

**STAFF REPORT ON  
PRELIMINARY SHORT PLAT APPLICATION FILE NO. Z25-430PSP**

**I. SUMMARY OF REQUEST AND RECOMMENDATIONS:**

**DESCRIPTION OF PROPOSAL:** The applicant Duryea & Associates, on behalf of the owner Spokane Housing Ventures, is proposing to subdivide parcel 35182.0707 (0.16 acres) addressed as 1404 N Lincoln St. & 818 W Sinto Ave. into 2 (two) lots with the intent of retaining existing single-family dwellings. This application is processed as a Type II application.

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

**II. GENERAL INFORMATION:**

- |    |                            |   |
|----|----------------------------|---|
| A. | Applicant/Agent:           | Duryea & Associates<br>707 W 2 <sup>nd</sup> Ave.<br>Spokane, WA 99201<br>509-465-8007  |
| B. | Property Owner:            | Spokane Housing Ventures<br>PO Box 2253<br>Spokane, WA. 99210   |
| C. | Agent:                     | Same as Applicant   |
| D. | Location of Proposal:      | 1404 N Lincoln St. & 818 W Sinto Ave., parcel<br>35182.0707 (NW 1/4, Section 18, Township 25 N,<br>Range 43 E, W.M.)  |
| E. | Existing Zoning:           | Residential High Density (RHD-55)   |
| F. | Land Use Plan Designation: | Residential High  |
| G. | SEPA Status:               | This proposal is exempt from SEPA, per SMC<br>17E.050.080   |
| H. | Enabling Zoning:           | 17G.080.040 Short Subdivisions; 17G.080.025<br>Subdivisions Decision Criteria; 17.061.310 Land<br>Use Applications Procedures Decision Criteria;<br>17C.111 Residential Zones |
| J. | Staff Contact:             | Steven Bafus, Planner II, 509-625-6312<br><a href="mailto:sbafus@spokanecity.org">sbafus@spokanecity.org</a>  |

### **III. FINDINGS OF FACT:**

- A. Duryea & Associates applied for a Type II preliminary short plat on behalf of the owner on July 9, 2025. The proposal is to subdivide parcel 35182.0707 (0.16 acres) addressed as 1404 N Lincoln St. & 818 W Sinto Ave. into 2 (two) lots with the intent of retaining existing single-family dwellings. No construction of additional dwelling unit(s) is proposed as part of this application.



- B. The project proposal encompasses one parcel, which is shown above located at 1404 N Lincoln St. & 818 W Sinto Ave. (parcel 35182.0707). The subject property is generally bound by W Sinto Ave. to the south, N Lincoln St. to the west, and existing residential development to the north and east.
- C. The current zoning of parcel is Residential High Density (RHD-55) with 55 representing max building height in feet. RHD is a high-intensity residential zone that allows the highest intensity and scale of housing in the residential zones. The allowed housing developments including those found in the RMF zone but also including taller and more intense apartment complexes. Single-family residences are permitted in the RHD zone.
- D. SMC 17C.111 provides land use standards for residential zones. Per Table SMC 17C.111.205-1, the RHD zone does not have a maximum density standard. The applicant may choose to redevelop proposed lots at a density greater than the existing single-family residences. The number of achievable units on a site is based on the presumption that all site development standards will be met.
- E. Per SMC Table 17C.111.205-1, the RHD zone does have a minimum density standard of 15 units per acre. The current density of the site is 12.3 units per acre. The proposal to retain the existing single-family dwellings on the lots will result in a density of 8.46 units/acre for lot 1, and 22.33 units/acre for lot 2. Although lot 1 will not meet the RHD minimum density standard, SMC 17C.111.210(J)(2) - Exceptions to Minimum Density

Requirements states, ‘*When a land division is proposed on a lot below the minimum density and with an existing dwelling unit, any new lots created shall meet these density requirements. A lot which retains an existing primary structure may continue its nonconforming density*’ (emphasis added). Being the applicant is retaining the existing dwellings, this exemption applies. Any future development of the lot(s) shall meet density requirements of the RHD zone.

