



**DEVELOPMENT SERVICES CENTER**  
808 W. SPOKANE FALLS BLVD.  
SPOKANE, WASHINGTON 99201-3329  
509.625.6300  
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**REQUEST FOR COMMENTS**  
**509 Design Office**  
**Conditional Use Permit**  
**FILE NO. Z22-077CUP3**

**Date:** March 23, 2022

**To:** Interested Parties, City Departments and Agencies with Jurisdiction.  
(Distribution list on reverse side)

**From:** Ali Brast, Assistant Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201 or (509) 625-6638  
abrast@spokanecity.org

**Subject:** **509 Design Office Conditional Use Permit** – Request for Comments

**Applicant/ Owner:** Alan Nolan / 509 Design, LLC  
12128 N Division St #110  
Spokane, WA 99218  
[alan@509.design](mailto:alan@509.design) or 509-847-4651

**File Number:** Z22-077CUP3

**Location Description:** The proposal is located at **320 W Dalke Ave**, parcel 36311.0419, Section 31 – Township 26N – Range 43

**Description of Proposal:** The applicant is proposing to convert an existing institutional building into an interior design office and small product showroom. The applicant also intends, at a later date, to build a detached storage building on the parcel, north of the existing structure, at a maximum of 1,200sqft consistent with residential accessory structure coverage, height and placement limitations. The property is zoned Residential Single Family. The building has been used as a number of institutional uses over the years – a school, church, and daycare have all operated out of this building.

SMC 17C.210.060.B states that nonconforming uses in the residential zone may, through a conditional use permit, be changed to an equal or more compatible use, so long as no new building, enlargement, or extensive alteration is involved. While the applicant is proposing a new storage building, it is the Planning Department's opinion that this proposed structure is consistent with residential storage buildings, and would be allowed regardless of the Conditional Use Permit, so long as no commercial activity takes place out of the new building. It is also the Planning Department's opinion that an office and showroom are equal and/or lesser intensity than the previous institutional uses within this building.

The building is currently quite dilapidated, so typical interior and façade updates are proposed, as well as site landscaping. If necessary, the future shop will provide vehicle access from the adjacent alley. The use is proposed to operate out of the main floor of the existing building; the small basement will be utilized minimally as storage space. Based on the identified use, a minimum of 4 parking stalls will be required, which will be accommodated on the street, adjacent to the parcel.

**Legal Description:** The entire legal description can be obtained with the Planning and Development Department.

**SEPA:** Exempt

**Current Zoning:** Residential Single-Family (RSF)

**REPORT NEEDED BY: 5 P.M. April 6, 2022.** If additional information is required in order for your department or agency to comment on this proposal, please notify Planning and Development as soon as possible so that the application processing can be suspended while the necessary information is being prepared. Under the procedures of SMC 17G.060, this referral to affected departments and agencies is for the following:

- 1) The determination of a complete application. If there are materials that the reviewing departments and agencies need to comment on this proposal, notice of such must be provided to the applicant;
- 2) Provides notice of application;
- 3) Concurrency Testing, **please note one of the following:**
  - a) (     ) This application is subject to concurrency and agency is required to notify this department that applicant meets/fails currency; OR
  - b) (     ) This application is exempt from concurrency testing, but will use capacity of existing facilities.

Under the revised procedures of SMC 17G.060, this referral to affected Departments and Agencies is to provide notice of a pending application. **THIS WILL BE THE LAST NOTICE PROVIDED TO REFERRAL DEPARTMENTS AND AGENCIES UNLESS WARRANTED.** If there are materials that the reviewing Departments and Agencies need to comment on this proposal, notice of such must be provided to the Applicant. The lack of comment by any referral agency will be considered to be acceptance of this application as Technically Complete.

