at least 24 hours giving notice that a vehicle will be removed if illegally parked in the zone and where such vehicle is interfering~~

~~with the proper and intended use of such zones.~~

**GG. Vehicle.**

~~A device capable of being moved upon a street or alley and in, upon, or by which any person or property is or may be transported or drawn upon a public highway. "Vehicle" excludes, except where specifically referenced:~~

- ~~1. A power wheelchair or device other than a bicycle moved by human or animal power or used exclusively upon stationary rails or tracks;~~
- ~~2. A bicycle and a motorized foot scooter;~~
- ~~3. An electric personal assistive mobility device and a motorized foot scooter; and,~~
- ~~4. A golf cart.)~~

The following definitions apply to the terms in this Title 16A unless a different definition is expressly provided:

<b>Term</b>	<b>Definition</b>
Accessible Pedestrian Signals (APS)	Accessible Pedestrian Signals (APS) means integrated devices that communicate information about the "WALK" and "DON'T WALK" intervals at signalized intersections in non-visual formats to pedestrians who are blind or have low vision.
Alley	An alley means a public highway not designed for general travel and used primarily as a means of access to the rear of residences and business establishments. (RCW 46.04.020)
Application-based Rental of Electronically Activated Personal Transportation Devices	Application-based Rental of Electronically Activated Personal Transportation Devices means a method of renting a personal transportation device solely by means of a smartphone-enabled software application.
Approved Bicycle Helmet	Approved Bicycle Helmet means a head covering designed for safety that shall meet or exceed the requirements safety standards adopted by the U.S. Consumer Product Safety Commission (CPSC) 15 USCS 6004, or Z-00.4 set by the American National Standards Institute (ANSI), the

	Snell Foundation, the ASTM (American Society for Testing and Materials), or other subsequent nationally recognized standard for helmet performance as the county may adopt. The helmet must be equipped with either a neck or chinstrap that shall be fastened securely while the wheeled vehicle is in motion.
Authorized Personnel	Authorized Personnel means persons authorized to operate utility vehicles on public property and includes designated employees of Spokane Police and Spokane Parks and Recreation, as well as agents of any other public entity designated by, or contracting with, the City of Spokane for the maintenance of public properties.
Authorized Use	Authorized Use means the use of a utility vehicle that is city-owned or authorized and by someone who is authorized to operate the vehicle for a purpose described in SMC 16A.65.020.
Block Face	Block Face is one side of a street, inclusive of the public right-of-way between two consecutive features intersecting that street. The features can be other streets or boundaries of standard geographic areas.
Boat Livery	A Boat Livery means a business that holds any vessel for renting or leasing.
Boating Accident	Boating Accident means a collision, sinking, fire, explosion, injury, or loss of life that involves a vessel, its equipment, or its appendages.
Buoy	A Buoy is a floating device or marker anchored in the water. All buoys, except for recreational buoys, shall comply with the Uniform State Waterway Marking System (USWMS).
Buoy Line	Buoy Line means a straight line that would exist if drawn between the closest safety buoys.
Charging Session	Charging Session is an event starting when a user or a vehicle initiates a refueling event and stops when a user or a vehicle ends a refueling event (RCW 19.94.010)

City-Authorized Utility Vehicle	City-Authorized Utility Vehicle means a small motorized four-wheel off-road vehicle owned or authorized by the City of Spokane and used to carry out specific tasks, such as those related to park security, law enforcement, or emergency management. Utility vehicles do not include golf carts, motorized personal transportation devices, bicycles, or other non-motorized vehicles.
Commercial Vehicle	Commercial Vehicle is any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire. (RCW 46.04.140)
Congested District	The Congested District is the area established within the Paid Parking Zone bounded and identified on the <a href="#">Paid Parking Zone Map</a> .
Dock	Dock means any manmade platform extending from the shoreline into the water.
Downtown Residential Parking District (DRPD)	Downtown Residential Parking District (DRPD) means a portion of the street commonly used for vehicular parking where vehicles properly displaying a parking permit or other City-approved authorization are exempt from the payment required pursuant to <a href="#">SMC 16A.05.280</a> .
Downtown Residential Parking District Permit (DRPD Permit)	Downtown Residential Parking District Permit (DRPD Permit) means a printed pass, decal, electronic privilege associated with a specific vehicle license plate, or other identification issued to an eligible person to be displayed in or on the vehicle, as directed by the City, that enables it to park in a Downtown Residential Parking District.
Electric Vehicle	An Electric Vehicle is any vehicle that operates, either partially or exclusively, on electrical energy from (the grid or) an off-board source, that is stored on-board for motive purposes. Includes any one of the following:

	<ol style="list-style-type: none"> <li>1. A "battery electric vehicle," any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries and produces zero tailpipe emissions or pollution when stationary or operating.</li> <li>2. A "plug-in hybrid electric vehicle (PHEV)," an electric vehicle that a) contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor; b) charges its battery primarily by connecting to the grid or other off-board electrical source; c) may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and 4) can travel powered by electricity.</li> <li>3. A "neighborhood electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle whose speed attainable in one mile is more than 20 miles per hour and not more than 25 miles per hour and conforms to federal regulations set forth in 49 C.F.R Sec. 571.500.</li> <li>4. A "medium-speed electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle, equipped with a roll cage or crush-proof body design, whose speed attainable in one mile is more than 25 miles per hour but not more than 35 miles per hour, and otherwise meets or exceeds the federal regulations outlined in 49 C.F.R. Sec. 571.500.</li> </ol>
Electric Vehicle Parking Space	An Electric Vehicle Parking Space is any signed parking space that identifies the

	use to be exclusively for the parking of an electric vehicle.
Electric Vehicle Service Provider	An Electric Vehicle Service Provider is the entity responsible for operating one or more networked or non-networked electric vehicle supply equipment. Operating includes but is not limited to: Sending commands or messages to a networked electric vehicle supply equipment; receiving commands or messages from a networked electric vehicle supply equipment; or providing billing, maintenance, reservations, or other services to a non-networked or networked electric vehicle supply equipment. An electric vehicle service provider may designate another entity to act as the electric vehicle service provider for purposes of this chapter. A state agency, an electric utility as defined in RCW 19.405.020, or a municipal corporation as defined in RCW 39.69.010 is considered an electric vehicle service provider when responsible for operating one or more publicly available electric vehicle supply equipment. (RCW 19.94.010)
Electric Vehicle Supply Equipment	Electric Vehicle Supply Equipment is the unit controlling the power supply to one or more vehicles during a charging session (including, but not limited to, level 2 electric vehicle supply equipment and direct current fast chargers). (RCW 19.94.010)
Entertainment Parking District (EPD)	The Entertainment Parking District is the area established within the Paid Parking Zone for the purpose of meeting the specific operational and parking needs of the entertainment venues contained within the EPD as bounded and identified on the <a href="#">Paid Parking Zone Map</a> .
Fire Lane	A Fire Lane is an area on public or private property reserved for providing Fire Department access to structures, firefighting fixtures, or equipment.
Flotation Device	Flotation Device means any device used or capable of being used as a means of transportation on the water and shall

