

CITY OF SPOKANE  
ADMINISTRATIVE POLICY AND PROCEDURE

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0750-24-1 LGL 2024-0030
TITLE: <b>ECONOMIC DEVELOPMENT PRIORITY REVIEW POLICY</b> EFFECTIVE DATE: April 11, 2024 REVISION DATE (IF APPLICABLE)	

GENERAL

1.1 PURPOSE

This policy is intended to support the city’s economic development strategy, specifically the American Aerospace Materials Manufacturing Center (Spokane Tech Hub), a creative economy, and the development and operation of large-scale technological, clean industrial, and high-tech manufacturing uses that will increase the tax base and/or provide jobs for the city’s residents. The standards and processes of the base or underlying zone shall be applicable.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions.

3.0 REFERENCES

- City of Spokane Comprehensive Plan Chapter 7 – Economic Development
- Resolution 2010-0049
- Resolution 2015-0084
- Resolution 2022-0064
- Resolution 2024-0022

## 4.0 DEFINITIONS

- 4.1 "Administrative Policies and Procedures" are used by City departments to inform other departments and staff of policies / procedures for the direction and management of Citywide operations.
- 4.2 "Departmental Policies and Procedures" are used to inform and provide direction for internal departmental management and operation of City departments. They affect primarily or exclusively single departments or divisions.
- 4.3 "Executive Orders" are issued from time-to-time formalizing specific mayor / city administrator decisions.
- 4.4 "Tenant Improvement (TI) Permit" is a Building Permit required for completing, remodeling, or altering a space within an existing building.

## 5.0 POLICY

- 5.1 Projects consisting of the following land uses shall be provided a priority review as set forth in Section 6.0 below:
  - A. Aerospace manufacturing, sales, assembly, and associated services.
  - B. Automotive manufacturing, sales, assembly, and associated services.
  - C. National or regional corporate campuses or offices.
  - D. Electronic data management businesses.
  - E. Food processing, packaging, and manufacturing.
  - F. Laboratory and testing services.
  - G. Clean advanced materials manufacturing or advanced manufacturing businesses.
  - H. Research and development use including life sciences, medical, or electronic assembly and associated light manufacturing.
  - I. Creative economy uses, including but not limited to advertising, architecture, arts and crafts, design, fashion, film, video, photography, music, performing arts, publishing, software development, electronic publishing, and TV/radio.
  - J. Other uses that will increase the tax base and/or provide significant living wage jobs or housing developments (with below market housing) for the city's residents as determined by the Economic Development Rapid Response Team (RRT).

- 5.2 In coordination with the Economic Development RRT, the Community and Economic Development Division shall *evaluate and improve the City of Spokane's development standards and permitting process to ensure that they are equitable, cost-effective, timely, and meet community needs and goals* (Goal ED 7, Policy 7.6)

## 6.0 PROCEDURE

Projects consisting of the land uses listed in Section 5.1 above, shall qualify for priority review. All projects shall follow the approval processes outlined in Chapter 17G SMC and other applicable chapters with the following modifications:

- A. The city shall assign a case manager/project coordinator to serve as a single point of contact for both applicants and city staff related to the relevant review and permitting process(es).
- B. Expedited Review for Tenant Improvements. Upon receipt of a complete application for a tenant improvement building permit, the Development Services Center (DSC) shall review all aspects of the application and provide the applicant with initial comments within five (5) business days. The DSC shall provide feedback or a final decision within five (5) business days of each submittal or resubmittal and may approve the application with conditions to be completed during construction or require resubmittal with changes prior to approval.
- C. For new development projects that do not qualify as Tenant Improvements, the assigned case manager/project coordinator will convene a special project review team.
- D. Grading and Excavation. A permit for grading and excavation may be issued, at the applicant's risk, prior to any project submittal or approval by the DSC.
  - 1. SEPA. Projects subject to SEPA review must complete the necessary process prior to any ground disturbing activities.


## 7.0 RESPONSIBILITIES


- 7.1 The City of Spokane Community and Economic Development Division shall administer this policy.
- 7.2 The Economic Development RRT shall have regular meetings and additional meetings as needed for specific projects. The RRT will work in coordination with the Community and Economic Development Division to lead on policy development, evaluate and propose changes to processes and procedures, and to facilitate efficient plan review, permitting and inspection to meet the needs of the community.

8.0 APPENDICES

APPROVED BY:

  
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**Apr 11, 2024**  
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Date










# !FINAL\_Economic Development Priority Review - Administrative Policy and Procedure 240408 (002)

Final Audit Report

2024-04-11

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