

**STAFF REPORT ON
CONDITIONAL USE PERMIT
FILE NO. Z26-102CUP3**

I. SUMMARY OF REQUEST AND RECOMMENDATIONS:

DESCRIPTION OF PROPOSAL: The applicant is proposing to establish a residential care facility – a Group Living use – at 3224 and 3206 E. 28th Avenue (parcels 35273.0205 and 35273.0224). The proposal for a Group Living use serving more than six residents requires a Type III Conditional Use permit in Residential 1 (R1) zones.

The 0.83-acre site is proposed to operate as either an Enhanced Services Facility (ESF) as defined in RCW 70.97 and WAC 388-107-0001, or an Assisted Living Facility as defined in RCW 18.20.020 and WAC 388-78A-2020, with a capacity of no more than 16 residents.

The existing site contains one large dwelling and one small secondary home with an attached accessory dwelling unit (ADU). Both existing dwellings are located on parcel 35273.0205, addressed as 3224 E 28th. The large dwelling is the proposed location for the Group Living use. The secondary home will be retained for personal use only and not proposed for operation of the Group Living use. Parcel 35273.0224, addressed as 3206 E 28th Ave., is currently vacant and will be required to be aggregated to the broader site as a part of the building permit application. No changes to parking, access, or drainage are proposed as a part of this project.

Recommendation: Staff recommends approval of this application, with conditions.

II. GENERAL INFORMATION:

- | | | |
|----|----------------------------|--|
| A. | Owner/Applicant: | Keisha Hood and Ronzai Saurombe
5808 N Cristy Lane.
Spokane, WA 99212 |
| B. | Location of Proposal: | 3224 and 3206 E. 28th Avenue
Parcels 35273.0205 and 35273.0224 |
| C. | Existing Zoning: | R1 (Residential 1) |
| D. | Land Use Plan Designation: | Residential Low |
| E. | SEPA Status: | Exempt |
| F. | Enabling Zoning: | SMC 17C.111 Residential Zones;
17C.320 Conditional Uses;
17C.330 Group Living; and,
17G.061.310 Decision Criteria |
| G. | Hearing Date: | July 16, 2026, 9:00AM |
| H. | Staff Contact: | Melissa Owen, Senior Planner, 509-625-6063
mowen@spokanecity.org. |

III. FINDINGS OF FACT:

- A. **Site Description:** The 0.83-acre site, owned by Ronzai Saurombe and Keisha Hiwot, is comprised of two adjacent parcels (35273.0205 and 35273.0224) located at 3224 and 3206 E. 28th Avenue. Please note that parcel 35273.0224, addressed as 3206 E 28th, is a vacant land locked parcel that will be aggregated to the larger site at time of building and change of use permits required for the proposed residential care center (see planning recommended conditions of approval below and in Exhibit 7.b.). The site is zoned R1 (Residential 1) and is developed with two existing single-family structures, onsite parking, and solid waste collection area developed for the former day care use at this location. The dwelling at the front (north side) of the property is proposed for use as a residential care facility under this Conditional Use application and the small residence with ADU at the rear of the property will be retained for personal use only. The site is accessed from 28th Avenue, a local street, built out with pavement, curb & gutters, and separated sidewalk on both sides of the street.

Exhibit 1. Vicinity Map – Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit



Location: 3224 and 3206 E. 28th Avenue (Parcels 35273.0205 and 35273.0224)

- B. **Project Description:** The applicant is proposing to establish a residential care facility at the above noted location. The site is proposed to operate as either an Enhanced Services Facility (ESF) as defined in RCW 70.97 and WAC 388-107-0001, or an Assisted Living Facility as defined in RCW 18.20.020 and WAC 388-78A-2020, with a capacity of no more than 16 residents.

The proposal will utilize an existing large dwelling, site access, onsite parking, and solid waste collection area for the proposed Group Living use. The site formerly operated as a

residence with a daycare center via special permits (Special Permit granted 06/15/83 and under 89-33-SP) and was developed at that time with paved parking and solid waste collection area for the daycare use (Fantasy Farms Child Development Center). A change of use/occupancy, building permits, and state required licensing will be required outside of this Type III Conditional Use permit process prior to use of the site as a residential care facility serving more than six residents.

A small secondary home with accessory dwelling unit (ADU) also located on the primary parcel addressed as 3224 E 28th Ave (parcel 35273.0205) will be for personal use only and is not proposed for operation as part of the proposed Group Living use.

- C. **Surrounding Zoning:** Residential 1 (R1) zoning is located in all directions surrounding this site with one small area of Residential 2 (R2) directly to the southwest of the project site. Immediately west of S. Ray St., parcels are zoned Office (O-35). A zoning map is included as Exhibit 2.
- D. **Adjacent Land Use Plan:** Land Use Plan for surrounding property is Residential Low except for a small area directly to the southwest of the site that has a land use designation of Residential Plus. The land use designation for property immediately west of S. Ray St. is Office. A Land Use map is included as Exhibit 3.
- E. **Applicable Zoning Regulations:** Spokane Municipal Code (SMC) 17C.111, Residential Zones; SMC 17C.320.080 (F), Conditional Use Decision Criteria; 17C.330 Group Living; and, SMC 17G.061.310, Decision Criteria.
- F. **Procedural Requirements:**
- An In-person Community Meeting was held on February 12, 2026;
 - A counter complete application was submitted on February 18, 2026;
 - An initial Request for Comments (RFC) notice was sent to Departments and Agencies on February 24, 2026.
 - A Second RFC notice was sent to City of Spokane Planning and Engineering only on April 3, 2024;
 - Planning staff worked with the applicant to make required adjustments to the site plan following the 2nd RFC and the applicant was notified on May 13, 2026, that the application was technically complete, a hearing date was scheduled July 16, 2026, and Notice of Application and Public Hearing materials were provided;
 - A combined Notice of Application and Public Hearing was mailed and posted on the subject property on or before May 27, 2026, which began the 15-day public comment period;
 - The Public Comment Period closed on June 11, 2024.

IV. DEPARTMENT REPORTS:

Notice of this proposal was sent to City departments and outside agencies for their review and comments on February 24 and April 3, 2026. The second request for comments was provided to City of Spokane Planning and Engineering only. Comments were received from the following city departments and agencies with jurisdiction.

City of Spokane: Integrated Capital Management, Treasury, Streets, Fire, Engineering, and Planning Departments.

Other Agencies: Spokane Tribe of Indians, Fairchild Air Force Base, and Lincoln Heights Neighborhood Council

Comments received from departments and agencies are included with the file and are made part of this application by reference (see Exhibits 7.b. and 7.f.). Conditions of Approval are included in the Recommendations Section of this staff report.

V. PUBLIC COMMENT:

As of July 1, 2026, staff received 2 emails regarding the notice of application – one from a nearby neighbor and one from the chair of the Lincoln Heights Neighborhood Council. Additionally, staff received two comments from nearby residents following notice of the community meeting and one phone call requesting additional information about the proposal prior to formal application to for the Conditional Use Permit. The neighborhood Council also provided an email response to the 1st request for agency comments (email response to RFC included in Exhibit 7.b.).

Public comments received through the land use application process are included in the file and made part of the application by reference (see Exhibit 10).

VI. CONCLUSIONS:

SMC 17G.061.310 Decision Criteria

The following criteria shall be used for Type III permit applications pursuant to SMC 17C.061.310:

1. *The proposal is allowed under the provisions of the land use codes. SMC 17G.061.310(C)(1)*

Relevant Facts:

Nursing and convalescent homes, assisted living, and residential care facilities for adults or youth are listed in the Spokane Municipal Code (SMC 17C.190.100) as examples of Group Living uses – a residential category of use (see Table 17C.111.100-1 – Residential Zones Primary Uses). Per 17C.190.100, Group Living is characterized by the residential occupancy of a structure by a group of people who do not meet the definition of Residential Household Living. Generally, Group Living structures have a common eating area for residents. The residents may or may not receive any combination of care, training or treatment, as long as they also reside at the site.

Group Living uses are allowed as a “Limited Use” or a “Conditional Use” according to Table 17C.111.100-1 Residential Primary Uses. The Limited Use standards for Group Living are stated in SMC 17C.111.110 (A). The Limited Use standards identify that Group Living uses for more than six residents in the R1 zones are subject to the standards of chapter 17C.320 SMC, Conditional Uses, and the spacing requirements of SMC 17C.330.120(B)(2). SMC Section 17C.330.100 – Group Living Development Standards, also identifies residential density standards, required open space, etc. for all Group Living uses.

Staff Discussion:

This proposed use is for Group Living serving up to 16 residents. As a result, the proposed use is required to complete a Type III Conditional Use process and be spaced at least 600’ from a site with any other Group Living facility that is also a Conditional Use (17C.330.120 subsection B). Planning staff reviewed all special permits identified on our GIS map within 600’ of the subject site and none of the other existing special permits found were for Group Living uses. The special permit evaluation details are included as Exhibit 4.

The combined parcel size associated with this application is 0.83-acres in size. Per table 17C.330.120-1, residential density of a maximum of 1.5 residents per 1,000 square feet of land

are permitted. Based on the land size, the site could accommodate up to 54 residents (including residents and staff). The request for a group living use serving up to 16 residents (not including any live-in staff) is well under the allowable residential density for Group Living uses.

17C.330.120 (C), Group Living Design Standards also require a minimum of 48 square feet of living space for every three residents. Required outdoor space may be combined assuming any minimum combined area is at least five hundred square feet in size and has minimum dimensions not less than 15' X 15'. Based on both applicant and staff measurements, the existing back patio associated with the home proposed for use as a residential care facility provides a minimum of 580 SF of outdoor space on a flat patio surfacing surrounded by landscaping. The 580 square feet of outdoor space provided exceeds that basic 48 square feet of outdoor space required for every three residents (288 SF). Exhibit 6.b. has been included showing approximate measurements of the patio area. The applicant's response to the initial agency review also includes the applicant measurement of the outdoor patio space (see Exhibit 7.c.).

Staff finds this criterion is met.

2. *The proposal is consistent with the comprehensive plan designation and goals, objectives, and policies for the property. SMC 17G.061.310(C)(2)*

Relevant Facts:

In Chapter 6 Housing, of the City's Comprehensive Plan

Policy H 1.6 Fair Housing states: *Promote compliance with fair housing laws.*

Policy H 1.18 Distribution of Housing Options states: *Promote a wide range of housing types and housing diversity to meet the needs of the diverse population and ensure that this housing is available throughout the community for people of all income levels and special needs.*

Policy H 1.22 Special Needs Housing states: *Encourage the retention, inclusion, and development of special needs and assisted living housing.*

In Chapter 10 Social Health, of the City's Comprehensive Plan

Policy SH 2.1 Care Facilities states: *Distribute care facilities fairly and equitably throughout all neighborhoods.*

Policy SH 2.2 Special Needs Temporary Housing states: *Disperse special needs temporary housing evenly throughout all neighborhoods.*

Policy SH 2.3 Compatible Design of Special Needs Facilities states: *Ensure that facilities that accommodate special needs populations blend in with the existing visual character of the neighborhood in which they are located.*

Staff Discussion: The proposal is consistent with multiple housing and social health policies found in the City's Comprehensive Plan. The City's spacing standards for group living uses where more than six residents are served are consistent with discussions associated with special needs housing policies found in the Comprehensive Plan. As noted above, staff have reviewed the special permits within 600' of the subject site and did not locate another Group Living use that required a Conditional Use Permit within the stated buffer area.

Staff finds that this criterion is met.

3. *The proposal meets the concurrency requirements of chapter 17D.010 SMC. (SMC 17G.061.310(C)(3))*

Relevant Facts: The following facilities and services were required to be evaluated for concurrency – transportation; public water; fire protection; police protection; parks and recreation; library; solid waste disposal and recycling; schools; and, public wastewater (sewer and stormwater). Per 17D.010.020, Concurrency Review, all facility and service providers shall be responsible for maintaining and monitoring their available and planned capacity.

The application was circulated on February 24, 2026, amongst all City departments and outside agencies with jurisdiction. On April 3, 2026, a second request for comments was distributed to Planning and Engineering only. As outlined in the Department Reports Section IV above, responses from a total of 9 City Departments and Agencies were received during the agency comment period.

Staff Discussion:

No responding departments or agencies reported that concurrency could not be achieved. Pursuant to 17D.010.020, Concurrency Review, failure by the notified facility and service provider to respond shall be construed as a finding that concurrency is met.

Staff finds this criterion is met.

4. *If approval of a site plan is required, the property is suitable for the proposed use and site plan considering the physical characteristics of the property, including but not limited to size, shape, location, topography, soils, slope, drainage characteristics, the existence of ground or surface water and the existence of natural, historic or cultural features. SMC 17G.061.31(C)(4)*

Relevant Facts:

The subject property includes two existing residential structures along with onsite parking and solid waste collection area associated with the former daycare use. As mentioned, previous special permits for a residence with a daycare facility to serve up to 49 children were approved for this site in the 1980's. The larger of the two existing single-family homes is proposed for use as the residential care facility under this Conditional Use application. This home was built in 1978 and includes over 2400 SF of living space on first floor and another 2400 SF of living space in a basement level per county records. The site includes the required minimum outdoor space required under 17C.330.120 and is not located within 600' of any other Conditional Use Group Living facility. At this time, the applicant is not proposing any site changes to parking, access, or drainage.

Staff Discussion:

Some modifications to the building and site are anticipated to address licensing requirements by the state and to address recommended conditions of approval found in this staff report. Typical modifications for residential care facilities include ADA access (if not already provided), sleeping room and bathroom locks consistent with licensing requirements by the state, modifications to bathrooms for the addition of grab bars, fire sprinkler systems, etc. Required modifications are not anticipated to change the overall exterior appearance of the home or site, which will remain residential in nature.

A separate permit for a Change of Use and modifications to the building/site is required but will not be accepted for review until an affirmative decision on this Type III Conditional Use application is issued. Assuming approval of this Conditional Use application by the Hearing Examiner, any modifications will need to address SMC 17C.320, Conditional Uses, which requires compliance with development standards of the base zone (R1) and special use standards being discussed in the following decision criteria section specific to 17C.320.080.

Staff finds that this criterion is met.

5. *The proposal will not have a significant adverse impact on the environment or the surrounding properties, and if necessary conditions can be placed on the proposal to avoid significant effects or interference with the use of neighboring property or the surrounding area, considering the design and intensity of the proposed use. SMC 17G.061.31(C)(5)*

Relevant Facts: The proposal is SEPA exempt. Additionally, the site is already built out as described herein.

Staff Comment:

Any necessary modifications to the site and/or structure are not anticipated to change the overall appearance of the site. The site will remain residential in nature and any modification will need to address SMC 17C.320, Conditional Uses, which requires compliance with development standards of the base zone (R1) and special use standards being discussed in the following decision criteria section specific to 17C.320.080.

As per recommended conditions of approval from Randy Abrahamson, Spokane Tribe of Indians Historic Preservation Officer, should ground disturbance be necessary to achieve compliance with state licensing requirements or recommended conditions of approval for this Conditional Use application, an Inadvertent Discovery Plan (IDP) will need to be retained on site during any ground disturbing activities.

Staff finds that this criterion is met.

SMC 17C.320.080 Decision Criteria.

Additional Decision Criteria for Institutional and Other Uses in Residential Zones are described in SMC 17C.320.080(F). The Institutional and Other Uses in Residential Zones criteria apply to all Conditional Uses in RA through RHD zones. The approval criteria allow increases to the maximum occupancy of group living in residential zones and are intended to ensure that uses like Group Living for more than six residents in the R1 zones maintain or do not significantly conflict with the appearance and function of the residential areas. The following represents staff evaluation of these additional criteria.

Section 17C.320.080 (F) Decision Criteria for Institutional and Other Uses in Residential Zones.

1. *Proportion of Residential Household Living Uses.*

The overall residential appearance and function of the area will not be significantly lessened due to the increased proportion of uses not in the residential household living category in the residential area. Consideration includes the proposal by itself and in combination with other uses in the area not in the residential household living category and is specifically based on the:

- a. *number, size and location of other uses not in the residential household living category in the residential; and*
- b. *intensity and scale of the proposed use and of existing residential household living uses and other uses.*

Relevant Facts:

The proposal is for a residential category of use – Group Living (see Table 17C.111.100-1, Residential Zones, Primary Uses). No other uses are proposed on this site. The proposal takes advantage of an existing large home and site development associated with the former use – a residence with day care facility for up to 49 children.

Staff Discussion:

As discussed above, required modifications are not anticipated to change the overall appearance of the home or site which will remain residential in nature. Any modifications proposed under separate permits following any approval of this Conditional Use application will need to address SMC 17C.320, Conditional Uses, which requires compliance with development standards of the base zone (R1 – Residential 1) and special use standards being discussed in this section of the decision criteria (17C.320.080).

Staff finds this criterion is met.

2. *Physical Compatibility.*

- a. *The proposal will be compatible with adjacent residential developments based on characteristics such as the site size, building scale and style, setbacks and landscaping; or*
- b. *The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping and other design features.*

Relevant Facts:

The subject property includes two existing residential structures on a 0.83-acre site. As noted above, the property received special permits to operate as a residence with a daycare in the home at the front (north side) of the property. As such the site includes on-site parking and a solid waste collection area associated with the former daycare use. The larger of the two existing homes (former residence with daycare structure) is the dwelling proposed for use as a residential care facility under this Conditional Use application.

Staff Discussion:

The proposed use is compatible with the adjacent residential neighborhood development as the home and site will remain residential in nature. If the separate change of use and building permits required to meet state licensing requirements, or conditions of approval for this application, result in any modifications to the site and/or structure, those modifications will need to comply with SMC 17C.320. SMC 17C.320 requires compliance with development standards of the base zone and special use standards being discussed in this section of the staff report (17C.320.080 subsection F). Any necessary modifications are not anticipated to change the overall appearance of the home or site.

Staff finds this criterion is met.

3. *Livability. The proposal will not have significant adverse impacts on the livability of nearby residential zoned lands due to:*

- a. *noise, glare from lights, late-night operations, odors, and litter; and*
- b. *privacy and safety issues.*

Relevant Facts:

Spokane Municipal Code Chapter 17C.220 addresses off site impacts such as noise, odor, and glare; however, this code is intended for application with non-residential uses

(17C.220.010 – Purpose). This said, all uses are subject to citywide standards such as those related to noise, garbage, etc.

The City of Spokane does not dictate security protocols related to state license requirements for Group Living facilities and the Spokane Municipal code does not provide specific mitigation for Group Living uses outside of ensuring that required minimum lot size, spacing, and outdoor area minimums are met based on the number of residents proposed to be served ([Section 17C.330.120](#) Development Standards).

Staff Discussion:

- Noise: Group Living is a residential use category under the Spokane Municipal Code. It is anticipated that the proposed Group Living use will generate noise similar to other locations with residential occupancy of a structure. The City's noise standards apply to all uses across the City. Noise is regulated under SMC Chapter 10.70 and the city's quiet hours are from 10 pm to 7 am. Any concerns about noise from residential uses are reported to crime check.
- Glare from lights: No changes to the exterior of the site, including lighting, are proposed at this time. Should exterior lighting be included in a future permit associated with the Group Living use, lighting will be reviewed and cut-off fixtures may be required to reduce glare onto adjoining property or the right of way. The site includes existing parking established for the previous daycare use. The parking lot is designed in a manner that promotes front-in parking. Utilized as designed, car headlights will be directed into the site (toward the west) on the east side of the home proposed for use as a residential care facility. Please see Exhibit 6.a. – Site Plan map (updated May 2026).
- Late Night Operations: No late-night operations for this use are proposed other than what would normally occur in residential Group Living uses. It is anticipated that the building will be occupied by residents of the care facility at all times. While staff will come and go from this site, it is not anticipated that shift changes will result in the movement of people or goods inconsistent with other residential structures.
- Odor and litter: No odor is anticipated. No litter or garbage other than regular waste from the use will be generated on-site. Litter and Solid Waste on private property is regulated under SMC Chapter 10.35 and Section 10.63.030. A solid waste collection area was established with the former daycare use. Staff has provided a recommended condition of approval for this application that the solid waste collection area be visually screened consistent with currently adopted codes.
- Privacy and Safety: Privacy is not anticipated to be impacted by the group living use. The residential care facility will occupy an existing large residence. No other Conditional Group Living use was found to be located within 600' of this project site. The site will be occupied by residents of the care facility. Additionally, the facility will be developed and staffed per state licensing requirements.

Staff finds this criterion is met.

4. *Public Services.*

- a. *The proposed use is in conformance with the street designations of the transportation element of the Comprehensive Plan.*
- b. *The transportation system is capable of supporting the proposed use in addition to the existing uses in the area. Evaluation factors include:*
 - a) *street capacity, level of service and other performance measures;*
 - b) *access to arterials;*

- c) *connectivity;*
 - d) *transit availability;*
 - e) *on-street parking impacts;*
 - f) *access restrictions;*
 - g) *neighborhood impacts;*
 - h) *impacts on pedestrian, bicycle and transit circulation;*
 - i) *safety for all modes; and*
 - j) *adequate transportation demand management strategies.*
- c. *Public services for water supply, police and fire protection are capable of serving the proposed use, and proposed sanitary waste disposal and stormwater disposal systems concept are acceptable to the engineering services department.*

Relevant Facts: The public right of way along E. 28th Avenue is a local street developed with paving and separated sidewalks. There are no proposed changes to the existing access to the site. While no on-site parking is required for any use across the City, including Group Living uses (table 17.230.020-1), on-site parking was developed under a former special permits to allow a home with daycare center in the 1980s. Additionally, at time of permit application for the change of use to a residential care facility, bicycle parking for the new use will be required.

The subject site is located approximately 150' from S. Ray Street and one block north of E 29th Avenue – both arterial streets. The surrounding street network is a grid system supporting easy access to and from the site. Spokane Transit Authority (STA) bus stops are located near the intersection of Ray and 29th and S. Thor and 29th.

Staff Discussion:

No City department or agency identified limitations or deficiencies to the public systems currently serving the site. City of Spokane Streets and Integrated Capital Management (ICM) departments had no concerns about this proposal (Street and ICM Department Responses found in Exhibit 7.b.) The existing transportation systems are capable of supporting the proposed use as well as other surrounding uses based on the concurrency review completed as part of this application process.

Staff finds this criterion is met.

VI. RECOMMENDATION

TO APPROVE the Conditional Use Permit to allow a Group Living use for up to 16 residents located at 3224 and 3206 E. 28th Avenue substantially in conformance with the plans and application on file in Planning and Development, and the following conditions of approval:

General Conditions of Approval.

1. The project will be developed in substantial conformance with SMC 17C.111.300, Land Use Standards, Residential Zones, Single-Unit and Middle Housing Design Standards, to maintain compatibility with, and limit the negative impacts on surrounding residential areas;
2. The development should adhere to plans, drawings, illustrations and/or specifications on file with the Development Services Center and with comments received regarding the project from City Departments and outside agencies with jurisdiction.
3. The project will be developed in compliance with any additional performance and development standards documented in comment or required by City of Spokane, Spokane County, Washington State, and any Federal agency.

4. This approval does not waive the applicant's obligation to comply with all of the requirements of City Departments, outside agencies with jurisdiction over land development , and/or State Licensing Requirements for an Enhanced Services Facility (ESF) as defined in RCW 70.97 and WAC 388-107-0001, or an Assisted Living Facility as defined in RCW 18.20.020 and WAC 388-78A-2020.
5. The residential care facility is limited to a capacity of no more than 16 residents.

Spokane Tribe of Indians Conditions of Approval.

6. Any ground disturbing activity associated with this site will require an Inadvertent Discovery Plan (IDP) implemented into the scope of work and kept on site at all times.

Fire Conditions of Approval.

7. The City recently passed Ordinance No. 36695 to revise portions of the Spokane municipal fire code (SMC 17F.080) that went into effect as of January 1, 2026.
8. If constructed as an Enhanced Services Facility, the building will be required to be provided with fire sprinklers. (IFC 903)
9. If constructed as an Assisted Living Facility, the building will be required to be provided with fire sprinklers. (IFC 903)
10. If constructed as an Enhanced Services Facility, a fire alarm system with central monitoring is required in accordance with the Municipal Code including the provision for "Special Areas to be Protected". (IFC 907 amended by SMC 17F.080.110)
11. If constructed as an Assisted Living Facility, a fire alarm system with central monitoring is required in accordance with the Municipal Code including the provision for "Special Areas to be Protected". (IFC 907 amended by SMC 17F.080.110)
12. Where a commercial kitchen is provided with equipment that will produce grease vapors, a Class I kitchen hood is required and will be protected with a wet-chemical suppression system (IFC 606.2). In addition, a Class K fire extinguisher will be located no more than 30 feet from the area of grease cooking (IFC 906.1). The type of equipment that is considered to generate grease vapors is established by the International Mechanical Code.
13. Fire Department approved all-weather access must be provided to within 200 feet of any point around the outside of a building (IFC 503.1.1) along an acceptable path of travel from an approved fire apparatus setup location. For fully sprinklered buildings, this is extended to 240 feet (IFC 503.1.1, exception 1).

Planning Conditions of Approval.

14. A Boundary Line Adjustment (BLA) to aggregate the two parcels will be required prior to building permit issuance for the change of use.
15. The solid waste collection area will need to meet screening requirements of Section 17C.200.070 Screening and Impact Abatement.
16. Long-term bicycle parking for a minimum of two bikes will be required based on a 12-16-bed facility. Additional long-term bicycle parking may be required if staff will be living on site. Long-term Bicycle Parking will need to meet the requirements of Section 17C.230.200(D) Bicycle Parking.
17. A separate retroactive fence permit is required for the area that was blocked off with new fencing.

Engineering Conditions of Approval.

18. If onsite parking is maintained (e.g. parking lot), all striped stalls and adjacent drive aisles must meet the minimum development standards. Development standard tables are available here: <https://my.spokanecity.org/smc/?Section=17C.230.140>.
19. Parking spaces for the disabled are regulated by the building code.

Exhibits:

1. Vicinity Map
2. Zoning Map
3. Land Use Map
4. Special Permit Review (600' radius)
5. Application Documents:
 - a. General Application with Narrative
 - b. Conditional Use Application
6. Site Plan Documents:
 - a. Site Plan Map (updated May 2026)
 - b. Outdoor Space
 - c. Site Plan Map (initial submittal)
7. Request for Comments Documents

RFC – Initial Review

- a. Request for Comments – Initial Review
- b. Request for additional information letter (initial review) including:
 - City of Spokane Integrated Capital Management – Inga Note (email dated 02/25/26)
 - Spokane Tribe of Indians – Randy Abrahamson, Tribal Historic Preservation Officer (letter dated 02/25/26)
 - City of Spokane Treasury – Cara Geiger (email dated 02/26/26)
 - Fairchild AFB – Kyle Krupanski, 1st Lt, USAF (email dated 02/27/26)
 - City of Spokane Streets Dept – Harley Dobson (email dated 03/05/26)
 - Lincoln Heights Neighborhood Council –Carol Tomsic, NC Chair (email dated 03/09/26)
 - City of Spokane Fire Prevention – Justin Cravalho (email dated 03/10/26)
 - City of Spokane DSC Engineering – Joelle Eliason (memo dated 03/10/26)
 - City of Spokane Planning – Melissa Owen (incorporated into this letter).

RFC – 2nd Review

- c. Applicant's Response to RFC (initial review)
 - d. Request for Comments – 2nd Request (planning and engineering only)
 - e. Request for meeting to discuss site plan
 - f. Revised comments (Engineering and Fire)
 - g. Technically Complete email with public notice/hearing instructions (email dated May 13, 2026)
8. Combine Notice of Application and Hearing:
 - a. Notice Documents
 - i. Public Notice/Sign/Posting/Mailing Instructions
 - ii. Public Notice Letter with Map
 - iii. Notification District Parcel List
 - b. Affidavits:
 - i. Affidavits for Sign, Public Posting, Individual notice
 - ii. Email Notice to Neighborhood Councils
 9. Community Meeting Documents:
 - a. Notification Map Application
 - b. Public notice sign/posting/ mailing instructions (including map, parcel list, notice letter and affidavits)
 - c. Applicant Community Meeting Package including:

- i. Affidavits – individual, public/sign (including sign image)
 - ii. Public Notice Letter
 - iii. Meeting Sign in sheet
 - iv. Meeting Agenda
 - v. Audio Recording (audio file)
- 10. Public Comments
 - a. Elizabeth Clark (email Jan. 29, 2026)
 - b. Margaret Clark (email Jan. 29, 2026)
 - c. Sara Gage (email Mary 26, 2026)
 - d. Carol Tomsic (email June 17, 2026)
- 11. Pre-Development Final Comments

Exhibit 1. Vicinity Map – Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit



Location: 3224 and 3206 E. 28th Avenue (Parcels 35273.0205 and 35273.0224)

Exhibit 2. Zoning Map – Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit



Location: 3224 and 3206 E. 28th Avenue (Parcels 35273.0205 and 35273.0224)

This aerial map displays a residential neighborhood with several key features and labels:

- Subject Site:** A red rectangle highlights a specific location, with a blue dot and the text "Subject Site" indicating a point of interest.
- Residential Moderate:** A yellow-shaded area on the left side of the map.
- Office:** A brown-shaded area located south of the Residential Moderate zone.
- Residential Plus:** A brown-shaded area located south of the Office zone.
- CC Core:** A purple-shaded area in the bottom-left corner.
- Streets:** The map shows a grid of streets, including 1st Ave through 10th Ave running horizontally, and 1st St through 10th St running vertically.
- Other Features:** Various residential lots, parking areas, and green spaces are visible throughout the map.

Location: 3224 and 3206 E. 28th Avenue (Parcels 35273.0205 and 35273.0224)

Exhibit 4 - Special Permit Review (600' Radius)

GIS Map Results for Special Permits w/in 600' of the proposed project site

Evaluation completed to verify compliance with [Section 17C.330.120](#) Development Standards (Min Spacing).

Historic Permit Records Available upon request.