	include, but not be limited to, inflatable beach toys, rubber inner tubes, rafts and air mattresses.
Highway	A Highway is the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. (RCW 46.04.197)
Household Unit	For purposes of the Downtown Residential Parking District, a Household Unit means any self-contained house, apartment, condominium, townhouse, detached or attached accessory dwelling unit, or group home that contains living, sleeping, and cooking quarters and is used by any number of related persons or up to six unrelated individuals. Each unit of a multiple-unit residential dwelling is considered a separate household unit.
Incidental Use	Incidental Use means very limited use of a utility vehicle on City streets, including entering the roadway, crossing a street, and otherwise traveling on a public right of way for the brief period necessary to access public property and, where authorized, to plow snow and ice from crosswalks.
Leading Pedestrian Interval	Leading Pedestrian Interval means a period of time during which an advance pedestrian green (i.e., "WALK" indication) for a crosswalk is displayed for a minimum of three seconds while red indications continue to be displayed to parallel, through, and/or turning vehicular traffic.
Modified or Enhanced	Modified or Enhanced means to alter the settings, displacement/horsepower, or muffler effect to achieve greater power and/or performance than provided when the unit was delivered from the factory for sale.
Mooring Buoy	A Mooring Buoy is a buoy placed for the mooring of vessels. Such buoys will be white with a blue stripe on top.
Motorboat	Motorboat means any vessel propelled in whole or in part by machinery, including

	those temporarily equipped with detachable motors.
Motorized Foot Scooter	Motorized Foot Scooter means a device with no more than two twelve-inch or smaller diameter wheels that has handlebars, is designed to be stood upon, but may have a seat, and is powered by an internal combustion engine or electric motor that is capable of propelling the device with or without human propulsion.
Motorized Personal Transportation Device	Motorized Personal Transportation Device means motorized foot scooters, motorized skateboards, electronic personal assistive transportation devices, and all other similar devices, but shall be deemed to exclude motorized wheelchairs, motor-driven cycles, mopeds, and motorcycles.
Motorized Skateboard	Motorized Skateboard means every device with a platform having one or more sets of wheels beneath it, which the rider balances on top of, and which is either propelled by an attached or auxiliary, electric or gasoline motor.
Moving Water	Moving Water means a waterway that has a flow of water that can be measured in cubic feet per second.
Navigation Lights	Navigation Lights means a red port light and a green starboard light, and a white stern light visible at a distance of one hundred yards.
Non-Motorized Vessel	Non-Motorized Vessel means sailboats or vessels that are paddled, poled, or rowed.
Non-Passenger Vehicle (NPV)	A Non-Passenger Vehicle (NPV) is any vehicle which does not meet the definition of a passenger vehicle ( <a href="#">SMC 16A.04.100</a> ) which includes but is not limited to: any vehicle requiring a commercial safety fee, limousine, any vehicle with over a one ton (thirty-five hundred) rating, vehicle requiring a commercial driver's license (CDL) to operate, farm vehicle, motor home, trailer of any type, camper, watercraft, or snowmobile.

Operator	Operator means a person who is in actual physical control or in charge of a vehicle or vessel when it is in use.
Owner	Owner means a person who claims lawful possession of a vehicle or vessel by virtue of legal title or equitable interest therein, which entitles them to such possession.
Paid Parking Zone	Paid Parking Zone is the portion of streets where the parking of vehicles shall be controlled, regulated, and inspected with the aid of devices, herein referred to as parking payment devices. The Paid Parking Zone is bounded and identified on the <a href="#">Paid Parking Zone Map</a> .
Park or Parking	Park or Parking is the standing of a vehicle, whether occupied or not, otherwise than temporarily, for the purpose of and while actually engaged in loading or unloading property or passengers. (RCW 46.04.381)
Parking Holidays	Except for parking spaces at Spokane International Airport and Felts Field as authorized by <a href="#">SMC 12.03.0600</a> and <a href="#">SMC 12.03.0602</a> , or where otherwise indicated by signposting in the area or for individual spaces, parking spaces regulated by a parking payment device may be used without charge during all hours on: <ul style="list-style-type: none"> <li>a. Sundays;</li> <li>b. New Year's Day;</li> <li>c. Martin Luther King, Jr.'s Birthday;</li> <li>d. President's Day – Third Monday in February;</li> <li>e. Memorial Day;</li> <li>f. Juneteenth;</li> <li>g. Independence Day – July 4<sup>th</sup>;</li> <li>h. Labor Day;</li> </ul>

	<ul style="list-style-type: none"> <li>i. Indigenous Peoples' Day – Second Monday in October;</li> <li>j. Veteran's Day – November 11<sup>th</sup>;</li> <li>k. Thanksgiving Day; and</li> <li>l. Christmas Day.</li> </ul> <p>Where a foregoing holiday falls on a Sunday, the immediately following Monday is observed. On days designated in the foregoing, vehicles shall adhere to posted time limit regulations.</p>
Parking Payment Device	A Parking Payment Device is any device used to accept payment for parking, such as parking meters, pay station kiosks, mobile devices, or other methods approved by the Parking Services Department.
Parking Permit	A Parking Permit is a privilege that allows its holder to access certain parking spaces and locations. Parking Permits may be in the form of a printed pass, decal, or electronic privilege associated with a specific vehicle license plate.
Parking Space	Parking Space is the area on or adjacent to the roadway in which to stop, stand, or park a vehicle that is controlled by a parking payment device designated by lines, curb paint, posted sign, meter decal, or other markings.
Passenger Vehicle	Passenger Vehicle is every motor vehicle, except motorcycles and motor-driven cycles, designed for carrying ten (10) passengers or less and used for the transportation of persons.
Pedestrian Recall	Pedestrian Recall means a "WALK" mode programmed into signal controllers in which the start of the pedestrian green ("WALK") indication coincides with the start of the green indication for the through movement parallel to the pedestrian movement and is called once per cycle.
Personal Flotation Device	Personal Flotation Device means life preservers, life vests, flotation rings, or

	<p>buoyant cushions approved by the United States Coast Guard (USCG) and designed to float a person in the water.</p> <ol style="list-style-type: none"> <li>1. Type I PFDs are designed for rough or remote waters where rescue may take a while. These devices are designed to turn an unconscious person face up in the water.</li> <li>2. Type II PFDs are designed for calm waters when a quick rescue is likely. These devices may not turn some unconscious persons' face up in the water.</li> <li>3. Type III PFDs are designed for calm waters when a quick rescue is likely. These devices are not designed for rough waters, as they will not turn most unconscious persons face up in the water.</li> <li>4. Type IV PFDs are designed to be thrown to a person in the water. They are not designed to be worn.</li> <li>5. Type V PFDs are designed for special activities such as kayaking and water skiing.</li> </ol>
Personal Transportation Device	Personal Transportation Device means bicycles, electric-assist bicycles, foot scooters, motorized foot scooters, skateboards, motorized skateboards, electronic personal assistive transportation devices, and all other similar devices, but excluding motorized wheelchairs, motor-driven cycles, mopeds, and motorcycles.
Personal Watercraft	Personal Watercraft means a Class "A" inboard vessel, as defined by the U.S. Coast Guard, which uses an internal combustion engine powering a water jet pump as its primary source of motive

	propulsion and is designed to be operated by a person or persons sitting, standing or kneeling or being towed behind the product, rather than in the conventional manner of boat operation.
Port	Port is the left side of a vessel while facing forward.
Public Right-of-Way	A Public Right-of-Way is a right-of-way that is dedicated or deeded to the public for public use and under the control of a public agency.
Resident	For purposes of the Downtown Residential Parking District, a Resident means any person residing in a household unit that is located within a Downtown Residential Parking District.
Retail Zone of the Congested District	The Retail Zone of the Congested District is the area established within the Paid Parking Zone bounded and identified on the <a href="#">Paid Parking Zone Map</a> .
Roadway	A Roadway is the portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder, even though such sidewalk or shoulder is used by persons riding bicycles. In the event a highway includes two or more separated roadways, the term "roadway" shall refer to any such roadway separately but shall not refer to all such roadways collectively. (RCW 46.04.500)
Safety Buoy	Safety Buoy means a buoy placed to regulate or control vessel speed or operations as required for the safety of the public.
Safety Zone	Safety Zone is the area or space officially set apart within a roadway for the exclusive use of pedestrians and which is protected or is marked or indicated by painted marks, signs, buttons, standards, or otherwise, so as to be plainly discernible. (RCW 46.04.510)
Sailboat	Sailboat means any vessel propelled primarily by the wind.
Shoreline	Shoreline means any existing waterline.

