



# Official Gazette

City of Spokane, Washington

Statement of City Business, including a Summary of the Proceedings of the City Council

Volume 116

May 27, 2026

Issue 21



## Mayor and City Council

Mayor Lisa Brown

Council President Betsy Wilkerson

## Council Members:

Michael Cathcart (District 1)

Paul Dillon (District 2)

Sarah Dixit (District 1)

Kitty Klitzke (District 3)

Kate Telis (District 2)

Zack Zappone (District 3)

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# Minutes

## MINUTES OF SPOKANE CITY COUNCIL

**Monday, May 18, 2026**

### AGENDA REVIEW SESSION

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:31 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

#### Roll Call

On roll call, Council President Wilkerson and Council Members Cathcart, Dillon, Klitzke (appearing virtually), and Zappone were present. Council Member Telis arrived at 3:33 p.m. (appearing virtually) and Council Member Dixit arrived at 3:34 p.m. (appearing virtually).

City Administrator Alex Scott; Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

There were no **Interviews of Nominees to Boards and Commissions**.

### BRIEFING ON AGENDA ITEMS

#### Final Agenda for May 18, 2026

- ORD C36875 (Eviction Prevention Technical Fix) – Chris Wright

#### Updated Draft Agenda for May 25, 2026

There were no requests to brief items as the May 25, 2026, meeting has been canceled.

#### Draft Agenda for June 1, 2026

- OPR 2026-0158 (Compassionate Addiction Treatment's emergency scattered site shelter) – Dawn Kinder and Arielle Anderson

### CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS

#### May 18, 2026, Final Agenda

Special Budget Ordinance C36878 (Council Sponsors: Council Members Klitzke and Zappone)

**Motion** by Council Member Zappone, seconded by Council Member Klitzke, **to suspend** Council Rules to add Special Budget Ordinance C36878 (authorizing an additional attorney position to support city utilities) to tonight's Legislative Agenda; **carried 6-1**.

**Motion** by Council Member Zappone, seconded by Council Member Dillon, **to add** Special Budget Ordinance C36878 (authorizing an additional attorney position to support city utilities) to tonight's Legislative Agenda; **carried 6-1**.

Emergency Ordinance C36875 (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

**Motion** by Council Member Cathcart, seconded by Council Member Dillon, **to defer** Emergency Ordinance C36875 (eviction prevention technical corrections) to June 1, 2026, Agenda; **carried 7-0.**

Reports, Contracts, and Claims Agenda Items 6 through 9

**Motion** by Council Member Cathcart, seconded by Council Member Klitzke, **to remove** Council Member Cathcart as co-sponsor from Reports, Contracts, and Claims Agenda Items 6 through 9 (Outside Special Council Contract Amendments OPR 2024-0106, OPR 2025-0054, OPR 2021-0722, and OPR 2025-0564); **carried 7-0.**

**May 25, 2026, Updated Draft Agenda**

There were no considerations of amendments or deferrals for the May 25, 2026, Updated Draft Agenda as the May 25 meeting has been canceled.

**June 1, 2026, Draft Agenda**First Reading Ordinance C36877 (Council Sponsors: Council Members Dillon, Dixit, and Klitzke)

**Motion** by Council Member Dillon, seconded by Council Member Cathcart, **to defer** First Reading Ordinance C36877 (relating to cooling for residential tenants) to June 22, 2026, Agenda; **carried 7-0.**

**Action to Approve Agenda**

The City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Dillon, seconded by Council Member Zappone, **to approve** the June 1, 2026, Draft Agenda, as amended, as the Final in two week's; **carried 7-0.**

**Council Recess/Executive Session**

The City Council recessed at 3:50 p.m. and immediately reconvened into an Executive Session to discuss potential litigation until 4:00 p.m. At 4:00 p.m. the Executive Session was extended for thirteen minutes, to 4:13 p.m., at which time the 3:30 p.m. Agenda Review Session also ended. City Attorney Michael Piccolo and Assistant City Attorney Elizabeth Schoedel were present for the Executive Session. The City Council reconvened at 6:00 p.m. for the Legislative Session.

**LEGISLATIVE SESSION****Land Acknowledgement**

Council President Wilkerson started the meeting off by reading the "Land Acknowledgement" (adopted by City Council on March 22, 2021, under Resolution 2021-0019) which appears on page 2 of the agenda.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Wilkerson.

**Roll Call**

On roll call, Council President Wilkerson and Council Members Cathcart, Dillon, Dixit (appearing virtually), Klitzke (appearing virtually), Telis, and Zappone were present.

Virginia Ramos, Legislative Assistant-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

There were no **Proclamations & Salutations.**

There were no **Reports from Community Organizations.**

There was no **Poetry at the Podium**.

## **BOARDS AND COMMISSIONS APPOINTMENTS**

### **Ombuds Commission (CPR 20215-0034)**

Following an opportunity for public testimony and Council commentary, with none provided, the City Council **approved** (and thereby confirmed) **upon 7-0 Voice Vote** the appointment of Justin Ackerman to the Ombuds Commission for a term of May 18, 2026, to May 17, 2029.

(Clerical Note: The City Council considered the Hearing on Final Reading Ordinance C36867 before consideration of the Reports, Contracts, and Claims Agenda. For action on Final Reading Ordinance C36867, see section of minutes below under “Hearings.”)

## **REPORTS, CONTRACTS, AND CLAIMS AGENDA**

After an opportunity for public testimony and Council commentary, with none provided, the following actions were taken:

**Upon 6-1 Voice Vote** the City Council **approved** the following item (taken separately):

Outside Special Counsel Contract Amendment with Summit Law Group, PLLC (Seattle, WA) in the action Michael Bacon, et. al. v. City of Spokane, et. al.—additional \$300,000. Total contract amount: \$685,000. (OPR 2021-0722) (Council Sponsors: Council Members Dillon and Cathcart)

**Upon 6-1 Voice Vote** the City Council **approved** the following item (taken separately):

Outside Special Counsel Contract Amendment with Summit Law Group, PLLC (Seattle, WA) in the action Kernkamp, et al. v. City of Spokane, et al.—additional \$50,000. Total contract amount: \$100,000. (OPR 2025-0564) (Council Sponsors: Council Members Dillon and Cathcart)

**Motion** by Council Member Zappone, seconded by Council Member Telis, **to defer** for two weeks, to June 1, 2026, the Purchase and Sale Agreement for City of Spokane property located at 824 N. Monroe Street (OPR 2026-0424) (Council Sponsor: Council Member Telis); **carried 7-0**. (Taken separately)