**DISTRIBUTION LIST FOR COMMENTS**  
**PROJECT NAME: "509 Design Office Conditional Use Permit"**  
**FILE No.: Z22-077CUP3**

**E-mail Copies**

**City Departments**

- Asset Management, Attn: Dave Steele
- City Attorney, Attn: James Richman
- City Treasurer: Renee Robertson
- Code Enforcement, Attn: Kris Becker
- Construction Management, Attn: Joel Graff\* \*\*
- Engineering Services, Attn: Dan Buller\* \*\*
- Fire Dept., Attn: Dave Kokot \*
- Historic Preservation, Attn: Megan Duvall
- Integrated Capital Management, Attn: Inga Note\*\*
- Integrated Capital Management, Attn: Marcia Davis\* \*\*
- Integrated Capital Management, Attn: Katherine Miller \* \*\*
- Integrated Capital Management: Scotty Allenton\* \*\*
- Library Services, Attn: DT Circulation\*
- Neighborhood & Business Services, Attn:
- Neighborhood Services, Attn: ONS Team
- Parks Dept., Attn: Garrett Jones\*
- PCED, Attn: Johnnie Perkins
- Planning & Development, Attn: Dean Gunderson
- Planning & Development, Attn: Kris Becker
- Planning & Development, Attn: Eldon Brown\*\*
- Planning & Development, Attn: Joelie Eliason
- Planning & Development, Attn: Erik Johnson
- Planning & Development, Attn: Patty Kells\*
- Planning & Development, Attn: Dermott Murphy
- Planning & Development, Attn: Mike Nilsson\*\*
- Planning & Development, Attn: Tami Palmquist
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- Police Department, Attn: Sgt Chuck Reisenauer\*
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- Solid Waste, Attn: Scott Windsor
- Solid Waste, Attn: Rick Hughes\*
- Street Operations, Attn: Clint Harris\*\*
- Street Operations, Attn: Greg Martin\*\*
- Wastewater Management, Attn: Mike Morris\*\*
- Wastewater Management, Attn: William Peacock\*\*
- Wastewater AWWTP, Attn: Mike Coster\*\*
- Water Department, Attn: Jim Sakamoto\*\*

**County Departments**

- Spokane County Public Works, Attn: Barry Greene
- Spokane County Public Works, Attn: Lindsey Forward
- Spokane County Planning Department, Attn: John Pederson
- Spokane County Engineering Dept., Attn: Gary Nyberg
- Spokane Regional Health District, Attn: Jon Sherve

- Spokane Regional Health District, Attn: Paul Savage
- Spokane Regional Health District, Attn: Eric Meyer
- SRCAA, Attn: April Westby

**Washington State Agencies**

- Department of Natural Resources, Attn: Dave Harsh
- Department of Natural Resources Aquatics
- Department of Natural Resources, Attn: SEPA Center
- Department of Commerce, Attn: Dave Andersen
- Department of Archaeology & Historic Preservation, Attn: Gretchen Kaehler
- Department of Ecology, Attn: Environmental Review Section
- Department of Ecology, Attn: Jacob McCann
- Department of Ecology, Eastern Region, Attn: Jeremy Sikes, Shoreline Permit Reviewer
- Department of Ecology, Eastern Region, Attn: David Moore, Wetlands/Shoreline
- Department of Transportation, Attn: Char Kay
- Department of Transportation, Attn: Greg Figg
- Department of Fish & Wildlife, Attn: Leslie King - Habitat Program

**Other Agencies**

- U.S. Army corps of Engineers, Attn: Jess Jordan
- Avista Utilities, Attn: Lu Ann Weingart
- Avista Utilities, Attn: Dave Byus
- Avista Utilities, Attn: Randy Myhre
- Avista Utilities, Attn: Larissa Pruitt
- Cheney School District Operations, Attn: Jeff McClure
- City of Airway Heights, Attn: Heather Trautman
- City of Spokane Valley Planning, Attn: SEPA Review
- District 81 Capital Projects, Attn: Candy Johnson
- Mead School District Facilities & Planning, Attn: Ned Wendle
- Spokane Aquifer Joint Board, Attn: Tonilee Hanson
- Spokane School District, Attn: Phil Wright
- Spokane Transit Authority, Attn: Gordon Howell
- Spokane Transit Authority, Attn: Mike Hynes
- Spokane Transit Authority, Attn: Mike Tresidder
- Spokane Transit Authority, Attn: Kathleen Weinand
- Spokane Regional Transportation Council, Attn: Ryan Stewart
- Williams Northwest Pipeline, Attn: Michael Moore

**Other Agencies**

- U.S. Postal Service, Attn: Postmaster
- Spokane Tribe of Indians, Attn: Randy Abrahamson (31-26-43)

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**File No.: Z22-077CUP3**

**COMMENTS:** (Use additional sheets if necessary)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Department or Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Concurrency Passed/Failed