Ski or Swimming Dock	Ski or Swimming Dock means a manmade platform anchored to the bottom of a body of water.
Stand or Standing	Stand or Standing is the halting of a vehicle, whether occupied or not, otherwise than temporarily, for the purpose of and while actually engaged in receiving or discharging passengers. (RCW 46.04.555)
Starboard	Starboard means the right side of a vessel while facing forward.
Stop or Stopping	Stop or Stopping is any halting, even momentarily, of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control sign or signal. (RCW 46.04.566)
Street/City Street	City Street/Street is every public highway, or part thereof, located within the limits of cities and towns, except alleys. (RCW 46.04.120)
Taxicab, Cab, or Taxi	<p>Taxicab, Cab, or Tax is a for-hire vehicle held out to the public as providing transportation for passengers and/or articles for compensation and:</p> <ul style="list-style-type: none"> <li>a. where the route traveled or destination is controlled by the customer;</li> <li>b. that carries signs or indicia of a "taxi," "taxicab," or "cab" and is equipped as described in <a href="#"><u>SMC 10.34A.090</u></a>;</li> <li>c. where the fare is based on an amount recorded and indicated on a taximeter or by a special contract rate; and</li> <li>d. where the vehicle is dispatched by radio or cell phone, or the ride is obtained by the use of a street hail.</li> </ul>
Temporary No Parking Zone	A Temporary No Parking Zone is:

	<p>a. A parking space where an approved temporary no parking zone has been established and designated by temporary sign(s), barricade(s), meter cover(s) or other devices approved by the Parking Services Department.</p> <p>b. A temporary no parking zone will only become valid and enforceable if the zone has been established with signage for at least 24 hours giving notice that a vehicle will be removed if illegally parked in the zone, and where such vehicle is interfering with the proper and intended use of such zones.</p>
Unauthorized Use	Unauthorized Use means the use of a utility vehicle that is not owned or authorized by the City of Spokane, or the use of a utility vehicle by a person who is not authorized to operate it on public property within the City limits.
Use	Use means to operate, navigate, or employ.
Vehicle	<p>A Vehicle is a device capable of being moved upon a street or alley and in, upon, or by which any person or property is or may be transported or drawn upon a public highway. "Vehicle" excludes, except where specifically referenced:</p> <ul style="list-style-type: none"> <li>a. A power wheelchair or device other than a bicycle moved by human or animal power or used exclusively upon stationary rails or tracks;</li> <li>b. A bicycle and a motorized foot scooter;</li> <li>c. An electric personal assistive mobility device and a motorized foot scooter; and</li> </ul>

	d. A golf cart.
Vessel	<p>Vessel means any watercraft used or capable of being used as a means of transportation on the water. This definition shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Rowboats,</li> <li>2. Sailboats,</li> <li>3. Motorboats,</li> <li>4. Canoes,</li> <li>5. Kayaks,</li> <li>6. Paddleboards,</li> <li>7. Flotation Devices,</li> <li>8. Personal watercraft, and</li> <li>9. Hovercraft.</li> </ol>
Wake Speed	Wake Speed means a slow speed producing a wake not to exceed six inches in height at its apex when reaching any shoreline, dock, or manmade structure on the shoreline, and further not to exceed five miles per hour in any event.
Waterway	Waterway is any water, waterway, lake, river, tributary, canal, lagoon, or connecting waters within the incorporated boundaries of the city of Spokane.

**Section 10.** That Section 16A.05.060 of the Spokane Municipal Code is amended to read as follows:

#### **Section 16A.05.060 Commercial Loading Zones**

- A. No person shall stop, stand, or park a vehicle except an authorized commercial vehicle as defined in [SMC 16A.04.100](#) or other noncommercial vehicles as authorized by the ((Parking Manager)) [Parking Services Department](#) during the hours indicated on the signs marking the zones.

- B. No person shall stop, stand, or park an authorized commercial vehicle as defined in SMC 16A.04.100 or other noncommercial vehicles as authorized by the ((Parking Manager)) Parking Services Department in a signed commercial loading zone for any purpose or length of time other than active and expeditious loading and unloading. In no case shall the stopping, standing, or parking exceed thirty (30) minutes.

**Section 11.** That Section 16A.06.010 of the Spokane Municipal Code is amended to read as follows:

### **Section 16A.06.010 Permits – Generally**

#### A. Purpose.

A parking permit may be issued to allow a vehicle to legally park in violation of specific parking regulations. A parking permit may apply in a designated parking district or zone, paid parking space, or elsewhere, depending on the specifications of the permit.

#### B. Authority.

The ((Parking Manager)) Parking Services Department is hereby authorized to administer a system for the issuance of parking permits and to collect fees therefor.

#### C. Application.

1. Application for any parking permit required by this Chapter shall be made to the Parking Services Department on forms provided for such purpose.
2. All parking permit applications shall include, at a minimum, the following information:
  - a. The name, address, and other current contact information for the applicant;
  - b. The license plate number and make, model, and year of the vehicle for which the parking permit is sought;
  - c. A statement signed and sworn by the applicant, under penalty of perjury, that all information submitted is complete, true, and accurate to the best of their knowledge; and
  - d. A copy of the current vehicle registration.
3. The ((Parking Manager)) Parking Services Department may deny a parking permit application based on a demonstrated history of improper use by the

applicant during the previous twelve (12) months.

D. Outstanding Parking Fees and Fines.

((1-)) Outstanding parking fees and fines must be resolved prior to the issuance of any parking permit type.

E. Fees.

Parking permits for authorized vehicles shall be issued, pending approval by the ~~((Parking Manager))~~ Parking Services Department, by the City upon application therefore and the paying of the fee as established in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#).

F. Proper Display of Parking Permit.

Parking permits shall be properly displayed as directed by the City.

G. Maximum Number of Parking Permits Issued.

The ~~((parking manger))~~ Parking Services Department may limit the number of any type or zone parking permit.

H. Prohibition.

1. The provisions of this Chapter do not supersede any other provisions of the Spokane Municipal Code with respect to general parking regulations.
2. It is unlawful to falsely represent oneself as eligible for a parking permit under this Chapter or to furnish any false information in, or in conjunction with, an application for a parking permit. It shall be unlawful to attempt or to reproduce or alter any parking permit issued by the City.
3. Parking permits may be transferred upon review and approval by the ~~((Parking Manager))~~ Parking Services Department.
4. Parking permits may be revoked in the event Parking Services Department determines that the owner of the vehicle, or the vehicle itself, for which a parking permit has been issued, no longer meets the eligibility requirements established by Parking Services Department. Upon no longer meeting the eligibility requirements, the holder of the parking permit shall surrender such parking permit to the Parking Services Department.

5. Violation of parking permit use shall result in the permit being revoked, cancellation of the permit, forfeiture of any fees paid or deposit, and may result in the forfeiture of future reservations if applicable.

**Section 12.** That Section 16A.06.020 of the Spokane Municipal Code is amended to read as follows:

### **Section 16A.06.020 Commercial Loading Zone Parking Permits**

A commercial loading zone parking permit allows parking in any area designated by the parking permit. The parking permit may contain restrictions as deemed necessary by the ~~((Parking Manager))~~ Parking Services Department.