Special Permit Locations/Special Permit Details

3154 E 29TH AVE – special permit for front yard variance.

3128 E 29TH AVE – Z870054SP – Higley Special Permit to use an existing residence as an art gallery and frame shop.

3327 E 29TH AVE – Special permit in 1979 for a girls self-improvement school.

2715 S RAY ST – Church received special permits associated with common church expansions such as parking lot (appears to be associated with a kindergarten use/classroom addition).

2607 S RAY ST – Lincoln Heights Betterment Club, community center in 1950, dance hall in 1971. 1975 CO for judo & gymnastics school. Southside church in 1976.

3104 E 27TH AVE – CPC 4/17/68 for an apartment complex.

3115 E 29TH AVE- Special Permit CPC 6/17/70 for an apartment complex.

Unknown address (Parcel 35273.2111) – site of multi-family dwelling units with land under ownership by Lincoln Heights Condo Homeowners' Association. Condominium plat found on Auditor Recording Index site.

3216 E 29TH AVE – building permit B9404237 for single-family residence, no special use permit found. Location on rental registry.

3214 E 29TH AVE – Record of single-family residence in 1914, no special use permit found.



Exhibit 5 - Application Documents:

- a. General Application with Narrative
- b. Conditional Use Application



General Application

Rev.20240311E

Description of Proposal

This project proposes the establishment of a small-scale residential care facility at 3224 E. 28th Avenue, Spokane, WA 99223. Subject to regulatory approval, the residence will operate as an Assisted Living Facility with a capacity of 12 to 16 residents.

The proposed use is residential in nature and is designed to provide a safe, structured, and home-like environment for residents with short-term mental health needs. The facility will operate in a converted building.



Address of Site Proposal

(if not yet assigned, obtain address from Development Services Center [509-625-6300] before submitting application):

3224 E. 28th Avenue, Spokane, WA 99223

Applicant

Name: Keisha Hood and Ronzai Saurombe

Address: 5808 N. Cristy Lane, Spokane WA, 99212

Phone: 509-944-1525 or 620-391-5455

Email: Agapecarevalley@gmail.com

Property Owner

Name: Keisha Hood and Ronzai Saurombe

Address: 5808 N. Cristy Lane, Spokane WA, 99212

Phone: 509-944-1525 or 620-391-5455

Email: Agapecarevalley@gmail.com

Agent

Name: N/A

Address: N/A

Phone: N/A

Email: N/A

Assessor's Parcel Numbers: 35273.0205 and 35273.0224

Legal Description of Site: Real Property in the County of Spokane, State of Washington, described as follows: Parcel

Size of Property: 4,886 square foot home that includes: ADU detached 2 bed 1 bath 1,500 sq ft rancher sitting on

List Specific Permits Requested in this Application:

No permits have been submitted as of today. Home was recently purchased.

Submitted By:

Keisha Hood : keisha hood

Ronzai Saurombe : Ronzai Saurombe

☒ Applicant ☒ Property Owner ☐ Property Purchaser ☐ Agent

In the case of discretionary permits (administrative, hearing examiner, landmarks commission or plan commission), if the applicant is not the property owner, the owner must provide the following acknowledgement:

I, N/A, owner of the above-described property, do hereby authorize
N/A to represent me and my interests in all matters regarding this application.

Acknowledgment

STATE OF WASHINGTON)
) ss.
COUNTY OF SPOKANE)

On this N/A day of N/A, 20N/A, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared N/A to me known to be the individual that executed the foregoing instrument and acknowledged the said instrument to be free and his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.

N/A

Notary Public in and for the State of Washington, residing at

N/A

General Application- Answers

DESCRIPTION OF PROPOSAL:

This project proposes the establishment of a small-scale residential care facility at 3224 E. 28th Avenue, Spokane, WA 99223. Subject to regulatory approval, the residence will operate as either an **Enhanced Services Facility (ESF)** or an **Assisted Living Facility** with a capacity of 12 to 16 residents.

The proposed use is residential in nature and is designed to provide a safe, structured, and home-like environment for adults with physical or behavioral health needs. The facility will operate in a peaceful, well-managed manner, generating minimal traffic and maintaining compatibility with the surrounding neighborhood.

The facility will be owned and operated by Keisha Hood, RN, a registered nurse with over eight years of clinical experience, currently completing a Psychiatric Nurse Practitioner degree at Gonzaga University. The residence will be staffed by trained professionals providing continuous supervision and individualized care, with operational policies emphasizing safety, dignity, and stability. This project represents a low-impact, community-oriented residential care use that meets an identified local need while preserving neighborhood character.

Address of Site Proposal: 3224 E. 28th Avenue, Spokane, WA 99223

APPLICANT

Name: Keisha Hood and Ronzai Saurombe

Address: 5808 N. Cristy Lane, Spokane WA, 99212

Phone: 509-944-1525

Email: Agapecarevalley@gaill.com

PROPERTY OWNER

Name: Keisha Hood and Ronzai Saurombe

Address: 5808 N. Cristy Lane, Spokane WA, 99212

Phone: 509-944-1525

Email: Agapecarevalley@gaill.com

AGENT: Not applicable

Name: N/A

Address: N/A

Phone: N/A

Email: N/A

Assessor's Parcel Numbers: 35273.0205 and 35273.0224

Legal Description of Site:

Real Property in the County of Spokane, State of Washington, described as follows:

Parcel 1:

Lots 4,5,6, Block 70, Lincoln Heights, according to plat recorded in Volume "L" of Plates, Page 36, in the City of Spokane, Spokane County, Washington.

Parcel 2:

The South 44.5 feet of Lot 3, Block 70, Lincoln Heights, according to plat recorded in Volume "L" of Plates, Page 36 and 37, in the City of Spokane, Spokane County, Washington.

Size of Property

4,886 square foot home that includes: ADU detached 2 bed 1 bath 1,500 sq ft rancher sitting on .83 acres of land. This is 2 parcels.

List Specific Permits Requested in this Application: No permits have been submitted as of today. Home was recently purchased.

SUBMITTED BY: ☒ **Applicant** ☐ Property Owner ☐ Property Purchaser ☐ Agent

In the case of discretionary permits (administrative, hearing examiner, landmarks commission or plan commission), if the applicant is not the property owner, the owner must provide the following acknowledgement: I, N/A, owner of the above-described property, do hereby authorize N/A to represent me and my interests in all matters regarding this application.

ACKNOWLEDGMENT STATE OF WASHINGTON)) ss. COUNTY OF SPOKANE) On this day of , 20 , before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared to me known to be the individual that executed the foregoing instrument and acknowledged the said instrument to be free and his/her free and voluntary act and deed, for the uses and purposes therein mentioned. Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State of Washington, residing at- N/A

Conditional Use Permit

The proposed action requires approval of:

- ☐ Administrative Conditional Use Permit (Type II)
- ☒ Hearing Examiner Conditional Use Permit (Type III)

All Conditional Use Permits must provide the following information:

1. List the provisions of the land use code that allows the proposal.

The Spokane Municipal Code allows residential care facilities, such as Adult Family Homes, Assisted Living Facilities, and Enhanced Services Facilities, to operate in residential areas when the required approvals are obtained. The proposed use is considered a residential use and is reviewed to ensure it meets zoning, safety, and operational standards. This proposal will comply with all applicable land use, building, fire, and licensing requirements, and will follow the City's review process for approval. Based on these provisions, the land use code allows the proposed residential care facility at this location.

2. Please explain how the proposal is consistent with the comprehensive plan designation and goals, objectives and policies for the property.

The proposed residential care facility is consistent with the Comprehensive Plan designation for the property. The use remains residential in nature and fits within the character of the surrounding neighborhood while providing needed housing and care for elderly individuals and adults with mental health needs. The project supports the Comprehensive Plan's goals of providing a variety of housing options, promoting community health and safety, and allowing compatible residential uses in established areas. The facility will operate like a typical household, with limited traffic and noise, and will make use of existing infrastructure and services. Overall, the proposal meets the intent of the Comprehensive Plan by providing a low-impact, well-managed residential use that serves a community need and remains compatible with the surrounding area.

3. Please explain how the proposal meets the concurrency requirements of SMC Chapter 17D.010.

The proposed residential care facility meets the concurrency requirements of SMC Chapter 17D.010. The project will utilize existing public facilities and services, including transportation, water, sewer, stormwater, fire, police, and emergency services, all of which are currently available and adequate to serve the site. The use is residential in nature and will generate minimal additional traffic, as residents do not drive and staffing levels are

limited. Existing roadway access and on-site parking are sufficient to support the proposed use. Public utilities are already in place and capable of accommodating the residential occupancy without requiring system improvements. Based on the availability of infrastructure and public services at the time of application, the proposal satisfies the concurrency requirements.

4. If approval of a site plan is required, demonstrate how the property is suitable for the proposed use and site plan. Consider the following: physical characteristics of the property, including but not limited to size, shape, location, topography, soils, slope, drainage characteristics, the existence of ground or surface water and the existence of natural, historic or cultural features.

The property located at 3224 E. 28th Avenue, Spokane, WA 99223 is suitable for the proposed residential care facility based on its physical characteristics, location, and residential setting. The lot is adequately sized and shaped to support a residential care use, including the existing home, required setbacks, and on-site parking, while maintaining the appearance and scale of a single-family residence. The property is located in a quiet, established residential neighborhood, which makes it well suited for elderly residents and individuals with mental health needs who benefit from a calm and stable environment. The surrounding area includes a mix of residential and compatible community-serving uses, such as churches, grocery stores, and medical clinics, and the proposed use is consistent with and complementary to the existing neighborhood character. The facility will operate in a low-impact manner, similar to a traditional household, with minimal traffic, noise, and disruption. There are no known issues related to soil stability, drainage, or surface water that would interfere with the proposed use. The property is not located in a flood-prone area and does not contain wetlands or other environmentally sensitive features. There are no known natural, historic, or cultural features on the site that would be affected by the proposed development. Existing utilities, including water, sewer, and emergency services, are available and adequate to support the residential care facility. Overall, the physical characteristics of the property allow the facility to operate safely and effectively while remaining consistent with the residential nature of the neighborhood.

5. Please explain any significant adverse impact on the environment or the surrounding properties the proposal will have and any necessary conditions that can be placed on the proposal to avoid significant effects or interference with the use of neighboring property or the surrounding area, considering the design and intensity of the proposed use.

The proposed residential care facility is low-impact and not expected to cause significant effects on the environment or nearby properties. It will generate minimal traffic and noise, similar to a normal household, and will fit within the quiet character of the neighborhood. Any potential impacts can be managed by limiting occupancy, providing on-site parking, and following all safety, fire, and health regulations. With trained staff and clear operational procedures, the facility will operate safely and respectfully without disturbing neighbors.

In addition to Questions 1-5, all Institutional or Other Uses in a Residential Zone must ALSO address the following approval criteria as required by SMC 17C.320.080:

6. Proportion of Residential Household Living Uses.

The overall residential appearance and function of the area will not be significantly lessened due to the increased proportion of uses not in the residential household living category in the residential area. Consideration includes the proposal by itself and in combination with other uses in the area not in the residential household living category and is specifically based on the:

- a. number, size and location of other uses not in the residential household living category in the residential; and
- b. intensity and scale of the proposed use and of existing residential household living uses and other uses.

The proposed residential care facility will maintain the residential character of the neighborhood and will not significantly reduce the overall proportion of residential household living uses in the area. The surrounding neighborhood is primarily residential, with a mix of compatible community-serving uses such as churches, grocery stores, and medical clinics. The facility is residential in scale and intensity, similar to a single-family home, and will operate with a limited number of residents and staff. It is compatible in size, function, and appearance with existing homes, and the use will blend seamlessly with surrounding residential household living uses. Even in combination with other non-residential uses in the area, the project will not dominate the neighborhood or change its overall residential character.

7. Physical Compatibility.

- a. The proposal will be compatible with adjacent residential developments based on characteristics such as the site size, building scale and style, setbacks and landscaping; or
- b. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping and other design features.

The proposed residential care facility is compatible with adjacent residential developments. The property is similar in size and scale to surrounding lots, and the existing home fits the neighborhood's residential style. Setbacks and landscaping will be maintained to preserve privacy and a home-like appearance. Any differences in scale or use will be minimized through careful design, including screening, maintained landscaping, and adherence to building and setback requirements. The facility will blend with the neighborhood and will not appear out of place or disrupt the character of nearby homes.

8. Livability.

The proposal will not have significant adverse impacts on the livability of nearby residential zoned lands due to:

- a. noise, glare from lights, late-night operations, odors and litter; and
- b. privacy and safety issues.

The proposed residential care facility is low-impact and will not affect the livability of nearby homes. It will operate quietly, with minimal traffic, no late-night activities, and no significant odors, litter, or bright lighting. Privacy and safety for both residents and neighbors will be maintained through proper site design, staff supervision, and adherence to all safety and health regulations. The use will function like a typical household and will fit seamlessly within the residential neighborhood.

9. Public Services. a. The proposed use is in conformance with the street designations of the transportation element of the comprehensive plan.

- b. The transportation system is capable of supporting the proposed use in addition to the existing uses in the area. Evaluation factors include:

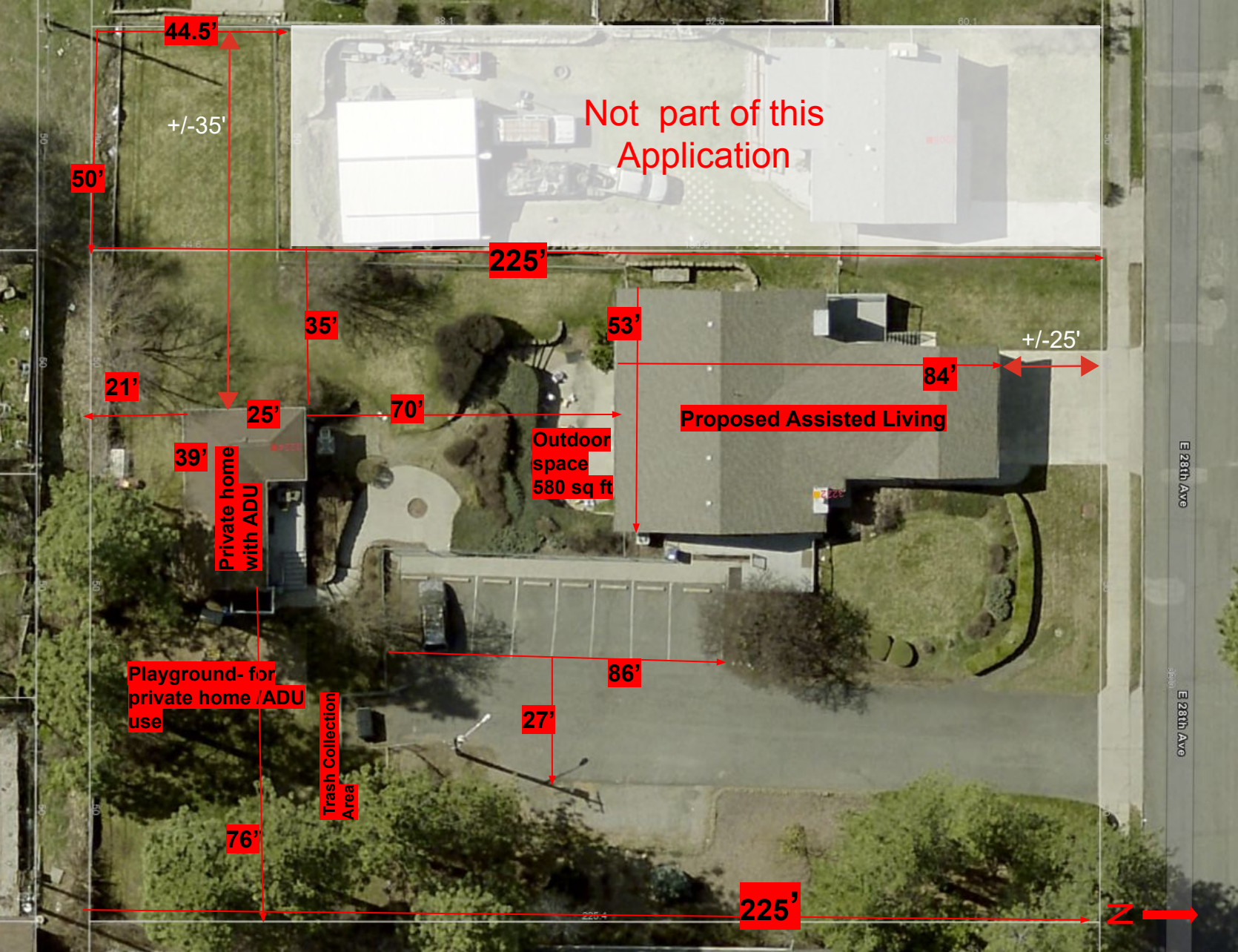
- i. street capacity, level of service and other performance measures;

- ii. access to arterials;
- iii. connectivity;
- iv. transit availability;
- v. on-street parking impacts;
- vi. access restrictions;
- vii. neighborhood impacts;
- viii. impacts on pedestrian, bicycle and transit circulation;
- ix. safety for all modes; and
- x. adequate transportation demand management strategies.

- c. Public services for water supply, police and fire protection are capable of serving the proposed use, and proposed sanitary waste disposal and stormwater disposal systems are acceptable to the engineering services department.

The proposed residential care facility is consistent with the street designations in the Comprehensive Plan and will use the existing transportation system without negatively impacting the neighborhood. The use is low-intensity, generating minimal traffic, and existing streets provide safe access with adequate connectivity. On-street parking, pedestrian, bicycle, and transit circulation will not be affected, and the limited number of staff and visitors ensures minimal impact on neighbors. Public services, including water, sewer, police, and fire protection, are already available and sufficient to support the facility. Stormwater and sanitary waste will be managed according to city standards. Overall, the project can be served safely and efficiently by existing public services and infrastructure.

Exhibit 6.a. - Site Plan (updated May 2026)



- 1) **Parking:**
 - a) There are eight existing parking stalls approximately 9' wide x 17' deep.

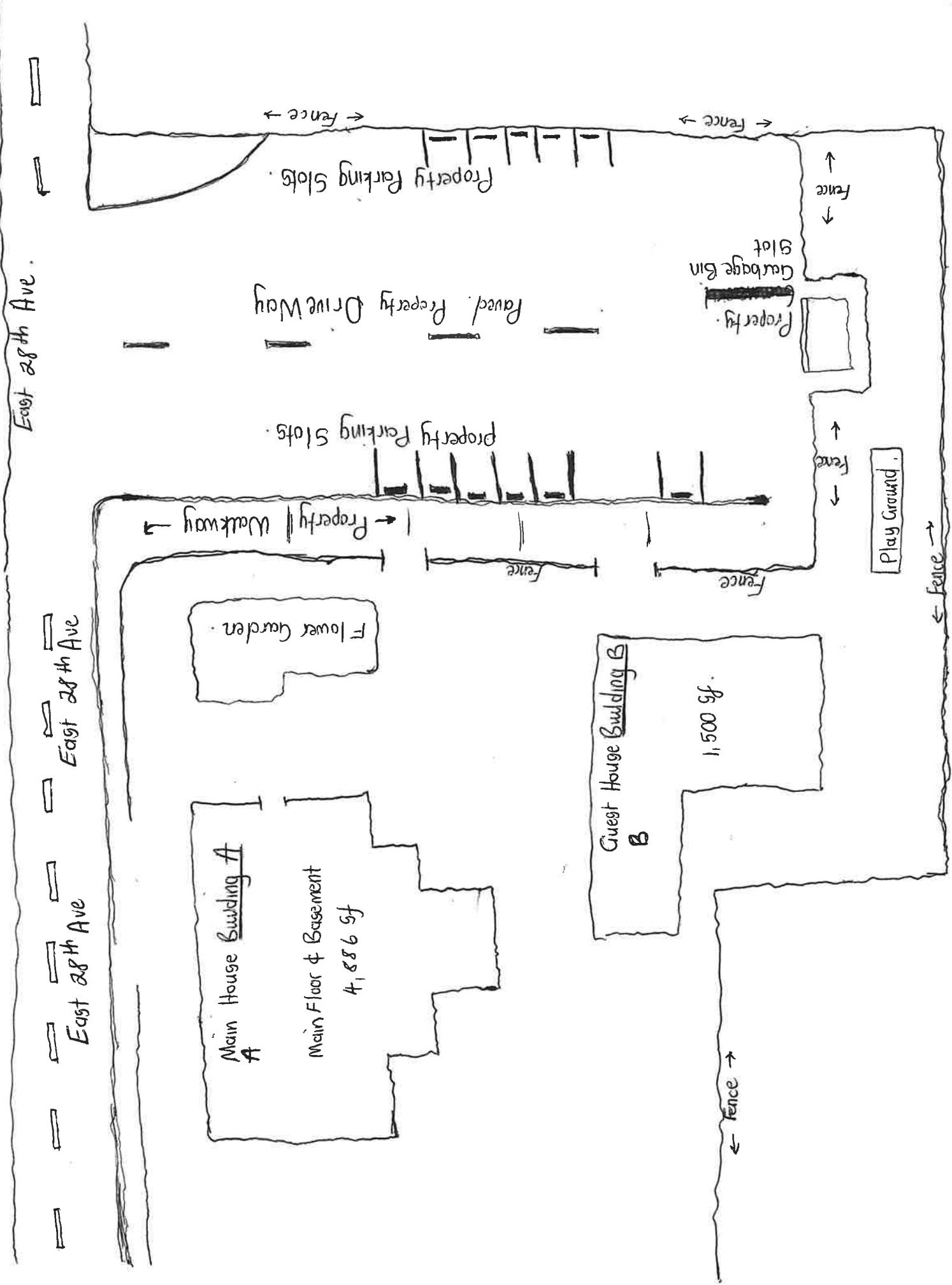
Exhibit 6.b - outdoor space measurements





Site Plan for 3224 East 28th Ave 99223 Spokane, WA.

Exhibit 6.c. - Site Plan (initial submittal)



REQUEST FOR COMMENTS
Agape Care Assisted Living/Enhanced Services Facility
Conditional Use Permit (Type 3)
FILE NO. Z26-102CUP3



PLANNING & DEVELOPMENT
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3329
509.625.6300
WWW.SPOKANEPLANNING.ORG
WWW.BUILDINGSPOKANE.ORG

Date: February 24, 2026

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

From: Melissa Owen, Senior Planner
808 West Spokane Falls Boulevard
Spokane, WA 99201 or call (509) 625-6063
mowen@spokanecity.org

Subject: **Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit – Request for Comments**

Owner/Applicant: Keisha Hood and Ronzai Saurombe
5808 N. Cristy Lane
Spokane WA, 99212

File Number: Z26-102CUP3

Location Description: The proposal is located at **3224 and 3206 E. 28th Ave. (Parcels 35273.0205 and 35273.0224)**, SW ¼, SEC. 27, T. 25 N., R. 43 E., W.M.

Description of Proposal: The conditional use application is to establishment a residential care facility at 3224/3206 E. 28th Avenue (parcels 35273.0205 and 35273.0224). The 0.83-acre site is proposed to operate as either an Enhanced Services Facility (ESF) as defined in RCW 70.97 and WAC 388-107-0001, or an Assisted Living Facility as defined in RCW 18.20.020 and WAC 388-78A-2020, with a capacity of no more than 16 residents. The proposal will utilize existing structures and access to the site.

The proposal for a “Group Living” category use for more than 6 residents requires a Type 3 Conditional Use permit in the R1 zone. Following the agency review period for this “Type 3 Conditional Use Permit,” a notice of application will go out to the Public and surrounding property owners. After the notice of application period, a Hearing will be held in front of the Hearing Examiner, who will issue a decision.

Legal Description: LINCOLN HTS L4TO6 B70 and LINCOLN HTS L3 B70 EXC N180.5FT

SEPA: this project is exempt from SEPA.

Current Zoning: Residential 1 (R1)

REPORT NEEDED BY: 5 P.M. March 10th, 2026. 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.

* - The lack of comment including concurrency by any referral agency will be considered acceptance of this application as technically complete and meeting concurrency requirements.

** - Please forward your comments to Adam Hayden, Planning and Development at least 2 working days before the “Report needed by” date shown on the front page.

DISTRIBUTION LIST FOR COMMENTS

PROJECT NAME: "Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit"
FILE No.: Z26-102CUP3

E-mail Copies

City Departments

- Asset Management, Attn: Dave Steele
- Building Department, Attn: Dermott Murphy
- City Attorney, Attn: Megan Kapaun
- City Treasurer & City Taxes & Licenses
- Code Enforcement, Attn: Luis Garcia
- Construction Management, Attn: Jonathan Adams* **
- Engineering Services, Attn: Dan Buller* **
- Fire Dept., Attn: Justin Cravalho *
- Fire Dept., Attn: Lance Dahl *
- GIS, Attn: Steven Allenton
- Historic Preservation, Attn: Megan Duvall
- Integrated Capital Management, Attn: Mark Papich* **
- Integrated Capital Management, Attn: Kevin Picanco ***
- Library Services, Attn: Dana Dalrymple*
- Neighborhood Services, Attn: ONS Team
- Parks Dept., Attn: Garrett Jones*
- Planning & Development, Attn: Tami Palmquist
- Planning & Development, Attn: Eldon Brown**
- Planning & Development, Attn: Adam Hayden*
- Planning & Development, Attn: Spencer Gardner
- Planning & Development, Attn: Mike Nilsson**
- Planning & Development, Attn: Planning Review
- Planning & Development, Attn: Erik Johnson
- Planning & Development, Attn: Joeline Eliason
- Planning & Development, Attn: Dalton Kuhn
- Police Department, Attn: OFC Caitlyn Anderson*
- Public Works, Attn: Marlene Feist
- Solid Waste, Attn: Kerry Deatrich
- Solid Waste, Attn: Rick Hughes*
- Street Operations, Attn: Inga Note**
- Wastewater Management
- Water Department, Attn: Jeanne Finger**
- Water Department, Attn: Jim Sakamoto**

County Departments

- Spokane County Public Works, Attn: Scott Engelhard
- Spokane County Planning Department, Attn: Scott Chesney
- Spokane County Engineering Dept., Attn: Gary Nyberg
- Spokane Regional Health District, Attn: Jon Sherve
- Spokane Regional Health District, Attn: Eric Meyer
SRCA, Attn: April Westby

Washington State Agencies

- Department of Natural Resources
- Department of Natural Resources Aquatics
- Department of Natural Resources, Attn: SEPA Center
- Department of Commerce, Attn: Ben Serr
- Department of Archaeology & Historic Preservation
- Department of Ecology, Attn: Environmental Review Section
- Department of Ecology, Attn: Jeremy Sikes
- Department of Ecology, Eastern Region, Attn: Mini Sheer, Wetlands/Shoreline
- Department of Transportation, Attn: Char Kay
- Department of Transportation, Attn: Greg Figg
- Department of Fish & Wildlife, Attn: Habitat Program

Other Agencies

- American Medical Response, Attn: Lori Koch
- U.S. Army corps of Engineers, Attn: Jess Jordan
- Avista Utilities, Attn: Larissa Pruitt
- Avista Utilities, Attn: Denise Marsh
- Avista Utilities, Attn: Christina Janssen
- Avista Utilities, Sherri Mattocks
- City of Spokane Valley Planning, Attn: Lori Barlow
- City of Spokane Valley Planning, Attn: Mike Basinger
- District 81 Capital Projects, Attn: Candy Johnson
- Mead School District Facilities & Planning, Attn: Ned Wendle
- Spokane Aquifer Joint Board, Attn: Erin Casci
- Spokane Aquifer Joint Board, Attn: Tonilee Hanson
- Spokane Transit Authority, Attn: Gordon Howell
- Spokane Transit Authority, Attn: Mike Hynes
- Spokane Tribe of Indians, Attn: Jacki Corley
- Spokane Regional Transportation Council, Attn: Kevin Wallace
- Williams Northwest Pipeline, Attn: Michael Moore

Additional Electronic/Email Copies

Other Agencies

- U.S. Postal Service, Attn: Postmaster
- Spokane Tribe of Indians, Attn: Randy Abrahamson (SW ¼, SEC. 27, T. 25 N., R. 43 E., W.M.)

REQUEST FOR COMMENTS
File No.: Z26-102CUP3

COMMENTS: (Use additional sheets if necessary)

Authorized Signature	Department or Agency	Date	Concurrency Passed/Failed
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Exhibit 7.b. - Request for additional information (initial review)

March 17, 2026

Keisha Hood and Ronzai Saurombe
5808 N. Cristy Lane
Spokane WA, 99212



RE: Review of File # Z26-102CUP3 – Agape Care Assisted Living/Enhanced Services Facility
Conditional Use Permit

Keisha and Ronzai,

This letter is to inform you that the application materials for the above-mentioned conditional use permit at 3224 E. 28th Avenue were found to be technically incomplete, based on a review required under Spokane Municipal Code (SMC) 17G.061.120, Determination of a Complete Application. The following comments were received from various departments and agencies and include comments that require addressing before this application can be considered technically complete and moved onto the notice of application phase of the CUP application process.

Engineering – Joelle Eliason:

Revisions Required.

The following items must be addressed prior to approval of the conditional use permit:

1. The parking area that is currently gravel on the east side of the driveway will need to be paved or blocked from vehicles via fencing, landscaping, or curbing.
 - a. If pavement or additional impervious hard surfacing is added to the site or the parking lot is replaced (excluding maintenance activities such as sealing and overlaying), a stormwater plan and report, prepared by a Professional Engineer licensed in the State of Washington, may be required.



2. If onsite parking is provided (e.g. parking lot), all striped stalls and adjacent drive aisles must meet the minimum development standards. Development standard tables are available here:
<https://my.spokanecity.org/smc/?Section=17C.230.140>.

- a. Please provide a dimensioned site plan showing any striped parking stalls, drive aisle widths, paved areas, etc.

Planning – Melissa Owen:

Revisions/Clarification Required.