**Upon 7-0 Voice Vote**, the City Council **approved** Staff Recommendations for the following items:

Purchase from RWC International, LLC (Tacoma, WA) of one 2025 International HV607 Chassis equipped with a dump body and plow mount for the Street Department—\$293,413.16 (incl. tax). (OPR 2026-0418) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Purchase from Bud Clary Ford of Longview of one 2026 Ford F350 diesel pickup for the IT Department—\$70,631.27 (incl. tax). (OPR 2026-0419) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Recommendation to list the Baumgartner House located at 1125 S. Bernard Street on the Spokane Register of Historic Places. (OPR 2026-0417) (Council Sponsors: Council Members Dillon and Telis)

Outside Special Counsel Contract Amendment with Brendan Winslow-Nason and John Cadagan with the Firm Gordon Tilden Thomas & Cordell, LLP (Seattle, WA) for outside counsel services in the matter of the State of Pennsylvania v. City of Spokane—increase of \$100,000. Total contract amount: \$200,000. (OPR 2025-0520) (Council Sponsor: Council Member Klitzke)

Outside Special Counsel Contract Amendment with Keating, Bucklin & McCormack, Inc., P.S. (Seattle, WA) for outside counsel services in the matter of the Estate of Joshua Musselman v. City of Spokane, et. al.—increase of \$100,000. Total contract amount: \$150,000. (OPR 2026-0201) (Council Sponsor: Council Member Dillon)

Outside Counsel Contract Amendment with Zack Pekelis of Pacifica Law Group (Seattle, WA) in the matter of Feucht v, City of Spokane, et. al.—additional \$50,000. Total contract amount: \$300,000. (OPR 2024-0106) (Council Sponsors: Council Members Dillon and Cathcart)

Outside Special Counsel Contract Amendment with Pacifica Law Group (Seattle, WA) for legal services and advice to the City regarding the matter of Shea v. Spokane, Washington, et. al.—additional \$50,000. Total Contract Amount: \$200,000. (OPR 2025-0054) (Council Sponsors: Council Members Dillon and Cathcart)

Contract Renewal 2 of 2 with ABM Industry Groups, LLC (Spokane) for Intermodal Facility janitorial services from June 1, 2026, through May 31, 2027—\$152,896.56 (plus tax). (OPR 2023-0579 / IPWQ 5806-23) (Council Sponsors: Council Members Zappone and Dillon)

Contract Amendment/Extension with Integrus Architecture (Spokane) for Water Department Main Campus Office Renovation Reconstruction Design and Construction Management Services from April 1, 2026, through October 31, 2027—additional amount not to exceed \$239,158 (plus tax). (OPR 2023-1224 / RFQ 5873-23) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Amendment No. 4 to Grant Agreement E24-266 with the Washington Military Department and the U.S. Department of Homeland Security accepting the State and Local Cyber Security Grant Program Award for implementation of Project 3 – Cyber Training for Public Works from March 31, 2026, through May 31, 2027—additional \$46,096. Total grant amount: \$307,078. (OPR 2024-0101) (Relates to Special Budget Ordinance C36873) (Council Sponsors: Council Members Dillon and Cathcart)

Grant from the Washington State Department of Commerce for the construction of a new CJTC BLEA training building at the SPD Academy training site—\$727,500. (OPR 2026-0423) (Relates to Special Budget Ordinance C36876) (Council Sponsors: Council President Wilkerson and Council Members Telis and Cathcart)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through May 8, 2026, total \$13,595,398.61 (Check Nos.: 619199-619333; Credit Card Nos.: 003047-003071; ACH Nos.: 152048-152225), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$13,422,407.18. (CPR 2026-0002)
- b. Payroll claims of previously approved obligations through May 9, 2026: \$10,838,818.14. (CPR 2026-0003)

City Council Meeting Minutes: May 4, 2026. (CPR 2026-0013)

## LEGISLATIVE AGENDA

### SPECIAL BUDGET ORDINANCES

#### **Special Budget Ordinance C36871 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

After public testimony and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36871** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to accept grant funding from the Washington State Department of Health for traffic control equipment, and declaring an emergency.

**Ayes:** Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone

**Nos:** None

**Abstain:** None

**Absent:** None

**Special Budget Ordinance C36872 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

After public testimony and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36872** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to pay for office assistance (for the Hearing Examiner's Office) during the Civil Service hiring process, and declaring an emergency.

**Ayes:** Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone

**Nos:** None

**Abstain:** None

**Absent:** None

**Special Budget Ordinance C36873 (Relates to OPR 2024-0101 on the Reports, Contracts, and Claims Agenda) (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36873** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to accept an amendment to state and local cybersecurity grant award, and declaring an emergency.

**Ayes:** Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone

**Nos:** None

**Abstain:** None

**Absent:** None

**Special Budget Ordinance C36874 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36874** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to accept grant funding provided by the Department of Commerce to update the comprehensive plan, and declaring an emergency.

**Ayes:** Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone

**Nos:** None

**Abstain:** None

**Absent:** None

**Special Budget Ordinance C36876 (Relates to OPR 2026-0423 on the Reports, Contracts, and Claims Agenda) (Council Sponsors: Council President Wilkerson and Council Members Telis and Cathcart)**

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36876** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to accept a Department of Commerce grant and state funding for the police academy, and declaring an emergency.

**Ayes:** Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone

**Nos:** None

**Abstain:** None

**Absent:** None

**Special Budget Ordinance C36878 (As added during today's 3:30 p.m. Agenda Review Session)  
(Council Sponsors: Council Members Klitzke and Zappone)**

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36878** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to authorize an additional attorney position to support city utilities, and declaring an emergency.

**Ayes:** Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone  
**Nos:** None  
**Abstain:** None  
**Absent:** None

**EMERGENCY ORDINANCES**

**For Council action on Emergency Ordinance C36875, see section of minutes under 3:30 p.m. Agenda Review Session.**

**RESOLUTIONS****Resolution 2026-0035 (As amended during May 11, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Zappone)**

After public testimony and Council commentary, the following action was taken:

**Upon 6-1 Roll Call Vote**, the City Council **adopted Resolution 2026-0035**, as amended, adopting a Preferred Alternative map for future growth as part of the PlanSpokane 2046 periodic update to the Comprehensive Plan to meet local population and housing allocations and reflect community vision; directing the City of Spokane Planning Department to develop a Final Programmatic Environmental Impact Statement reflecting the preferred alternative; and adopting a Preferred Alternative map for future growth will allow staff to prepare a Comprehensive Plan in conformance with this vision.