**Section 13.** That Section 16A.06.060 of the Spokane Municipal Code is amended to read as follows:

### **Section 16A.06.060 Temporary Curb Space Parking Permits**

- A. The ~~((Parking Manager))~~ Parking Services Department may authorize temporary curb space parking permits for a verified nonprofit organization vehicle for use in a temporary no parking zone. The ~~((Parking Manager))~~ Parking Services Department shall not authorize temporary curb space parking permits for commercial purposes in the roadway.
- B. A temporary curb space parking permit allows parking in any area designated by the parking permit. The parking permit may contain restrictions as deemed necessary by the ~~((Parking Manager))~~ Parking Services Department.

**Section 14.** That Section 16A.06.070 of the Spokane Municipal Code is amended to read as follows:

### **Section 16A.06.070 Downtown Residential Parking District (DRPD) Permits**

- A. Designation of Downtown Residential Parking District.

Residents of multifamily residential properties located within the Paid Parking Zone may purchase parking permits to park at designated locations within the Paid Parking Zone without additional payment at the Paid Parking Devices.

- B. Administration of Downtown Residential Parking Districts

1. In any ~~((DRPD))~~ Downtown Residential Parking District, the ~~((Parking Manager))~~ Parking Services Department may issue parking permits or other

means of identification, maintain lists of vehicles owned or used by parking permit holders, or adopt any other reasonable means of distinguishing vehicles that are validly parked in ((an DRPD)) a Downtown Residential Parking District.

- a. A parking permit shall not guarantee or reserve to the holder an on-street parking space within the designated ((DRPD)) Downtown Residential Parking District.
- b. ((DRPD)) Downtown Residential Parking District permits must be used within the assigned, designated area, as instructed by the City.
2. Residency. In addition to the parking permit application and requirements set forth in [SMC 16A.06.010](#), all applicants for ((an DRPD)) Downtown Residential Parking District permit shall also demonstrate proof of the applicant's residency within the applicable ((DRPD)) Downtown Residential Parking District zone, which may include documented proof that the applicant's vehicle is registered to a residence within the ((DRPD)) Downtown Residential Parking District.
3. Authority To Regulate. In order to maintain the integrity of the downtown core, ensure a balanced system with multiple competing needs for on-street parking, and properly manage ((DRPD)) Downtown Residential Parking District zones, ((parking services)) the Parking Services Department may:
  - a. Limit the number of ((DRPD)) Downtown Residential Parking District parking permits issued per household;
  - b. Limit the total number of parking permits issued within an entire ((DRPD)) Downtown Residential Parking District zone;
  - c. Charge a fee for ((DRPD)) Downtown Residential Parking District permits before their issuance; and
4. Term. All ((DRPD)) Downtown Residential Parking District parking permits shall be issued with a term not to exceed one year to residents who comply with the requirements as set forth in this Chapter.

**Section 15.** That Section 16A.06.080 of the Spokane Municipal Code is amended to read as follows:

#### **Section 16A.06.080 Parking Space Reservation Permit**

A parking space reservation permit allows parking within a designated parking space. The parking permit may contain allowances and restrictions as deemed necessary by the ~~((Parking Manager))~~ Parking Services Department.

**Section 16.** That Section 16A.06.090 of the Spokane Municipal Code is amended to read as follows:

**Section 16A.06.090 Temporary Parking Permit**

A temporary parking permit allows parking in any area designated by the parking permit. The parking permit may contain restrictions as deemed necessary by the ~~((Parking Manager))~~ Parking Services Department.

**Section 17.** That Section 16A.07.010 of the Spokane Municipal Code is amended to read as follows:

**Section 16A.07.010 Authority of the ~~((Parking Manager))~~ Parking Services Department**

The ~~((Parking Manager))~~ Parking Services Department is hereby authorized to:

- A. establish on-street parking rates and time limits according to [SMC 08.02.083\(B\)](#);
- B. establish loading zones, safety zones, passenger loading zones, bus stops, taxi zones, and other restricted parking places, from time to time, at the locations on the public streets and highways as may be in the interest of public safety and convenience, and direct that the same be designated by appropriate signs or other markers to facilitate the movement of traffic, to eliminate congestion and danger, and to promote and maintain a more effective use of the streets and highways;
- C. grant special permissions for loading and unloading in alleys, passenger loading zones, commercial loading zones, or in ~~((city))~~ City rights-of-way and other ~~((city-controlled))~~ City-controlled parking areas under the jurisdiction of the City of Spokane;
- D. manage and update the [Paid Parking Zone map](#);
- E. direct the installation of parking payment devices in locations within the Paid Parking Zone;
- F. impound unauthorized vehicles on public property; and
- G. issue civil infractions for all violations of this chapter.

**Section 18.** That Section 16A.07.060 of the Spokane Municipal Code is amended to read as follows:

### **Section 16A.07.060 Vehicle Immobilization and Impoundment**

#### **A. Definitions**

- ((1. “Impound” means to take and hold a vehicle in legal custody.
2. “Immobilization device” means a device which immobilizes the vehicle by either clamping and locking to a wheel impeding movement of the vehicle, or by attaching to the vehicle's windshield in such a manner to obscure the view of the driver, thereby preventing legal operation of the vehicle.
3. “Public impound” means that the vehicle has been impounded at the direction of a law enforcement officer or by a public official having jurisdiction over the public property upon which the vehicle was located.
4. “Public Property” means any street, road, public highway or other publicly owned property.
5. “Scofflaw” means a vehicle which has been issued four (4) or more parking tickets which remain unpaid more than forty-five (45) days after the issuance of the ticket.
6. “Unauthorized vehicle”, for purposes of this section, means a vehicle that is subject to impoundment after being left unattended in one of the following circumstances:
- a. Constituting an accident or a traffic hazard as defined in RCW 46.55.113;
  - b. On a highway and tagged as described in RCW 46.55.085;
  - c. In a publicly owned or controlled parking facility, properly posted under RCW 46.55.070; or,
  - d. In violation of any of the restrictions subject to vehicle impoundment under [SMC 16A.07.070](#) or [SMC 16A.07.080](#).)

The following definitions apply to the terms in this chapter:

Term	Definition
Impound	“Impound” means to take and hold a vehicle in legal custody.

Immobilization device	"Immobilization device" means a device that immobilizes the vehicle by either clamping and locking to a wheel impeding movement of the vehicle, or by attaching to the vehicle's windshield in such a manner to obscure the view of the driver, thereby preventing legal operation of the vehicle.
Public impound	"Public impound" means that the vehicle has been impounded at the direction of a law enforcement officer or by a public official having jurisdiction over the public property upon which the vehicle was located.
Public Property	"Public Property" means any street, road, public highway, or other publicly owned property.
Scofflaw	"Scofflaw" means a vehicle that has been issued four (4) or more parking tickets which remain unpaid for more than forty-five (45) days after the issuance of the ticket.
Unauthorized vehicle	<p>"Unauthorized vehicle", for purposes of this section, means a vehicle that is subject to impoundment after being left unattended in one of the following circumstances:</p> <ul style="list-style-type: none"> <li>a. Constituting an accident or a traffic hazard as defined in RCW 46.55.113;</li> <li>b. On a highway and tagged as described in RCW 46.55.085;</li> <li>c. In a publicly owned or controlled parking facility, properly posted under RCW 46.55.070; or</li> <li>d. In violation of any of the restrictions subject to vehicle impoundment under <a href="#">SMC 16A.07.070</a> or <a href="#">SMC 16A.07.080</a>.</li> </ul>

- B. If a vehicle is in violation of the time restrictions of RCW 46.55.010(14) as set forth in ~~((subsections (6)(a) or (6)(c)))~~ in subsections a and c in the definition of

"Unauthorized vehicle" above, it may be immediately impounded by a registered tow truck operator at the direction of a law enforcement officer or other public official with jurisdiction if the vehicle is on public property. Vehicles in violation of ((6)(b))) Subsection b in the definition of "Unauthorized vehicle" above may be impounded within twenty-four (24) hours.