3. Please update the project narrative (separate general application answers provided above the address of site proposal) to clarify the following aspects of the proposal:
 - a. That the project intends to utilize the larger existing structure for the assisted living facility.
 - b. That the smaller home is proposed to be used as a private residence and ADU (not for use in association with the conditional use)
 - c. That the project intends to utilize existing access and parking on the site.
 - i. If parking is to be expanded, please advise so that planning can review for any additional parking lot requirements that may need to be met.
 - ii. Please also see comments from engineering regarding paved areas and parking lot requirements.
 - d. Please clarify if care givers will be living at the assisted living facility or in other structures on the site (note: this information is needed for group living density calculations).
 - e. Please confirm that stays are at least 30 days/month-to-month. If stays are arranged for timeframes that are less than month-to-month, please advise.
4. In compliance with [Section 17G.061.110](#) Please update the site plan details to include:
 - f. Correct property dimensions (update parcel depth for primary parcel to 225').
 - g. Add additional small parcel with property dimensions (50' wide by 44.5 deep per legal description).
 - h. Update the label for the small home current identified as "structure" to "private home with ADU" or other appropriate label if the home with new proposed ADU not intended for group living use behind the care center.
 - i. Please identify the location of refuse collection.
 - j. Please dimension the outdoor spaces to be used to meet outdoor area requirements under 17C.330.120(C).
 - i. Include dimensions for the second deck areas and patio if they are intended to be used as outdoor space for the assisted living facility.
 - k. Please clarify if the existing playground is associated with the private home or the assisted living facility.
 - i. Provide dimensions if this is intended to be used to address outdoor space requirements for the assisted living facility.

Planning General Comment.

Additional conditions related to new parking may be applicable. Please see comments from engineering regarding the unpaved area shown on the site plan. Once it is clear if additional parking will be provided, planning will provide updated conditions.

Other Department/Agency Comments & Conditions of Approval.

The following is an accounting of other department comments which do not require any action at this time or revisions submittal. Comments below include preliminary approvals and conditions of approval that will be shown as recommendations in the staff report on this proposal.

City of Spokane Integrated Capital Management – Inga Note (email dated 02/25/26)

No concerns.

City of Spokane Treasury – Cara Geiger (email dated 02/26/26)

Approved by Treasury.

Fairchild AFB – Kyle Krupanski, 1st Lt, USAF (email dated 02/27/26)

This is considered compatible development with Fairchild AFB.

City of Spokane Streets Dept – Harley Dobson, Assoc. Traffic Engineer (email dated 03/05/26)

No comment at this time from the Street Department

Lincoln Heights Neighborhood Council –Carol Tomsic, NC Chair (email dated 03/09/26)

The applicant met with our residents. We don't have any comments at this time.

Conditions of Approval

Spokane Tribe of Indians – Randy Abrahamson, Tribal Historic Preservation Officer (letter dated 02/25/26)

Conditions of Approval.

- A. Any ground disturbing activity associated with this site will require an Inadvertent Discovery Plan (IDP) implemented into the scope of work and kept on site at all times.

City of Spokane Fire Prevention – Justin Cravalho (email dated 03/10/26)

Conditions of Approval.

- A. The City recently passed Ordinance No. 36695 to revise portions of the Spokane municipal fire code (SMC 17F.080) that went into effect as of January 1, 2026.
- B. If constructed as an Enhanced Services Facility, the building will be required to be provided with fire sprinklers. (IFC 903)
- C. If constructed as an Assisted Living Facility, the building will be required to be provided with fire sprinklers. (IFC 903)
- D. If constructed as an Enhanced Services Facility, a fire alarm system with central monitoring is required in accordance with the Municipal Code including the provision for "Special Areas to be Protected". (IFC 907 amended by SMC 17F.080.110)
- E. If constructed as an Assisted Living Facility, a fire alarm system with central monitoring is required in accordance with the Municipal Code including the provision for "Special Areas to be Protected". (IFC 907 amended by SMC 17F.080.110)
- F. Where a commercial kitchen is provided with equipment that will produce grease vapors, a Class I kitchen hood is required and will be protected with a wet-chemical suppression system (IFC 606.2). In addition, a Class K fire extinguisher will be located no more than 30 feet from the area of grease cooking (IFC 906.1). The type of equipment that is considered to generate grease vapors is established by the International Mechanical Code.
- G. Fire Department approved all-weather access must be provided to within 200 feet of any point around the outside of a building (IFC 503.1.1) along an acceptable path of travel from an approved fire apparatus setup location. For fully sprinklered buildings, this is extended to 240 feet (IFC 503.1.1, exception 1).

City of Spokane Planning – Melissa Owen
Conditions of Approval.

- A. A Boundary Line Adjustment (BLA) to aggregate the two parcels will be required prior to permit issuance for the change of use?
- B. The solid waste collection area will need to meet screening requirements of [Section 17C.200.070](#) Screening and Impact Abatement
- C. Please be advised that long term bicycle parking for a minimum of 2 bikes will be required as a condition of approval based on a 12-16-bed facility. Additional long-term bicycle parking may be required if staff will be living on site. Long-term Bicycle Parking will need to meet the requirements of [Section 17C.230.200](#)(D) Bicycle Parking.

Due to the need for additional information this application is thus deemed technically incomplete and will be halted until such is resubmitted. You have 60 days from the receipt of this letter to provide the required data in accordance with SMC 17G.061.120. If additional time is warranted, a request in writing for an extension may be granted by the Planning and Development Director. If requested data or an extension request are not received within 60 days, all application materials and a portion of fees paid will be returned your client. Please submit an updated SEPA checklist with the above requested information.

If you have any questions regarding these requirements, please reach out at 509-625-6063.

Sincerely,



Melissa Owen
Senior Planner
City of Spokane

Enclosures (in order of receipt):

City of Spokane Integrated Capital Management – Inga Note (email dated 02/25/26)

Spokane Tribe of Indians – Randy Abrahamson, Tribal Historic Preservation Officer (letter dated 02/25/26)

City of Spokane Treasury – Cara Geiger (email dated 02/26/26)

Fairchild AFB – Kyle Krupanski, 1st Lt, USAF (email dated 02/27/26)

City of Spokane Streets Dept – Harley Dobson (email dated 03/05/26)

Lincoln Heights Neighborhood Council –Carol Tomsic, NC Chair (email dated 03/09/26)

City of Spokane Fire Prevention – Justin Cravalho (email dated 03/10/26)

City of Spokane DSC Engineering – Joellie Eliason (memo dated 03/10/26)

City of Spokane Planning – Melissa Owen (incorporated into this letter)

From: [Note, Inga](#)
To: [Owen, Melissa](#)
Subject: RE: RFC - Z26-102CUP3 - Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit
Date: Wednesday, February 25, 2026 7:51:31 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

No concerns.

From: Owen, Melissa <mowen@spokanecity.org>
Sent: Tuesday, February 24, 2026 1:51 PM
To: Abrahamson, Randy <randya@spokanetribe.com>; Adams, Jonathan R. <jradams@spokanecity.org>; Development Services Center Addressing <eradsca@spokanecity.org>; Allen, Mark V. <mvallen@spokanecity.org>; Allenton, Scotty <sallenton@spokanecity.org>; Tagnani, Angela <atagnani@spokanecity.org>; Averyt, Chris <caveryt@spokanecity.org>; Avista <SpokaneCountyRE@avistacorp.com>; Lori Barlow <lbarlow@spokanevalley.org>; mbasinger <mbasinger@spokanevalley.org>; zbecker <zbecker@cawh.org>; Black, Tirrell <tblack@spokanecity.org>; Brown, Eldon <ebrown@spokanecity.org>; Brown, Rich (Cheney SD Operations) <rbrown@cheneysd.org>; Buller, Dan <dbuller@spokanecity.org>; Carveth, Brenna (County Public Works) <bcarveth@spokanecounty.org>; Chanse, Andrew <achanse@spokanelibrary.org>; Chesney, Scott <schesney@spokanecounty.org>; Chouinard, Sonya <SonyaC@spokaneschools.org>; Coleman, Cindy (SPS) <CindyCo@spokaneschools.org>; Corkins, Karen <karen@s3r3solutions.com>; Cravalho, Justin <jcravalho@spokanecity.org>; Dahl, Lance <idahl@spokanecity.org>; David Moore <David.J.Moore@usace.army.mil>; Deatrich, Kerry <kdeatrich@spokanecity.org>; Dept. of Archaeology and Historic Preservation <sepa@dahp.wa.gov>; Dept. of Ecology Shorelines <EROShorelineNotices@ecy.wa.gov>; Development Review Spokane Transit <developmentreview@spokanetransit.com>; Development Services Center Building Plans Examiner <eradsbpe@spokanecity.org>; DFW <r1planning@dfw.wa.gov>; distrate (dcistrate@spokanecounty.org) <dcistrate@spokanecounty.org>; DNR <sepacenter@dnr.wa.gov>; DNR Aquatics <dnrreaqleasingrivers@dnr.wa.gov>; Dobson, Harley <hdobson@spokanecity.org>; Eliason, Joelle <jeliason@spokanecity.org>; Engineering Admin <eraea@spokanecity.org>; Fairchild AFB Community Projects <92CES.CEN.CommunityProjCoord@us.af.mil>; Figg, Greg <figgg@wsdot.wa.gov>; Finger, Jeanne <jfinger@spokanecity.org>; Fredrickson, Beryl <bfredrickson@spokanecity.org>; Garcia, Luis <lgarcia@spokanecity.org>; Gardner, Spencer <sgardner@spokanecity.org>; Geiger, Cara <cgeiger@spokanecity.org>; Gennett, Raylene <rgennett@spokanecity.org>; Greene, Barry <BGreene@spokanecounty.org>; Grimm, Kevin <KevinGr@spokaneschools.org>; Hamad, Nicholas <nhamad@spokanecity.org>; Hamlin, Heather <hhamlin@spokanecity.org>; Hanson, Tonilee <sajbinfo@gmail.com>; Harris, Clint E. <ceharris@spokanecity.org>; Hayden, Adam <ahayden@spokanecity.org>; Hayes, Meagan <Meagan.Hayes@ecy.wa.gov>; Heitstuman, Kelly <kheitstuman@spokanecity.org>; Historic Preservation <preservation@spokanecity.org>; Hughes, Rick <rhughes@spokanecity.org>; Jennings, Brian (STA) <BJennings@spokanetransit.com>; Johnson, Erik D. <edjohnson@spokanecity.org>; Johnson, Jeffrey <jeffrey.johnson.64@us.af.mil>; Jones, Garrett <gjones@spokanecity.org>; Jordan, Jess <dale.j.jordan@usace.army.mil>; Kapaun, Megan <mkapaun@spokanecity.org>; Kasey



Spokane Tribe of Indians
Tribal Historic Preservation Officer
P.O. Box 100 Wellpinit WA99040

2/25/2026

TO: Mellissa Owen, Planner

RE: Z26-102CUP3- Agape Care Assisted Living / Enhanced Services Facility

Ms. Owen

Thank you for contacting the Tribe's Historic Preservation Office. We appreciate the opportunity to provide cultural consent for your project; the intent of this process is to preserve and protect all cultural resources whenever protection is feasible.

After archive research, of the project mentioned above, we didn't locate any cultural resources in the APE, and at this time we have no concerns or comments.

Recommendation: This project will require an Inadvertent Discovery Plan (IDP) implemented into the scope of work and kept on site at all times.

However, if any artifacts or human remains are found upon excavation this office should be immediately notified and the work in the immediate area cease.

Should additional information become available, or the scope of work change, our assessment may be revised. Again, thank you for this opportunity to comment on and consider this a positive action that will assist in protecting our shared heritage.

If questions arise, please contact me at (509) 258 – 4222.

Sincerely,

Randy Abrahamson
Spokane Tribal Historic Preservation Officer (T.H.P.O.)

From: [Geiger, Cara](#)
To: [Owen, Melissa](#)
Cc: [Taxes and Licenses](#)
Subject: RE: RFC - Z26-102CUP3 - Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit
Date: Thursday, February 26, 2026 11:12:26 AM
Attachments: [image005.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

Approved by Treasury.



Cara Geiger | CITY OF SPOKANE | TAXES & LICENSES SPECIALIST

509.625.6070 main | 509.625.6341 personal | cgeiger@spokanecity.org | spokanecity.org

Emails and attachments sent to or from the City, including personal information, are presumptively public records that are subject to disclosure. - Chapter 42.56 RCW

Working Hours M-F 7am-3:30pm

From: Owen, Melissa <mowen@spokanecity.org>
Sent: Tuesday, February 24, 2026 1:51 PM
To: Abrahamson, Randy <randya@spokanetribe.com>; Adams, Jonathan R. <jradams@spokanecity.org>; Development Services Center Addressing <eradsca@spokanecity.org>; Allen, Mark V. <mvallen@spokanecity.org>; Allenton, Scotty <sallenton@spokanecity.org>; Tagnani, Angela <atagnani@spokanecity.org>; Averyt, Chris <caveryt@spokanecity.org>; Avista <SpokaneCountyRE@avistacorp.com>; Lori Barlow <lbarlow@spokanevalley.org>; mbasinger <mbasinger@spokanevalley.org>; zbecker <zbecker@cawh.org>; Black, Tirrell <tblack@spokanecity.org>; Brown, Eldon <ebrown@spokanecity.org>; Brown, Rich (Cheney SD Operations) <rbrown@cheneysd.org>; Buller, Dan <dbuller@spokanecity.org>; Carveth, Brenna (County Public Works) <bcarveth@spokanecounty.org>; Chanse, Andrew <achanse@spokanelibrary.org>; Chesney, Scott <schesney@spokanecounty.org>; Chouinard, Sonya <SonyaC@spokaneschools.org>; Coleman, Cindy (SPS) <CindyCo@spokaneschools.org>; Corkins, Karen <karen@s3r3solutions.com>; Cravalho, Justin <jcravalho@spokanecity.org>; Dahl, Lance <idahl@spokanecity.org>; David Moore <David.J.Moore@usace.army.mil>; Deatrich, Kerry <kdeatrich@spokanecity.org>; Dept. of Archaeology and Historic Preservation <sepa@dahp.wa.gov>; Dept. of Ecology Shorelines <EROShorelineNotices@ecy.wa.gov>; Development Review Spokane Transit <developmentreview@spokanetransit.com>; Development Services Center Building Plans Examiner <eradsbpe@spokanecity.org>; DFW <r1planning@dfw.wa.gov>; distrate (dcistrata@spokanecounty.org) <dcistrata@spokanecounty.org>; DNR <sepacenter@dnr.wa.gov>; DNR Aquatics <dnrreaqualeasingrivers@dnr.wa.gov>; Dobson, Harley <hdobson@spokanecity.org>; Eliason, Joellie <jeliason@spokanecity.org>; Engineering Admin <eraea@spokanecity.org>; Fairchild AFB Community Projects <92CES.CEN.CommunityProjCoord@us.af.mil>; Figg, Greg

From: [92 CES/CEN Community Proj Coord](#)
To: [Owen, Melissa](#)
Subject: RE: RFC - Z26-102CUP3 - Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit
Date: Friday, February 27, 2026 10:43:28 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

[CAUTION - EXTERNAL EMAIL - Verify Sender]

CUI

Good morning,

This is considered compatible development with Fairchild AFB.

Very Respectfully,

KYLE D. KRUPANSKY, 1ST Lt, USAF
Deputy Engineering Flight Commander
Community Planner
92 CES/CENP
Fairchild AFB, WA
DSN: 647-3937 COMM: 247-3937

CUI

From: Owen, Melissa <mowen@spokanecity.org>
Sent: Tuesday, February 24, 2026 1:51 PM
To: Abrahamson, Randy <randya@spokanetribe.com>; Adams, Jonathan R. <jradams@spokanecity.org>; Development Services Center Addressing <eradsca@spokanecity.org>; Allen, Mark V. <mvallen@spokanecity.org>; Allenton, Scotty <sallenton@spokanecity.org>; Tagnani, Angela <atagnani@spokanecity.org>; Averyt, Chris <caveryt@spokanecity.org>; Avista <SpokaneCountyRE@avistacorp.com>; Lori Barlow <lbarlow@spokanevalley.org>; mbasinger <mbasinger@spokanevalley.org>; zbecker <zbecker@cawh.org>; Black, Tirrell <tblack@spokanecity.org>; Brown, Eldon <ebrown@spokanecity.org>; Brown, Rich (Cheney SD Operations) <rbrown@cheneysd.org>; Buller, Dan <dbuller@spokanecity.org>; Carveth, Brenna (County Public Works) <bcarveth@spokanecounty.org>; Chanse, Andrew <achanse@spokanelibrary.org>; Chesney, Scott <schesney@spokanecounty.org>; Chouinard, Sonya <SonyaC@spokaneschools.org>; Coleman, Cindy (SPS) <CindyCo@spokaneschools.org>; Corkins, Karen <karen@s3r3solutions.com>; Cravalho, Justin <jcravalho@spokanecity.org>; Dahl, Lance

From: [Dobson, Harley](#)
To: [Owen, Melissa](#)
Subject: Z26-102CUP3 Agape Care Assisted Living CUP
Date: Thursday, March 5, 2026 3:10:25 PM

No comment at this time from the Street Department

Thank you,



Harley Dobson | City of Spokane | Associate Traffic Engineer – Street Department
509.232.8845 | hdobson@spokanecity.org

From: [Carol Tomsic](#)
To: [Owen, Melissa](#)
Subject: Re: RFC - Z26-102CUP3 - Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit
Date: Monday, March 9, 2026 8:24:53 PM
Attachments: [image002.png](#)
[image004.png](#)
[image003.png](#)

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hi Melissa

Thank you for sharing.

The applicant met with our residents.

We don't have any comments at this time.

Carol Tomsic
Chair, Lincoln Heights Neighborhood Council

On Tuesday, February 24, 2026 at 01:51:29 PM PST, Owen, Melissa <mowen@spokanecity.org> wrote:

Good afternoon,

Please find attached the request for comments, general application with narrative, supplemental application, and site plan for the following project:

Project Name: Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit

File Number: Z26-102CUP3

Site Address: 3224 and 3206 E. 28th Ave. (Parcels 35273.0205 and 35273.0224), SW ¼, SEC. 27, T. 25 N., R. 43 E., W.M.

Please note that the signed application includes additional sheets with a project narrative that is not visible on the attached PDF general application form.

Please direct any questions or comments to Melissa Owen, Senior Planner at mowen@spokanecity.org by **Tuesday, March 10th, 2026, at 5:00 PM.**

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!

From: [Cravalho, Justin](#)
To: [Owen, Melissa](#)
Subject: Re: RFC - Z26-102CUP3 - Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit
Date: Tuesday, March 10, 2026 10:33:52 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[Outlook-unjpwqa.png](#)

Good morning Melissa,

Please see below for Fire's comments:

1. The City recently passed Ordinance No. 36695 to revise portions of the Spokane municipal fire code (SMC 17F.080) that went into effect as of January 1, 2026.
2. If constructed as an Enhanced Services Facility, the building will be required to be provided with fire sprinklers. (IFC 903)
3. If constructed as an Assisted Living Facility, the building will be required to be provided with fire sprinklers. (IFC 903)
4. If constructed as an Enhanced Services Facility, a fire alarm system with central monitoring is required in accordance with the Municipal Code including the provision for "Special Areas to be Protected". (IFC 907 amended by SMC 17F.080.110)
5. If constructed as an Assisted Living Facility, a fire alarm system with central monitoring is required in accordance with the Municipal Code including the provision for "Special Areas to be Protected". (IFC 907 amended by SMC 17F.080.110)
6. Where a commercial kitchen is provided with equipment that will produce grease vapors, a Class I kitchen hood is required and will be protected with a wet-chemical suppression system (IFC 606.2). In addition, a Class K fire extinguisher will be located no more than 30 feet from the area of grease cooking (IFC 906.1). The type of equipment that is considered to generate grease vapors is established by the International Mechanical Code.
7. Fire Department approved all-weather access must be provided to within 200 feet of any point around the outside of a building (IFC 503.1.1) along an acceptable path of travel from an approved fire apparatus setup location. For fully sprinklered buildings, this is extended to 240 feet (IFC 503.1.1, exception 1).

Thank you.

MEMORANDUM



Development Services Center

DATE: March 10, 2026

TO: Melissa Owen, Senior Planner

FROM: Joeline Eliason, Engineering Technician IV – Development Services

THROUGH: Eldon Brown, P.E., Principal Engineer – Development Services

FILE NO: Z26-102CUP3

SUBJECT: Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit Type 3

CONDITIONAL USE PERMIT COMMENTS:

The following items must be addressed prior to approval of the conditional use permit:

1. The parking area that is currently gravel on the east side of the driveway will need to be paved or blocked from vehicles via fencing, landscaping, or curbing.
 - a. If pavement or additional impervious hard surfacing is added to the site or the parking lot is replaced (excluding maintenance activities such as sealing and overlaying), a stormwater plan and report, prepared by a Professional Engineer licensed in the State of Washington, may be required.



Date: March 10, 2026

Comments: Z26-102CUP3

(Continuation)

2. If onsite parking is provided (e.g. parking lot), all striped stalls and adjacent drive aisles must meet the minimum development standards. Development standard tables are available here:

<https://my.spokanecity.org/smc/?Section=17C.230.140>.

- a. Please provide a dimensioned site plan showing any striped parking stalls, drive aisle widths, paved areas, etc.

CC: Development Services File

Tami Palmquist, AICP, Director, Development Services
Mike Nilsson, P.E., Principal Engineer, Development Services
Adam Hayden, Associate Engineer, Development Services
Dalton Kuhn, Senior Engineer, Development Services
Erik Johnson, Engineering Technician IV, Development Services

Conditional Use Application Revisions

1. The parking area that is currently gravel on the east side of the driveway will need to be paved or blocked from vehicles via fencing, landscaping, or curbing

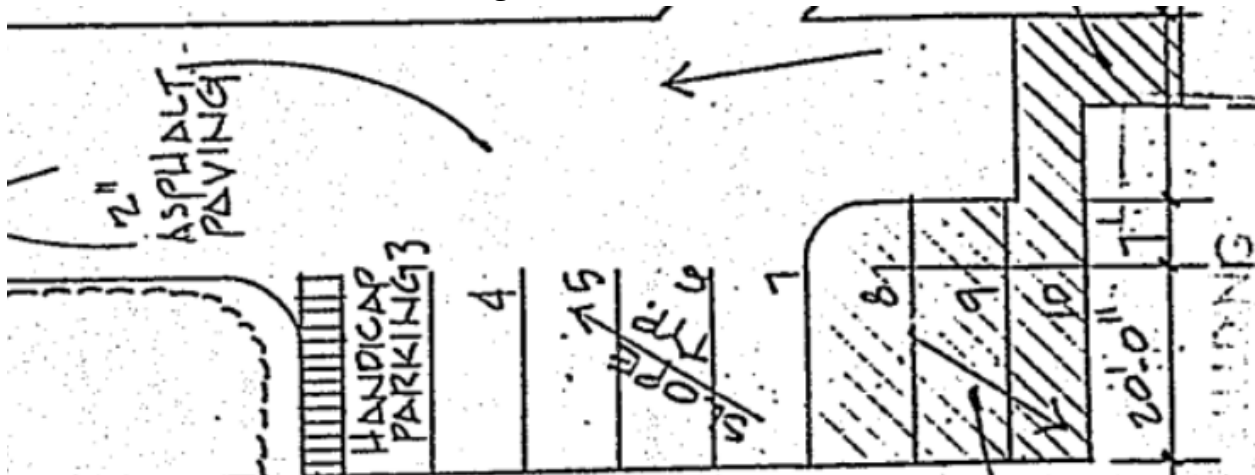


2. If onsite parking is provided (e.g. parking lot), all striped stalls and adjacent drive aisles must meet the minimum development standards.

<https://my.spokanecity.org/smc/?Section=17C.230.140>

Please provide a dimensioned site plan showing any striped parking stalls, drive aisle widths, paved areas, etc.

- a. **Answer:** Refer to image below.



3. Please update the project narrative (separate general application answers provided above the address of site proposal) to clarify the following aspects of the proposal:

Answer: The property has two existing structures on it. The project intends to utilize the larger existing structure for the Assisted Living Facility. The smaller structure/home is proposed to be used as a private residence with an ADU (not for use in association with the conditional use of the larger structure)

Answer: The smaller home will be used as our private family residence and will not be part of or used for the assisted living business operations.

- c. That the project intends to utilize existing access and parking on the site.i. If parking is to be expanded, please advise so that planning can review for any additional parking lot requirements that may need to be met.ii. Please also see comments from engineering regarding paved areas and parking lot requirements.

Answer: We will be using the existing driveway and parking areas on the property. There are no current or future plans to expand parking, as the existing parking area provides more than sufficient space to support the needs of this operation.

d. Please clarify if care givers will be living at the assisted living facility or in other structures on the site (note: this information is needed for group living density calculations).

Answer: Caregivers will not be living on the property, either in the assisted living home or in the smaller house. Staff will arrive for their scheduled shifts and leave at the end of their shifts.

e. Please confirm that stays are at least 30 days/month-to-month. If stays are arranged for timeframes that are less than month-to-month, please advise.

Answer: The smaller house will be used as a private residence for our family. The Assisted Living Facility is intended to serve residents on a long term basis and is not intended for short-term. Hence, stays are at least 30 days/Month.

4. In compliance with Section 17G.061.110 Please update the site plan details to include:

f. Correct property dimensions (update parcel depth for primary parcel to 225').

Answer: Parcel depth for primary parcel is 225'

g. Add additional small parcel with property dimensions (50' wide by 44.5 deep per legal description).

Answer: Additional small parcel property dimensions (50' wide by 44.5 deep per legal description

h. Update the label for the small home current identified as "structure" to "private home with ADU" or other appropriate label if the home with new proposed ADU not intended for group living use behind the care center.

Answer: Private home with ADU

i. Please identify the location of the refuse collection.

Answer: The refuse collection will happen by the roadside similar to all the other residential homes in the neighborhood. And there is also an area for larger refuse collection if needed as identified in the images below.



Roadside Refuse Collection Area



Second Large Refuse Collection Area

j. Please dimension the outdoor spaces to be used to meet outdoor are requirements under 17C.330.120(C).

Answer: Dimensions for the front loan area that we will be using for outdoor space is 44ft x 30ft x 46ft x 30ft.



i. Include dimensions for the second deck areas and patio if they are intended to be used as outdoor space for the assisted living facility.

Answer: Dimensions for the second deck area and patio is 13ft x 13ft x 16ft x13ft

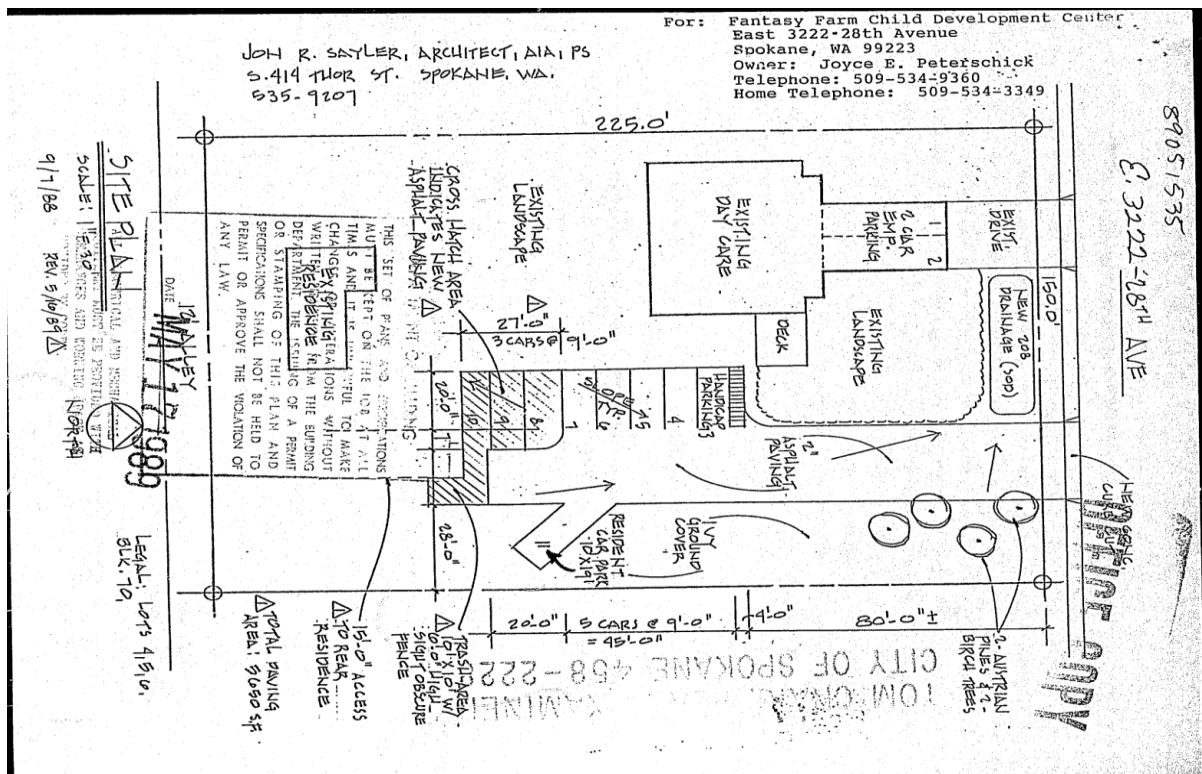


k. Please clarify if the existing playground is associated with the private home or the assisted living facility:

Answer: The playground is associated with the private home

i. Provide dimensions if this is intended to be used to address outdoor space requirements for the assisted living facility.

Answer: N/A- Playground is part of the private residence

[illegible]

From: [Agape Care](#)
To: [Owen, Melissa](#); hoodkeisha@gmail.com
Subject: Re: Agape Assisted Living Facility/Enhanced Services Facility - Type III CUP Application (Z26-102CUP3) - Comment Letter, Revisions Required.
Date: Friday, April 3, 2026 5:44:16 PM
Attachments: [image003.png](#)
[image002.png](#)
[image004.png](#)

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Thank you so much Mellisa,

I have also attached better pictures for the fence. Realized that the ones I sent earlier in the document was missing 1 panel. Just wanted to make sure.

I also added an outdoor area that I might have originally missed

 [IMG_0322.jpeg](#)

 [IMG_0321.jpeg](#)

 [IMG_0323.jpeg](#)

The dimensions for that outdoor area is 18ft x 35ft x 19ft x 35ft. I have attached the outdoor area pictures below as well.

Thank you so much for everything.