- F. The current land use designation of the parcel is Residential High. Per the Land Use chapter of the City’s Comprehensive Plan, *The Residential High designation allows for the highest intensity of residential uses, including construction types found in the Moderate Intensity Residential designation but also including taller and more intense apartment complexes. High Intensity Residential areas are intended to focus residential intensity in the near vicinity of downtown and other Centers and Corridors in the city, where sufficient services and employment opportunities exist nearby. A focus on accessibility, walkability, and equitable housing provisions should be provided in this area, including incentives and other bonuses for more affordable/attainable units as these areas are also located near to services and essential facilities like frequent transit.*
- G. The adjacent parcel to the north is also zoned RHD-55. Parcels across right of way to the east and west are also zoned RHD-55. Parcels to the south across the right of way are zoned Office Retail (OR-55). Existing development within proximity to the subject site is predominantly residential with a mix of single and multi-family residential. At time of this application, there is a proposal for an expansion of the True Hope Church which is located directly across W Sinto Ave. to the south. The proposal includes demolition of the existing residence and detached garage, and construction of an 19000 square foot addition for the church. It’s anticipated the surrounding area, including the subject site, will incur temporary construction impacts associated with the church project. However, staff does not anticipate long term adverse effects of the church expansion, especially considering the church is an exiting condition.



- H. Applicable Plan Policies: The land use map designation is Residential High per the current Comprehensive Plan Adopted in June 2017 (and subsequent amendment to Chapter 3, Land Use, pursuant to Ordinance C36414).
- I. Applicable zoning regulations include Spokane Municipal Code (SMC) 17G.061 – Land Use Application Procedures; 17G.080 Subdivisions; 17C.111 Residential Zones.
- J. Procedural Requirements:
- Application for a Type II Preliminary Short Plat was submitted on July 9, 2025;
  - A Request for Comments notice was sent to Departments and Agencies on July 9, 2025;
  - Applicant was notified on August 4, 2025 that the application was technically complete;
  - This plat qualified for “minor engineering review” no public comment period or public notice is required as part of the platting process pursuant to SMC Section 17C.061.220 Public Comment Period, subsection A, Ordinance C36224 Section 3, Passed Monday June 27th, 2022.

#### **IV. DEPARTMENT REPORTS:**

Notice of this proposal was sent to City departments and outside agencies for their review and comments on July 9, 2025 as noted above. Staff received comments from City of Spokane Engineering Services and Planning departments. Commenting agency included Spokane Tribe.

Staff and agency comments are included with the file and are made part of this application by reference.

#### **V. PUBLIC COMMENT:**

This plat qualified for “minor engineering review” no public comment period or public notice is required as part of the platting process pursuant to SMC Section 17C.061.220 Public Comment Period, subsection A, Ordinance C36224 Section 3, Passed Monday June 27th, 2022.

#### **VI. CONCLUSIONS:**

The Spokane Municipal Code has established decision criteria for these proposals – decision criteria are found in 17G.061.310 and 17G.080.025. The following is staff’s independent analysis of the proposed preliminary short plat taking into consideration these decision criteria.

#### **SMC 17G.061.310 Decision Criteria**

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

Relevant Facts: The proposal is for the subdivision of one parcel into two (2) lots with intent to retain the two single-family dwelling units located in the Residential High Density (RHD-55) zone. The RHD zone is a high-intensity residential zone that allows the highest intensity and scale of housing in the residential zones. The allowed housing developments including those found in the RMF zone but also including taller and more intense apartment complexes.

In the RHD zone, there is no maximum number of lots or dwelling units for parcels two acres and less per SMC 17C.111.205-1 and SMC 17C.111.210.

The RHD zone is applied to areas that are designated Residential High on the land use plan map of the comprehensive plan.

Staff Discussion: The proposal is permitted in accordance with SMC 17G.080.040 – Short Subdivisions and SMC 17C.111 – Residential Zones.

As mentioned above, the RHD zone does have a minimum density standard of 15 units per acre. The current density of the site is 12.3 units per acre. The proposal to retain the existing single-family dwellings on the proposed lots will result in a density of 8.46 units/acre for lot 1, and 22.33 units/acre for lot 2. Although lot 1 will not meet the RHD minimum density standard, SMC 17C.111.210(J)(2) Exceptions to Minimum Density Requirements states, *‘When a land division is proposed on a lot below the minimum density and with an existing dwelling unit, any new lots created shall meet these density requirements. A lot which retains an existing primary structure may continue its nonconforming density’*. Being the applicant is retaining the existing dwellings, this exemption applies. Any future development of the lot(s) shall meet density requirements of the RHD zone.