- C. If a vehicle is in violation of any of the restrictions subject to vehicle impoundment set forth in ((section 6(d))) subsection d in the definition of "Unauthorized vehicle" above, it may be impounded by a registered tow truck operator at the direction of a law enforcement officer or other public official with jurisdiction if the vehicle is on public property.
- D. In addition to law enforcement officers, the ((Parking Manager)) Director of Transportation and Sustainability, or ((his or her)) their designee, is a public official with jurisdiction over the public property and with authority to authorize impoundment of unauthorized vehicles on public property.
- E. The impoundment of unauthorized vehicles on public property under this section shall incorporate all procedures related to vehicle impoundment as set forth in Chapter 46.55 RCW. Chapter 46.55 RCW, as now enacted or hereinafter amended, is hereby adopted by reference as if fully set forth herein.
- F. Scofflaw List.

As frequently as practicable, the Parking Services Department, working in conjunction with Spokane Municipal Court and the collection agency contracted by the City or Spokane Municipal Court, shall prepare, maintain, and update a scofflaw list.

1. Civil Penalties to Cover Administrative Costs.

There is imposed upon the owner of every vehicle on the scofflaw list a civil penalty of the amount specified in the City of Spokane Parking Fee Schedule (SMC 08.02.083(A)) to cover costs of administering the scofflaw list.

There is also imposed upon the owner of every vehicle on the scofflaw list that is immobilized or impounded hereunder a civil penalty of the amount specified in the City of Spokane Parking Fee Schedule (SMC 08.02.083(A)) to cover the additional administrative costs of immobilization and/or impoundment.

2. Notice.

- a. The City's contracted collection agency shall give notice by first class mail to the last known registered owner of the vehicle, as disclosed by the vehicle license plate number and as provided by the Washington State Department of Licensing or equivalent vehicle licensing agency of the state in which the vehicle is registered for

each vehicle on the scofflaw list, stating that the vehicle is on the scofflaw list; and

- i. the date and the nature of each ticket overdue, and the amount due on each;
  - ii. that a scofflaw list fee in the amount specified in subsection 1 of this section has been imposed to cover administrative costs;
  - iii. the total amount currently due;
  - iv. a specific deadline for response, no less than ten (10) days after the date of mailing;
  - v. that the owner shall, by said deadline, respond to the notice. Response shall be by paying the total amount due, scheduling a hearing with the Spokane Municipal Court, or by arranging a payment schedule with the City's contracted collection agency for payment of the total amount due; and
  - vi. that if the vehicle owner fails to respond within the prescribed time period, the listed vehicle will be subject to immediate immobilization or impoundment pursuant to the procedures in [SMC 16A.07.060\(F\)](#), payment of the civil penalties imposed in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#) and payment of the costs of immobilization, towing and storage.
- b. The notice required by this subsection is sufficient if mailed to the address provided by the Washington State Department of Licensing; provided, however, that if the City's contracted collection agency, after exercising due diligence, to discover any mailing address, then notice is sufficient if it is posted on the vehicle, or personally served on the vehicle owner or driver, or provided by any other means reasonably calculated to provides notice to vehicle owner or driver.
  - c. If the vehicle owner or an agent of the owner pays the fines and fees, including the amount(s) specified in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#), and all towing and storage charges, if any, schedules a hearing with the Spokane Municipal Court, or arranges a payment plan through the City's contracted collection agency, parking services shall remove the vehicle from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent appears to pay or sets a hearing with the Spokane Municipal Court, such

subsequent tickets shall also be paid before the vehicle is removed from the scofflaw list.

- d. The owner of a vehicle that is subject to the procedures of this section and in [SMC 16A.07.060\(F\)\(3\)](#) and [\(4\)](#), is entitled to a hearing in the Spokane Municipal Court pursuant to RCW 46.55.120 (2)(b) to contest the validity of the immobilization, impoundment, or the amount of towing and storage charges. Any request for a hearing and the resolution thereof shall be as set forth in RCW 46.55.120 (3), which are hereby adopted by reference as now exist or hereafter may be amended.
- e. Failure to appear for a scheduled hearing or to remain current and in good standing on any arranged payment plan with the City's contracted collection agency((,)) will result in the vehicle returning to the scofflaw list and being eligible for immediate immobilization.

### 3. Immobilization.

- a. If the owner of a vehicle to whom notice has been sent pursuant to [SMC 16A.07.060\(F\)\(2\)](#) fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges then due, including but not limited to the amount(s) specified in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#), the vehicle can be removed from the scofflaw list under [SMC 16A.07.060\(F\)\(2\)\(c\)](#) and may be immobilized by installing an immobilization device on the vehicle.
- b. The person installing the immobilization device shall leave under the windshield wiper or otherwise attach to such vehicle a notice advising the owner that:
  - i. the vehicle has been immobilized by the City of Spokane for failure to pay four or more uncontested parking tickets within forty-five (45) days of their issuance,
  - ii. that release of the immobilization device may be obtained by paying the fines, fees, and civil penalties due,
  - iii. that unless such payments are made within two (2) business days of the date of the notice, the vehicle will be impounded, and
  - iv. that it is unlawful for any person to remove or attempt to remove the immobilization device, to damage the immobilization device, or to move the vehicle with the

immobilization device attached.

- c. No parking restriction otherwise applicable to the vehicle applies while the vehicle is immobilized by an immobilization device installed under the provisions of this section.
- d. Before the vehicle may be released from immobilization, the vehicle owner or an agent of the owner shall pay all fines and fees then due, including but not limited to the amounts specified in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#).

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

4. Impoundment.

- a. The following vehicles may be impounded:

- i. A vehicle that was issued eight (8) or more parking tickets that are unpaid forty-five (45) or more days after the date of their issuance, where the registered owner of the vehicle was sent a notice pursuant to [SMC 16A.07.060\(F\)](#) and the owner fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges the vehicle can be removed from the scofflaw list under [SMC 16A.07.060\(F\)\(2\)\(c\)](#); or
- ii. A vehicle that was immobilized pursuant to [SMC 16A.07.060\(D\)](#) and the vehicle's owner failed to pay all fines, fees, and administrative charges within two (2) business days of the date the vehicle was immobilized, such that the vehicle can be removed from the scofflaw list under [SMC 16A.07.060\(F\)\(2\)\(c\)](#); or

- b. The uniform impound authorization and inventory form provided for by administrative rule by the Washington ~~((state patrol))~~ [State Patrol](#) pursuant to RCW 46.55.075 shall be used when applicable.

If a vehicle has been impounded pursuant to [SMC 16A.07.060\(F\)\(4\)](#), before the vehicle may be released from impound, the vehicle owner or an agent of the owner shall pay all fines and fees then owing, including but not limited to the amounts specified in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#); and

all towing and vehicle storage charges. Upon such payment, the vehicle shall be removed from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent pays, such subsequent tickets shall also be paid before the vehicle may be removed from the scofflaw list or released from impoundment.