Agape Care Owner/Manager
www.agapecarespokane.com
+1 (509) 944 1525 | (509) 808 2466

On Fri, Apr 3, 2026 at 4:24 PM Owen, Melissa <mowen@spokanecity.org> wrote:

Keisha and Ronzai,

I have routed the revised material to engineering for review. I have requested comments back to me no later than the end of the day on Friday, April 17th. Please also note that included fire in my correspondence in the case they had any additional comments for future separate permitting of the assisted living facility after the Conditional Use Process is completed.

Thank you.

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!



Melissa Owen | City of Spokane | Planning & Development Services

509.625.6063 | mowen@spokanecity.org



From: Agape Care <agapecarevalley@gmail.com>

Sent: Tuesday, March 31, 2026 1:37 PM

To: Owen, Melissa <mowen@spokanecity.org>

Subject: Re: Agape Assisted Living Facility/Enhanced Services Facility - Type III CUP Application (Z26-102CUP3) - Comment Letter, Revisions Required.

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hello Melissa,

We have gathered all the necessary information as requested and provided feedback and clarification in the word document attached to this email.

We have also obtained quotes for the fire alarm and sprinkler systems for when we are ready for installation; those quotes are attached as well.

We believe we addressed all the questions and if we missed anything, please let us know.

Thank you again for your continued support and assistance.

Thanks

On Mon, Mar 23, 2026 at 2:32 PM Agape Care <agapecarevalley@gmail.com> wrote:

Thank you for the information, Melissa. Appreciate it!

On Fri, Mar 20, 2026 at 2:36 PM Owen, Melissa <mowen@spokanecity.org> wrote:

Keisha,

The permit for the small home was updated to be an alteration to an ADU under permit B2603244BLDR. Comments from staff are due on that permit are due on April 3rd. I'm not seeing any other permits in the system under the 3224 address or the parcel number for trade work, but typically trade work for something like an ADU would only be issued once the ADU is approved. I suggest you reach out to the permit team at 509-625-6999 or at permitteam@spokanecity.org regarding any questions you have related to trade permits. If you have record/permit numbers that would be helpful to the team. Thank you.

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!



Melissa Owen | City of Spokane | Planning & Development Services

509.625.6063 | mowen@spokanecity.org



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From: Agape Care <agapecarevalley@gmail.com>

Sent: Thursday, March 19, 2026 2:33 PM

To: Owen, Melissa <mowen@spokanecity.org>

Subject: Re: Agape Assisted Living Facility/Enhanced Services Facility - Type III CUP Application (Z26-102CUP3) - Comment Letter, Revisions Required.

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hi Melissa,

Thanks for getting back to me on the fencing. Look forward to brainstorming ideas with Jolie. I also left you a voicemail following up on permits we pulled for the small house. We are going the ADU route but we have not yet heard back from the permitting department regarding to several permits we pulled. Any idea on the reasons for the delay?

Thanks,

On Thu, Mar 19, 2026 at 2:25 PM Owen, Melissa <mowen@spokanecity.org> wrote:

Keisha,

I'm headed into a predevelopment meeting, but the movable fencing would not work. Another option may be to restore the gravel area to other landscaping. I have included the engineering team member who provided the engineering comments so that we can explore options to prevent parking in the unpaved area.

Thank you.

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!



Melissa Owen | City of Spokane | Planning & Development Services

509.625.6063 | mowen@spokanecity.org



From: Agape Care <agapecarevalley@gmail.com>

Sent: Thursday, March 19, 2026 2:19 PM

To: Owen, Melissa <mowen@spokanecity.org>

Subject: Re: Agape Assisted Living Facility/Enhanced Services Facility - Type III CUP Application (Z26-102CUP3) - Comment Letter, Revisions Required.

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hi Melissa,

Would this be an appropriate fencing solution for the gravel area in the parking space?



www.homedepot.com



#1 Home Improvement Retailer



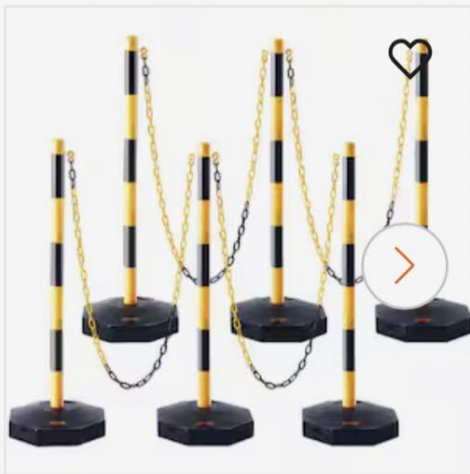
Search



Spokane South **10PM**

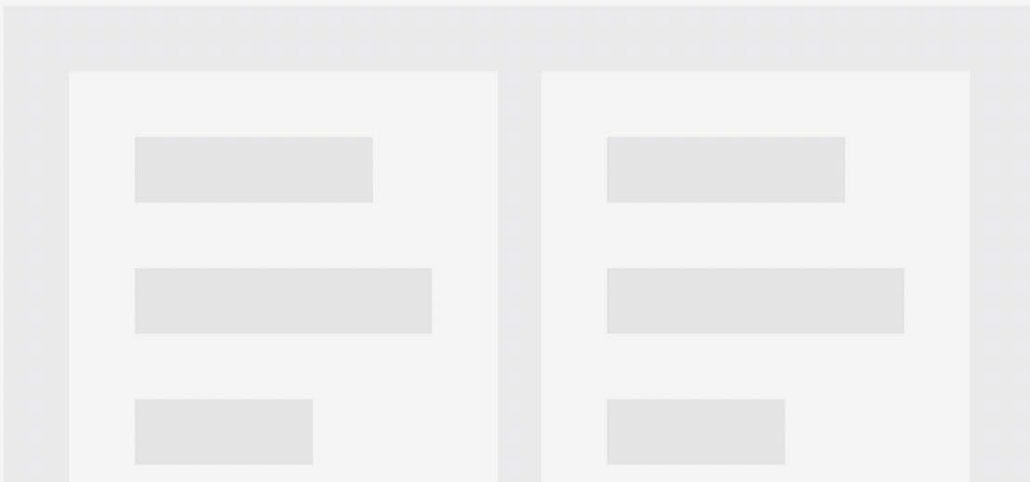
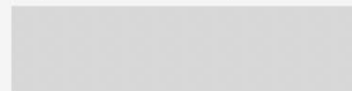


99223



**Traffic Delineator
Post Cones 30 in.
Safety Delineator
Barrier w/Fillable
Base 8 ft. Chain,
Yellow and Black (6-
Pieces)**

by **VEVOR** >



Thanks,

Keisha “Hiwi”

Agape Care Owner/Manager

www.agapecarespokane.com

+1 (509) 944 1525 | (509) 808 2466

On Tue, Mar 17, 2026 at 5:24 PM Owen, Melissa <mowen@spokanecity.org> wrote:

Keisha and Ronzai,

Attached is your comment letter for the initial review of the Agape Care Assisted Living Facility CUP Application. There are some revisions or clarification required in order to deem the application technically complete and move the application onto the next phase of the process (notice of application and hearing). Please see attached comment letter. You only need to respond to the items that are listed as revisions/clarifications (see engineering and planning comments at the beginning of the letter). Please note that I did find some historic permit site plans associated with the address 3222 E 28th that includes more details that may help you address some of the planning and engineering comments related to the site plan. Please see second attachment.

Please send your revisions directly to me for distribution to engineering and planning for a second review.

Should you have questions, please let me know. Thank you.

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!



Melissa Owen | City of Spokane | Planning & Development Services

509.625.6063 | mowen@spokanecity.org



--

Thanks,

Agape Care Owner/Manager

www.agapecarespokane.com

+1 (509) 944 1525 | (509) 808 2466

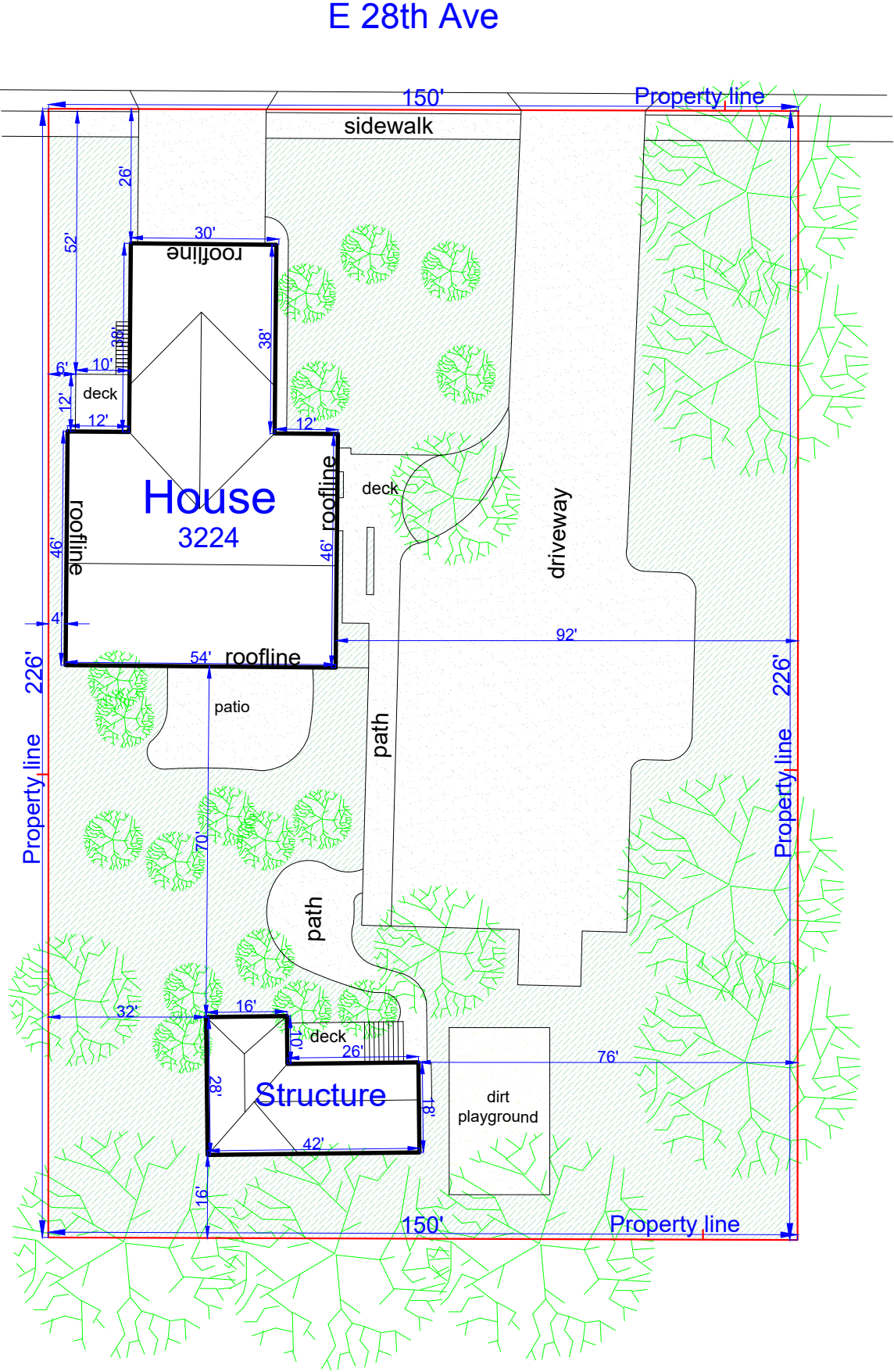
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Thanks,

Agape Care Owner/Manager

www.agapecarespokane.com

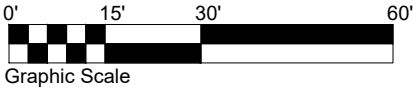
+1 (509) 944 1525 | (509) 808 2466

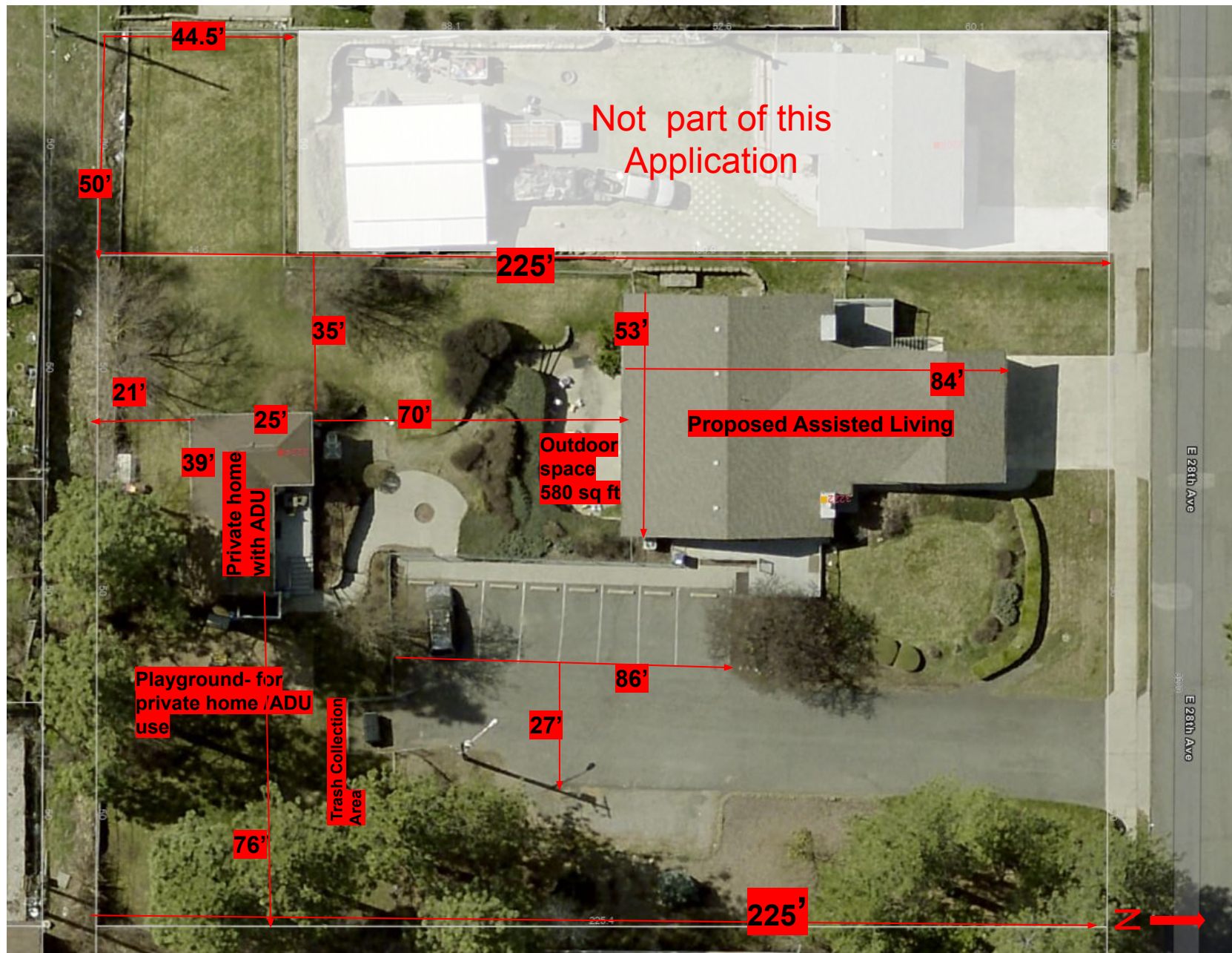


Parcel No. (APN) 35273.0205
Address 3224 E 28th Ave.
Spokane, WA 99223
Lot Area 33,750 SF (0.78 ACRES)

Scale: 1"=30'

Site Plan AGAPE 3224 E 28th Ave.





- 1) Parking:
 - a) There are eight existing parking stalls approximately 9' wide x 17' deep.



Proposal for Fire Alarm System

To: Ronzai Saurombe
Company:
Phone: 620-391-5455
Email: ronzaisarombe@gmail.com
Project: 3224 E 28th Ave

From: Thomas Muraoka
Company: Advanced Fire Systems, Inc.
Phone: 509-499-2739
Email: alarms@advfiresystems.net
Proposal #: AL 26-41

Scope: Advanced Fire Systems proposes to provide a turnkey fire alarm system including material, install devices, cable/cable installation and program a new fire alarm system for the 3224 E 28th Ave project located in Spokane, WA. The system will consist of a fire alarm panel located in basement mech room. Cell Communicator for monitoring, smoke detector above the fire alarm panel, pull station next to panel and each exit, fire sprinkler monitoring and weatherproof horn strobe outside riser room. Notification and detection will be installed throughout common areas. Each bedroom will have low frequency sounder base with smoke detector. Outside each bedroom will have low frequency sounder base with smoke/co detector. Bedrooms will be prewired with boxes in place for future use as required by 2021 IFC.

Fire Alarm Bid: 29,349.00

Clarifications: (the following clarifications and exclusions apply specifically to this project):

- All Material FOB Advanced Fire Systems Spokane Warehouse.
- Advanced Fire Systems provides equipment, labor to trim devices, cable, cable installation, programming, testing and AHJ acceptance.
- Permits and plan review fees are included.
- Proposal designed with 2021 IFC
- **Monitoring of system is required.** Advanced Fire can provide this service.
- Any additions required by the Authority Having Jurisdiction will only be undertaken following a properly authorized change order.

Exclusions:

- Bonds, taxes, fire watches, demolition, asbestos abatement, providing high lift devices, cutting/patching/painting, phone line for dialer, development of auto-cad floor plans.
- 120VAC to panel and any booster power supplies.
- Fire Caulking
- Fire/smoke dampers, duct smoke or exhaust vents.
- Backflow in vault and PIV
- Additional devices beyond quantities supplied.

General Terms & Conditions:

- Price valid for 30 days from date of quote.
- Standard warranty 1year parts and labor or as required in specifications. Warranty takes effect upon substantial completion defined as beneficial use of the system. Excludes acts of God or damage caused by others, etc.
- Payment Terms, Net 30.

*If a contract or purchase order will be issued for this scope of work, please reference this proposal in the contract documents OR sign the proposal below authorizing us to proceed. For us to proceed we will also need a full set of **conformed plans & specs, a project schedule, and an electronic copy of auto-cad floor plans.** Thank you for your consideration.*

Proposal Submitted by:	Proposal accepted by (signature):
Name: Thomas Muraoka	Name (print):
Title: PM- Fire Alarm Division	Title:
Date: 03/11/2026	Date:

Advanced Fire Systems Project Terms and Conditions

The following Terms and Conditions are attached to and form an integral part of the Project Proposal for Advanced Fire Systems. The Project Proposal together with these Terms and Conditions are collectively referred to as the "Advanced Fire Systems Project."

1. The Work

This Advanced Fire Systems Project, when accepted in writing by the Customer and approved by an authorized representative of Advanced Fire Systems, shall constitute the entire agreement between the parties. It may only be amended by a written document signed by both Advanced Fire Systems and Customer. If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions of this agreement shall remain in full force.

Advanced Fire Systems, based on a mutually agreeable project schedule, will:

- A. submit shop drawings, product data, and other submittals, if required in performing the Work.
- B. pay for all labor, materials, equipment, tools, supervision, programming, testing, start-up and documentation required to perform the Work.
- C. secure and pay for permits, licenses and inspections necessary for the proper completion of the Work, unless otherwise noted in the proposal.
- D. hire subcontractors to perform part of the Work, if necessary, while remaining responsible for the completion of the Work.

Customer, based on mutually agreeable project schedule, and at no cost to Advanced Fire Systems, agrees to:

- A. promptly approve submittals provided by Advanced Fire Systems.
- B. provide access to all areas of the facility as necessary to complete the Work.
- C. provide suitable electrical service as required by Advanced Fire Systems.
- D. take immediate action in the event of a system failure to reasonably and safely protect life and property and until such time that Advanced Fire Systems has remedied the situation and notifies the customer that the systems are operational.

2. Pricing, Invoices and Payments.

- Pricing is good for 30 days unless otherwise stipulated.
- Customer agrees to pay Advanced Fire Systems 25% of the total price for mobilization and/or engineering.
- Payments are due within 30 days of invoice.
- If the Project lasts longer than 30 days, invoices will be generated and submitted to the Customer monthly for work done during that month.
- Invoices shall not be subject to a project retainage percentage.
- Sales tax is not included in the price and will be added to the price on the invoice.
- If payment is not received when due, then Advanced Fire Systems may suspend any further work until payment is made.
- For balances past due date, Advanced Fire Systems may charge 1.5% interest per month (or the maximum allowed by law) plus any related costs such as any collection and reasonable attorney fees and may pursue any legal remedies to collect what is owed.

3. Warranty

Advanced Fire Systems, for a period of one year from substantial completion or beneficial use (whichever is first), guarantees that all work performed by Advanced Fire Systems will be free from defects in material or workmanship arising from normal use and service. Advanced Fire Systems will repair and/or replace, at its own expense, any defective or improper Work, provided Advanced Fire Systems is notified in writing during the warranty period.

The warranty will be void if the work or related equipment is:

- a. repaired or altered by any person other than an Advanced Fire Systems employee or its authorized representative.
- b. subjected to unreasonable or improper use or storage, used beyond rated conditions, operated other than per Advanced Fire Systems or the manufacturer's instructions or otherwise subjected to improper maintenance, negligence or accident.
- c. damaged because of any use of the equipment after customer has, or should have had, knowledge of any defect in the equipment.

4. Changes to The Advanced Fire Systems Project

Without invalidating this agreement, Customer or Advanced Fire Systems may request changes in the Work. Any adjustments in price or schedule in the Work must be agreed to in writing and signed by both the Customer and Advanced Fire Systems. If Customer orders Advanced Fire Systems to perform work, Advanced Fire Systems shall be entitled to an equitable adjustment in the schedule for performance and in the price, including overhead and profit.

Neither party may assign this Agreement without the prior written consent of the other party however this Advanced Fire Systems company may assign this agreement to any of its affiliated Advanced Fire Systems companies.

Notices shall be in writing and addressed to the other party in accordance with the names and addresses of the parties of this agreement and will be effective when the notified party receives the notice.

5. Insurance

Advanced Fire Systems shall provide the following insurance coverages during the term of this agreement:

Commercial General Liability	\$1M/occurrence & \$2M aggregate
Automobile Liability	\$1M combined single limit
Worker's Comp & Employer's Liability	Statutory Limits
Excess Liability	\$2M/occurrence & \$2M aggregate

6. Limitation of Liability

It is understood and agreed to by the parties hereto that Advanced Fire Systems is or may be providing monitoring and detection products or monitoring services which are designed to provide notification of certain events. However, that monitoring is not intended to be a guarantee or insurer against any acts for which they are supposed to monitor or inform. Advanced Fire Systems shall have no liability to the customer for any losses to the extent that such losses are caused by the failure of the detection product or monitoring service. In the event Advanced Fire Systems is found to be liable for any damages, the remedy is solely limited to one month's monitoring service fee.

Advanced Fire Systems shall not be responsible for:

- A. loss, delay, injury or damages that may be caused by, but not limited to: acts or omissions by Customer or its employees or agents, Acts of God, war, civil commotion/ riots, fire, explosions, theft, flood, water damage, lightning, freeze-ups, strikes, lockouts, differences with workers, installation of incompatible equipment, improper operations procedures, power current fluctuation or shortages of fuel, labor or materials.
- B. repairs, replacements or services to equipment due to corrosion, improper or inadequate water treatment, electrolytic action, chemical action or similar issues beyond its control.
- C. removal or reinstallation of replacement valves, dampers, waterflow and tamper switches from pipes or ductwork including any venting or draining systems.
- D. hazardous materials abatement or resolving/remediating other unsafe work conditions.

7. Disputes

This agreement shall be governed by the laws of the state in which the work is being performed. In the event of any dispute between Advanced Fire Systems and Customer, the parties shall first attempt to resolve the dispute in the field. If that is not successful, then a meeting shall take place between authorized officers of each company to settle the dispute. If that is not successful, then the dispute shall be sent to an up to one day mediation, paid for ½ by each party in the county where the work was performed, or in Spokane County, Washington, where Advanced Fire Systems is domiciled. The mediator shall be selected by Advanced Fire Systems and shall be a licensed attorney. In the event mediation is not successful, venue and jurisdiction for any action is in Spokane, Washington, or where the work was performed, at the choice of the Plaintiff. Reasonable attorney's fees and costs shall be awarded to the prevailing party in any dispute.

These terms and conditions in conjunction with the signed and accepted Project Proposal constitute a binding contract.



From | **Advanced Fire Systems Inc.**
4614 North Freya Street
Spokane WA 99217
(509) 489-5040
www.advfiresystems.net

Quote No.	0001750
Type	Repair
Prepared By	Dan Flock
Created On	03/17/2026
Valid Until	05/31/2026

Quote For	Ronzai Saurombe
	3224 E 28th Ave
	3224 East 28th Avenue
	Spokane WA 99223
	6203915455

Services to be completed

[Wet Sprinkler] Location - Building

Service Description – NFPA 13D Residential Fire Sprinkler System Installation

Project Location: 3224 E 28th Ave

Project Type: Adult Family Home Conversion

This project includes the design, permitting, installation, and testing of a residential fire sprinkler system in accordance with NFPA 13D for the conversion of an existing residence into a licensed adult family home.

Scope of Work

1. System Design & Engineering

Provide full system design, including hydraulic calculations and sprinkler layout per NFPA 13D requirements.

System will be designed to meet life safety objectives, focusing on occupant survivability and tenable escape conditions.

Water supply evaluation will be conducted to determine available pressure and flow.

2. Water Supply Determination (Tank & Pump Contingency)

Based on hydraulic calculations and available water supply, a dedicated water storage tank and fire pump may be required to meet NFPA 13D demand.

If required, a temporary or permanent tank and pump system will be included in the installation.

If testing confirms that the existing municipal water supply is sufficient to meet system demand, any previously included tank and pump equipment will be removed from the final installation and cost adjusted accordingly.

3. Permitting & Code Compliance

Submit plans, calculations, and supporting documentation to the Authority Having Jurisdiction (AHJ) for review and approval.

Coordinate inspections and ensure compliance with all applicable local, state, and life safety requirements for adult family homes.

4. Installation

Furnish and install all piping, fittings, valves, hangers, and residential sprinkler heads per approved plans.

Install system components in accordance with NFPA 13D standards and manufacturer specifications.

Ensure system integration with domestic water supply or dedicated fire protection supply as required.

5. Testing & Final Acceptance

Perform hydrostatic testing and final system inspection.

Conduct functional testing to verify system performance.

Coordinate final inspection and approval with AHJ.

Exclusions & Clarifications

Attic spaces are excluded from this scope of work. No piping, sprinklers, or related work is included within attic areas.

If attic protection or routing through attic spaces is required by the AHJ, existing conditions, or design constraints, such work will be treated as a change in scope and may result in additional cost.

Drywall, patching, painting, and finish work are excluded unless otherwise noted.

Electrical work for fire pump (if required) is excluded unless specifically included.

Backflow prevention device installation or upgrades are excluded unless noted.

Sales Tax

Applicable sales tax will be applied to this project unless a valid reseller permit is provided prior to project commencement.

Notes

Final system configuration and pricing are contingent upon completed hydraulic calculations and water supply verification.

Any changes required by the AHJ, concealed conditions, or field conditions may result in scope and cost adjustments.

Code	Parts, Labor, and Items	Quantity	Unit Price	Tax	Total
S_JMan Day Labor WA	Journeyman Day Work Labor WA	80	\$150.00	\$1,092.00	\$13,092.00
S_Appt Day Labor WA	Apprentice Day Work Labor WA	80	\$90.00	\$655.20	\$7,855.20
	Sprinkler Material	1	\$6,500.00	\$591.50	\$7,091.50
	backflow device (if tank and pump are necessary backflow may be able to be deleted depending on design)	1	\$2,735.00	\$248.89	\$2,983.89
	Tank and pump	1	\$6,200.00	\$564.20	\$6,764.20
S_Design Labor	Design Labor	60	\$85.00	\$464.10	\$5,564.10
Permit Fee	Permit Fee	1	\$3,750.00	\$341.25	\$4,091.25

Code	Parts, Labor, and Items	Quantity	Unit Price	Tax	Total
				SUBTOTAL	\$43,485.00
				TAX @ 9.1%	\$3,957.14
				GRAND TOTAL	\$47,442.14

Additional Customer Information

Payments #
 QB #

Terms and Conditions

General Terms and Conditions

By accepting this Proposal/Work Order, the undersigned (“Customer”) hereby agrees to the following Terms and Conditions:

1. Scope of Work

AFS will furnish labor and material only for the items specifically listed in the attached proposal/work order. All work will comply with NFPA standards and AHJ requirements. Any work not expressly listed requires prior written authorization and may result in additional charges.

2. Exclusions

Unless specifically included in writing, this Agreement does not cover: permits, plans, engineering, bonds, additional insurance, OCIPs, freight, shipping, sales tax, fire watch, panel programming, acceptance testing, patching, painting, fire stopping, structural repairs, lifts/scaffolding, special reporting, or any work outside the stated scope. Pricing is based on standard business hours; overtime and after-hours work will be billed separately.

3. Pre-Existing Conditions

AFS does not assume responsibility for the performance, reliability, or condition of any pre-existing fire protection systems or equipment. Customer accepts full responsibility for all such conditions and for any damage (including water or property damage) resulting from existing defects, hidden conditions, or system failures that may occur during or after service. Testing, draining, flushing, or pressurization of existing systems is performed at Customer’s sole risk.

4. Customer Responsibilities

Customer shall:

- Provide safe, unobstructed access to all work areas.
- Disclose any known hazards or system issues.
- Ensure that isolation valves and drains are operational.
- Provide any required temporary fire protection during system shutdowns.

Delays, hazards, or inaccessible conditions beyond AFS’s control may result in additional charges.

5. Reporting

AFS will provide standard service/inspection reports. Any special formatting, electronic filing, or customized reporting required by AHJs, owners, or third parties will be billed separately unless agreed in writing in advance.

6. Pricing & Supply Chain

Quoted prices are valid for 14 days. Material and equipment availability is subject to supplier and market conditions. Pricing may be adjusted due to shortages, surcharges, or tariffs, with notice provided before invoicing.