**Ayes:** Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone  
**Nos:** Cathcart  
**Abstain:** None  
**Absent:** None

**Resolution 2026-0036 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

After an opportunity for public testimony, with none provided, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2026-0036** of the Spokane City Council expressing support to nominate eligible census tracts for recommended opportunity zones to the Washington State Department of Commerce.

**Ayes:** Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone  
**Nos:** None  
**Abstain:** None  
**Absent:** None

**FINAL READING ORDINANCES**

**For Council action on Final Reading Ordinance C36867, see section of minutes under "Hearings."**

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

## HEARINGS

### Hearing on Final Reading Ordinance C36867 (Council Sponsors: Council Members Dillon and Cathcart)

The City Council held a hearing on Final Reading Ordinance C36867. After a staff report by Planning Director Spencer Gardner and an opportunity for public testimony, with none provided, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Telis, **to close** the hearing; **carried 7-0**.

After an opportunity for Council commentary, with none provided, the following action was taken:

**Motion** by Council Member Dillon, seconded by Council Member Zappone Telis, **to approve the passage of Final Reading Ordinance C36867** to consolidate and further amend two active interim zoning ordinances, Ordinance C36699 and Ordinance C36748, concerning planned unit developments; extending the expiration of both; further modifying section 17G.070.030; and reiterating a work program; **carried on 7-0 Roll Call Vote**.

**Ayes:** Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

[The City Clerk left the meeting at 6:33 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by the City Council Office for the minutes.]

## OPEN FORUM

The following individual(s) spoke during the Open Forum:

- Edwin Larry Andrews II
- Mila Bruns Landa
- Robert Teal
- Rockwell McKean
- Tonya Comstock

## ADJOURNMENT

**Motion** by Council Member Telis, seconded by Council Member Zappone, **to adjourn; carried 7-0**.

There being no further business to come before the City Council, the meeting adjourned at 6:46 p.m.

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**SPECIAL MEETING MINUTES**  
**City of Spokane**  
**City Council Study Session, City Hall, Council Chambers**  
**808 W Spokane Falls Blvd.**  
**May 14, 2026**

**Call to Order:** 11:02 a.m.

**Meeting Recording:** <https://vimeo.com/1192353382>

**Attendance:**

Present: Council President Betsy Wilkerson, Council Members Kitty Klitzke (joined at 11:08 a.m.), Michael Cathcart (left at 11:35 a.m.), Zack Zappone, Paul Dillon (arrived at 11:20 a.m.), and Kate Telis.

Absent: Council Member Sarah Dixit

**Agenda Item:**

Preferred Alternative Growth Map RES 2026-0035 (Spencer Gardner, Tirrell Black)  
Comprehensive Plan Draft Chapters (Kevin Freibott)  
Build Spokane (Tim Thompson)

**Executive Session:**

None.

**Adjournment:**

The meeting adjourned at 11:52 a.m.

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**Special Meeting Minutes**  
**Spokane City Council Study Session with Mayor Brown on Budget Topics**  
**City Hall, Council Briefing Center**  
**808 W Spokane Falls Blvd.**  
**May 21, 2026**

**Call to order:**

11:04 a.m.

**Meeting recording can be viewed online at:**

<https://vimeo.com/1194487606>

**Meeting attendance:**

Council Members present were: Council President Betsy Wilkerson (arrived at 11:21 a.m.), Council Members Michael Cathcart, Kitty Klitzke, Zack Zappone, Kate Telis, Paul Dillon, and Sarah Dixit.

No Council Members were absent

**Meeting agenda:**

Spokane Investment Lending Program (SIP) Discussion

**Executive session:**

None.

**Adjournment:**

The meeting adjourned at 11:40 a.m.

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# Ordinances

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These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.

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## ORDINANCE NO. C36867

An ordinance to extend the duration of interim zoning ordinance C36699 concerning planned unit developments; further modifying section 17G.070.030; setting a public hearing; and reiterating a work program.

**WHEREAS**, on June 23, 2025, City Council adopted ordinance C36699, an interim zoning ordinance regarding planned unit developments, with an expiration date of June 23, 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**, evaluation of the existing Planned Unit Development code has highlighted additional interim clarifications that would be immediately beneficial in providing more housing; 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 June 23, 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 propose modifications to the Planned Unit Development code 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 C36699 shall be extended an additional six months to December 23, 2026.

**Section 4.** That section 17G.070.030 of the Spokane Municipal Code, amended by ORD C36699, is further amended as follows:

### Section 17G.070.030 Development Standards

#### A. Permitted Uses.

Any permitted or conditional use allowed in the base zoning districts of the subject property plus additional uses including the following:

1. In the RA, R1, and R2 zoning districts, an applicant with a planned unit development approval may develop the site to contain these additional uses:
  - a. Accessory uses directly serving the planned unit development only and which are customary or associated with, but clearly incidental to, the residential uses permitted in the zone including:
    - i. community building with indoor and/or outdoor recreation facilities;
    - ii. recreational vehicle and personal storage area;
    - iii. consolidated guest parking facilities.
  - b. Retail sales and service uses and office uses are permitted subject to the following limitations:
    - i. The PUD site is larger than 20 acres; and
    - ii. Individual retail sales and service uses and office uses shall not exceed a floor area of ~~((five))~~ ten thousand ~~((5,000))~~ (10,000) square feet each; and
    - iii. The total site area developed with retail sales and service uses and office uses shall not exceed five percent (5%) of the total PUD site area; and
    - iv. A one hundred percent (100%) increase in the amount of retail sales and service uses and office uses is allowed when retail sales and service uses and office uses are physically built under residential uses in a mixed use building with ground floor retail sales and service uses and office uses; and
    - v. Outdoor seating is permitted and is not counted towards the limitations on floor area in subsection (b)(ii); and
    - vi. Retail sales and service uses and office uses shall follow the Centers and Corridors design standards for Pedestrian Streets in SMC 17C.122.060; and
    - vii. Prohibited uses include but are not limited to:
      - A. Marijuana production, processing, and retailing as controlled by SMC 17C.347
      - B. Off-premises alcohol outlets as defined and controlled by SMC 17C.348
      - C. Drive-through Facilities
      - D. Adult Business
      - E. Commercial Parking as defined in SMC 17C.190.220 on a surface parking lot
      - F. Mini-Storage Facilities
      - G. Quick Vehicle Servicing
2. In the RMF and RHD zoning districts, an applicant with a planned unit development approval may develop any uses permitted in the R1, R2, RMF and RHD zones together with these additional uses:
  - a. Retail sales and service uses and office uses are permitted subject to the following limitations:
    - i. The PUD site is larger than ten acres,
    - ii. Individual retail sales and service uses and office uses shall not exceed a floor area of three thousand square feet each and the site area developed with retail sales and service uses and office uses shall not exceed five percent of the total PUD site area.
    - iii. Sites developed with retail sales and service uses and office uses shall have frontage on a street that is designated as a collector or higher classified arterial.
    - iv. The retail sales and service uses and office uses in the PUD shall not be permitted until sixty percent of the approved residential units are completed.
    - v. An one hundred percent increase in the amount of retail sales and service uses and office uses is allowed when retail sales and service uses and office uses are physically built under residential uses in a mixed use building with ground floor retail sales and service uses and office uses.
    - vi. Outdoor sales and display and outdoor storage areas are not permitted except outdoor seating is allowed for restaurants and cafes.