**Section 18.** That Section 16A.07.070 of the Spokane Municipal Code is amended to read as follows:

**Section 16A.07.070 When a Vehicle Is Subject to Immediate Impoundment**

A vehicle may be subject to immediate impoundment under the following circumstances and if no reasonable alternative to impoundment exists:

- A. When the vehicle is obstructing or is likely to obstruct the normal flow of vehicular or pedestrian traffic. ([SMC 16A.05.240](#))
- B. When the vehicle blocks a fire hydrant or lane, constitutes a danger to travel, impedes safe passage, or poses a threat to public safety. ([SMC 16A.05.170](#), [SMC 16A.05.180](#), [SMC 16A.05.240](#), [SMC 16A.05.370](#))
- C. When a vehicle with an expired registration of more than forty-five days is parked on a public street. (RCW 46.16A.030(7))
- D. When the vehicle is illegally occupying a zone or parking space where, by order of the ((Parking Manager)) Director of Transportation and Sustainability or Chief of Police or Fire or their designees, parking is limited to pre-authorized vehicles, designated classes of vehicles, or is prohibited during certain hours, on designated days or at all times, if the zone has been established with signage for at least twenty-four (24) hours giving notice that a vehicle will be removed if illegally parked in the zone and where such vehicle is interfering with the proper and intended use of such zones or parking space(s). ([SMC 16A.05.050](#), [SMC 16A.05.060](#), [SMC 16A.05.330](#), [SMC 16A.05.340](#), [SMC 16A.05.350](#), [SMC 16A.05.410](#), [SMC 16A.05.450](#), [SMC 16A.05.460](#))
- E. When the vehicle is impeding snow removal or other street needs after notice has been given by the City by way of press, radio, and/or television, or by other notice to the occupants in the neighborhood. ([SMC 16A.61.564](#))
- F. Whenever a vehicle without a special license plate, placard, or decal indicating that the vehicle is being used to transport a person with disabilities under RCW 46.19.010 is parked in a stall or space clearly and conspicuously marked under RCW 46.61.581, which space is provided on private property without charge or on public property.

**Section 19.** That Section 16A.60.010 of the Spokane Municipal Code is hereby repealed.

**Section 20.** That Section 16A.61.5703 of the Spokane Municipal Code is amended to read as follows:

### **Section 16A.61.5703 Special Loading Zones**

- A. Permits for creating special loading zones for use by commercial vehicles and vehicles while engaged in services in conjunction with public utilities, construction and maintenance, and special parking zones for use by official clearly identifiable news media vehicles and clearly identified vehicles of charitable nonprofit service organizations and vehicles qualifying for an Entertainment Parking District (EPD) privilege as provided in [SMC 16A.04.100\(G\)](#) may be issued by the ((Parking Manager)) Parking Services Department, in accordance with rules and regulations established by the ((Parking Manager)) Parking Services Department.
- B. An approved special loading zone shall be established and designated by meter hood, temporary sign(s), barricade(s), or other device approved by the ((Parking Manager)) Parking Services Department and used by the permittees to create, in the case of commercial vehicles, a special loading zone in a regular parking space for a time period normally not exceeding thirty minutes for the purpose of expeditiously loading and unloading commodities, and in the case of news media vehicles a special parking zone in a regular parking space for a period normally not exceeding one hour for the purpose of news reporting activities, and in the case of charitable nonprofit service organizations a special parking zone in a regular parking space for a period normally not exceeding one hour for the purpose of performing charitable services for the benefit of the inhabitants of the City.
- C. Use of EPD special loading zones by qualifying vehicles shall not exceed the time necessary to support the operational and parking needs to support an entertainment venue.
- D. Special loading zones shall not be established in loading or restricted zones or in paid parking zone spaces of less than a one-hour time limit and shall contain thereon a card which identifies the permittee and the date and time of the special loading zone.
- E. Vehicles lawfully parked at a paid parking space in a special loading zone at the time a special loading zone is established are not in violation of this section until the applicable parking time for the vehicle has expired.
- F. EPD special loading zones are only valid within the EPD. Permittees of EPD special loading zones are responsible ((to designate)) for reporting unauthorized vehicles to an authorized law enforcement officer and must agree to indemnify and hold harmless the City and its agents against all loss or liability because of a wrongful impound or any claims related thereto.

G. Violation of proper special loading zone use shall result in the meter hood, temporary sign(s), barricade(s), or other device approved by the ((Parking Manager)) Parking Services Department being removed from the space, cancellation of the permit, and forfeiture of any deposit. Rates to be charged for special loading zones shall be as set out in the City of Spokane Parking Fee Schedule ([SMC 08.02.083\(A\)](#)).

**Section 21.** That Section 16A.62.010 of the Spokane Municipal Code is hereby repealed.

**Section 22.** That Section 16A.65.010 of the Spokane Municipal Code is hereby repealed.

**Section 23.** That Section 16A.84.010 of the Spokane Municipal Code is hereby repealed.

**Section 24. 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 25. 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 \_\_\_\_\_

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Council President

Attest:

Approved as to form:

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City Clerk

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City Attorney

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Mayor

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Date

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Effective Date



## Agenda Sheet for City Council:

**Committee:** PIES **Date:** 01/12/2026

**Committee Agenda type:** Consent

**Council Meeting Date:** 02/02/2026

<b>Submitting Dept</b>	WASTEWATER MANAGEMENT		<b>Date Rec'd</b>	12/17/2025
<b>Contact Name/Phone</b>	RAYLENE 625-7901		<b>Clerk's File #</b>	ORD C36831
<b>Contact E-Mail</b>	RGENNELL@SPOKANE CITY.ORG		<b>Cross Ref #</b>	
<b>Agenda Item Type</b>	First Reading Ordinance		<b>Project #</b>	
<b>Council Sponsor(s)</b>	BWILKERSON	KKLITZKE	KTELIS	
<b>Sponsoring at Administrators Request</b>	NO			
<b>Lease?</b> NO	<b>Grant Related?</b> NO	<b>Public Works?</b> NO		
<b>Agenda Item Name</b>	4320 ORDINANCE AMENDMENT SMC 13.03A			

### Agenda Wording

Pretreatment Ordinance Amendment - Wastewater Management section 13.03A.0204 Local Limits [2.4]

### Summary (Background)

The RPWRF Industrial Pretreatment Program administers wastewater regulations that protect our workers, the treatment process, infrastructure, water quality, and biosolids quality. Pollutants of concern are monitored and limited to protect the treatment facility from pass through and interference. The Program is required and authorized to regulate pollutants from Industrial Users. Periodically, the pollutant limits assigned to Industrial Users are required to be updated. The City's NPDES Permit required recalculation of these limits based on current conditions and standards. The new limits now need to be codified in SMC 13.03A.0204.

**What impacts would the proposal have on historically excluded communities?**

N/A - Public Works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, to distribute public investment throughout the community, and to respond to gaps in services identified in various City plans. We recognize the need to maintain affordability and predictability for utility customers. And we are committed to delivering work that is both financially and environmentally responsible. This item supports the operations of Public Works.

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

N/A - This work is designed to manage costs and continue service delivery in support of all citizens and taxpayers and maintain compliance with regulatory requirements.

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

N/A - Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward, and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

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

This work is consistent with all City Policies and Procedures and is required to maintain compliance with regulatory requirements.

**Council Subcommittee Review**

Pretreatment Ordinance Amendment - Wastewater Management section 13.03A.0204 Local Limits [2.4]

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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**Dept Head GENNETT, RAYLENEDivision Director FEIST, MARLENEAccounting Manager ALBIN-MOORE, ANGELALegal SCHOEDEL, ELIZABETHFor the Mayor PICCOLO, MIKE**Distribution List**

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kkeck@spokanecity.org

mmurray@spokanecity.org

Tax &amp; Licenses

atagnani@spokanecity.org

ORDINANCE NO. C36831

AN ORDINANCE relating to pretreatment, to chapter 13.03A of the Spokane Municipal Code; and setting an effective date.

WHEREAS, the City is updating and amending section 13.03A.0204 of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1: That SMC section 13.03A.0204 is amended to read as follows:

**13.03A.0204 Local Limits [2.4]**

A. The following limits are established as local limits, expressed as Maximum Allowable Discharge Limits. No Significant Industrial User may discharge wastewater into the POTW in excess of the following concentrations:

1. Arsenic: ((0.12)) 0.070 mg/L.

((2. Benzene: <0.5 mg/L))

((3)) 2. Cadmium: 0.093 mg/L.