7. Limited Warranty

AFS warrants that materials and workmanship provided under this Agreement will be free from defects for ninety (90) days from completion. This Limited Warranty is exclusive and in lieu of all other warranties, express or implied, including warranties of merchantability or fitness for a particular purpose. No oral or written statements shall create additional warranties beyond those stated herein.

8. Limitation of Liability

Customer understands and agrees:

- AFS is not an insurer, and fees charged are based solely on the value of services and materials provided.
- Customer assumes all risk of loss or damage to property, contents, and business operations.
- To the fullest extent permitted by law, the aggregate liability of AFS, its employees, agents, consultants, subcontractors, and suppliers for any claim, whether in contract, tort, strict liability, or otherwise, shall not exceed the lesser of (a) \$10,000.00 or (b) the total contract price.

This limitation applies regardless of cause, including negligence (whether sole, concurrent, or gross), product failure, breach of warranty, or any other theory of liability. Broader coverage may be available at additional cost if requested in writing prior to commencement of work.

9. Cancellation

Orders canceled after acceptance may result in charges for materials ordered, restocking, mobilization, or labor incurred. Special-order materials are non-refundable once ordered.

10. Payment & Collection

Payment is due per the terms of the proposal or invoice. Late payments are subject to interest at the maximum legal rate plus all costs of collection, including

attorney fees and litigation expenses.

11. General Conditions

- AFS will maintain work areas in a reasonably clean condition and dispose of debris at a location designated by the Customer.
- This Agreement is personal to the parties and may not be assigned without written consent.
- This Agreement shall be governed by the laws of the state where work is performed. Any dispute shall be resolved exclusively in state or federal courts of that jurisdiction.
- If any provision is deemed unenforceable, the remaining provisions shall remain in full force.
- This document constitutes the full and final Agreement between the parties, superseding all prior understandings. Amendments must be in writing and signed by both parties.

12. Acceptance

Acceptance of this Proposal/Work Order (signature, purchase order, or written authorization) constitutes agreement to these Terms and Conditions. No work will begin without written authorization.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____

Date: _____

Signature: _____

REQUEST FOR COMMENTS *2nd RFC***
Agape Care Assisted Living/Enhanced Services Facility
Conditional Use Permit (Type 3)
FILE NO. Z26-102CUP3**



PLANNING & DEVELOPMENT
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3329
509.625.6300
WWW.SPOKANEPLANNING.ORG
WWW.BUILDINGSPOKANE.ORG

Date: April 3, 2026

To: City of Spokane Planning & Engineering

From: Melissa Owen, Senior Planner
808 West Spokane Falls Boulevard
Spokane, WA 99201 or call (509) 625-6063
mowen@spokanecity.org

Subject: **Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit – Request for Comments**

Owner/Applicant: Keisha Hood and Ronzai Saurombe
5808 N. Cristy Lane
Spokane WA, 99212

File Number: Z26-102CUP3

Location Description: The proposal is located at **3224 and 3206 E. 28th Ave. (Parcels 35273.0205 and 35273.0224)**, SW ¼, SEC. 27, T. 25 N., R. 43 E., W.M.

Description of Proposal: The conditional use application is to establishment a residential care facility at 3224/3206 E. 28th Avenue (parcels 35273.0205 and 35273.0224). The 0.83-acre site is proposed to operate as either an Enhanced Services Facility (ESF) as defined in RCW 70.97 and WAC 388-107-0001, or an Assisted Living Facility as defined in RCW 18.20.020 and WAC 388-78A-2020, with a capacity of no more than 16 residents. The proposal will utilize existing structures and access to the site.

The proposal for a "Group Living" category use for more than 6 residents requires a Type 3 Conditional Use permit in the R1 zone. Following the agency review period for this "Type 3 Conditional Use Permit," a notice of application will go out to the Public and surrounding property owners. After the notice of application period, a Hearing will be held in front of the Hearing Examiner, who will issue a decision.

Legal Description: LINCOLN HTS L4TO6 B70 and LINCOLN HTS L3 B70 EXC N180.5FT

SEPA: this project is exempt from SEPA.

Current Zoning: Residential 1 (R1)

REPORT NEEDED BY: 5 P.M. April 17, 2026. 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.

* - The lack of comment including concurrency by any referral agency will be considered acceptance of this application as technically complete and meeting concurrency requirements.

** - Please forward your comments to Adam Hayden, Planning and Development at least 2 working days before the "Report needed by" date shown on the front page.

REQUEST FOR COMMENTS
File No.: Z26-102CUP3

COMMENTS: (Use additional sheets if necessary)

Authorized Signature	Department or Agency	Date	Concurrency Passed/Failed
----------------------	----------------------	------	---------------------------

Exhibit 7.e. - request for meeting to discuss site plan

From: [Owen, Melissa](#)
To: "Agape Care"; hoodkeisha@gmail.com
Subject: RE: Agape Assisted Living Facility/Enhanced Services Facility - Type III CUP Application (Z26-102CUP3) - Comment Letter, Revisions Required.
Date: Thursday, April 23, 2026 5:02:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Keisha and Ronzai,

Thank you for submitting your revised application materials. I have received comments back and the last item that needs to be addressed before the application is deemed “technically complete” and moved onto the combine notice of application and hearing phase is an updated site plan. You did provide written responses our requests, but these need to be put on the site plan. The easiest path forward may be to meet in order to go over the updates. I know you are both very busy people so we could meet virtually if you’d like as well.

I’m also still having issues with the recording so I’d like to see if you can send me the recording via an FTP link. We could also work on this when we meet (in person or virtually).

I’m out of the office until Wednesday this coming week. Would you have time on Thursday or Friday to get this resolved? I can turn around your meeting notice materials quickly upon my return.

Thank you.

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!



Melissa Owen | City of Spokane | Planning & Development Services
509.625.6063 | mowen@spokanecity.org



Exhibit 7.f. - revised comments (Engineering and Fire)

MEMORANDUM



Development Services Center

DATE: April 8, 2026

TO: Melissa Owen, Senior Planner

FROM: Joeline Eliason, Engineering Technician IV – Development Services

THROUGH: Eldon Brown, P.E., Principal Engineer – Development Services

FILE NO: Z26-102CUP3

SUBJECT: Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit Type 3 – 2nd Review

CONDITIONAL USE PERMIT COMMENTS:

1. If onsite parking is provided (e.g. parking lot), all striped stalls and adjacent drive aisles must meet the minimum development standards. Development standard tables are available here:
<https://my.spokanecity.org/smc/?Section=17C.230.140>. **The standard stalls shown on the submitted original site plan for Fantasy Farm Child Development Center appear to meet the minimum standards.**
2. Parking spaces for the disabled are regulated by the building code.

CC: Development Services File
Tami Palmquist, AICP, Director, Development Services
Mike Nilsson, P.E., Principal Engineer, Development Services
Adam Hayden, Associate Engineer, Development Services
Dalton Kuhn, Senior Engineer, Development Services
Erik Johnson, Engineering Technician IV, Development Services

From: [Cravalho, Justin](#)
To: [Owen, Melissa](#)
Subject: Re: RFC NO. 2 - Z26-102CUP3 - Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit
Date: Friday, April 17, 2026 3:47:20 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[Outlook-m2agaetw.png](#)

Good afternoon Melissa,

It is good to see that they have already found a contractor for their life safety work. Fire does not have any further comments at this time.

Thank you.

Justin M. Cravalho, Associate Engineer | Spokane Fire Department | Associate Fire Protection Engineer
509.625-7057 | fax 509.625.7006 | jcravalho@spokanecity.org | spokanefire.orgspokanefire.org



We enhance your quality of life, always earning your trust, by saving lives, preventing harm and protecting property with compassion and integrity.

From: Owen, Melissa <mowen@spokanecity.org>
Sent: Friday, April 3, 2026 4:22 PM
To: Eliason, Joelle <jeliason@spokanecity.org>
Cc: Cravalho, Justin <jcravalho@spokanecity.org>
Subject: RFC NO. 2 - Z26-102CUP3 - Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit

Joelle,

Please find attached revised submittal for the Agape Care Senior Living. I have also included the original RFC comment letter from the initial review.

Justin,

They also sent in additional information related to your comments for the future required building permit for the change of use. I've included the information here so that you can provide additional feedback as needed. They will need to apply for separate building permits following a hearing on conditional use permit.

Project Name: Agape Care Assisted Living/Enhanced Services Facility Conditional Use Permit
File Number: Z26-102CUP3
Site Address: 3224 and 3206 E. 28th Ave. (Parcels 35273.0205 and 35273.0224), SW ¼, SEC. 27, T. 25 N., R. 43 E., W.M.

Please note that the signed application includes additional sheets with a project narrative that is not visible on the attached PDF general application form.

Please direct any questions or comments to Melissa Owen, Senior Planner at mowen@spokanecity.org by **Friday April 17, 2026, at 5:00 PM.**

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!



Melissa Owen | City of Spokane | Planning & Development Services
509.625.6063 | mowen@spokanecity.org



From: [Owen, Melissa](#)
To: agapecarevalley@gmail.com
Subject: Combine Notice of Application and Hearing Instructions
Date: Wednesday, May 13, 2026 4:37:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[Notice of Application Instructions posting-mailing_13May2026.pdf](#)

Keisha and Ronzai,

I have updated the timeline below based on providing you the notice of application and hearing instructions and materials today. Please note that I will be sending you an updated letter with map as a separate document shortly. I'm awaiting a project-specific webpage for inclusion in this letter. I anticipate I'll have this for you before the end of the week. In the meantime, you can get started on our mailing list and the min 4X4 sign. You will see in the instruction letter package that I have included a note that the notification letter is forthcoming.

Please let me know if you have any questions about the timeline, notice instructions, etc. if you end up needing more time to complete all the notice requirements, please let me know. With the hearing scheduled on the 16th of July there is some additional time if needed to get the notice out. I will need to update the materials to adjust dates if this is the case.

I know there was a question about weather the sign could be placed on the garage door. Because the garage can be used and because the garage is set back 25' from the public right of way, this would not be an appropriate location. The sign should be placed near the sidewalk like that for the community meeting.

Wednesday, May 13th, 2026 -- send applicants all notice information/instructions

Wednesday, May 27, 2026 - deadline for notice to be mailed (individual), sign (on property), posted (in public posting locations). Starts 15-day public comment period.

June 11, 2026 – Public Comment Period Ends at 5 pm

July 2, 2026 – Deadline to complete Staff Report (submit to hearing examiner's office and to applicant)

July 15, 2026 – Deadline to submit staff presentation to HE office and Applicant.

– any presentation by the applicant submitted to planning staff for inclusion in hearing.

July 16, 2026 - Hearing

Thank you.

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!



Melissa Owen | City of Spokane | Planning & Development Services
509.625.6063 | mowen@spokanecity.org



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Exhibit 8. - Combine Notice of Application and Hearing

May 13, 2026

Keisha Hood and Ronzai Saurombe
5808 N. Cristy Lane,
Spokane WA, 99212



Subject: Combine Notice of Application and Public Hearing Instructions – File Z26-102CUP3

Keisha and Ronzai,

After a review of the above-described application, it has been determined to be technically complete according to the Spokane Municipal Code Section 17G.061.120. As the applicant, you are required to complete the following methods of public notice for the Notice of Application and Public Hearing.

This combined notice will initiate a 15-day public comment period on the application and required notice for the public hearing before the Hearing Examiner. The dates below are filled out with the assumption that you will be posting and mailing no later than **May 27, 2026**. Please provide posted and mailed notice in the following forms:

1. Post the property with a minimum of **one 4' X 4' sign facing E 28th Ave.** in an easily visible area as outlined in the Spokane Municipal Code Section 17G.060.050. The sign needs to be posted no later than **May 27, 2026**, and should read:

**NOTICE OF APPLICATION AND PUBLIC HEARING
PROPOSED ASSISTED LIVING FACILITY
File #: Z26-102CUP3**

PUBLIC COMMENT DUE: June 11, 2026

**PUBLIC HEARING: July 16, 2026, at 9:00AM
LOCATION: City Council Chambers, City Hall Lower
Level, 808 W. Spokane Falls Blvd., Spokane, WA**

**PROPOSED USE: 16-bed Group Living Use on .83 acres
APPLICANT: Keisha Hood and Ronzai Saurombe**

SEPA: Exempt

**City Contact: 509-625-6063
<https://my.spokanecity.org/projects/>**

Please note that all text must be in **red**. The first line of text on the sign "NOTICE OF APPLICATION, SEPA, AND PUBLIC HEARING" must be in four-inch letters. All subsequent line(s) of text may be in three-inch letters.

Please do not remove the posted sign until after the required public hearing is held.

2. Post the **Notice of Application and Public Hearing with notification map**, in public posting locations on or before **May 27, 2026**, including:
 - a. City Hall
 - b. Downtown Public Library
 - c. The closest City Library to the project location or other public facility in proximity to the project location (The library in closest proximity to the project site appears to be the South Hill Branch Library a 3324 S Perry St.)
3. Mail the **Notice of Application and Public Hearing with notification map** to all property owners and taxpayers (shown by the most recent Spokane County Assessor's record) as well as residents/occupants within 400 feet of the subject property, including any property that is contiguous and under the same or common ownership and control, on or before **May 27, 2026**.

Please note that the taxpayer notice is required when the taxpayer address is different than the owner. Occupant notice is required when neither the owner nor taxpayer address is the parcel site address.

4. The applicant is responsible for notifying the Neighborhood Council as part of the notification procedures. Please send a copy of the **Notice of Application and Public Hearing with notification map** to the Lincoln Heights Neighborhood Council representatives listed below on or before **May 27, 2026**:

Lincoln Heights:

Chair: Carol Tomsic, carol_tomsic@yahoo.com

Vice Chair: Marilyn Lloyd, mdlloyd@comcast.net

In addition, you must submit an affidavit of posting/mailing at the conclusion the public comment period and sign removal after the conclusion/closure of the public hearing. **Please leave the notice sign(s) up on the property until after the closure of the public hearing.** If you have any questions, please feel free to call me at 625-6063 or email mowen@spokanecity.org

Sincerely,



Melissa Owen
Assistant Planner
City of Spokane Planning & Development Services

Attached:

Notification Letter with Notification Map

Notification Parcel List

Affidavit of Individual Notice, Public Posting, and Sign Removal

Letter forthcoming - awaiting project specific web page link for addition to the letter.

NOTICE OF APPLICATION AND PUBLIC HEARING
“Agape Care Assisted Living/Enhanced Services Facility” Type 3 Conditional Use Permit
FILE # Z26-102CUP3

Notice is hereby given that Keisha Hood and Ronzai Saurombe, applied for a Type 3 Conditional Use Permit on February 18, 2026. This application was determined to be technically complete on May 13, 2026. The City of Spokane is hereby holding a public hearing before the Hearing Examiner on **Thursday, July 16, 2026, at 9:00 am**. The hearing will be held in person at the designated time in the City Council Chambers, Lower Level of City Hall, 808 W. Spokane Falls Boulevard, Spokane, WA. Any person may submit written comments on the proposal and/or appear at the public hearing.

For additional information contact City of Spokane Planning and Development at:

*Melissa Owen, Senior Planner
Development Services Center,
808 West Spokane Falls Boulevard
Spokane, WA 99201-3329
Phone: (509) 625-6063
Email: mowen@spokanecity.org
<https://my.spokanecity.org/projects/agape-care-assisted-living-enhanced-services-facility-cup/>*

APPLICATION INFORMATION

Owner/Applicant: Keisha Hood and Ronzai Saurombe
5808 N. Cristy Lane
Spokane WA, 99212

File Number: Z26-102CUP3

Public Comment Period: Comments received by June 11, 2026, at 5 PM will be included in the project staff report. Written comments received by July 15, 2026, by 5 PM will be forwarded to the hearing examiner for inclusion in the project public record.

SEPA: This project is exempt from SEPA.

Description of Proposal: The conditional use application is to establishment a residential care facility at 3224/3206 E. 28th Avenue (parcels 35273.0205 and 35273.0224). The proposal for a “Group Living” category use for more than 6 residents requires a Type 3 Conditional Use permit in the R1 zone.

The 0.83-acre site is proposed to operate as either an Enhanced Services Facility (ESF) as defined in RCW 70.97 and WAC 388-107-0001, or an Assisted Living Facility as defined in RCW 18.20.020 and WAC 388-78A-2020, with a capacity of no more than 16 residents. The proposal will utilize an existing dwelling and access to the site. A small secondary home with accessory dwelling unit (ADU) also located at 3224 E 28th Ave (parcel 35273.0205) will be for personal use only and is not proposed for operation as part of the proposed group living use.

Location Description: The proposal is located at 3224 and 3206 E. 28th Ave. (Parcels 35273.0205 and 35273.0224), SW ¼, SEC. 27, T. 25 N., R. 43 E., W.M.

Legal Description: LINCOLN HTS L4TO6 B70 and LINCOLN HTS L3 B70 EXC N180.5FT

Current Zoning: Residential 1 (R1)

Community Meeting: A Community Meeting was held on February 12, 2026, at 8:30 AM at 3224 E 28th Avenue, Spokane, WA 99223.

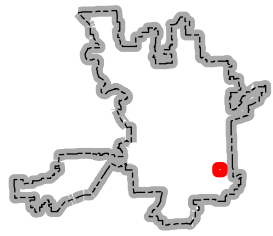
Public Hearing Process Once a Community Meeting has been completed, the applicant is authorized to make application to the City of Spokane for the review of the Type III Conditional Use Permit application. A combined Notice of Application and Public Hearing will be posted on the property and mailed to all **property owners** and **taxpayers** of record, as shown by the most recent Spokane County Assessor's record, and **occupants** of addresses of property located within a four hundred foot (400') radius of any portion of the boundary of the subject property, including any property that is contiguous and under the same or common ownership and control. This combined Notice of Application and Public Hearing will initiate a 15-day public comment period in which interested person may submit written comments to the address of the City Staff. This notice will contain the date, time, and location of the public hearing. Once the public comment period has ended, staff will issue a Staff Report to the Hearing Examiner. Finally, a Public Hearing will be held in front of the City of Spokane Hearing Examiner. Written comments and oral testimony at the public hearing for this proposed action will be made part of the public record. **Only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision of the Hearing Examiner.**

Written comments should be mailed, delivered, or emailed to the City staff identified above.

To view more information, including site plans for this project, please go to:

<https://my.spokanecity.org/projects/agape-care-assisted-living-enhanced-services-facility-cup/>

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.org. 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.



City of Spokane



26th Ave

27th Ave

28th Ave

29th Ave

30th Ave

Ray St

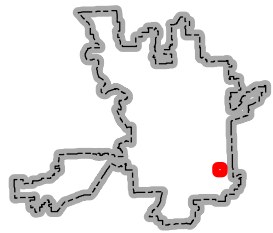
Thor St

- Legend**
-  Parcels
 -  Project Site
 -  Notification district

APPLICANT: Keisha Hood and Ronzai Saurombe
PROPOSAL: Assisted Living Facility, up to 16 residents

Prepared by: AEB
Date prepared: 1/7/26

27-25-43



City of Spokane



26th Ave

27th Ave

28th Ave

29th Ave

30th Ave

Ray St

Thor St



Legend
Parcels
Project Site
Notification district

APPLICANT: Keisha Hood and Ronzai Saurombe
PROPOSAL: Assisted Living Facility, up to 16 residents

Prepared by: AEB
Date prepared: 1/7/26

27-25-43

Parcel	Site Address	Owner Name	Owner Address	Owner City	Owner State	Owner Zip	Taxpayer Name	Taxpayer Address	Taxpayer City	Taxpayer State	Taxpayer Zip
35273.0122	3403 E 29TH AVE	BONHAM, BLAKE A	3403 E 29TH AVE	SPOKANE	WA	99223	BONHAM, BLAKE ADAM	3403 E 29TH AVE	SPOKANE	WA	99223
35273.0130	3402 E 28TH AVE	REDKO, IVAN N & LILIYA A	14904 S GOSS RD	CHENEY	WA	99004	REDKO, IVAN N & LILIYA A	3402 E 28TH AVE	SPOKANE	WA	99223-5705
35273.0132	2821 S THOR ST	CARREON, IAN M & KATHERINE R	2821 S THOR ST	SPOKANE	WA	99223	CARREON, IAN M & KATHERINE R	2821 S THOR ST	SPOKANE	WA	99223
35273.0201	2803 S RAY ST	ELDENBURG, ROBERT C	2803 S RAY ST	SPOKANE	WA	99223	ELDENBURG, ROBERT C	3210 E 44TH AVE # D201	SPOKANE	WA	99223
35273.0202	2809 S RAY ST	HODGE, JOSEPH	2809 S RAY ST	SPOKANE	WA	99223	HODGE, JOSEPH	2809 S RAY ST	SPOKANE	WA	99223
35273.0203	2817 S RAY ST	SHARAPATA, MICHAEL & LORI	1917 S STEVENS ST	SPOKANE	WA	99203-	SHARAPATA, MICHAEL & LORI	1917 S STEVENS ST	SPOKANE	WA	99203-2056
35273.0210	3328 E 28TH AVE	FIELDS, KENYON D/SHAW,CARRIE E	3328 E 28TH AVE	SPOKANE	WA	99223-5704	FIELDS, K D & SHAW, CARRIE E	3328 E 28TH AVE	SPOKANE	WA	99223-5704
35273.0211	3327 E 29TH AVE	SHERLOCK RENTAL LLC	4505 S TAMPA DR	SPOKANE	WA	99223	SHERLOCK RENTAL LLC	4505 S TAMPA DR	SPOKANE	WA	99223
35273.0212	3323 E 29TH AVE	PULLMAN, SUZANNE R	3323 E 29TH AVE	SPOKANE	WA	99223	PULLMAN, SUZANNE R	3323 E 29TH AVE	SPOKANE	WA	99223
35273.0213	3317 E 29TH AVE	DUNCAN, JESSI M/LINNE, WILLIAM T	3317 E 29TH AVE	SPOKANE	WA	99223	DUNCAN, JESSI M/LINNE, WILLIAM T	3317 E 29TH AVE	SPOKANE	WA	99223
35273.0214	3311 E 29TH AVE	OFF, DOUGLAS E	3311 E 29TH AVE	SPOKANE	WA	99223-5746	OFF, DOUGLAS E	5015 S REGAL # 1068	SPOKANE	WA	99223
35273.0215	3307 E 29TH AVE	DAVIS, ROBERT E & ANETTE	4124 E 37TH AVE	SPOKANE	WA	99223-4241	DAVIS, ROBERT E & ANETTE	4124 E 37TH AVE	SPOKANE	WA	99223-4241
35273.0217	3223 E 29TH AVE	FENSKE, BRYCE	3223 E 29TH AVE	SPOKANE	WA	99223-5728	FENSKE, BRYCE	12925 E MANSFIELD AVE # S101	SPOKANE VALLEY	WA	99216
35273.0218	3217 E 29TH AVE	MCELREATH, GRETCHEN K	3217 E 29TH AVE	SPOKANE	WA	99203	MCELREATH, GRETCHEN K	3217 E 29TH AVE	SPOKANE	WA	99203
35273.0219	3207 E 29TH AVE	SCHMEILZER, RYAN/WALLACE, PAIGE	9102 W GREENWOOD RD	SPOKANE	WA	99224	WALLACE, PAIGE	4401 E LUPIN LN	ATHOL	ID	83801
35273.0220	3203 E 29TH AVE	SCHMEILZER, RYAN/WALLACE, PAIGE	9102 W GREENWOOD RD	SPOKANE	WA	99224	WALLACE, PAIGE	4401 E LUPIN LN	ATHOL	ID	83801
35273.0221	3314 E 28TH AVE	SEDERSTROM, BLAKE P.	3314 E 28TH AVE	SPOKANE	WA	99223	SEDERSTROM, BLAKE P.	3314 E 28TH AVE	SPOKANE	WA	99223-5704
35273.0222	3326 E 28TH AVE	MARTZ, MICHELE R	3326 E 28TH AVE	SPOKANE	WA	99223	MARTZ, MICHELE R	3326 E 28TH AVE	SPOKANE	WA	99223
35273.0223	3208 E 28TH AVE	LATIMER, JOSHUA W & SHEENA M	3208 E 28TH AVE	SPOKANE	WA	99223	LATIMER, J W/ WILSON, S M	3208 E 28TH AVE	SPOKANE	WA	99223-5702
35273.0225	3227 E 29TH AVE	HELKE, STEVE/WILHELM, HEIDI	2918 S PERRY ST	SPOKANE	WA	99203	HELKE, STEVE & WILHELM, HEID	2918 S PERRY ST	SPOKANE	WA	99203-3922
35273.0226	3303 E 29TH AVE	OBERST, KEVIN J	3303 E 29TH AVE	SPOKANE	WA	99223	OBERST, KEVIN J	3303 E 29TH AVE	SPOKANE	WA	99223
35273.0227	3304 E 28TH AVE	GOODWIN, ALLEN/CAMPHOUSE, TIMOTHY M	3304 E 28TH AVE	SPOKANE	WA	99223	GOODWIN, ALLEN/CAMPHOUSE, TIMOTHY M	3304 E 28TH AVE	SPOKANE	WA	99223-5704
35273.0228	3308 E 28TH AVE	MCLAUGHLIN, JOHN M & FATIMA	3308 E 28TH AVE	SPOKANE	WA	99223	MCLAUGHLIN, JOHN M & FATIMA	3308 E 28TH AVE	SPOKANE	WA	99223
35273.0302	3140 E 28TH AVE	BADZIK PROPERTIES, LLC	3143 E 29TH AVE	SPOKANE	WA	99223-4815	BADZIK PROPERTIES LLC	3143 E 29TH AVE	SPOKANE	WA	99223-4815
35273.0303	3144 E 28TH AVE	TWO RYANS, LLC	3143 E 29TH AVE	SPOKANE	WA	99223	G&E LLC	3143 E 29TH AVE	SPOKANE	WA	99223
35273.0304	3152 E 28TH AVE	WWSE, LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	WWSE LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0305	2826 S RAY ST	WWSE, LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	WWSE LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0306	2820 S RAY ST	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0307	3151 E 29TH AVE	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0308	3151 E 29TH AVE	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0309	3143 E 29TH AVE	TWO RYANS, LLC	3143 E 29TH AVE	SPOKANE	WA	99223	G&E LLC	3143 E 29TH AVE	SPOKANE	WA	99223
35273.0310	3137 E 29TH AVE	DAILEY, MARTIN L & EVA J	1405 E 30TH AVE	SPOKANE	WA	99203-4420	DAILEY, MARTIN L & EVA J	PO BOX 14901	SPOKANE	WA	99214
35273.0408	3143 E 28TH AVE	JOHNSON, KERRY L	1304 W 5TH APT 14	SPOKANE	WA	99204	JOHNSON, KERRY L	1304 W 5TH APT 14	SPOKANE	WA	99204
35273.0410	3151 E 28TH AVE	COLLINS FAMILY, LLC	3151 E 28TH AVE	SPOKANE	WA	99223-	COLLINS FAMILY, LLC	3151 E 28TH AVE	SPOKANE	WA	99223
35273.0412	0 UNKNOWN	CITY OF SPOKANE	808 W SPOKANE FALLS BLVD	SPOKANE	WA	99201-3333	CITY OF SPOKANE	808 W SPOKANE FALLS BLVD	SPOKANE	WA	99201-3333
35273.0413	3150 E 27TH AVE	WIATER, G D & K D / WITTER, R G & A G	5111 N PENN AVE	SPOKANE	WA	99206	WIATER, G D & K D / WITTER, R G & A G	3150 E 27TH AVE	SPOKANE	WA	99223
35273.0604	3307 E 27TH AVE	LOZANO, ALPHONSO	3307 E 27TH AVE	SPOKANE	WA	99223-4028	LOZANO, ALPHONSO	3307 E 27TH AVE	SPOKANE	WA	99223-4028
35273.0617	3303 E 27TH AVE	TOMSIC, CAROL F	3303 E 27TH AVE	SPOKANE	WA	99223-4028	TOMSIC, CAROL F	3303 E 27TH AVE	SPOKANE	WA	99223
35273.0618	2607 S RAY ST	BETHANY PRESBYTERIAN CHURCH	PO BOX 31375	SPOKANE	WA	99223-3022	BETHANY PRESBYTERIAN CHURCH	2607 S RAY ST	SPOKANE	WA	99223-4048
35273.0619	3225 E 27TH AVE	DIEDRICH, AROON	3225 E 27TH AVE	SPOKANE	WA	99223-4026	DIEDRICH, AROON	3225 E 27TH AVE	SPOKANE	WA	99223-4026
35273.0621	2618 S THOR ST	KEES, KRAIG T & GAYLE L	2618 S THOR ST	SPOKANE	WA	99223-4053	KEES, KRAIG T & GAYLE L	2618 S THOR ST	SPOKANE	WA	99223-4053
35273.1901	2715 S RAY ST	CALVARY CHAPEL HILLSIDE	2715 S RAY ST	SPOKANE	WA	99223-5725	CALVARY CHAPEL HILLSIDE, A WASHINGTON				
35273.1902	3227 E 28TH AVE	VINES JR, JACK D	3227 E 28TH AVE	SPOKANE	WA	99223-5701	NON PROFIT CORP	PO BOX 31333	SPOKANE	WA	99223-
35273.1903	3308 E 27TH AVE	OSBORN LIVING TRUST	PO BOX 296	SILVERADO	CA	92676-0296	VINES JR, JACK D	3227 E 28TH AVE	SPOKANE	WA	99223-5701
35273.1904	3307 E 28TH AVE	TORPEY, CAROL A	3307 E 28TH AVE	SPOKANE	WA	99223	OSBORN, SID	PO BOX 296	SILVERADO	CA	92676-0296
35273.1907	3327 E 28TH AVE	PIERCE LIVING TRUST	3327 E 28TH AVE	SPOKANE	WA	99223	TORPEY, DANIEL F	3307 E 28TH AVE	SPOKANE	WA	99223-5703
35273.1908	3311 E 28TH AVE	RIBIC, IVAN E & ERIN M	2812 S PARK LN	SPOKANE	WA	99212	PIERCE LIVING TRUST	3327 E 28TH AVE	SPOKANE	WA	99223-
35273.1909	3312 E 27TH AVE	OSBORN REVOCABLE LIVING TRUST	PO BOX 296	SILVERADO	CA	92676-0296	RIBIC, IVAN E & ERIN M	2812 S PARK LN	SPOKANE	WA	99212
							OSBORN, SID	PO BOX 296	SILVERADO	CA	92676-0296
35273.1910	3316 E 27TH AVE	WILLIAMS, MITCHEL FREEMAN & LAURA EDEN	3316 E 27TH AVE	SPOKANE	WA	99223-	WILLIAMS, MITCHEL FREEMAN & LAURA EDEN	3316 E 27TH AVE	SPOKANE	WA	99223-
35273.1911	3317 E 28TH AVE	OVERMAN, ROGER D	3317 E 28TH AVE	SPOKANE	WA	99223-5703	OVERMAN, ROGER D	3317 E 28TH AVE	SPOKANE	WA	99223-5703
35273.2034	3403 E 28TH AVE	GAGE, SAMUEL T & SARAH K	3403 E 28TH AVE	SPOKANE	WA	99223-5743	GAGE, SAMUEL T & SARAH K	3403 E 28TH AVE	SPOKANE	WA	99223-5743
35342.0201	3204 E 29TH AVE	PEASE, ERICA J & AARON N	3204 E 29TH AVE	SPOKANE	WA	99223-5745	PEASE, ERICA JOE & AARON NATHANIEL	3204 E 29TH AVE	SPOKANE	WA	99223-5745
35342.0203	3216 E 29TH AVE	POWELL, POLLY	4041 S HELENA ST	SPOKANE	WA	99203	POWELL, POLLY	4041 S HELENA ST	SPOKANE	WA	99203

