

CITY OF SPOKANE  
EXECUTIVE ORDER

CITY OF SPOKANE EXECUTIVE ORDER	EO 2024-0005
TITLE: <b>DIRECTIVE OF THE MAYOR REGARDING THE ADOPTION OF AN ADMINISTRATIVE POLICY</b> EFFECTIVE DATE: <i>April 10, 2024</i> REVISION DATE (IF APPLICABLE)	

WHEREAS, the Spokane City Council adopted Resolution 2024-0022 on February 26, 2024, which supports actions necessary to ensure the success of the American Aerospace Materials Manufacturing Center (Spokane Tech Hub); and

WHEREAS, the mayor desires to demonstrate the administration's commitment to the city's economic development strategy, including 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 significant jobs or housing for the city's residents.

NOW, THEREFORE, I, *Lisa Brown*, Mayor, do hereby order and direct:

Pursuant to the City of Spokane (the "City") Administrative Policy and Procedure Number 0325-18-1, Section 5.2.1, the Mayor hereby issues this Directive:

**AUTHORITY:**

Section 5.2.1 provides in part as follows:

Copies of proposed policies and procedures shall be provided to all affected departments for review and comment for at least a two-week period prior to final adoption, *unless* (emphasis added), directed otherwise by the Mayor or City Administrator.

**ACTION:**

In this instance the undersigned Mayor of the City directs that the Economic Development Priority Review Policy, attached hereto as Exhibit "A", is to become effective immediately upon signature, for the reasons set forth herein.

*Lisa Brown*  
Mayor

*April 10, 2024*  
Date

Attest:  
*Leri Agosta*  
City Clerk



Exhibit A

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:

Michael J Piccolo  
Michael J Piccolo (Apr 10, 2024 16:25 PDT)  
City Attorney

STANA  
Division Director

GKJ  
Garrett Jones (Apr 11, 2024 10:24 PDT)  
City Administrator

Apr 11, 2024  
Date










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

Final Audit Report

2024-04-11

Created:	2024-04-10
By:	Daniel Rose (drose@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFXAmdblfuo6btIDufd1rx57TaSG4nID9

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


-  Document created by Daniel Rose (drose@spokanecity.org)  
2024-04-10 - 11:23:33 PM GMT
-  Document emailed to mpiccolo@spokanecity.org for signature  
2024-04-10 - 11:24:21 PM GMT
-  Email viewed by mpiccolo@spokanecity.org  
2024-04-10 - 11:24:47 PM GMT
-  Signer mpiccolo@spokanecity.org entered name at signing as Michael J Piccolo  
2024-04-10 - 11:25:18 PM GMT
-  Document e-signed by Michael J Piccolo (mpiccolo@spokanecity.org)  
Signature Date: 2024-04-10 - 11:25:20 PM GMT - Time Source: server
-  Document emailed to Steve MacDonald (smacdonald@spokanecity.org) for signature  
2024-04-10 - 11:25:21 PM GMT
-  Email viewed by Steve MacDonald (smacdonald@spokanecity.org)  
2024-04-11 - 0:01:45 AM GMT
-  Document e-signed by Steve MacDonald (smacdonald@spokanecity.org)  
Signature Date: 2024-04-11 - 0:01:58 AM GMT - Time Source: server
-  Document emailed to Garrett Jones (gjones@spokanecity.org) for signature  
2024-04-11 - 0:02:00 AM GMT

 Email viewed by Garrett Jones (gjones@spokanecity.org)

2024-04-11 - 5:24:11 PM GMT

 Document e-signed by Garrett Jones (gjones@spokanecity.org)

Signature Date: 2024-04-11 - 5:24:19 PM GMT - Time Source: server

 Agreement completed.

2024-04-11 - 5:24:19 PM GMT