3. Commercial Zones.

PUDs are permitted in the commercial zones including center and corridor (CC) and the downtown (DT) zones.

4. Industrial Zones.

In the PI zones, an applicant with a planned unit development approval may develop the site to contain all of the uses permitted by right in the underlying zone and, in addition, up to fifty percent of the total gross floor area may be devoted to housing units provided these are built above the ground floor.

5. More Than One Base Zone.

When a site contains land that is in more than one zoning district, the allowed residential and conditional uses at the required minimum and maximum densities, if applicable, shall be proportionate to the land within the development site devoted to each zoning district.

B. Density.

1. Densities Required.

An applicant with a planned unit development approval shall develop the site subject to the minimum and maximum density provisions of the base zone, as contained in Title 17C SMC, except as provided in subsection (B)(2) of this section, plus a maximum of ten percent density bonus per the provisions below under SMC 17G.070.030(B)(5).

2. Density Exception.

For properties with a designated critical area or properties located in agricultural lands designation of the City's comprehensive plan, the minimum density requirement may be waived by the hearing examiner based on the following criteria:

- a. The development of the site with the critical area would not allow sufficient minimum lot size under the base zone requirements because critical area setbacks and buffers would reduce minimum lot sizes below those required by the base zone.
- b. The development of the site would require reducing buffers, setbacks or other dimensional modifications due to the location of designated critical areas; and
- c. The protection of the agricultural lands or critical area would be more effective by clustering the homes and structures to the minimum area necessary.

3. Calculating Density.

The calculation of density for a planned unit development is the net area based on the total area of subject property less the area set aside for right-of-way, tracts of land reserved for private streets and dedicated tracts reserved for stormwater facilities. The calculation of density is rounded up to the next whole number.

4. Transfer of Development Rights.

An applicant for a planned unit development may shift allowed residential densities to another site to protect and preserve designated critical areas and agricultural lands while providing the overall maximum density permitted by the underlying zoning district.

5. Density Bonuses.

- a. An applicant for a planned unit development may apply for a residential density bonus of ten percent above the maximum density allowed in the underlying base zone for developing affordable housing units that meet or exceed the HUD standards for affordable units.
- b. The density bonus may be granted based on a one percent ratio of bonus density for the project for each one percent of affordable housing that is provided.

- c. Affordable housing units are required to be dispersed throughout the project and shall not be congregated all in one building, when more than one building is proposed.

#### C. Dimensional Requirements of the Base Zone.

The dimensional requirements of the base zone standards apply to a PUD except as follows:

##### 1. Lot Dimensional Standards.

- a. The minimum lot size, lot depth and lot width standards may be modified.
- b. The lot frontage requirements may be modified to allow the lots to be served by a private street or private access, rather than a public street as required under SMC 17C.111.200(F), provided that the director of engineering services has determined that private streets or private access can serve the subject lots in the planned unit development. A private street or private access that does not conform to chapter 17H.010 SMC, Street Development Standards, may be approved through a design variance request under SMC 17H.010.020.

##### 2. Lot Coverage and FAR.

The lot coverage by buildings and the floor area ratio (FAR) provisions may be modified.

##### 3. Setbacks.

###### a. Front and rear yard setbacks.

- i. Front and rear yard setbacks for structures located within eighty feet of the perimeter of the project shall be the same as required by the base zone.
- ii. Front and rear yard setbacks in the remainder of the project may be modified, except that a minimum front or rear yard setback of twenty feet is required for any garage or carport that opens facing a street or an alley.
- iii. Above and below ground parking structures used in conjunction with a mixed use or multifamily residential project may modify front yard setbacks, if sufficient queuing to enter the structure is provided on-site.

###### b. Side Yard Setbacks.

- i. Side yard setbacks may be modified, except that a side yard setback of twenty feet is required for any garage or carport that opens facing a street.
- ii. Above and below ground parking structures used in conjunction with a mixed use or multifamily residential project may modify side yard setbacks, if sufficient queuing to enter the structure is provided on-site.

##### 4. Building Height.

Except as provided below, building height allowed in the base zone cannot be modified, waived or varied through the planned unit development process.

- a. Changes to the height limits in the underlying zone require a rezone processed concurrently with the planned unit development.
- b. In the RMF zone, the wall height for a mixed-use commercial building may be increased to thirty five feet. Such a building is exempt from the height transition requirements of SMC 17C.111.230(C)(5).

##### 5. Off-street Parking.

The minimum number of off-street parking stalls may be modified based upon sufficient evidence that the occupancy of the project will not require the number of off-street parking stalls specified for that use under chapter 17C.230 SMC, Parking and Loading.

## 6. Signs.

The number, type and size of signs cannot be modified through a planned unit development.

## 7. Fencing.

Perimeter fencing for a planned unit development is permitted except the maximum height of fencing along a street frontage of the planned unit development may not exceed forty-two inches. When a fence is along a street frontage, usable pedestrian access shall be provided spaced a minimum of one every three hundred feet.

## 8. Gates.

If the director of engineering services approves of private streets in the planned unit development, based on the criteria of SMC 17H.010.090, gates may be permitted in a planned unit development.

## 9. Lot Access.

The alley access requirements of SMC 17C.111.335(B) apply to lots in a PUD. If a lot abuts a public alley, then vehicle access shall be from the alley.

10. Building Footprint Per Primary Building.

An applicant may request an increase of up to 10% to the maximum allowable building footprint per primary building on an individual lot.

11. Other Standards.

The following standards may be modified without limitation:

- a. Maximum total building coverage on individual lots;
- b. Maximum lot impervious coverage on individual lots; and
- c. Open space requirements on individual lots as provided in 17C.111.310.

## D. Infrastructure.

All public or private streets, paving, curbs, sidewalks, utilities, stormwater, lights and similar facilities shall be developed according to City standards, unless specifically modified by the city engineer. Waivers, variances, or modifications to the private or public street standards, utilities, and other infrastructure through a planned unit development shall be approved by the city engineer. An approved design variance request form shall be submitted with the PUD application.