35342.0205	3304 E 29TH AVE	BRUDNICKI, CRAIG L	3304 E 29TH AVE	SPOKANE	WA	99223-5747	BRUDNICKI, CRAIG L	3304 E 29TH AVE	SPOKANE	WA	99223-5747
35342.0206	3308 E 29TH AVE	SHIELDS, ASHLEY J & NATHANIEL D	3308 E 29TH AVE	SPOKANE	WA	99223	SHIELDS, ASHLEY J & NATHANIEL D	3308 E 29TH AVE	SPOKANE	WA	99223
35342.0207	3314 E 29TH AVE	MCCARTHY, BONITA L	3314 E 29TH AVE	SPOKANE	WA	99223	MCCARTHY, TERRANCE J & BONITA L	3314 E 29TH AVE	SPOKANE	WA	99223
35342.0208	3318 E 29TH AVE	CRUTCHER, VANESSA D & THOMAS L	3318 E 29TH AVE	SPOKANE	WA	99223	CRUTCHER, VANESSA D & THOMAS L	3318 E 29TH AVE	SPOKANE	WA	99223
35342.0209	3324 E 29TH AVE	FOURNIER-BALAEZ, RAMON A	3324 E 29TH AVE	SPOKANE	WA	99223	BALAEZ-FOURNIER, RAMON A	3324 E 29TH AVE	SPOKANE	WA	99223-5747
35342.0210	3328 E 29TH AVE	WARD, PAUL W & THERESA G	3608 E HASTINGS RD	MEAD	WA	99021	WARD, PAUL W & THERESA G	3608 E HASTINGS AVE	MEAD	WA	99021
35342.0212	3323 E 30TH AVE	TROYANOVSKIY, VADIM Y	3323 E 30TH AVE	SPOKANE	WA	99223-3739	TROYANOVSKIY, VADIM Y	3323 E 30TH AVE	SPOKANE	WA	99223-3739
35342.0213	3317 E 30TH AVE	TRIGG, RACHAEL	13 6TH ST	CHENEY	WA	99004-1422	TRIGG, RACHAEL	13 6TH ST	CHENEY	WA	99004
35342.0214	3311 E 30TH AVE	SMITH, JUDITH A	3311 E 30TH AVE	SPOKANE	WA	99223	SMITH, JUDITH A	3311 E 30TH AVE	SPOKANE	WA	99223
35342.0215	3303 E 30TH AVE	DEROULET, JOLENE M	3303 E 30TH AVE	SPOKANE-	WA	99223	DEROULET, JOLENE M	3303 E 30TH AVE	SPOKANE-	WA	99223
35342.0216	3227 E 30TH AVE	JOHNSON, DEBRA	3227 E 30TH AVE	SPOKANE	WA	99223-3737	JOHNSON, DEBRA	3227 E 30TH AVE	SPOKANE	WA	99223-3737
35342.0217	3223 E 30TH AVE	PELTRAM, ALEXANDER M	3223 E 30TH AVE	SPOKANE	WA	99223	PELTRAM, ALEXANDER M	3223 E 30TH AVE	SPOKANE	WA	99223
35342.0218	3217 E 30TH AVE	CLARK, RICHARD M	3217 E 30TH AVE	SPOKANE	WA	99223-3737	CLARK, RICHARD M	3217 E 30TH AVE	SPOKANE	WA	99223-3737
35342.0223	3211 E 30TH AVE	GROVE, DAVID E & CAROLYN M	3211 E 30TH AVE	SPOKANE	WA	99223	GROVE, DAVID E & CAROLYN M	3211 E 30TH AVE	SPOKANE	WA	99223
35342.0224	3222 E 29TH AVE	VOLYK, VALENTINA I & ANATOLIY	3222 E 29TH AVE	SPOKANE	WA	99223	VOLYK, VALENTINA I & ANATOLIY	3222 E 29TH AVE	SPOKANE	WA	99223
35342.0225	3228 E 29TH AVE	GUPTON, STEPHEN/BROWN, COURTNEY	3228 E 29TH AVE	SPOKANE	WA	99223	GUPTON, STEPHEN & BROWN, COURTNEY	3228 E 29TH AVE	SPOKANE	WA	99223
35342.0226	3210 E 29TH AVE	PRIVATE INVESTMENTS, LLC	PO BOX 8765	SPOKANE	WA	99203	PRIVATE INVESTMENTS, LLC	PO BOX 8765	SPOKANE	WA	99203
35342.0227	3214 E 29TH AVE	KINDER, CHRISTIAN G & ALEA A	3214 E 29TH AVE	SPOKANE	WA	99223	KINDER, CHRISTIAN G & ALEA A	3214 E 29TH AVE	SPOKANE	WA	99223
35342.0309	3150 E 29TH AVE	SCHNEIDER ENTERPRISES, LLC	6304 S PITTSBURG ST	SPOKANE	WA	99223	SCHNEIDER ENTERPRISES	6304 S PITTSBURG ST	SPOKANE	WA	99223
35342.0310	3154 E 29TH AVE	SCHNEIDER ENTERPRISES, LLC	6304 S PITTSBURG ST	SPOKANE	WA	99223	SCHNEIDER ENTERPRISES	6304 S PITTSBURG ST	SPOKANE	WA	99223
35342.0327	3157 E 30TH AVE	ARNOLD, BRANDON E/ARNOLD, LEWIS B	3157 E 30TH AVE	SPOKANE	WA	99223	ARNOLD, BRANDON E/ARNOLD, LEWIS B	3157 E 30TH AVE	SPOKANE	WA	99223
35342.0330	3144 E 29TH AVE	SCHNEIDER ENTERPRISES LLC	6304 S PITTSBURG ST	SPOKANE	WA	99223	SCHNEIDER ENTERPRISES LLC	6304 S PITTSBURG ST	SPOKANE	WA	99223
35342.0501	3201 E 30TH AVE	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203
35342.0502	3203 E 30TH AVE	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203
35342.0503	3205 E 30TH AVE	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203
35342.0504	3207 E 30TH AVE	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203



Individual Notice Affidavit

Rev.20240816

State of Washington

County of Spokane

Ketisha Hood, being first duly sworn, deposes and says:

At all times mentioned herein, I was and now am, a citizen of the United States of America over the age of eighteen years.

On the 22 day of May, 2026, I [CIRCLE ONE] hand delivered or deposited in the United States mail, with sufficient postage prepaid, a true and correct copy of the individual public notice of [CIRCLE ALL THAT APPLY] community meeting, traffic study meeting, application, or public hearing to the recorded real property owners, taxpayers and occupants, as shown on the Spokane County Assessor's records as of the _____ day of _____, 20____, who have been found to own property within four hundred feet, not counting the width of right of ways, of the property that is the subject of the application and any property that is contiguous and under the same or common ownership as the subject property. The notices were addressed and sent or delivered to those addresses. Sufficient means were used to obtain valid addresses for all properties within the notification boundary. A copy of the individual notice is attached and incorporated by reference.

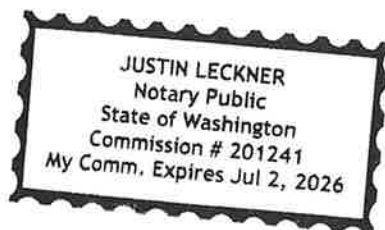
Signature of Applicant or Agent

5/22/2026

Date

Signed and sworn to before me this 22nd day of May, 2026.

Notary Public in and for the State of Washington



7/2/26

Appointment expiration date



Public Notice

Affidavit

State of Washington
County of Spokane

I, Keisha Hood, being first duly sworn, deposes and says:

At all times mentioned herein, I was and now am, a citizen of the United States of America over the age of eighteen years.

On the 22nd day of May, 2026, I personally posted a sign(s) as required in the City of Spokane Municipal Code at the following locations:

M. Owen Note - see picture of sign placement at front of project site.

I also posted notice, identical in form and content to the individual written notice at the required official public notice posting locations, including:

- ☒ Main City public library
- ☒ Branch library, closest to subject property, which is located at: _____
- ☒ City Hall space officially designated for posting notices
- ☒ Any other public building or space which the City Council formally designates as an official public notice posting location, including electronic locations.

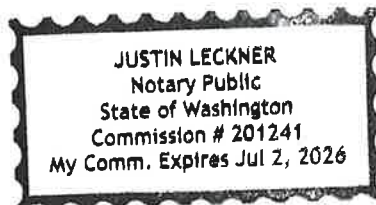
[Signature]

Signature of Applicant or Agent

5/22/2026

Date

Signed and sworn to before me this 22nd day of May, 2026.



[Signature]

Notary Public in and for the State of Washington

7/2/26

Appointment expiration date

Updated: September 2020

City of Spokane | Development Services Center | 808 W. Spokane Falls Blvd. | Spokane, WA 99201

Website: www.my.spokanecity.org | Phone: (509) 625-6300



**NOTICE OF APPLICATION AND
PUBLIC HEARING**
PROPOSED ASSISTED LIVING FACILITY
FILE #: Z26-102CUP3
PUBLIC COMMENT DUE: June 11, 2026
PUBLIC HEARING: July 16, 2026, at 9:00AM
LOCATION: City Council Chambers, City Hall Lower
Level, 808 W. Spokane Falls Blvd., Spokane, WA
PROPOSED USE: 16-bed Group Living Use on .83 acres
APPLICANT: Keisha Hood and Ronzai Saurombe
SEPA: Exempt
City Contact: 509-625-6063
<https://my.spokanecity.org/projects/>

From: [Agape Care](#)
To: [Owen, Melissa](#)
Subject: Fwd: Community Meeting 3224 E 28th Ave
Date: Tuesday, June 2, 2026 2:11:38 PM
Attachments: [Notice of Application Hearing Letter 14May2026.pdf](#)

[CAUTION - EXTERNAL EMAIL - Verify Sender]

----- Forwarded message -----

From: **Agape Care** <agapecarevalley@gmail.com>
Date: Tue, Jun 2, 2026 at 10:35 AM
Subject: Fwd: Community Meeting 3224 E 28th Ave
To: <mdllloyd@comcast.net>, Carol Tomsic <carol_tomsic@yahoo.com>

Good morning Marilyn,

The forward you this email since the previous one I sent returned back to me stating "address not found". Please let me know if you still don't receive it.

----- Forwarded message -----

From: **Agape Care** <agapecarevalley@gmail.com>
Date: Tue, Jun 2, 2026 at 10:30 AM
Subject: Re: Community Meeting 3224 E 28th Ave
To: Carol Tomsic <carol_tomsic@yahoo.com>, <mdllody@comcast.net>

Good morning,

I have attached the notice of application and public hearing, including the notification map below. Please let me know if you have any questions or concerns.

On Wed, Feb 18, 2026 at 10:41 PM Carol Tomsic <carol_tomsic@yahoo.com> wrote:

Hi Hiwi and Ronzai

Thank you, so much for this update.

Keep me updated and let me know if you have any questions or concerns we may be able to help you with.

Carol

On Wednesday, February 18, 2026 at 10:12:30 AM PST, Agape Care <agapecarevalley@gmail.com> wrote:

Good morning, Carol,

The community meeting went well, and we had the opportunity to meet some of our neighbors and engage in an open dialogue. We discussed the following topics and questions:

Security: We explained that security will be ensured through 24-hour staffing by qualified caregivers, oversight by a registered nurse, fencing, and close supervision by healthcare professionals such as doctors, nurses, and case managers.

Parking: We have eight marked parking spaces and additional unmarked space on the property to address traffic and parking concerns.

Size/number of clients: We discussed obtaining a conditional permit to serve approximately 12–16 elderly and adult clients with medical needs. The house previously operated as a daycare and had a permit to accommodate up to 50 children; Parking and space were not concerns at that time. One neighbor noted that the former owner ran the daycare for 30 years with 50 children without issues related to parking, space, or traffic, emphasizing that our planned number is much smaller and will be supported by 24/7 staffing.

These were the main points of discussion and were addressed thoroughly, with no additional questions or concerns from the community. The neighbors were supportive and welcoming, and we were pleased to have the opportunity to engage in dialogue with them.

Thank you,
Hiwi and Ronzai

On Thu, Feb 12, 2026 at 8:05 PM Carol Tomsic <carol_tomsic@yahoo.com> wrote:

Thank you!

On Wednesday, February 11, 2026 at 10:56:41 PM PST, Agape Care
<agapecarevalley@gmail.com> wrote:

Good evening Carol,

Thanks for letting us know and will definitely reach out and update you of the comments voiced during the meeting.

Thanks,
Keisha "Hiwi" and Ronzai

On Wed, Feb 11, 2026 at 10:45 PM Carol Tomsic <carol_tomsic@yahoo.com> wrote:

Hello

I am unable to attend the meeting tomorrow due to a work conflict.

Is it possible for you to share the comments made by the residents at the meeting?

Thank you!

Carol Tomsic
Chair, Lincoln Heights Neighborhood Council

--

Thanks,

Agape Care Owner/Manager
www.agapecarespokane.com
+1 (509) 944 1525 | (509) 808 2466

--

Thanks,

Agape Care Owner/Manager

www.agapecarespokane.com

+1 (509) 944 1525 | (509) 808 2466

--

Thanks,

Agape Care Owner/Manager

www.agapecarespokane.com

+1 (509) 944 1525 | (509) 808 2466

--

Thanks,

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+1 (509) 944 1525 | (509) 808 2466

--

Thanks,

Agape Care Owner/Manager

www.agapecarespokane.com

+1 (509) 944 1525 | (509) 808 2466

Exhibit 9 - Community Meeting Documents

Notification Map Application

DESCRIPTION OF PROPOSAL:

This project proposes the establishment of a small-scale residential care facility at 3224 E. 28th Avenue, Spokane, WA 99223. Subject to regulatory approval, the residence will operate as either an **Enhanced Services Facility (ESF)** or an **Assisted Living Facility** with a capacity of 12 to 16 residents.

The proposed use is residential in nature and is designed to provide a safe, structured, and home-like environment for adults with physical or behavioral health needs. The facility will operate in a peaceful, well-managed manner, generating minimal traffic and maintaining compatibility with the surrounding neighborhood.

The facility will be owned and operated by Keisha Hood, RN, a registered nurse with over eight years of clinical experience, currently completing a Psychiatric Nurse Practitioner degree at Gonzaga University. The residence will be staffed by trained professionals providing continuous supervision and individualized care, with operational policies emphasizing safety, dignity, and stability. This project represents a low-impact, community-oriented residential care use that meets an identified local need while preserving neighborhood character.

Address of Site Proposal: 3224 E. 28th Avenue, Spokane, WA 99223

APPLICANT

Name: Keisha Hood and Ronzai Saurombe

Address: 5808 N. Cristy Lane, Spokane WA, 99212

Phone: 509-944-1525

Email: Agapecarevalley@gmail.com

PROPERTY OWNER

Name: Keisha Hood and Ronzai Saurombe

Address: 5808 N. Cristy Lane, Spokane WA, 99212

Phone: 509-944-1525

Email: Agapecarevalley@gmail.com

AGENT: Not applicable

Name: N/A

Address: N/A

Phone: N/A

Email: N/A

Assessor's Parcel Numbers: 35273.0205 and 35273.0224

Legal Description of Site:

Real Property in the County of Spokane, State of Washington, described as follows:

Parcel 1:

Lots 4,5,6, Block 70, Lincoln Heights, according to plat recorded in Volume "L" of Plates, Page 36, in the City of Spokane, Spokane County, Washington.

Parcel 2:

The South 44.5 feet of Lot 3, Block 70, Lincoln Heights, according to plat recorded in Volume "L" of Plates, Page 36 and 37, in the City of Spokane, Spokane County, Washington.

Size of Property

4,886 square foot home that includes: ADU detached 2 bed 1 bath 1,500 sq ft rancher sitting on .83 acres of land. This is 2 parcels.

List Specific Permits Requested in this Application: No permits have been submitted as of today. Home was recently purchased.

Does the owner/Applicant own property adjacent to subject property? No adjacent property owned beyond the listed parcels.

I acknowledge, as a part of this application, that I am responsible for all notification requirements as described in SMC 17G.061. for public hearing and community meeting. Copies of these instructions are available from the Development Services Department or on www.spokaneplanning.org.

Submitted By:: ☒ **Applicant** ☐ Property Owner ☐ Property Purchaser ☐ Agent Signature

Date:

January 9, 2026

Keisha Hood and Ronzai Saurombe
5808 N. Cristy Lane,
Spokane WA, 99212

Subject: Community Meeting Instructions

Dear Keisha and Ronzai,

Please see enclosed list of parcel numbers and addresses associated with the required notification radius for your Community Meeting. In addition, we have also provided a notification map which illustrates the subject site and the notification radius as well as the letter of notification titled "Notice of Community Meeting" that is required to be mailed with the map to those within the notification radius.

All required methods of Notice of the Community Meeting must be provided at least 14 days prior to the date of the meeting. As the applicant you are required to complete the following methods of public notice for this meeting prior to application submittal.

1. Post the property with a minimum of **one 4' X 4' sign facing E 28th Ave.** in an easily visible area as outlined in the Spokane Municipal Code Section 17G.060.050. The sign needs to be posted at least 14 days prior to the meeting and should read:

NOTICE OF COMMUNITY MEETING TYPE III CONDITIONAL USE PERMIT MEETING DATE: _____ (fill in date and time) LOCATION: _____ (fill location) Proposal: Assisted Living Facility at 3224 E. 28th Ave Applicant: Keisha Hood and Ronzai Saurombe CONTACT: 509-944-1525 Agapecarevalley@gmail.com SEPA: Exempt STAFF CONTACT: 509-625-6063 mowen@spokanecity.org
--

Please note that **all text must be in red**. The first line of text on the sign **"NOTICE OF COMMUNITY MEETING"** must be in four-inch letters. All subsequent line(s) of text may be in three-inch letters.

Please do not remove the posted sign until after the community meeting is held.

2. The enclosed **"Notice of Community Meeting"** letter and the notification map must be posted in public posting locations including City Hall, The Central City Library, and the South Hill Branch Library (3324 S Perry St.) at least 14 days prior to the community meeting. Please fill out the date, time and place of this meeting in the posted/mailed notice.

3. Send the Notice of Community Meeting letter and map to **property owners, taxpayers** and **occupants** within a four-hundred-foot radius of any portion of the boundary of the subject property, including any property that is contiguous and under the same or common ownership and control as identified in the SMC 17G.061.210 (letter, map, and parcel/address list enclosed). As noted above, please fill out the date, time and place of the meeting in the notice. The notification letter and map must be mailed at least 14 days prior to the community meeting.

Please note that taxpayer notice is required when the owner and taxpayer addresses are not the same. An occupant letter is required when the site address does not match either the owner or the taxpayer address.

4. The applicant is responsible for notifying the Neighborhood Council as part of the notification procedures. Please send a copy of the Notice of Community Meeting letter and map to the Lincoln Heights Neighborhood Council at least 14 days prior to the community meeting at:

Lincoln Heights:

Chair: Carol Tomsic, carol_tomsic@yahoo.com

Vice Chair: Marilyn Lloyd, mdlloyd@comcast.net

As a reminder, you will need to provide a summary of the community meeting at the time of formal submission of your application. The meeting summary shall consist of the following:

1. A digital recording of the meeting proceedings; and
2. List of attendees; and
3. A copy of the notice of community meeting; and
4. Affidavits of posting/mailing the notice.

Please note we recommend you keep a written summary of the community meeting in the case there are any issues with the digital recording identified above.

If you have any questions, please contact me at 625-6063 or mowen@spokanecity.org.

Sincerely,
Melissa Owen
City of Spokane
Planning and Development

Attachments:

Notice of Community Meeting Letter
District Notification Map
Parcel List
Notification Affidavits

NOTICE OF COMMUNITY MEETING

Proposed Enhanced Services Facility or an Assisted Living Facility (Group Living)

Notice is hereby given that Keisha Hood and Ronzai Saurombe, will conduct a community meeting to discuss the proposal of an Enhanced Services Facility (ESF) or an Assisted Living Facility serving 12-16 residents at 3224 E. 28th Avenue, Spokane, WA 99223. This application requires a conditional use permit and will be processed as a Type III application, which requires a public hearing before the City Hearing Examiner.

COMMUNITY MEETING INFORMATION: A Community Meeting will be held on _____ at _____ PM at _____ facility located at _____ regarding the Conditional Use Permit. The applicant or their agent will make a presentation of the proposal. Any person may submit questions and comments at this meeting. For additional information, please contact the applicant at:

Applicant: Keisha Hood and Ronzai Saurombe
5808 N. Cristy Lane
Spokane WA, 99212
Agapecarevalley@gmail.com or 509-944-1525

Property Owner: Same as above.

File Number: None Assigned Yet

Location Description: 3224 E 28TH AVE (35273.0205)

Description of Proposal: The applicant proposing an Enhanced Services Facility (ESF) or an Assisted Living Facility serving 12-16 residents at 3224 E. 28th Avenue, Spokane, WA 99223. This use is classified as Group Living under the Spokane Municipal Code. Group Living uses for more than 6 residents in the R1 zones require a Type III land use application (Conditional Use Permit). There will be a Public Hearing in front of the City Hearing Examiner.

SEPA: Exempt

Current Zoning: R1 (Residential 1)

Community Meeting: A Community Meeting is an informal public meeting, in which the applicant and/or their agents present the proposed project to the public. The purpose of the meeting is to give an opportunity for the public to learn about the proposal, ask questions, and to exchange ideas about the proposal with the developer. A Community Meeting is the first step in the application process; it takes place before the applicant submits his/her application to the City of Spokane. City staff does not attend these meetings, except in the case of a combined Traffic Scoping and Community Meeting. In such cases, a member of the City Traffic Section will attend the meeting to take comments on possible transportation related issues. Such combined meetings will be noted on the header of this notice.

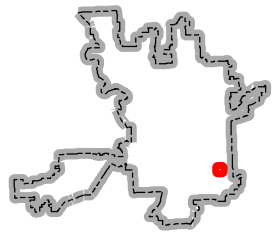
The Community Meeting is not a hearing, and no testimony is taken. The meeting is informational, though the meeting is recorded pursuant to requirements of the Spokane

Municipal Code. Written comments are not required, and if any are submitted to the Planning and Development Department, the letters will be forwarded to the Hearing Examiner when the application is forwarded for public hearing. However, such letters, if received before an application is submitted (i.e., Community Meeting), would need to be resubmitted prior to the closing of the public record (usually the date of the Public Hearing), in order to vest a person as a party of record.

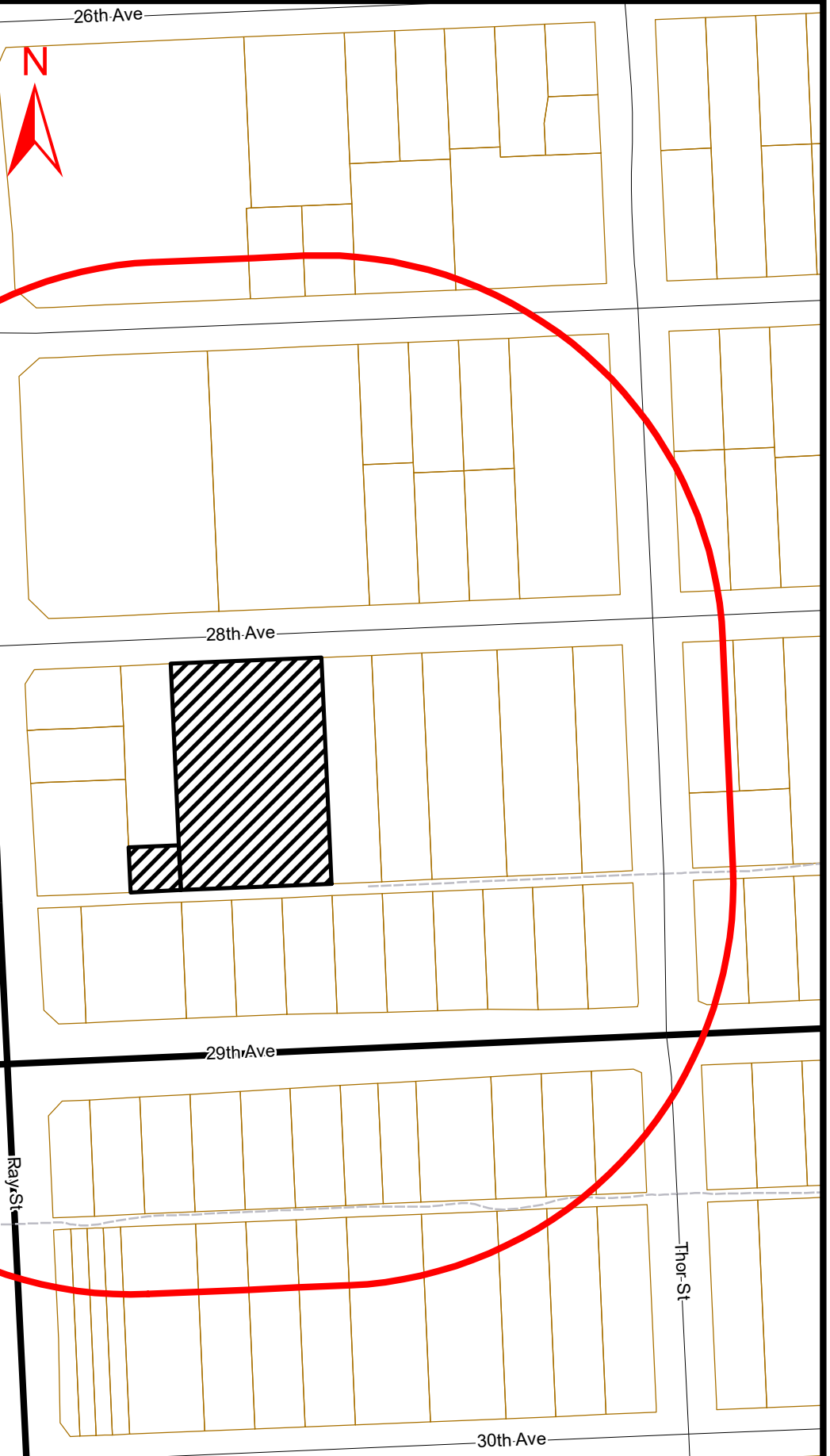
Public Hearing Process: Once a Community Meeting has been completed, the applicant is authorized to make application to the City of Spokane for the review of the application and public hearing. A Notice of Application will be posted on the property and mailed to property owners, taxpayers and occupants within four hundred feet of the subject property. This Notice of Application will initiate a 15-day public comment period, in which interested persons may submit written comments to the address of the City Staff, which appears at the beginning of this document. At the time of public comment, the applicant will also provide Notice of Public Hearing. This combined notice of application and public hearing will contain the date, time and location of the public hearing. Written comments and oral testimony at the subsequent public hearing for this proposed action will be made part of the public record. Comments will be considered on this application and any environmental issues or documents related to it.