((4. Total Chromium: <5.0 mg/L.))

((5)) 3. Copper: 0.74 mg/L.

((6)) 4. Cyanide: ((1.01)) 0.25 mg/L.

((7)) 5. Fats, oils, and, grease: See SMC 13.03A.0201(B)(19).

((8)) 6. Lead: 0.32 mg/L.

((9)) 7. Mercury: 0.012 mg/L.

((10)) 8. Nickel: ((1.74)) 1.15 mg/L.

((11)) 9. Silver: 0.46 mg/L.

((12)) 10. Zinc: ((2.59)) 1.83 mg/L.

((13)) 11. The pH limit set in SMC 13.03A.0201(B)(2) may also be enforced as a local limit.

((14)) 12. Molybdenum: ((0.66)) 0.39 mg/L.

((15)) 13. Selenium: ((0.40)) 0.27 mg/L.

14. PCBs: 0.000064 mg/L.

- B. Users that discharge wastewater into any sewer that conveys wastewater to Spokane County Regional Water Reclamation Facility must comply with the limits set forth in Spokane County Code Chapter 8.03A.0204.
- C. The above limits apply at the point where the wastewater is discharged to the POTW (end of the pipe). All concentrations for metallic substances are for "total" metal unless indicated otherwise. The Plant Manager may impose mass limitations in addition to or in place of the concentration-based limitations shown in subsection (A) of this section. Where a user is subject to a categorical pretreatment standard and a local limit for a given pollutant, the more stringent limit or applicable pretreatment standard shall apply.
- D. Limits may be established for all users, groups, or specific users. They may be designed to ameliorate temporary or permanent discharge characteristics, or to accommodate any new or special temporary or permanent condition of the POTW, its effluent receiving water, or other environmental problem. The Plant Manager may set limits as instantaneous maximums or for other durations (e.g., daily maximum or monthly average limits) where deemed proper.
- E. Whenever determined appropriate, the Plant Manager may develop best management practices (BMPs) for general application, in individual discharge permits or general discharge permits, to implement local limits and the requirements of article II of this chapter and require documentation of compliance. Failure to follow such requirements is a violation of this chapter.

NOTE: Bracketed enumerations reference the numbering in the EPA Region 10 Model

Section 2. Effective Date. This ordinance shall take effect and be in force on April 1, 2026.

PASSED BY THE CITY COUNCIL ON \_\_\_\_\_

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Council President

Attest:

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City Clerk

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Mayor

Approved as to form:

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Assistance City Attorney

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Date



## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/09/2026

<b>Date Rec'd</b>	12/11/2025
<b>Clerk's File #</b>	ORD C36832
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

**Submitting Dept** DEVELOPMENT SERVICES CENTER

**Contact Name/Phone** ELDON BROWN 625-6305

**Contact E-Mail** EBROWN@SPOKANE CITY.ORG

**Agenda Item Type** First Reading Ordinance

**Council Sponsor(s)** PDILLON BWILKERSON

**Sponsoring at Administrators Request** NO

**Lease?** NO **Grant Related?** NO **Public Works?** YES

**Agenda Item Name** AMENDING ORDINANCE C-16154 TO RELEASE EASEMENTS

### **Agenda Wording**

First reading of new ordinance amending Ordinance C-16154

### **Summary (Background)**

The owner of the property located at 321 N Helena is planning on building an addition to the existing structure located on that property. They will be attending a Pre-Development Conference at the City of Spokane and during the review, leading up to that meeting, City Staff noticed that the existing building, to be expanded, is currently built over some easements that were reserved within vacation Ordinances C-221136 and C-16154. The easements are no longer needed and City Staff wishes to release them by passing amending ordinances.

**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?**

**Council Subcommittee Review**

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**Funding Source****Funding Source Type** Select**Is this funding source sustainable for future years, months, etc?**

NA

**Expense Occurrence****Other budget impacts (revenue generating, match requirements, etc.)**

NA

**Approvals****Additional Approvals**Dept Head MACDONALD, STEVENDivision Director MACDONALD, STEVENAccounting Manager ZOLLINGER, NICHOLASLegal KAPAUN, MEGANFor the Mayor PICCOLO, MIKE**Distribution List**

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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. C36832

An ordinance amending Ordinance C-16154 that vacated a portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, in the City of Spokane.

The City of Spokane does ordain:

Section 1. That the portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, Spokane, Washington, lying between the extended south boundary lines of Lots 1 and 8, said Block 17, and the northern boundary line of the Great Northern Railway Company right of way, be, and the same is hereby vacated: ~~Provided, however, that the city retains an easement or the right to exercise and grant easements in respect to the vacated land for electrical transmission lines and facilities and a telephone plant as the same now exist.~~

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage.

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

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

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

Approved as to Form:

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

\_\_\_\_\_  
Mayor

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

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

ORDINANCE NO. C16154 (By McKenna)

An ordinance vacating a portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, in the City of Spokane.

The City of Spokane does ordain:

Section 1. That that portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, Spokane, Washington, lying between the extended south boundary lines of Lots 1 and 8, said Block 17, and the northern boundary line of the Great Northern Railway Company right of way, be, and the same is hereby vacated: Provided, however, that the city retains an easement or the right to exercise and grant easements in respect to the vacated land for electrical transmission lines and facilities and a telephone plant as the same now exist.

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage.

Passed the City Council September 14, 1959.

F. G. SUTHERLIN, Mayor.

Attest: A. A. BROWN, City Clerk.

# Easement Map



## Legend

- Existing Easement Reserved in Ord C-22138 to be released
- Easements reserved in Ord C-16154 to be released

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



## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/09/2026

<b>Submitting Dept</b>	DEVELOPMENT SERVICES CENTER	
<b>Contact Name/Phone</b>	ELDON BROWN	625-6305
<b>Contact E-Mail</b>	EBROWN@SPOKANE CITY.ORG	
<b>Agenda Item Type</b>	First Reading Ordinance	
<b>Council Sponsor(s)</b>	BWILKERSON	PDILLON
<b>Sponsoring at Administrators Request</b>	NO	
<b>Lease?</b> NO	<b>Grant Related?</b> NO	<b>Public Works?</b> YES
<b>Agenda Item Name</b>	AMENDING ORDINANCE C-22136 TO RELEASE EASEMENTS	

### Agenda Wording

First reading of new ordinance amending Ordinance C-22136

### Summary (Background)

The owner of the property located at 321 N Helena is planning on building an addition to the existing structure located on that property. They will be attending a Pre-Development Conference at the City of Spokane and during the review, leading up to that meeting, City Staff noticed that the existing building, to be expanded, is currently built over some easements that were reserved within vacation Ordinances C-221136 and C-16154. The easements are no longer needed and City Staff wishes to release them by passing amending ordinances

**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?**

**Council Subcommittee Review**

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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**Dept Head MACDONALD, STEVENDivision Director MACDONALD, STEVENAccounting Manager ZOLLINGER, NICHOLASLegal KAPAUN, MEGANFor the Mayor PICCOLO, MIKE**Distribution List**

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

## ORDINANCE NO. C36833

An ordinance amending ordinance C-22138 that vacated designated portions of a certain street and alleys in the City and County of Spokane, Washington, **and declaring an emergency.**

WHEREAS, the City Council of the City of Spokane having found that the public use and benefit will be served;

NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That the following street and alleys:

1. Hogan Street from the south line of Front Avenue to a line drawn from the southeast corner of Lot 7 in Block 12 to the southwest corner of Lot 5 in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.M.;
2. All the unvacated portions of the Alley in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.N.; and
3. The south 80 feet of the Alley between ivory Street and Denver Street lying north of Front Avenue (being the remaining open portion of the Alley in Block 20 of Dennis and Bradley's Addition);