## E. Common Open Space.

In exchange for the approval of more intense residential development, higher densities, smaller lots and relaxed development standards, the developer of a planned unit development is required to provide common open space for the active and passive recreational activities of residents, employees, and visitors. Such space shall be aggregated wherever feasible and shall consist of a combination of landscaped and hard-scaped areas. Such common open space shall include some combination of the following: plazas, arbors, sitting areas, picnic areas, playing fields and trails to accommodate a variety of active and passive activities and promote visual interest.

The requirements for common open space under this section are separate from open space requirements on individual lots as provided in SMC 17C.111.310 and Table 17C.111.205-2. As identified above in (C)(11), an applicant may request a modification to the standards in SMC Title 17C so long as the provided common open space is equal to or greater than those required by adherence to the open space standards in SMC Title 17C. Additional conditions for open space amenities may apply, as provided above.

## 1. In planned unit developments, the following requirements shall apply:

- a. At least ten percent of the gross area of the site must be devoted to such open space. Such space must be fully accessible to the residents, employees, visitors and/or other users of the site. Reduction of this standard in PUDs is prohibited and a variance cannot be sought to reduce this requirement.

- b. Fenced yards associated with buildings immediately adjacent to designated open space, landscaping in parking lots, or fenced stormwater facilities shall not count toward the total open space requirement.
  - c. Environmentally-constrained land within the planned unit development, including wetlands, geologically hazardous areas, fish and wildlife habitats and frequently flooded areas may be used to meet up to fifty percent of the total requirement specified in subsection (E)(1)(a) above, provided that these areas are either accessible to pedestrians to the extent practical or are visually accessible from adjacent and adjoining common open space.
2. The common open space designated to meet this requirement shall be permanently maintained by and conveyed to one of the following:
    - a. A homeowners' or property owners' association as regulated by state law.
    - b. A public agency that agrees to maintain the common open space and any buildings, structures or improvements placed within it.

F. Subdivision.

When a planned unit development is combined with a division of land including a short plat, long plat or binding site plan, the requirements of chapter 17G.080 SMC are required to be met, including SMC 17C.111.200(C), along with the following:

1. Through lots.

Lots shall be configured in a way that development can be oriented toward streets to increase the safety and enjoyment of pedestrians and bicyclists. A new PUD/subdivisions shall not "turn its back" on a collector, minor or principal arterial street. Through lots are allowed only where both front lot lines are on local access streets. The minimum front lot line and minimum width standards apply to one frontage of the through lot.

**Section 5. 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 City Council May 18, 2026**

**Delivered to Mayor May 21, 2026**

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**ORDINANCE NO. C36871**

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT GRANT FUNDING FROM THE WASHINGTON STATE DEPARTMENT OF HEALTH FOR TRAFFIC CONTROL EQUIPMENT, AND DECLARING AN EMERGENCY.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the General Fund Grants Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

- 1) Increase revenue by \$10,000.
  - A) Of the increased revenue, \$10,000 is provided solely from the Washington State Department of Health.

2) Increase appropriation by \$10,000.

A) Of the increased appropriation, \$10,000 is provided solely for minor equipment.

**Section 2.** It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept grant funding from the Washington State Department of Health, passed through the Spokane Regional Health District, to purchase traffic control equipment, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council May 18, 2026**

**Delivered to Mayor May 21, 2026**

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**ORDINANCE NO. C36872**

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO PAY FOR OFFICE ASSISTANCE DURING THE CIVIL SERVICE HIRING PROCESS, AND DECLARING AN EMERGENCY.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

1) Decrease appropriation by \$31,030.

A) Of the decreased appropriation, \$31,030 is removed solely from base wages in the Hearing Examiner's Office.

2) Increase appropriation by \$31,030.

A) Of the increased appropriation, \$31,030 is provided solely for contractual services in the Hearing Examiner's Office.

**Section 2.** It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to pay for office assistance during the Civil Service hiring process, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council May 18, 2026**

**Delivered to Mayor May 21, 2026**

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**ORDINANCE NO. C36873**

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT AN AMENDMENT TO STATE AND LOCAL CYBERSECURITY GRANT AWARD, AND DECLARING AN EMERGENCY.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the Management Information Systems (IT) Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

**Section 1.** That in the budget of the Management Information Systems (IT) Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$46,096.
  - A) Of the increased revenue, \$46,096 is provided solely for receipt of award from Department of Homeland Security.
- 2) Increase appropriation by \$46,096.
  - A) Of the increased appropriation, \$46,096 is provided solely for contractual services.

**Section 2.** It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept an amendment to State and Local Cybersecurity Grant award, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council May 18, 2026**

**Delivered to Mayor May 21, 2026**

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### **ORDINANCE NO. C36874**

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT GRANT FUNDING PROVIDED BY THE DEPARTMENT OF COMMERCE TO UPDATE THE COMPREHENSIVE PLAN, AND DECLARING AN EMERGENCY.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the General Fund Grants Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

- 1) Increase revenue by \$123,668.
  - A) Of the increased revenue, \$123,668 is provided solely from the Department of Commerce.
- 2) Increase appropriation by \$123,668.
  - A) Of the increased appropriation, \$123,668 is provided solely for contractual services.

**Section 2.** It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept grant funding provided by the Department of Commerce to update the City's Comprehensive Plan, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council May 18, 2026**  
**Delivered to Mayor May 21, 2026**

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**ORDINANCE NO. C36876**

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT A DEPARTMENT OF COMMERCE GRANT AND STATE FUNDING FOR THE POLICE ACADEMY, AND DECLARING AN EMERGENCY.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the Public Safety & Judicial Grant Fund and the General Capital Improvements Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

**Section 1.** That in the budget of the Public Safety & Judicial Grant Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$727,500.
  - A) Of the increased revenue, \$727,500 is provided solely from the Department of Commerce.
- 2) Increase appropriation by \$727,500.
  - A) Of the increased appropriation, \$727,500 is provided solely for construction of fixed assets.

**Section 2.** That in the budget of the General Capital Improvements Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$1,150,000.
  - A) Of the increased revenue, \$1,150,000 is provided solely from Washington State per Substitute Senate Bill 6003.
- 2) Increase appropriation by \$1,150,000.
  - A) Of the increased appropriation, \$1,150,000 is provided solely for construction of fixed assets.