Staff Contact:

Planning and Development Services
Attn: Melissa Owen, Senior Planner
808 West Spokane Falls Boulevard
Spokane, WA 99201-3329
Phone: (509) 625-6063
Email: mowen@spokanecity.org



City of Spokane



- Legend**
- Parcels
 - Project Site
 - Notification district

APPLICANT: Keisha Hood and Ronzai Saurombe
PROPOSAL: Assisted Living Facility, up to 16 residents

Prepared by: AEB
Date prepared: 1/7/26

27-25-43

Parcel	Site Address	Owner Name	Owner Address	Owner City	Owner State	Owner Zip	Taxpayer Name	Taxpayer Address	Taxpayer City	Taxpayer State	Taxpayer Zip
35273.0122	3403 E 29TH AVE	BONHAM, BLAKE A	3403 E 29TH AVE	SPOKANE	WA	99223	BONHAM, BLAKE ADAM	3403 E 29TH AVE	SPOKANE	WA	99223
35273.0130	3402 E 28TH AVE	REDKO, IVAN N & LILIYA A	14904 S GOSS RD	CHENEY	WA	99004	REDKO, IVAN N & LILIYA A	3402 E 28TH AVE	SPOKANE	WA	99223-5705
35273.0132	2821 S THOR ST	CARREON, IAN M & KATHERINE R	2821 S THOR ST	SPOKANE	WA	99223	CARREON, IAN M & KATHERINE R	2821 S THOR ST	SPOKANE	WA	99223
35273.0201	2803 S RAY ST	ELDENBURG, ROBERT C	2803 S RAY ST	SPOKANE	WA	99223	ELDENBURG, ROBERT C	3210 E 44TH AVE # D201	SPOKANE	WA	99223
35273.0202	2809 S RAY ST	HODGE, JOSEPH	2809 S RAY ST	SPOKANE	WA	99223	HODGE, JOSEPH	2809 S RAY ST	SPOKANE	WA	99223
35273.0203	2817 S RAY ST	SHARAPATA, MICHAEL & LORI	1917 S STEVENS ST	SPOKANE	WA	99203-	SHARAPATA, MICHAEL & LORI	1917 S STEVENS ST	SPOKANE	WA	99203-2056
35273.0210	3328 E 28TH AVE	FIELDS, KENYON D/SHAW,CARRIE E	3328 E 28TH AVE	SPOKANE	WA	99223-5704	FIELDS, K D & SHAW, CARRIE E	3328 E 28TH AVE	SPOKANE	WA	99223-5704
35273.0211	3327 E 29TH AVE	SHERLOCK RENTAL LLC	4505 S TAMPA DR	SPOKANE	WA	99223	SHERLOCK RENTAL LLC	4505 S TAMPA DR	SPOKANE	WA	99223
35273.0212	3323 E 29TH AVE	PULLMAN, SUZANNE R	3323 E 29TH AVE	SPOKANE	WA	99223	PULLMAN, SUZANNE R	3323 E 29TH AVE	SPOKANE	WA	99223
35273.0213	3317 E 29TH AVE	DUNCAN, JESSI M/LINNE, WILLIAM T	3317 E 29TH AVE	SPOKANE	WA	99223	DUNCAN, JESSI M/LINNE, WILLIAM T	3317 E 29TH AVE	SPOKANE	WA	99223
35273.0214	3311 E 29TH AVE	OFF, DOUGLAS E	3311 E 29TH AVE	SPOKANE	WA	99223-5746	OFF, DOUGLAS E	5015 S REGAL # 1068	SPOKANE	WA	99223
35273.0215	3307 E 29TH AVE	DAVIS, ROBERT E & ANETTE	4124 E 37TH AVE	SPOKANE	WA	99223-4241	DAVIS, ROBERT E & ANETTE	4124 E 37TH AVE	SPOKANE	WA	99223-4241
35273.0217	3223 E 29TH AVE	FENSKE, BRYCE	3223 E 29TH AVE	SPOKANE	WA	99223-5728	FENSKE, BRYCE	12925 E MANSFIELD AVE # S101	SPOKANE VALLEY	WA	99216
35273.0218	3217 E 29TH AVE	MCELREATH, GRETCHEN K	3217 E 29TH AVE	SPOKANE	WA	99203	MCELREATH, GRETCHEN K	3217 E 29TH AVE	SPOKANE	WA	99203
35273.0219	3207 E 29TH AVE	SCHMEILZER, RYAN/WALLACE, PAIGE	9102 W GREENWOOD RD	SPOKANE	WA	99224	WALLACE, PAIGE	4401 E LUPIN LN	ATHOL	ID	83801
35273.0220	3203 E 29TH AVE	SCHMEILZER, RYAN/WALLACE, PAIGE	9102 W GREENWOOD RD	SPOKANE	WA	99224	WALLACE, PAIGE	4401 E LUPIN LN	ATHOL	ID	83801
35273.0221	3314 E 28TH AVE	SEDERSTROM, BLAKE P.	3314 E 28TH AVE	SPOKANE	WA	99223	SEDERSTROM, BLAKE P.	3314 E 28TH AVE	SPOKANE	WA	99223-5704
35273.0222	3326 E 28TH AVE	MARTZ, MICHELE R	3326 E 28TH AVE	SPOKANE	WA	99223	MARTZ, MICHELE R	3326 E 28TH AVE	SPOKANE	WA	99223
35273.0223	3208 E 28TH AVE	LATIMER, JOSHUA W & SHEENA M	3208 E 28TH AVE	SPOKANE	WA	99223	LATIMER, J W/ WILSON, S M	3208 E 28TH AVE	SPOKANE	WA	99223-5702
35273.0225	3227 E 29TH AVE	HELKE, STEVE/WILHELM, HEIDI	2918 S PERRY ST	SPOKANE	WA	99203	HELKE, STEVE & WILHELM, HEID	2918 S PERRY ST	SPOKANE	WA	99203-3922
35273.0226	3303 E 29TH AVE	OBERST, KEVIN J	3303 E 29TH AVE	SPOKANE	WA	99223	OBERST, KEVIN J	3303 E 29TH AVE	SPOKANE	WA	99223
35273.0227	3304 E 28TH AVE	GOODWIN, ALLEN/CAMPHOUSE, TIMOTHY M	3304 E 28TH AVE	SPOKANE	WA	99223	GOODWIN, ALLEN/CAMPHOUSE, TIMOTHY M	3304 E 28TH AVE	SPOKANE	WA	99223-5704
35273.0228	3308 E 28TH AVE	MCLAUGHLIN, JOHN M & FATIMA	3308 E 28TH AVE	SPOKANE	WA	99223	MCLAUGHLIN, JOHN M & FATIMA	3308 E 28TH AVE	SPOKANE	WA	99223
35273.0302	3140 E 28TH AVE	BADZIK PROPERTIES, LLC	3143 E 29TH AVE	SPOKANE	WA	99223-4815	BADZIK PROPERTIES LLC	3143 E 29TH AVE	SPOKANE	WA	99223-4815
35273.0303	3144 E 28TH AVE	TWO RYANS, LLC	3143 E 29TH AVE	SPOKANE	WA	99223	G&E LLC	3143 E 29TH AVE	SPOKANE	WA	99223
35273.0304	3152 E 28TH AVE	WWSE, LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	WWSE LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0305	2826 S RAY ST	WWSE, LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	WWSE LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0306	2820 S RAY ST	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0307	3151 E 29TH AVE	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0308	3151 E 29TH AVE	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636	SH2 PROPERTIES LLC	9906 N ALBERTA CT	SPOKANE	WA	99208-5636
35273.0309	3143 E 29TH AVE	TWO RYANS, LLC	3143 E 29TH AVE	SPOKANE	WA	99223	G&E LLC	3143 E 29TH AVE	SPOKANE	WA	99223
35273.0310	3137 E 29TH AVE	DAILEY, MARTIN L & EVA J	1405 E 30TH AVE	SPOKANE	WA	99203-4420	DAILEY, MARTIN L & EVA J	PO BOX 14901	SPOKANE	WA	99214
35273.0408	3143 E 28TH AVE	JOHNSON, KERRY L	1304 W 5TH APT 14	SPOKANE	WA	99204	JOHNSON, KERRY L	1304 W 5TH APT 14	SPOKANE	WA	99204
35273.0410	3151 E 28TH AVE	COLLINS FAMILY, LLC	3151 E 28TH AVE	SPOKANE	WA	99223-	COLLINS FAMILY, LLC	3151 E 28TH AVE	SPOKANE	WA	99223
35273.0412	0 UNKNOWN	CITY OF SPOKANE	808 W SPOKANE FALLS BLVD	SPOKANE	WA	99201-3333	CITY OF SPOKANE	808 W SPOKANE FALLS BLVD	SPOKANE	WA	99201-3333
35273.0413	3150 E 27TH AVE	WIATER, G D & K D / WITTER, R G & A G	5111 N PENN AVE	SPOKANE	WA	99206	WIATER, G D & K D / WITTER, R G & A G	3150 E 27TH AVE	SPOKANE	WA	99223
35273.0604	3307 E 27TH AVE	LOZANO, ALPHONSO	3307 E 27TH AVE	SPOKANE	WA	99223-4028	LOZANO, ALPHONSO	3307 E 27TH AVE	SPOKANE	WA	99223-4028
35273.0617	3303 E 27TH AVE	TOMSIC, CAROL F	3303 E 27TH AVE	SPOKANE	WA	99223-4028	TOMSIC, CAROL F	3303 E 27TH AVE	SPOKANE	WA	99223
35273.0618	2607 S RAY ST	BETHANY PRESBYTERIAN CHURCH	PO BOX 31375	SPOKANE	WA	99223-3022	BETHANY PRESBYTERIAN CHURCH	2607 S RAY ST	SPOKANE	WA	99223-4048
35273.0619	3225 E 27TH AVE	DIEDRICH, AROON	3225 E 27TH AVE	SPOKANE	WA	99223-4026	DIEDRICH, AROON	3225 E 27TH AVE	SPOKANE	WA	99223-4026
35273.0621	2618 S THOR ST	KEES, KRAIG T & GAYLE L	2618 S THOR ST	SPOKANE	WA	99223-4053	KEES, KRAIG T & GAYLE L	2618 S THOR ST	SPOKANE	WA	99223-4053
35273.1901	2715 S RAY ST	CALVARY CHAPEL HILLSIDE	2715 S RAY ST	SPOKANE	WA	99223-5725	CALVARY CHAPEL HILLSIDE, A WASHINGTON				
35273.1902	3227 E 28TH AVE	VINES JR, JACK D	3227 E 28TH AVE	SPOKANE	WA	99223-5701	NON PROFIT CORP	PO BOX 31333	SPOKANE	WA	99223-
35273.1903	3308 E 27TH AVE	OSBORN LIVING TRUST	PO BOX 296	SILVERADO	CA	92676-0296	VINES JR, JACK D	3227 E 28TH AVE	SPOKANE	WA	99223-5701
35273.1904	3307 E 28TH AVE	TORPEY, CAROL A	3307 E 28TH AVE	SPOKANE	WA	99223	OSBORN, SID	PO BOX 296	SILVERADO	CA	92676-0296
35273.1907	3327 E 28TH AVE	PIERCE LIVING TRUST	3327 E 28TH AVE	SPOKANE	WA	99223	TORPEY, DANIEL F	3307 E 28TH AVE	SPOKANE	WA	99223-5703
35273.1908	3311 E 28TH AVE	RIBIC, IVAN E & ERIN M	2812 S PARK LN	SPOKANE	WA	99212	PIERCE LIVING TRUST	3327 E 28TH AVE	SPOKANE	WA	99223-
35273.1909	3312 E 27TH AVE	OSBORN REVOCABLE LIVING TRUST	PO BOX 296	SILVERADO	CA	92676-0296	RIBIC, IVAN E & ERIN M	2812 S PARK LN	SPOKANE	WA	99212
							OSBORN, SID	PO BOX 296	SILVERADO	CA	92676-0296
35273.1910	3316 E 27TH AVE	WILLIAMS, MITCHEL FREEMAN & LAURA EDEN	3316 E 27TH AVE	SPOKANE	WA	99223-	WILLIAMS, MITCHEL FREEMAN & LAURA EDEN	3316 E 27TH AVE	SPOKANE	WA	99223-
35273.1911	3317 E 28TH AVE	OVERMAN, ROGER D	3317 E 28TH AVE	SPOKANE	WA	99223-5703	OVERMAN, ROGER D	3317 E 28TH AVE	SPOKANE	WA	99223-5703
35273.2034	3403 E 28TH AVE	GAGE, SAMUEL T & SARAH K	3403 E 28TH AVE	SPOKANE	WA	99223-5743	GAGE, SAMUEL T & SARAH K	3403 E 28TH AVE	SPOKANE	WA	99223-5743
35342.0201	3204 E 29TH AVE	PEASE, ERICA J & AARON N	3204 E 29TH AVE	SPOKANE	WA	99223-5745	PEASE, ERICA JOE & AARON NATHANIEL	3204 E 29TH AVE	SPOKANE	WA	99223-5745
35342.0203	3216 E 29TH AVE	POWELL, POLLY	4041 S HELENA ST	SPOKANE	WA	99203	POWELL, POLLY	4041 S HELENA ST	SPOKANE	WA	99203

35342.0205	3304 E 29TH AVE	BRUDNICKI, CRAIG L	3304 E 29TH AVE	SPOKANE	WA	99223-5747	BRUDNICKI, CRAIG L	3304 E 29TH AVE	SPOKANE	WA	99223-5747
35342.0206	3308 E 29TH AVE	SHIELDS, ASHLEY J & NATHANIEL D	3308 E 29TH AVE	SPOKANE	WA	99223	SHIELDS, ASHLEY J & NATHANIEL D	3308 E 29TH AVE	SPOKANE	WA	99223
35342.0207	3314 E 29TH AVE	MCCARTHY, BONITA L	3314 E 29TH AVE	SPOKANE	WA	99223	MCCARTHY, TERRANCE J & BONITA L	3314 E 29TH AVE	SPOKANE	WA	99223
35342.0208	3318 E 29TH AVE	CRUTCHER, VANESSA D & THOMAS L	3318 E 29TH AVE	SPOKANE	WA	99223	CRUTCHER, VANESSA D & THOMAS L	3318 E 29TH AVE	SPOKANE	WA	99223
35342.0209	3324 E 29TH AVE	FOURNIER-BALAEZ, RAMON A	3324 E 29TH AVE	SPOKANE	WA	99223	BALAEZ-FOURNIER, RAMON A	3324 E 29TH AVE	SPOKANE	WA	99223-5747
35342.0210	3328 E 29TH AVE	WARD, PAUL W & THERESA G	3608 E HASTINGS RD	MEAD	WA	99021	WARD, PAUL W & THERESA G	3608 E HASTINGS AVE	MEAD	WA	99021
35342.0212	3323 E 30TH AVE	TROYANOVSKIY, VADIM Y	3323 E 30TH AVE	SPOKANE	WA	99223-3739	TROYANOVSKIY, VADIM Y	3323 E 30TH AVE	SPOKANE	WA	99223-3739
35342.0213	3317 E 30TH AVE	TRIGG, RACHAEL	13 6TH ST	CHENEY	WA	99004-1422	TRIGG, RACHAEL	13 6TH ST	CHENEY	WA	99004
35342.0214	3311 E 30TH AVE	SMITH, JUDITH A	3311 E 30TH AVE	SPOKANE	WA	99223	SMITH, JUDITH A	3311 E 30TH AVE	SPOKANE	WA	99223
35342.0215	3303 E 30TH AVE	DEROULET, JOLENE M	3303 E 30TH AVE	SPOKANE-	WA	99223	DEROULET, JOLENE M	3303 E 30TH AVE	SPOKANE-	WA	99223
35342.0216	3227 E 30TH AVE	JOHNSON, DEBRA	3227 E 30TH AVE	SPOKANE	WA	99223-3737	JOHNSON, DEBRA	3227 E 30TH AVE	SPOKANE	WA	99223-3737
35342.0217	3223 E 30TH AVE	PELTRAM, ALEXANDER M	3223 E 30TH AVE	SPOKANE	WA	99223	PELTRAM, ALEXANDER M	3223 E 30TH AVE	SPOKANE	WA	99223
35342.0218	3217 E 30TH AVE	CLARK, RICHARD M	3217 E 30TH AVE	SPOKANE	WA	99223-3737	CLARK, RICHARD M	3217 E 30TH AVE	SPOKANE	WA	99223-3737
35342.0223	3211 E 30TH AVE	GROVE, DAVID E & CAROLYN M	3211 E 30TH AVE	SPOKANE	WA	99223	GROVE, DAVID E & CAROLYN M	3211 E 30TH AVE	SPOKANE	WA	99223
35342.0224	3222 E 29TH AVE	VOLYK, VALENTINA I & ANATOLIY	3222 E 29TH AVE	SPOKANE	WA	99223	VOLYK, VALENTINA I & ANATOLIY	3222 E 29TH AVE	SPOKANE	WA	99223
35342.0225	3228 E 29TH AVE	GUPTON, STEPHEN/BROWN, COURTNEY	3228 E 29TH AVE	SPOKANE	WA	99223	GUPTON, STEPHEN & BROWN, COURTNEY	3228 E 29TH AVE	SPOKANE	WA	99223
35342.0226	3210 E 29TH AVE	PRIVATE INVESTMENTS, LLC	PO BOX 8765	SPOKANE	WA	99203	PRIVATE INVESTMENTS, LLC	PO BOX 8765	SPOKANE	WA	99203
35342.0227	3214 E 29TH AVE	KINDER, CHRISTIAN G & ALEA A	3214 E 29TH AVE	SPOKANE	WA	99223	KINDER, CHRISTIAN G & ALEA A	3214 E 29TH AVE	SPOKANE	WA	99223
35342.0309	3150 E 29TH AVE	SCHNEIDER ENTERPRISES, LLC	6304 S PITTSBURG ST	SPOKANE	WA	99223	SCHNEIDER ENTERPRISES	6304 S PITTSBURG ST	SPOKANE	WA	99223
35342.0310	3154 E 29TH AVE	SCHNEIDER ENTERPRISES, LLC	6304 S PITTSBURG ST	SPOKANE	WA	99223	SCHNEIDER ENTERPRISES	6304 S PITTSBURG ST	SPOKANE	WA	99223
35342.0327	3157 E 30TH AVE	ARNOLD, BRANDON E/ARNOLD, LEWIS B	3157 E 30TH AVE	SPOKANE	WA	99223	ARNOLD, BRANDON E/ARNOLD, LEWIS B	3157 E 30TH AVE	SPOKANE	WA	99223
35342.0330	3144 E 29TH AVE	SCHNEIDER ENTERPRISES LLC	6304 S PITTSBURG ST	SPOKANE	WA	99223	SCHNEIDER ENTERPRISES LLC	6304 S PITTSBURG ST	SPOKANE	WA	99223
35342.0501	3201 E 30TH AVE	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203
35342.0502	3203 E 30TH AVE	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203
35342.0503	3205 E 30TH AVE	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203
35342.0504	3207 E 30TH AVE	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203	NAPORA CONTRACTING, LLC	PO BOX 8669	SPOKANE	WA	99203



Public Notice

Affidavit

State of Washington
County of Spokane

Keisha Hood

being first duly sworn, deposes and says:

At all times mentioned herein, I was and now am, a citizen of the United States of America over the age of eighteen years.

On the 27 day of Jan, 2026, I personally posted a sign(s) as required in the City of Spokane Municipal Code at the following locations:

M. Owen Note: See Image below for sign posting on site.

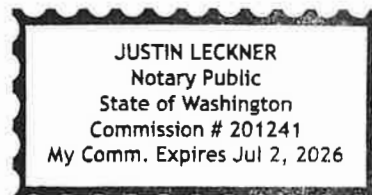
I also posted notice, identical in form and content to the individual written notice at the required official public notice posting locations, including:

- ☒ Main City public library
- ☒ Branch library, closest to subject property, which is located at: South Hill Branch Library
- ☒ City Hall space officially designated for posting notices
- ☒ Any other public building or space which the City Council formally designates as an official public notice posting location, including electronic locations.

[Signature]
Signature of Applicant or Agent

1-27-2026
Date

Signed and sworn to before me this 27 day of Jan, 2026.



[Signature]
Notary Public in and for the State of Washington

7/2/26
Appointment expiration date

Updated: September 2020

City of Spokane | Development Services Center | 808 W. Spokane Falls Blvd. | Spokane, WA 99201

Website: www.myspokane.org | Phone: (509) 625-6300



Individual Notice Affidavit

Rev.20240816

State of Washington

County of Spokane

Keisha Hood, being first duly sworn, deposes and says:

At all times mentioned herein, I was and now am, a citizen of the United States of America over the age of eighteen years.

On the 27 day of Jan, 2026, I [CIRCLE ONE] **hand delivered** or **deposited in the United States mail, with sufficient postage prepaid**, a true and correct copy of the individual public notice of [CIRCLE ALL THAT APPLY] **community meeting, traffic study meeting, application, or public hearing** to the recorded real property owners, taxpayers and occupants, as shown on the Spokane County Assessor's records as of the 27 day of Jan, 2026, who have been found to own property within four hundred feet, not counting the width of right of ways, of the property that is the subject of the application and any property that is contiguous and under the same or common ownership as the subject property. The notices were addressed and sent or delivered to those addresses. Sufficient means were used to obtain valid addresses for all properties within the notification boundary. A copy of the individual notice is attached and incorporated by reference.

Signature of Applicant or Agent

1/27/2026

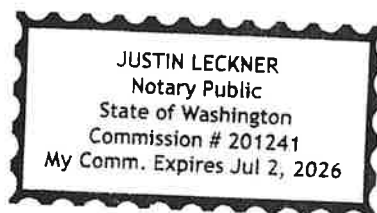
Date

Signed and sworn to before me this 27 day of Jan, 2026.

Notary Public in and for the State of Washington

7/2/26

Appointment expiration date



From: [Agape Care](#)
To: [Owen, Melissa](#)
Subject: Re: Community posting
Date: Friday, January 30, 2026 2:18:33 PM
Attachments: [image004.png](#)
[image002.png](#)
[image003.png](#)

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hi Melissa,

We have relocated the sign to be close to the street. Here is a picture of it.



Thanks,

Agape Care Owner/Manager
www.agapecarespokane.com
+1 (509) 944 1525 | (509) 808 2466

On Thu, Jan 29, 2026 at 3:13 PM Owen, Melissa <mowen@spokanecity.org> wrote:

Keisha,

Thank you. I suggest putting the sign just behind the sidewalk so that it is up near the property line associated with 28th Avenue. The sign should face the street so anyone passing can see it traveling either direction.

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!



Melissa Owen | City of Spokane | Planning & Development Services

509.625.6063 | mowen@spokanecity.org



From: Agape Care <agapecarevalley@gmail.com>

Sent: Thursday, January 29, 2026 3:09 PM

To: Owen, Melissa <mowen@spokanecity.org>

Subject: Re: Community posting

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Thank you for the feedback . Will adjust and send you another picture.

On Thu, Jan 29, 2026 at 3:05 PM Owen, Melissa <mowen@spokanecity.org> wrote:

Keisha,

The sign should be up near the public right of way so that it is easily visible to those passing by in cars and on foot. It looks like the location is facing the private driveway instead of the street and far back from the public right of way. Thanks.

Development Services Center is open Monday, Tuesday, Thursday, and Friday 8 am – 5 pm in person (11 am – 5 pm each Wednesday), [online](#) or over the phone at 509.625.6300!



Melissa Owen | City of Spokane | Planning & Development Services

509.625.6063 | mowen@spokanecity.org



From: Agape Care <agapecarevalley@gmail.com>

Sent: Thursday, January 29, 2026 10:52 AM

To: Owen, Melissa <mowen@spokanecity.org>

Subject: Community posting

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hi Melissa, Here is our community posting in front of our property.

Please let me know next steps. I also have a question regarding getting in touch with the development/construction team for assisted living. I was told the person that's assigned to our particular area is Stephen Saucedo. Again, this is just for the remodeling side of things for the assisted living. Upon reviewing the assisted living application requirements, one of the few steps included getting in touch with the construction/development team. Thank you so much for your time and assistance!

Keisha "Hiwi"

From: [Agape Care](#)
To: [Owen, Melissa](#)
Subject: Fwd: Notice of Community Meeting
Date: Friday, January 23, 2026 3:09:34 PM
Attachments: [Notice of Community Mtg Letter Updated for Mailing.docx](#)
[Notification Map_Agape.pdf](#)

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Thanks,

Agape Care Owner/Manager
www.agapecarespokane.com
+1 (509) 944 1525 | (509) 808 2466

----- Forwarded message -----

From: **Agape Care** <agapecarevalley@gmail.com>
Date: Fri, Jan 23, 2026 at 12:03 PM
Subject: Notice of Community Meeting
To: <tomsic@yahoo.com>, <mdllody@comcast.net>

Good afternoon Mrs. Tomsic and Mrs. Lloyds,

This email is to notify you that we will be conducting a community meeting to discuss our proposal for an Assisted Living Facility serving 12-16 residents at 3224 E. 28th Avenue, Spokane, WA 99223. The meeting will be held on *February 12th, 2026 at 08:30 AM at 3224 E. 28th Avenue*. Please refer to the attached Community meeting letter and map.

We are working with Melissa Own with the Planning and Development Department with the City of Spokane. We were instructed to notify you of this community meeting and were given your contacts.

Thank you,

Keisha Hood and Ronzai Saurombe
Agape Care Owner/Manager
www.agapecarespokane.com
+1 (509) 944 1525 | (509) 808 2466

From: [Agape Care](#)
To: [Owen, Melissa](#)
Subject: Fwd: Notice of Community Meeting
Date: Friday, January 23, 2026 3:09:53 PM
Attachments: [Notice of Community Mtg Letter Updated for Mailing.docx](#)
[Notification Map_Agape.pdf](#)

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Thanks,

Agape Care Owner/Manager
www.agapecarespokane.com
+1 (509) 944 1525 | (509) 808 2466

----- Forwarded message -----

From: **Agape Care** <agapecarevalley@gmail.com>
Date: Fri, Jan 23, 2026 at 12:05 PM
Subject: Fwd: Notice of Community Meeting
To: mdlloyd@comcast.net <mdlloyd@comcast.net>

I forward you the email as the original one showed as not delivered.

----- Forwarded message -----

From: **Agape Care** <agapecarevalley@gmail.com>
Date: Fri, Jan 23, 2026 at 12:03 PM
Subject: Notice of Community Meeting
To: <tomsic@yahoo.com>, <mdlloyd@comcast.net>

Good afternoon Mrs. Tomsic and Mrs. Lloyds,

This email is to notify you that we will be conducting a community meeting to discuss our proposal for an Assisted Living Facility serving 12-16 residents at 3224 E. 28th Avenue, Spokane, WA 99223. The meeting will be held on February 12th, 2026 at 08:30 AM at 3224 E. 28th Avenue. Please refer to the attached Community meeting letter and map.

We are working with Melissa Own with the Planning and Development Department with the City of Spokane. We were instructed to notify you of this community meeting and were given your contacts.

Thank you,

Keisha Hood and Ronzai Saurombe

Agape Care Owner/Manager
www.agapecarespokane.com
+1 (509) 944 1525 | (509) 808 2466

--

Thanks,

Agape Care Owner/Manager
www.agapecarespokane.com
+1 (509) 944 1525 | (509) 808 2466

NOTICE OF COMMUNITY MEETING

Proposed Enhanced Services Facility or an Assisted Living Facility (Group Living)

Notice is hereby given that Keisha Hood and Ronzai Saurombe, will conduct a community meeting to discuss the proposal of an Enhanced Services Facility (ESF) or an Assisted Living Facility serving 12-16 residents at 3224 E. 28th Avenue, Spokane, WA 99223. This application requires a conditional use permit and will be processed as a Type III application, which requires a public hearing before the City Hearing Examiner.

COMMUNITY MEETING INFORMATION: A Community Meeting will be held on February 12th, 2026, at 08:30 AM at 3224 E 28th Avenue, Spokane, WA 99223 regarding the Conditional Use Permit. The applicant or their agent will make a presentation of the proposal. Any person may submit questions and comments at this meeting. For additional information, please contact the applicant at:

Applicant: Keisha Hood and Ronzai Saurombe
5808 N. Cristy Lane
Spokane WA, 99212
Agapecarevalley@gmail.com or 509-944-1525

Property Owner: Same as above.

File Number: None Assigned Yet

Location Description: 3224 E 28TH AVE (35273.0205)

Description of Proposal: The applicant proposing an Enhanced Services Facility (ESF) or an Assisted Living Facility serving 12-16 residents at 3224 E. 28th Avenue, Spokane, WA 99223. This use is classified as Group Living under the Spokane Municipal Code. Group Living uses for more than 6 residents in the R1 zones require a Type III land use application (Conditional Use Permit). There will be a Public Hearing in front of the City Hearing Examiner.

SEPA: Exempt

Current Zoning: R1 (Residential 1)

Community Meeting: A Community Meeting is an informal public meeting, in which the applicant and/or their agents present the proposed project to the public. The purpose of the meeting is to give an opportunity for the public to learn about the proposal, ask questions, and to exchange ideas about the proposal with the developer. A Community Meeting is the first step in the application process; it takes place before the applicant submits his/her application to the City of Spokane. City staff does not attend these meetings, except in the case of a combined Traffic Scoping and Community Meeting. In such cases, a member of the City Traffic Section will attend the meeting to take comments on possible transportation related issues. Such combined meetings will be noted on the header of this notice.

The Community Meeting is not a hearing, and no testimony is taken. The meeting is informational, though the meeting is recorded pursuant to requirements of the Spokane Municipal Code. Written comments are not required, and if any are submitted to the Planning

and Development Department, the letters will be forwarded to the Hearing Examiner when the application is forwarded for public hearing. However, such letters, if received before an application is submitted (i.e., Community Meeting), would need to be resubmitted prior to the closing of the public record (usually the date of the Public Hearing), in order to vest a person as a party of record.

Public Hearing Process: Once a Community Meeting has been completed, the applicant is authorized to make application to the City of Spokane for the review of the application and public hearing. A Notice of Application will be posted on the property and mailed to property owners, taxpayers and occupants within four hundred feet of the subject property. This Notice of Application will initiate a 15-day public comment period, in which interested persons may submit written comments to the address of the City Staff, which appears at the beginning of this document. At the time of public comment, the applicant will also provide Notice of Public Hearing. This combined notice of application and public hearing will contain the date, time and location of the public hearing. Written comments and oral testimony at the subsequent public hearing for this proposed action will be made part of the public record. Comments will be considered on this application and any environmental issues or documents related to it.

Staff Contact:

Planning and Development Services
Attn: Melissa Owen, Senior Planner
808 West Spokane Falls Boulevard
Spokane, WA 99201-3329
Phone: (509) 625-6063
Email: mowen@spokanecity.org

Agape Care Assisted Living

Community Meeting – Attendee Sign-In Sheet

February 12, 2026 | 8:30 AM

#	Full Name	Email Address Phone #	Home Address
1	Ronzell	620-591-5455	3224 E. 28 th Ave
2	JACK VINES	509-953-6023	3227 E 28 th AVE
3	SHIRLEY VINES	"	"
4	JUNE PERCE	509-425-4043	3327 E 28 th AVE
5	TIM CAMPBELL	507-810-5212	3304 E 28 th AVE
6	Allen Goodwin	allen.goodwin@mac.com	"
7	Brian Clark	clarkmemo@gmail.com	3411 E 28 th
8	Josh Latimer	joshlatimer@comcast	3208 E. 28 th
9	KEVIN OBERST	(509) 999-6558	3303 E. 29 th AVE
10	KENYON FIELDS	kfields1453@gmail.com	3328 E. 28 th 509 844 6161
11	Tony Magana	Tony Reichill@... .com	2715 S. Ray St 99205
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Agape Care Assisted Living Agenda

Community Information Meeting

Date: Thursday, February 12th, 2026

Time: 0830 AM

Welcome & Introduction (8:30–8:40)

Ownership & Leadership

The facility will be owned and operated by **Keisha Hood, RN**, a registered nurse with over eight years of clinical experience and currently completing a Psychiatric Mental Health Nurse Practitioner degree at Gonzaga University.