~~in the City and County of Spokane, Washington, be, and the same are hereby vacated, subject to the reservation of easement for the construction, repair and maintenance of public and private utilities and services.~~

~~Section 2. An urgency and emergency for the passage of this ordinance is hereby declared to, and does, exist, and the same shall take effect and be in force from and after its passage.~~



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

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

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

Approved as to Form:

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

\_\_\_\_\_  
Mayor

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

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

November 12, 1973

## THE CITY OF SPOKANE DOES ORDAIN:

Section 1. That the grade of Sierra Way from a point 94.8 feet westerly from the west curb line of Maple Street to the west curb line of Panorama Drive is hereby established at the following elevations above the datum plane:

SOUTH NORTH

Beginning at a point 94.8 feet westerly from the west curb line of Maple Street	2374.00	2374.00
thence easterly to the west curb line of		
Maple Street	2375.40	2375.40
thence easterly to the east curb line of		
Maple Street	2375.40	2375.40
thence easterly 47 feet to a point	2375.69	2375.77
thence easterly 50 feet along a vertical		
curve to a point	2375.68	2375.70
thence easterly 50 feet along a vertical		
curve to a point	2375.04	2375.04
thence easterly to the west curb line		
of Panorama Drive	2372.80	2372.80

Section 2. All ordinances and parts of ordinances in conflict herewith, are hereby repealed.

Section 3. This ordinance shall take effect and be in force from and after its passage, as an urgency and emergency for the passage of this ordinance is hereby declared to exist and does exist.

Passed the City Council September 4, 1973.

DAVID H. RODGERS, Mayor.

Attest: A. G. ESPE, City Clerk.

## ORDINANCE NO. C-22138

An ordinance vacating designated portions of a certain street and alleys in the City and County of Spokane, Washington, and declaring an emergency.

WHEREAS, the City Council of the City of Spokane having found that the public use and benefit will be served;—Now, Therefore,

The City of Spokane does ordain:

Section 1. That the following street and alleys:

1. Hogan Street from the south line of Front Avenue to a line drawn from the southeast corner of Lot 7 in Block 12 to the southwest corner of Lot 5 in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.M.;
2. All the unvacated portions of the Alley in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.M.; and
3. The south 80 feet of the Alley between Ivory Street and Denver Street lying north of Front Avenue (being the remaining open portion of the Alley in Block 20 of Dennis and Bradley's Addition);

in the City and County of Spokane, Washington, be, and the same are hereby vacated, subject to the reservation of easements for the construction, repair and maintenance of public and private utilities and services.

Section 2. An urgency and emergency for the passage of this ordinance is hereby declared to, and does, exist,

## ORDINANCE NO. C-22136

An Ordinance to establish the grade of Sierra Way from a point 94.8 feet westerly from the west curb line of Maple Street to the west curb line of Panorama Drive and declaring an emergency.

and the same shall take effect and be in force from and after its passage.

Passed the City Council September 4, 1973.

DAVID H. RODGERS, Mayor.

Attest: A. G. ESPE, City Clerk

# Easement Map



## Legend

- Existing Easement Reserved in Ord C-22138 to be released
- Easements reserved in Ord C-16154 to be released

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The information shown on this map is compiled from various sources and is subject to constant change. The information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.



## Agenda Sheet for City Council:

**Committee:** Urban Experience **Date:** 01/15/2026

**Committee Agenda type:** Discussion

**Council Meeting Date:** 02/09/2026

**Date Rec'd**

1/6/2026

**Clerk's File #**

ORD C36834

**Cross Ref #**

ORD C36646

**Project #**

**Submitting Dept**

PLANNING & ECONOMIC

**Bid #**

**Contact Name/Phone**

SPENCER 509-625-6097

**Requisition #**

**Contact E-Mail**

SGARDNER@SPOKANE CITY.ORG

**Agenda Item Type**

First Reading Ordinance

**Council Sponsor(s)**

PDILLON KKLITZKE

**Sponsoring at Administrators Request**

NO

**Lease? NO**

**Grant Related? NO**

**Public Works? NO**

**Agenda Item Name**

EXTENSION OF INTERIM ZONING ORDINANCE FOR HEIGHT LIMITS

### **Agenda Wording**

Extension of interim zoning ordinance for height limits.

### **Summary (Background)**

Council adopted ORD C36646 in March 2025 as an interim zoning ordinance. The ordinance eliminated height limits in the downtown and clarified height limits in other zones across the city. As an interim zoning ordinance, it was assigned a duration of six months, which would expire on Sept 24th. On Sept 15, 2025, City Council adopted a six-month extension, with an expiration of March 24, 2026. The Planning and Economic Development department continues to conduct engagement and study the impacts of permanent changes to height limits as part of the City's periodic update to the Comprehensive Plan. In addition, the City has engaged a consultant, Clarion, to assess and prepare a new development code to replace SMC Title 17. It is expected that policy work regarding the height changes will be completed with the Comprehensive Plan update and that code changes will be implemented as part of the Clarion project. This ordinance proposes to extend the duration of the interim ordinance another six months to September 24, 2026. The period update is due in December 2026 so it is anticipated that one more extension will be necessary after this one.

**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**

**Fiscal Impact**

Approved in Current Year Budget? N/A

Total Cost **\$**Current Year Cost **\$**Subsequent Year(s) Cost **\$****Narrative****Amount****Budget Account**

Select	<b>\$</b>	<b>#</b>

**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**Dept Head GARDNER, SPENCERDivision Director MACDONALD, STEVENAccounting Manager ZOLLINGER, NICHOLASLegal SCHOEDEL, ELIZABETHFor the Mayor PICCOLO, MIKE**Distribution List**

sgardner@spokanecity.org

smacdonald@spokanecity.org eking@spokanecity.org

## ORDINANCE NO. C36834

An ordinance to extend the duration of interim zoning ordinance C36646 concerning height limits; setting a public hearing; and reiterating a work program.

WHEREAS, on March 24, 2025, City Council adopted ordinance C36646, an interim zoning ordinance regarding height limits; and

WHEREAS, on September 15, 2025, City Council adopted ordinance C36749, which extended the duration of ordinance C36646 to March 24, 2026; and

WHEREAS, on November 3, 2025, City Council adopted ordinance C36773, approving a consultant contract for the project entitled "Code Assessment and Modernization of Title 17 of the Spokane Municipal Code"; and

WHEREAS, the Planning and Economic Development department continues to perform related studies and public engagement as part of the periodic update to the City's Comprehensive Plan, requiring additional time beyond the original expiration; and

WHEREAS, the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code is expected to continue beyond the expiration of March 24, 2026; and

WHEREAS, pursuant to RCW 36.70A.390, the City Council held a public hearing in support of the adoption of this ordinance.

NOW, THEREFORE, the City of Spokane does ordain:

**Section 1. Hearing.** That the hearing held at the time of adoption of this ordinance fulfills the requirement of RCW 36.70A.390 to hold a hearing in connection with this extension.

**Section 2. Work Plan.** That the Planning and Economic Development Department shall continue to study, conduct additional public engagement, and evaluate height limits as part of the periodic update to the Comprehensive Plan and the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code projects.

**Section 3. Duration.** That the duration of the interim zoning ordinance enacted by ordinance C36646 shall be extended an additional six months to September 24, 2026.

**Section 4. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**PASSED BY THE CITY COUNCIL ON** \_\_\_\_\_

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**Council President**

Attest:

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**City Clerk**

Approved as to form:

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**Assistant City Attorney**

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**Mayor**

---

**Date**

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**Effective Date**