**Section 3.** It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept a Department of Commerce grant and State Funding for the Police Academy, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council May 18, 2026**  
**Delivered to Mayor May 21, 2026**

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**ORDINANCE NO. C36878**

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO AUTHORIZE AN ADDITIONAL ATTORNEY POSITION TO SUPPORT CITY UTILITIES, AND DECLARING AN EMERGENCY.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

- 1) Add 1.0 non-classified City Attorney III position (from 5 to 6) in the Office of the City Attorney.
- 2) Increase revenue by \$112,000.
  - A) Of the increased revenue, \$112,000 is provided solely for Legal services provided by the Office of the City Attorney.
- 3) Increase appropriation by \$112,000.
  - A) Of the increased appropriation, \$112,000 is provided solely for wages and benefits in the Office of the City Attorney.

**Section 2.** It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need for an additional attorney position to support City utilities, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council May 18, 2026**

**Delivered to Mayor May 21, 2026**

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# Policies and Procedures

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**CITY OF SPOKANE  
PUBLIC RULE AND PROCEDURE**

RULE 0750-26-04  
LGL 2026-0020  
RES 2026-0029

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**TITLE ACTIVATION OF PUBLIC SPACES PROGRAM**  
EFFECTIVE DATE: May 11, 2026

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## 1.0 GENERAL

### 1.1 PURPOSE AND INTENT

The purpose of this public rule is to implement an activation of public spaces program. The City finds the activation of the public right-of-way through festivals, parades, athletic events, sidewalk cafes, streateries, and parklets to be in the best interest of residents, visitors, and businesses in the city of Spokane. This public rule shall be liberally construed by the City in favor of activating public spaces through its permitting and licensing processes.

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- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This public rule applies to all persons seeking licensure from the City of Spokane for expanded outdoor alcohol services, parklets, sidewalk cafes, streateries.

## 3.0 REFERENCES

RCW 66.24.800  
RCW 66.24.820  
Spokane Municipal Code 12.14  
WAC 314-03

## 4.0 DEFINITIONS

4.1 All relevant definitions may be found in SMC 12.14.

## 5.0 POLICY

5.1 A no-fee license issued by the Development Services Center is required to provide expanded outdoor alcohol service. The license must be renewed annually. The expanded outdoor alcohol

service license program expires December 31, 2027, unless reauthorized by the Washington State Legislature.

- 5.2 A license issued by the Development Services Center is required to operate a sidewalk café, streaterly, or parklet in the public right-of-way. All sidewalk cafes, streateries, and parklets must meet the pedestrian passage requirements outlined in SMC 12.14.
- 5.3 Off-street private parking stalls may be converted to an outdoor alcohol service area, or other temporary seating, upon permission of the parking lot owner, when the parking lot is adjacent to the restaurant or utilized for mobile food vending. ADA accessible parking stalls and access aisles may not be repurposed for an outdoor alcohol service area, or other temporary seating.
- 5.4 A sidewalk café or outdoor alcohol service area may extend past the frontage of the applicant's business so long as the applicant has permission from the adjoining property owner or the adjoining property owner's agent.
- 5.5 The operational hours of a sidewalk café, streaterly, parklet, outdoor alcohol service area, or other temporary seating are limited to the operating hours of the licensed business unless approved through a special events permit. The licensee is responsible for maintenance, litter removal, activation, and programming of the outdoor space with temporary materials such as tables, chairs, and umbrellas.
- 5.6 No heating, cooking, or open flames are permitted in a sidewalk café, streaterly, parklet, outdoor alcohol service area, or other temporary seating area. However, outdoor space heaters are permitted. Outdoor space heaters must follow the manufacturer's recommendations and be located at least two feet from flammable objects or materials, including umbrella canvases or foliage.
- 5.7 Licensees approved for expanded outdoor alcohol service may share use of an outdoor alcohol service area with other approved licensees, and licensees may share use of an outdoor alcohol service area with businesses that do not engage in the sale or service of alcohol.

## 6.0 PROCEDURE

- 6.1 An applicant for expanded outdoor alcohol service must be licensed by the City before seeking approval from the Washington State Liquor and Cannabis Board.
- 6.2 Applicants seeking to repurpose private parking stalls for an outdoor alcohol service area, or other temporary seating must demonstrate through their license application a detailed site map showing building accessibility and emergency access.
- 6.3 Outdoor alcohol service areas may be enclosed, at the licensee's discretion, by means of a permanent or movable barrier or by means of a permanent fence-free demarcation. For an outdoor alcohol service area enclosed by means of a permanent or movable barrier of a minimum height, the permanent or movable barrier is not required to meet minimum height requirements on sloped site conditions.
- 6.4 The number of entrances and exits into and out of an outdoor alcohol service area is dependent upon the occupant load. The Spokane Fire Department will work with licensees to ensure a layout that meets requirements and works for the licensee.
- 6.5 Any permanent structures being proposed to expand outdoor seating must meet building codes and seek the appropriate building permits.

6.6 An employee of the licensee with a mandatory alcohol server training (MAST) permit must be assigned to, but is not required to be in, the outdoor alcohol service area at all times that patrons are present. A direct line of sight is not required from inside the licensed premises to the outdoor alcohol service area.

6.7 Street closure requests are reviewed and approved through the special events permitting process.

## 7.0 RESPONSIBILITIES

7.1 The Community and Economic Development Division and Office of the Mayor are responsible for the implementation of this public rule.

## 8.0 APPENDICES

8.1 Ordinance C36850

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### CITY OF SPOKANE PUBLIC RULE AND PROCEDURE

**RULE 4700-26-01**  
LGL 2025-0020  
RES 2026-0028

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#### TITLE – Existing Sidewalk Maintenance and Minor Repairs

EFFECTIVE DATE – May 1, 2025

REVISION EFFECTIVE DATE: May 11, 2026

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## 1.0 GENERAL

### 1.1 PURPOSE

The purpose of this public rule is to comply with the provisions of Spokane Municipal Code (SMC) 12.01.010.C and 12.01.010.D, establishing and clarifying the application of the ordinance relating to minor sidewalk repairs and maintenance projects. This rule defines the types of projects that require plan review, permitting, licensing and bonding requirements for contractors, as well as minor repairs that may be exempt from such requirements.

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- 8.0 APPENDICES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

Community and Economic Development Division (Development Services Center and Code Enforcement Departments) and Public Works Division (Engineering Services).

## 3.0 REFERENCES

SMC 12.01.010

## 4.0 DEFINITIONS

“Lift” is an elevation gap between two sidewalk panels where they abut each other.