About Agape Care and Project Overview (8:40–8:55)

Agape Care Assisted Living is a small, residential assisted living facility designed to provide a safe, structured, and home-like environment for young adults and elderly with physical or mental health needs.

Our goal is to operate in a peaceful and well-managed manner. This is not an institutional setting—it is a home.

Our goal is to meet a local need while preserving the peaceful character of the surrounding neighborhood.

Facility Details & Operations (8:55–9:10)

Agape Care will be staffed by:

- Experienced caregivers
- Registered Nurse oversight
- Psychiatric Nurse Practitioner involvement
- Continuous supervision
- Individualized care planning

Operational policies will emphasize:

- Safety
- Dignity
- Stability
- Professional oversight
- Residential capacity: 12–16 residents
- Residential in nature
- Structured daily routines
- Trauma-informed, person-centered care
- Peaceful, well-managed operation
- Minimal traffic impact
- Compatible with neighborhood character

Community Commitment (9:10–9:30)

Agape Care is committed to:

- Maintaining property appearance
- Generating minimal disruption
- Clear communication with neighbors
- Operating as a low-impact, community-oriented residential care home

We appreciate your time and welcome your questions.

Contact: 509-944-1525

Email: agapecarevalley@gmail.com

Exhibit 10 - Public Comments

From: [Elizabeth Clark](#)
To: [Owen, Melissa](#)
Subject: 3224 E 28th Ave 99223
Date: Thursday, January 29, 2026 1:45:14 PM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

I am a long-term resident of 28th Ave.

I am writing to express my concern about the permit for an Assisted Living Facility at this address.

This is a fully residential neighborhood, not zoned for health care facilities. This will increase traffic at all hours of the day and night on weekdays and weekends, including additional emergency vehicles when health problems arise with the residents at this facility.

I am concerned that the parking lot is not big enough for resident and healthcare workers' vehicles, and this will lead to vehicles being parked in front of homes along the street.

Previously, this address was a daycare which did not significantly create traffic issues and use was limited to daytime/week day hours.

I am NOT in favor of a permit being issued for an Assisted Living Facility at this address.

Thank you,
Elizabeth Clark

From: mclarkmemo@gmail.com
To: [Owen, Melissa](#)
Subject: 3224 E 28th Ave. Type III Conditional Use Permit Community Meeting
Date: Thursday, January 29, 2026 2:37:02 PM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

I live on E 28th Ave about one block away from this property. I do not want an Assisted Living Facility in this residential neighborhood.

- increased medical emergency vehicles/sirens
- increased traffic
- inadequate parking

This is a quiet, peaceful neighborhood which is zoned as “Residential 1”

Thank you,
Margaret Clark
3411 E 28th Ave

From: [Sarah Gage](#)
To: [Owen, Melissa](#)
Subject: Public Comment: File # Z26-102CUP3 – Agape Care Conditional Use Permit
Date: Tuesday, May 26, 2026 4:31:18 PM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Dear Melissa,

I am a resident living one block away from the proposed project site at 3224 and 3206 E. 28th Ave. I am writing to submit my formal public comments regarding the Type 3 Conditional Use Permit application for the "Agape Care Assisted Living/Enhanced Services Facility" (File # Z26-102CUP3).

As a parent with young children who play outside in this immediate neighborhood, I have several specific questions and concerns regarding the scope of this facility and how it will impact community safety and neighborhood character.

Before the public hearing on July 16, I would appreciate clarity on the following points:

1. Licensing Intent: The notice states the site is proposed to operate as either an Enhanced Services Facility (ESF) under RCW 70.97 or an Assisted Living Facility under RCW 18.20. Which specific license is Agape Care actively pursuing for this location?
2. Security and Containment: If operated as an ESF, the facility is legally permitted to house individuals with histories of aggressive behavior or offenses against persons. What specific security protocols, camera surveillance, and wandering-prevention measures are included in the site plan? Will there be a fully fenced, secure outdoor area for the residents?
3. Supervision and Staffing: What are the designated protocols for resident supervision outside of the facility? Will residents be permitted to leave the property unescorted at any time?
4. Neighborhood Integration: How will the applicant ensure that the high-density staffing, shift changes, and specialized care operations do not disrupt the traffic, parking, and quiet nature of this residential R1 zone?

Please include these questions and comments in the official project staff report for the Hearing Examiner's review. I look forward to your response and to reviewing the detailed site plans.

Thank you for your time and assistance.

Sincerely,

Sarah Gage

(815)651-1201

3403 E 28th Ave, Spokane WA 99223

From: [Carol Tomsic](#)
To: [Owen, Melissa](#)
Subject: File z26-102cup3/Agape Care Assisted Living CUP
Date: Wednesday, June 17, 2026 10:04:51 PM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hi Melissa

We didn't receive any concerns from our residents on the Agape Care Assisted Living. It was a daycare for a very long time.

I would like to receive the hearing examiners decision. We made an earlier comment, so hopefully I am on the email list?

I greatly appreciated all the follow-up on the permit with your staff to make sure the application was technically complete!

Carol Tomsic
Chair, Lincoln Heights Neighborhood Council



Planning and Development
www.spokanecity.org

Pre-Development Conference Notes

Project Name: Agape Enhanced Service Facility

To: Keisha Hood
Agape Care Adult Family Home
5808 N Cristy Ln
Spokane, WA 99212
agapecarevalley@gmail.com

Phone: 509-944-1525

From: Ryan Benzie

Phone: 509-625-6863

Project Name: Agape Enhanced Service Facility
Permit No.: B25M0109PDEV
Site Address: 3224 E 28th Ave
Parcel No.: 35273.0205
Meeting Date: Thursday, November 13, 2025

Thank you for attending a Pre-Development meeting with the City of Spokane. Below are notes summarizing the information that was presented to you at your meeting on Thursday, November 13, 2025. These notes are broken down into three sections:

Staff Comments: This section describes those proposed items specific to the building improvements with directives for code compliance addressed by the Building and Fire Departments as well as Spokane Regional Health District when warranted. It also describes all issues outside of the building within the property boundaries including landscaping, parking requirements and accessibility, utilities, traffic, and refuse addressed by Planning, Engineering, Traffic, and Solid Waste Departments.

General Information and Submittal Requirements: This section contains information for permit submittal, our intake process, and general information.

Please be advised that these notes are non-binding and do not constitute permit review or approval. The comments were generated based on current development standards and information provided by the applicant; therefore, they are subject to change. Comments on critical items will be highlighted in **bold** text.

Project Information:

- A. Scope and Size: New residential care facility
- B. Special Considerations: Conditional Use Permit, Change of Use
- C. Estimated Schedule: TBD
- D. Estimated Construction Cost: \$75,000

Staff Comments:

Misty Moore - Dual-Certified Plans Examiner (509-625-6052):

1. Governing codes at the time of this Pre-Development are the 2021 ICC code suite with the exception of the 2021 UPC, 2023 NEC, and 2017 A117.1-2017 accessibility standards.
2. A code summary sheet/life safety plan to include information such as common path of egress, exit access distance, occupancy, occupant load, occupant load factor, construction type, allowable floor area calculations, building height etc. will be required at time of plan review submittal. Please identify the use of all areas.
3. The development must be accessible for persons with disabilities. An accessible path must be provided from a public way to the parking, and to the building(s).
4. A site plan dimensioning the distance between buildings on the same lot, and distance between buildings and the adjacent property lines will be required.
5. Where mechanical, electrical, or plumbing changes will be done, plans detailing project scopes shall be provided.
 - a. Electrical plans will need to include a one-line diagram for the site and buildings, panel schedules, electrical site plan and locations of meters and service panels at a minimum.
 - b. Panel schedules need to show EV charging circuits and circuits for future EV charging capacity.
 - c. Plumbing plans will need total fixture counts (for water supply sizing and DWV needs).
 - d. Mechanical plans will need to address Washington State amendments to IMC chapter 4 which requires ducted outdoor air to each habitable space within each unit.
6. The following items are not a comprehensive checklist, but things to be aware of:
 - a. Show Fire service and fire riser location(s).
 - b. Provide location of water and sewer lines entering the building

Comments Specific to Assisted Living Facility – IBC Compliance Group I-1 or R-4 depending on number of patients receiving care

1. Per [IBC 420.2](#), walls separating dwelling units in the same building, walls separating sleeping units in the same building and walls separating dwelling or sleeping units from other occupancies contiguous to them in the same building shall be constructed as fire partitions in accordance with Section 708. Buildings containing multiple sleeping units with common use or central kitchens shall not be classified as a single dwelling.
2. Floor assemblies separating dwelling units in the same buildings, floor assemblies separating sleeping units in the same building and floor assemblies separating dwelling or sleeping units from other occupancies contiguous to them in the same building shall be constructed as horizontal assemblies in accordance with [Section 711](#). ([IBC 420.3](#))
3. Group I-1 occupancies shall be equipped throughout with an automatic sprinkler system in accordance with [Section 903.2.6](#). Group R-4, Condition 2 occupancies shall be equipped with an automatic sprinkler system in accordance with [Section 903.2.8.3](#). Quick-response or residential automatic sprinklers shall be installed in accordance with Section 903.3.2.
4. Fire alarm systems and smoke alarms shall be provided in Group I-1 occupancies in accordance with Sections [907.2.6](#). Single- or multiple-station smoke alarms shall be provided in Groups I-1 in accordance with Section [907.2.11](#).
5. In Group I-1 occupancies, where a fire-resistance corridor is provided in areas where assisted living residents are housed, shared living spaces, group meeting or multipurpose therapeutic spaces open to the corridor shall be in accordance with all of the following criteria:
 - a. The walls and ceilings of the space are constructed as required for corridors.
 - b. The spaces are not occupied as resident sleeping rooms, treatment rooms, incidental uses in accordance with Section 509, or hazardous uses.
 - c. The open space is protected by an automatic fire detection system installed in

- accordance with Section 907.
- d. In Group I-1, Condition 1, the corridors onto which the spaces open are protected by an automatic fire detection system installed in accordance with Section 907, or the spaces are equipped throughout with quick-response sprinklers in accordance with Section 903.3.2.
 - e. In Group I-1, Condition 2, the corridors onto which the spaces open, in the same smoke compartment, are protected by an automatic fire detection system installed in accordance with Section 907, or the smoke compartment in which the spaces are located is equipped throughout with quick-response sprinklers in accordance with Section 903.3.2.
 - f. The space is arranged so as not to obstruct access to the required exits.
6. In Group I-1 occupancies, rooms or spaces that contain a cooking facility with domestic cooking appliances shall be permitted to be open to the corridor where all of the following criteria are met:
- a. In Group I-1, Condition 1 occupancies, the number of care recipients served by one cooking facility shall not be greater than 30.
 - b. In Group I-1, Condition 2 occupancies, the number of care recipients served by one cooking facility and within the same smoke compartment shall not be greater than 30.
 - c. The space containing the cooking facilities shall be arranged so as not to obstruct access to the required exit.
 - d. The cooking appliances shall comply with [Section 420.9](#).
7. In Group I-1 occupancies, installation of cooking appliance used in domestic cooking facilities shall comply with all of the following:
- a. The types of cooking appliances permitted shall be limited to ovens, cooktops, ranges, warmers and microwaves.
 - b. Domestic cooking hoods installed and constructed in accordance with Section 505 of the International Mechanical Code shall be provided over cooktops or ranges.
 - c. Cooktops and ranges shall be protected in accordance with Section 904.14.
 - d. A shutoff for the fuel and electrical supply to the cooking equipment shall be provided in a location to which only staff has access.
 - e. A timer shall be provided that automatically deactivates the cooking appliances within a period of not more than 120 minutes.
 - f. A portable fire extinguisher shall be provided. Installation shall be in accordance with Section 906 and the extinguisher shall be located within a 30-foot (9144 mm) distance of travel from each domestic cooking appliance.

Comments Specific to Eight-Bedroom Adult Family Home – IRC Compliance

- 1. If the project remains as an Adult Family Home with six or fewer residents, it will be reviewed under the parameters of the International Residential Code (IRC).
- 2. The IRC defines an [Adult Family Home](#) as: A dwelling, licensed by the state of Washington department of social and health services, in which a person or persons provide personal care, special care, room and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services. An existing [adult family home](#) may provide services to up to eight adults upon approval from the department of social and health services in accordance with [RCW 70.128.066](#).
 - a. Per IRC [R330.3](#), each sleeping room in an adult family home shall be classified as an
 - i. Type S – Where the means of egress contains stairs, elevators, or platform lifts.
 - ii. Type NS1 – Where the means of egress is at grade level, or a ramp constructed in accordance with Section [R330.9](#) is provided
 - iii. Type NS2 – Where two means of egress are at grade level or ramps constructed in accordance with Section [R330.9](#) are provided.
 - b. All bedroom and bathroom doors shall be open able from the outside when locked. Every closet shall be openable from the inside. ([R330..4](#))

- i. Operable parts such as door handles, pulls, latches, and other devices shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist. The force to activate operable parts shall not exceed five pounds maximum.
- ii. Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing reentry into the adult family home without the use of a key, tool, or special knowledge.
- c. Smoke and carbon monoxide alarm shall be installed so that detection service warnings are audible from all areas of the dwelling upon activation of a single alarm. [\(R330.5\)](#)
 - i. Smoke alarms shall comply with IRC Section [314](#) and shall be installed in all sleeping rooms.
 - ii. Carbon monoxide detectors shall comply with IRC Section [315](#) and shall be installed outside sleeping area in the immediate vicinity of the sleeping rooms.
- d. Every sleeping room shall be provided with emergency and rescue escape openings as required by IRC [Section 310](#). [\(R330.6\)](#)
- e. Per [R330.8](#), where facilities are designated for use by adult family home clients, grab bars for water closets, bathtubs, and shower stalls shall be installed in accordance with IRC Section R330.8.1 through R330.8.5.2.
- f. All interior and exterior ramps shall be constructed in accordance with IRC Section [R311.8](#). Handrails shall be installed per R311.9.1, [\(R330.9\)](#)
- g. Stairs shall be constructed in accordance with [R311.7](#). Handrails for stairs shall be constructed in accordance with R311.7.8.4. [\(R330.10\)](#)
- h. Where provided to meet the requirements for facilities, the minimum size of shower stalls for an adult family home shall be 30 inches by 48 inches. [\(R330.11\)](#)

Steven Bafus - Planner II (509-625-6312):

1. Per Washington State Department of Social and Health Services (DSHS) website, '*The Washington State Legislature authorized DSHS to develop Enhanced Services Facilities (ESFs) under Chapter 70.97 RCW. This new category of licensed residential facility will provide a community placement option for individuals whose complicated personal care and behavioral challenges do not rise to a level that requires an institutional setting. Individuals are referred to an ESF if they are coming out of state and community psychiatric hospitals or have no other placement option due to their complex behavior, medical, chemical dependency and/or mental health needs. ESFs use high staffing ratios, with a strong focus on behavioral interventions, to offer effective services to their residents. These facilities offer behavioral health, personal care services and nursing, at a level of intensity that is not generally provided in other licensed long-term care settings*'. Staff concludes this a [Group Living](#) use. <https://www.dshs.wa.gov/altsa/residential-care-services/enhanced-services-facilities>
2. This property is zoned Residential 1 (R1). In the R1 zone, no more than six unrelated individuals may be served at an adult care home site (this includes all units located on a site) without an approved Type III Conditional Use Permit for the Group Living Use. Group living uses are subject to the standards of [SMC 17C.330](#) – Group Living & [SMC 17C.320](#) - Conditional Uses.
 - a. Per [SMC 17C.330](#) - Group Living standards include but are not limited to:
 - i. **Residents include all people living at the site, including those who provide support services, building maintenance, care, supervision, etc. People who only work at the site are not considered residents.**
 - ii. Group Living uses are limited to 1.5 residents per 1000 square feet of lot size.
 - iii. Group living facilities that are conditional uses must be at least 600 feet from a site with any other group living facility that is also a conditional use.
 - iv. The requirement for outdoor areas applies and larger areas may be required as part of a conditional use review. The outdoor area requirement is 48 square feet for every

three residents, with a minimum dimension of six feet by six feet. Individual outdoor areas may be combined. The minimum size of a combined area is 500 square feet, and the minimum dimension is 15 feet by 15 feet.

- b. Decision Criteria for Group Living Use Conditional Use permits are found in [Section 17C.320.080](#) Decision Criteria.
3. A Community Meeting per [SMC 17G.061.110\(B\)](#) is required within 120-days of the Type III Conditional Use Permit application submittal. Additional information regarding the Type III Conditional Use application process is provided below.
4. The attached sidewalks along E 28th Ave shall be maintained at a width of a five-foot unobstructed walk. If street trees cannot be accommodated within the existing plating strip, a street tree agreement or a fee-in-lieu may be required. This will ultimately be up to the Urban Forestry Department.
5. Setbacks for Primary Structures – [SMC 17C.111.235](#):
These standards apply to renovations and new construction on the site.
 - a. Front – Ten feet, living space
 - b. Front – 20 Feet, a street-facing Garage
 - c. Side – Five feet on both sides
 - d. Rear – 15 feet
6. Building and Siting Standards – [SMC 17C.111.205](#):
These standards apply to renovations and new construction on the site.
 - a. Maximum Building Footprint of a Single Structure for parcels over 7,000 square feet: **35%**
 - b. Maximum Building Coverage per Parcel: **65%**
7. Landscaping – [SMC 17C.111.305](#):
 - a. 50% of the area between the front lot line and the front building line must be planted with living ground cover, landscaped to the L3 standard. A porch or patio may be included in the calculation of ground cover area.
 - b. A patio or porch may be included in the calculation of ground cover area.
8. Pedestrian Connectivity – [SMC 17C.111.340](#):
 - a. At least one walking connection is required between each building and the sidewalk. For each ground floor unit with a separate entry, separate walking connections are required for each ground floor unit. Driveways may be used to meet this requirement.
 - b. At least one walking connection is required between each unit and its designated garbage and recycling area. Driveways and parking access aisles may be used to meet this requirement.
9. Parking Facilities – [SMC 17C.111.335](#):

There are no minimum or maximum parking requirements for Group Living uses in the R1 zone. However, any parking that is provided is required to meet all typical parking standards. Parking structures, garages, carports and parking areas, other than driveways, shall not be located between the principal structure and the street. All driveways and parking areas must be covered in an all-weather surface.

These standards apply to renovations and new construction on the site.
10. Entrances – [SMC 17C.111.315](#):
 - a. Each residential structure fronting a public or private street must have at least one address and main entrance facing or within a 45deg angle of a street frontage. Buildings with multiple units may have shared entries.
 - b. Each unit with individual ground-floor entry and all shared entries must have a porch or stoop cover that is at least three feet deep.
11. Windows – [SMC 17C.111.320](#):
 - a. Windows shall be provided in facades facing streets, comprising at least 15% of the façade area. At least one of the decorative features listed in 17C.111.320.C.4 must be included on all windows that face the street.

12. Building Articulation – SMC 17C.111.325:

- a. Buildings must be modulated along the street at least every 30 feet. Building modulation must step the building wall back or forward at least four feet.
- b. Horizontal street-facing facades longer than 30 feet must include at least four of the features identified in [SMC 17C.111.325.C.3](#). This articulation requirement applies every 30 feet.

13. Screening – SMC 17C.111.330:

- a. Except as provided below, fire escapes, or exterior stairs that provide access to an upstairs level shall be located behind the front façade of the buildings and screened or enclosed so that they are not visible from the street.
 - i. Exception: the initial half flight of stairs on the ground floor is not required to be screen from view of a street provided it is under the roof of a building and located behind the front façade
- b. All garbage and recycling areas must be screened from the street and any adjacent properties. Screening can be achieved through either an L1 visual screen (plantings), a sight-obscuring fence that is at least six feet tall or located inside an accessory structure that meets all setback requirements and provides full sight obstruction. Storage areas are not permitted 15 feet from a street lot line.

14. Height – SMC 17C.111.230:

- a. Max Height for Primary Building: 40 feet; no separate wall height limitation
- b. Starting at a height of 25 feet, the setback plane increases along a slope of 2:1 (a ratio of two feet vertically for every one foot horizontally) away from the interior side setback, up to the maximum building height of 40 feet. Based on the proposed side yard setback and the illustrated height of the building on the submitted documents, the structure appears to meet the angled setback requirements.
- c. Maximum Height for Accessory Buildings: 20 feet

Type III Application Information:

Please submit the General Application, Conditional Use Permit Application, Notification Map Application, site plan, and narrative all in in PDF format to planningreview@spokanecity.org. The general application, conditional use permit application, and notification map application are linked below. Once entered the system the planner assigned to the plan will provide you link for payment of fees.

[Conditional Use Permit Checklist](#) Please note that SEPA checklist is not needed for projects under 20 residential units. Please also note that all references to paper copies are out of date, as noted in the checklist, application materials will be sent to planning in PDF form.

[General Application](#)

[Conditional Use Permit Application](#) (supplemental application)

[Notification Map](#)

Additional application detail noted in the 1st paragraph above.

Type III Application Fee Schedule:

Type III application fee - \$4590

Notification Map application fee - \$207

Technology Fee 2.5% of the above total

Application Processing Fee – \$65

Additional fees not charged by the city would include the cost for building permits, costs for required public notice, and subdivision guarantee with title company, etc.

Justin Cravalho – Fire Prevention Engineer (509-625-7057):

1. The scope of work is a change of use of an existing single-family building to be an Enhanced Services Facility, an Assisted Living Facility, or an Adult Family Home. The building has one floor and a basement.

2. The scope of work includes revisions to the site.
3. The total area of Building A is approximately 4,886 square feet. The total area of Building B is approximately 1,500 square feet.
4. The construction type was not noted, and is assumed to be Type VB.
5. If constructed as an Enhanced Services Facility, the building will be required to be provided with fire sprinklers. (IFC 903)
6. If constructed as an Assisted Living Facility, the building will be required to be provided with fire sprinklers. (IFC 903)
7. If constructed as an Adult Family Home with an initial capacity of six residents, fire sprinklers would not be required. Capacity can be increased to seven or eight per RCW 70.128.066. Fire sprinklers will be required if capacity is increased to seven or eight residents (IFC 903.2.8.5). If the end goal is an eight-bed Adult Family Home, it is recommended to provide the fire sprinklers during initial construction.
8. If constructed as an Enhanced Services Facility, a fire alarm system with central monitoring is required for the common areas of the building in accordance with the Municipal Code including the provision for "Special Areas to be Protected". (SMC 17F.080.110)
9. If constructed as an Assisted Living Facility, a fire alarm system with central monitoring is required for the common areas of the building in accordance with the Municipal Code including the provision for "Special Areas to be Protected". (SMC 17F.080.110)
10. If constructed as an Adult Family Home, the building is not required to have a fire alarm system but central monitoring for the fire sprinkler system is required (IFC 903.4). At a minimum, there shall be a smoke detector, a manual pull station, and a notification device provided with the central monitoring fire alarm system (17F.080.110).
11. The City recently passed Ordinance No. 36695 to revise portions of the Spokane municipal fire code (SMC 17F.080) that will go into effect on January 1, 2026. Any projects that submit for building permit after this date will be reviewed to the new municipal fire code.
12. An approximate site fire flow (obtained from IFC Table B105.1 and Table C105.1 using the total fire area and construction type) is 2,000 GPM without automatic sprinklers throughout and requires two fire hydrants. Site fire flow is 1,000 GPM with automatic sprinklers throughout and requires one fire hydrant.
13. There are three existing fire hydrants in the area that meet some or all of the code requirements for this project.
14. **The proposal appears to meet the requirements of the Fire Code for fire access.**
15. Refer to Fire Department "General Comments" notes for additional comments and requirements that may or may not apply to the project.

Kasey Wilberding - Spokane Regional Health District (509-324-1653):

No comments were made regarding this project.

Adam Hayden - Associate Traffic Engineer (509-625-6089):

1. Parking lot
 - a. The area on the east side of the parking lot that is currently gravel will need to be paved or blocked from vehicles via fencing, landscaping, or curbing.
 - b. Suggest repaving or sealcoating the parking lot to slow deterioration.
 - c. All striped stalls and adjacent drive aisles must meet minimum development standards. Tables are available here: <https://my.spokanecity.org/smc/?Section=17C.230.140>
2. Frontage improvements
 - a. 28th Ave.
 - i. Replacement of any curb, sidewalk, or driveway approaches that are broken, heaved, sunken, or missing.
 - ii. Planning/Urban Forestry may have more sidewalk and landscaping requirements.

3. *The City shall collect impact fees, based on the 2025 schedules in [SMC 17D.075.180](#), or an independent fee calculation provided for in [SMC17D.075.050](#), from any applicant seeking development approval from the City.* Transportation impact fees will be assessed for this project based on the **applicable rates**, plus 3% admin fee located in the **South Service Area**, with credit given for the previous use. This fee must be paid with the other permit fees prior to issuance of the building permit. **Rates are adjusted every Jan 1st**. For more information, including rate schedules, service area maps, impact fee project lists, and FAQ's see <https://my.spokanecity.org/business/commercial/impact-fees/>.
 - a. Possible applicable fee rates:
 - i. Assisted Living Facility \$603.24 per bed
 - b. Possible applicable credit rates:
 - i. Single Family Detached \$878.26 per dwelling
 - ii. Day Care \$15.01 per square foot

Joelie Eliason - Engineering Tech IV (509-625-6385):

Addressing:

1. Addresses shall conform to SMC 17D.050A.

Sanitary Sewer:

1. Our records indicate the front building (addressed as 3222 E 28th Ave) is served by a four-inch PVC side sewer constructed in 1978. We were unable to locate a side sewer card for the rear building (addressed as 3224 E 28th), but our sewer plans indicate a full connection in 1949 (no diameter or material information provided). Commercial sewer connections should be a minimum of six inches in diameter.
 - a. If the intention is to utilize the existing side sewer connections for this project, the sewer connections shall be inspected at the developer's cost to verify the condition of the connections.
 - b. A sewer service capacity analysis will most likely be required if the existing four-inch sewer connections are to be utilized.
2. Private sewers need pre-authorization from the director of Wastewater Management.
3. For any new or upsized water meters, general facility charges will apply for sewer connections at time of building permit. Please visit <https://my.spokanecity.org/publicworks/general-facilities-charges/> for rates and additional information. The sewer GFC will be based on the size of the domestic water meter(s).

Stormwater:

1. If pollution generating hard surfacing is added to the site, or the parking lot is replaced (excluding maintenance activities such as sealing or overlaying), a stormwater plan and report, prepared by a Professional Engineer, licensed in the State of Washington, may be required for this project.
2. The project is within a Critical Aquifer Recharge Area (CARA) and is considered to have high susceptibility for groundwater contamination.

Mathias Bauman – Water Department (509-625-7953):

1. Our records show an existing one-inch domestic water service at 3222 E 28th Ave and a ¾-inch domestic water service at 3224 E 28th Ave running to this parcel. Your engineer may determine that the existing services may need to be replaced or upsized to meet the needs of the project. If any existing services are not utilized, they must be disconnected at the main.
2. Each building served must have a separate connection and separate meter unless otherwise specifically authorized by the director.
3. If additional water is needed, a six-inch cast iron water distribution main in 28th Ave is available for the project.
4. Calculated static water pressure is approximately 70 psi at the surrounding hydrants.

5. All service installations running parallel to buildings shall be at least 10-feet from the outer foundation walls. Where a new building, or an addition to existing building, is erected over an existing service, the water service shall be either sleeved or offset by relaying the service a minimum of 10-feet from outer foundation wall.

Kerry Deatrich – Solid Waste (509-625-7871):

No comments were made regarding this project.

Urban Forestry (509-363-5495):

Please contact Urban Forestry to verify street tree requirements.

Spokane Regional Clean Air Agency (509-477-4727):

Please see the attached letter.

General Information and Submittal Requirements:

1. Plan requirements are as shown on the attached “Commercial Application Submittal Requirements”. For the permit intake submittal, please provide an electronic copy of the **All plan sets along with reports and supporting documents**. Plan sets shall include all plans created for this project: cover sheet, architectural, structural, plumbing, mechanical, electrical, civil engineered plans, landscaping, and irrigation drawings. Plans are required to be stamped and sealed by an architect, landscape architect, or engineer licensed to do business within the State of Washington. All reports and supporting documentation noted in departmental comments will also be required for the permit intake submittal (i.e. NREC, drainage report, geotechnical site characterization, critical materials list, etc.). Please note that plans may be provided in multiple logically separated files to help manage files sizes as excessively large (i.e. separated by discipline, by building vs site, etc.).
2. Please provide an electronic copy of site plans showing dimensions, **property lines, and City Limits**, relative topography, all on-street signs and street markings, any new and existing frontage improvements, all structures, on-street storm drainage facilities, sidewalks, curbs, parking calculations and dimensions, dimension existing roadway, new and existing driveways and their locations, and other relative information. Show all existing topography in the public right-of-way such as street signs, water valves, hydrants, etc. All required landscaping must be within the property lines and not in the public right-of-way.
3. An Intake Meeting handout was provided to you in your packet at the Pre-Development meeting. Please call (509) 625-6300 to schedule an Intake Meeting to submit plans for a new commercial/industrial building, an addition to an existing building, a change-of-use, or a parking lot. Appointments must be made at least 24 hours in advance and can be scheduled for Monday through Thursday.
4. Please provide a complete set of plans to Spokane Regional Health District if food and/or beverage handling business is planned.
5. If you would like a full Certificate of Occupancy on any portion of the permit prior to completion of the other phases, it is required to file separate permits for each phase. An additional \$250 fee will be assessed for a Temporary Certificate of Occupancy and/or a Temporary Certificate of Occupancy extension per SMC 8.02.031M.
6. For additional forms and information, see my.spokanecity.org.