## 5.0 POLICY

It is the policy of the City of Spokane that owners and occupants of property that is adjacent to sidewalks are responsible for maintenance and repairs of existing sidewalks. Generally, any work upon the City right-of-way must follow proscribed permitting, licensing, bonding, and insurance requirements. However, such requirements historically have prevented adjacent owners (or their qualified contractors) from conducting minor repairs in the City right-of-way. This rule, as authorized by SMC 12.01.010.C and 12.01.010.D, establishes conditions under which owners may perform minor maintenance and repairs of existing sidewalk deficiencies without the requirements of certain licensing, bonding or insurance requirements. Nothing in this public rule is to be construed to waive applicable building and construction permit and inspection requirements except as specifically indicated in this rule.

## 6.0 PROCEDURE

6.1 For the following projects, no permit is required, and the work may be performed by the property owner:

- Grinding less than ½ inch (height) lifts to provide a level walking surface.
- Filling less than ½ inch (width) cracks, gaps or holes within panels or between panels.

6.2 For the following projects, a permit and plan review are required through the Development Services Center, but the work may be performed by the property owner:

- Grinding/filling of cracks, gaps or holes within or between panels in excess of ½ inch width.
- Surface coating to address spalling or surface deterioration.
- Less than 15 linear ft. of sidewalk replacement.

6.3 For the following projects, a permit and plan review are required through the Development Services Center. These projects must be performed by a licensed and bonded contractor that meets City specifications:

- Any sidewalk replacement or repair where tree work or root related issues are involved. A tree permit from Urban Forestry must also be obtained to perform this type of work.
- Sidewalk replacement of more than 15 linear ft.
- Any sidewalk repair project, regardless of scope, in a non-residential zone or not adjacent to a single-family home.
- Any project otherwise described in sections 6.1. and 6.2 above.

## 7.0 RESPONSIBILITIES

The Development Services Center is responsible for all aspects of plan review, permit issuance, and inspections conducted under the permit process.

## 8.0 APPENDICES

N/A

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# Job Opportunities

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We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, family status, genetic information, veteran/military status, or disability status.

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**Amendment**  
**Senior Engineer I-II SPN 233**  
Announcement as of May 15th, 2026

**The above titled announcement is hereby amended to read:**

Closing Date: July 6, 2026, at 4:00 PM

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**Emergency Communications Training & Quality Manager SPN 275**  
**Open Entry**

**Date Open:** May 25, 2026

**Date Closed:** June 8, 2026

**Salary:** \$90,493.92 annual salary, payable bi-weekly, to a maximum of \$128,599.92

**Class Summary:**

Directs, manages, and coordinates training and quality assurance programs for Emergency Communications.

**Examples of Job Functions:**

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Program management responsibility for Emergency Communications training and quality programs. Develop, implement, evaluate, and oversee ongoing related programs.
- Hires, manages, and mentors training and quality assurance staff. Recommends inclusion or removal of mentors from the mentor program as new hires move to independent call taking.
- Develop, implement, evaluate, and maintain a new hire training and mentor program that prepares new hires for success.
- Coordinate with Human Resources for disciplinary actions to include termination of new hire employees who do not successfully complete training.
- Establish policies and procedures in accordance with applicable laws, and industry best practices.
- Conduct quality assurance audits on calls, chats, and systems. Ensuring compliance with policies, and guidelines, and best practices.
- Review work conducted by Spokane 911 team by engaging in day-to-day operations of the department.
- Conducts needs assessments to identify training needs and create ongoing training. Implementing and evaluating training effectiveness.
- Track and analyze call data, training records and audit outputs. Identifying trends in issues that impact outcomes and mitigating issues.
- Works with operations to schedule ongoing training for existing staff. Coordinates outside trainings as necessary.
- Develop staffing through training, coaching, and mentoring to improve outcomes.
- Provides input and manages training and quality budgets.
- Participates in public education programs.
- Performs related work as required.

**Minimum Qualifications:**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:**

- **Education:** A bachelor's degree from an accredited four-year college or university with major course work in business administration, public administration, operations management, psychology, communications or a closely related field; and
- **Experience:** Two years of call center training and quality management experience OR four years of training and quality experience with a public safety agency with supervisory responsibility.

**Background Check:**

All applicants are subject to a thorough background investigation, including but not limited to criminal history and pre-employment drug screening.

**Licenses and Certifications:**

Individuals in this classification must obtain and maintain all required certifications in approved emergency communications protocols and software to include: the Washington State Public Safety Telecommunicator certification, Emergency Dispatch certification, ED-Q certification, and ACCESS II certification.

**Note:** Certification and training is paid for by the City of Spokane.

**Examination Details:**

Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.

The examination will consist of the following:

- Supplemental Questionnaire Training and Experience Evaluation
- Oral Board 100%

**Supplemental Questionnaire Training & Experience Evaluation:**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "QUESTIONS" on the job announcement page. The T&E must be submitted online, at the time of application. Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

**Oral Board Details:**

**The top 16 candidates from the T&E will move on to the Oral Board.** The oral board is tentatively scheduled for the week of June 22nd, 2026, in the Civil Service Test Room (4th floor, City Hall). This is an in-person process in which a structured set of questions is asked of each candidate by a panel of expert evaluators. Qualified candidates will be notified via email when to appear for the oral board.

Please see our [Oral Board FAQ](#) document here.

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our [website](#).

Upon request, at time of application, City of Spokane will provide alternative accessible tests to individuals with disabilities that impair manual, sensory, or speaking skills needed to take the test, unless the test is intended to measure those skills.

**To Apply:**

An application is required for applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 20th day of May 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**Police Evidence Technician I SPN 348  
Open Entry**

**Date Open:** May 25<sup>th</sup>, 2026

**Date Closed:** June 15<sup>th</sup>, 2026

**Salary:** \$46,875.60 annual salary, payable bi-weekly, to a maximum of \$73,602.00

**Class Summary:**

Performs entry-level work managing property and evidence for the Spokane Police Department (SPD), Spokane County Sheriff's Office (SCSO), and Spokane Valley Police Department, maintaining the chain of custody for all evidence, found/safekeeping property, and jail refused property, as well as court order surrender items.

**Examples of Job Functions:**

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Receives, stores, releases, transports, and maintains the security of items submitted, including firearms/other weapons, controlled substances and related contraband, currency, vehicles, chemicals, bio-hazardous items, etc. Assists in logging property and evidence in and out of the Property Facility. Assigns a storage location for items to ensure chain-of-custody. Provides depositions to attorneys and testifies in court regarding chain-of-custody.
- Acts as liaison to and responds to inquiries from citizens, SPD/SCSO, and other agencies regarding the disposition of property both in person and via phone. Notifies citizens when evidence is available for release.
- Assists in researching the disposal of evidence by utilizing multiple databases to ensure cases have been fully adjudicated. Works with Detectives, Sergeants, and Lieutenants for approval when necessary. Determines the value of property for resale or disposal. Ensures accuracy of records before the destruction or release of all items. Prepares items, including firearms, for auctions in compliance with applicable laws and guidelines. Works with Internal Affairs in the destruction of drugs and firearms. Transports items to various locations for destruction/disposal.
- Performs background checks for release of firearms in accordance with current federal, state, and local laws and regulations, as well as state/local behavioral health units. Utilizes multiple databases to review criminal history and make determinations regarding an individual's eligibility to possess a firearm. Consults with outside agencies concerning incomplete criminal histories.
- Performs safety checks on all firearms. Safely handles and may assist with test-fires on all eligible firearms to generate cartridge cases for entry into NIBIN (National Integrated Ballistics Information Network).

- Assists in building security, and controls access to secure storage areas. Assists in performing quarterly random audits of items in the Evidence Facility. Assists in reviewing inventory records with an Internal Affairs Officer and State Auditor.
- Performs maintenance duties to keep warehouse storage areas neat and orderly. Addresses areas that contain biological and chemical hazards on a regular basis, such as cleaning the drying room of unknown bodily fluids, vehicle storage areas of miscellaneous fluid leaks, and drug residue from a variety of surfaces. Assembles shelving and rearranges storage spaces as necessary. Maintains facility supplies and forms.
- Places vehicles on jack stands/roller pads (when applicable). Assists in the coordination of tow truck requirements for evidence vehicle movements and charges/jump-starts vehicle batteries.
- Operates various types of vehicles, forklifts, man lifts, material handling equipment, computers, and standard office equipment.
- Performs related duties as required.

**Minimum Qualifications:**

**NOTE:** Before applying, please review disqualifiers and the Spokane Police Department Hiring Standards here.

- *Education:* High school diploma or equivalent.
- *Experience:* Two years of experience in records management and inventory control.
- *Substitution:* Six months of experience in a law enforcement agency using a records management system or a National Crime Information Center (NCIC) system will substitute for the experience requirement.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.
- Ability to type accurately at a rate of 200 keystrokes (40 words) per minute.

Licenses and Certifications: (to be maintained during employment)

- Must possess a valid driver's license.
- Must obtain ACCESS WACIC/NCIC Level 1 certificate within one year of hire.

All applicants must submit a Personal History Statement (PHS) form along with the online employment application in order to be considered. This documentation will be used to conduct a background investigation. It is a **MANDATORY MINIMUM REQUIREMENT** to complete the Personal History Statement.

- [Download the PHS form here.](#)
- You may attach the completed PHS form to your online application or e-mail it to [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org).

**NOTE:** Candidates with any marijuana or cannabis use in any form in the last 12 months will not be considered.

Additional Requirements:

- Applicants must be able to pass the following:
- Education verification
- Reference checks
- Criminal History
- Fingerprinting
- Driving record check
- Police background investigation and polygraph
- Pre-employment physical and drug screening

Lift Requirement:

- Job offer is contingent on passing a lift test.
- Ability to lift and carry objects up to 50 lbs.

**Examination Details:**

Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.

The examination will consist of multiple-choice questions.

Possible subjects covered in the examination:

- Spatial Ability
- Safety
- Clerical
- Interpersonal Relations
- Seized Property
- Attention to Detail

This is an online examination that will require a computer. If you do not have access to a computer, please notify Civil Service so that one may be provided. Computer reservations can also be made through your local public library.

Examination instructions and links will be emailed to qualified applicants on June 24th, 2026. The testing window is June 25th – 29th.

Please note: The email will come from City of Spokane ([info@governmentjobs.com](mailto:info@governmentjobs.com)).

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

Upon request, at time of application, City of Spokane will provide alternative accessible tests to individuals with disabilities that impair manual, sensory, or speaking skills needed to take the test, unless the test is intended to measure those skills.

**To Apply:**

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SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

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**2025 Traffic Calming (Cycle 13)  
Engineering Services File No. 2025046**

This project consists of the construction of approximately 1300 square yards of pavement repair excavation including haul, 70 linear feet of storm sewer, 5 drainage structures, 1100 square yards of concrete sidewalk, 1 driver feedback sign system, 2 traffic signal systems, 3 rectangular rapid flashing beacon systems, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until **1:00 p.m. June 15<sup>th</sup>, 2026**, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

**Bid delivery noon to 1:00 p.m.:**  
**Construction Management Office**  
**998 East North Foothills Drive**  
**Spokane, WA 99208**

Gate entrance is off North Foothills Drive. See Map: <https://static.spokanecity.org/documents/business/bidinfo/construction-management-office-location.pdf>

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

The City of Spokane, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY-FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

**Note regarding new specifications:** The City of Spokane is using WSDOT's 2026 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revise.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish: May 27, 2026

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

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### INVITATION TO BIDS #6566-26

**Miscellaneous Welding-Fabrication Services at Vendor's Shop, To Include HD Vehicle Component Repair, Hydraulic Cylinder Repair, and Machine Shop Services – As Needed Over Five-Year Period. Multiple Awards to Be Made.**

City of Spokane Departments: Solid Waste Collections and Fleet Services

The City of Spokane is soliciting electronic Bids for the above titled Invitation to Bid.

**Bid Submittal:** Bids must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on June 15, 2026**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Bid, the Bidder must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Bidders will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

It is the Bidder's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Invitation to Bid.

The right is reserved to reject any and all Bids and to waive any informalities.

**Public Bid Opening:** Sealed Bids will be unsealed and read at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, June 15, 2026**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

**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. 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.

Rick Rinderle  
City of Spokane Purchasing

Publish: May 20 and 27, 2026

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**PUBLIC WORKS INVITATION TO BID #6570-26**  
**SPOKANE POLICE ACADEMY ADDITION**  
**City of Spokane FACILITIES DEPARTMENT**

The City of Spokane is soliciting electronic Bids for the above titled Invitation to Bid.

**Pre-Bid Conference:**

A Pre-Proposal Conference is scheduled to be held on THURSDAY JUNE 04, 2026, at 08:30AM, local time, at 2302 N. Waterworks St, Spokane, WA 99212.

**Bid Submittal:**

Bids must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY JUNE 22, 2026**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Bid, the Bidder must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Bidders will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

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**Public Bid Opening:**

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Katie Archer  
Procurement Specialist  
City of Spokane Purchasing & Contracts

Publish: May 27 and June 03, 2026

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