**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 the City’s Comprehensive Plan:

Policy LU 1.4 Higher Intensity Residential Areas states – *Direct new higher intensity residential uses to areas in and around Centers and Corridors designated on the Land Use Plan Map and to areas where existing development intensity is already consistent with development of this type.*

Policy LU 1.12 Public Facilities and Services states – *Ensure that public facilities and services system are adequate to accommodate proposed development before permitting development to occur.*

Policy LU 3.6 Compact Residential Patterns states – *Allow more compact and affordable housing in all neighborhoods, in accordance with design guidelines.*

Policy LU 3.7 Maximum and Minimum Lot Sizes states – *Prescribe maximum, as well as minimum lot size standards to achieve the desired residential density for all areas of the City.*

Policy LU 4.4 Connections states – *Form a well-connected network which provides safe, direct, and convenient access for all users, including pedestrians, bicycles, and automobiles, through site design for new development and redevelopment.*

Goal LU5 Development Character states – *Promote development in a manner that is attractive, complementary, and compatible with other land uses.*

Policy LU 5.1 Built and Natural Environment states – *Ensure that developments are sensitive to the built and natural environment by providing adequate impact mitigation to maintain and enhance quality of life.*

Policy LU5.2 Environmental Quality Enhancement states – *Encourage site locations and design features that enhance environmental quality and compatibility with surrounding land uses.*

Policy LU 5.5 Complementary Development states – *Ensure that infill and redevelopment projects are well-designed and complement surrounding uses and building types.*



Policy LU 8.1 Role of Urban Growth Areas states – *Limit urban sprawl by encouraging development in urban areas where adequate public facilities exist or where such facilities can be more efficiently provided.*

Policy H1.4 Use of Existing Infrastructure states – *Direct new residential development into areas where community and human public services and facilities are available.*

Policy H1.11 Access to Transportation states – *Encourage housing that provides easy access to public transit and other efficient modes of transportation.*

Policy H1.18 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 H2.4 Linking Housing with Other Uses states – *Ensure that plans provide increased physical connection between housing, employment, transportation, recreation, daily-needs services, and educational uses.*

Policy DP 1.2 Building and Site Design states – *Encourage new development that is of a type, scale, orientation, and design that maintains or improves the character, aesthetic quality, and livability of the neighborhood.*

Policy DP 2.12 Infill Development states – *Encourage infill construction and area redevelopment that complement and reinforce positive commercial and residential character.*

Policy DP 2.15 Urban Trees and Landscape Areas states – *Maintain, improve, and increase the number of street trees and planted areas in the urban environment.*

Policy DP 2.6 Building and Site Design states – *Ensure that a particular development is thoughtful in design, improves the quality and characteristics of the immediate neighborhood, responds to the site's unique features - including topography, hydrology, and microclimate - and considers intensity of use.*

Staff Discussion: The Spokane Comprehensive Plan adopted June 2017 (and subsequent amendment to Chapter 3, Land Use, pursuant to Ordinance C36414) designates the subject property as “Residential High” which allows residential uses in the RHD zone. The proposal is consistent with multiple goals and policies of the Spokane Comprehensive plan including, but not limited to the Land Use, Housing, and Urban Design Chapters. The above selections from the City’s Comprehensive Plan does not represent an exhaustive list of goals and policies but is intended to illustrate the proposals consistency with the City’s adopted comprehensive plan.

**Staff finds 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 application was circulated amongst all City departments and outside agencies with jurisdiction on July 9, 2025 as identified above. There were no departments or agencies that reported that concurrency could not be achieved.

Staff Discussion: City departments and agencies with jurisdiction reviewed the application and other technical documents. There were no departments or agencies that reported that concurrency could not be achieved.

**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.061.310(C)(4)*

Relevant Facts: The site is suitable for development according to all city departments that commented. The proposed preliminary short plat shows lots that meet standards defined by SMC 17C.111.

Staff Discussion: City departments and agencies with jurisdiction reviewed the application and other technical documents for physical characteristics of the property. No comments were received indicating that the site is unsuitable for development. Per City of Spokane Engineering Services memo dated July 18, 2025, both existing houses will need to have their own individual sewer service connections to the main in Lincoln. An easement, crossing Lot 1 will need to be established and shown on the final plat, for the sewer service serving 818 W Sinto. This sewer work must be completed prior to finalizing the final plat. Additionally, the Spokane Tribe of Indians requires implementation of an Inadvertent Discovery Plan should any ground disturbing activity occur.

**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.061.310(C)(5)*

Relevant Facts: An application and technical documents were reviewed and routed by the City of Spokane. Applicable findings and recommendations are incorporated into the conditions for this proposal.

Any development on the parcels created via the platting action will be reviewed by the Development Services Department staff and other city departments as applicable to ensure that each new unit/structure meets all required development standards. These standards include, but are not limited to, land use standards, engineering standards, utility standards, and building and fire code standards.

Staff Comment: City departments and agencies with jurisdiction reviewed the application and other technical documents for physical characteristics of the property. No comments were received indicating that the proposal will have significant impact on the environment or the surrounding properties. Additionally, this project is exempt from SEPA per SMC 17E.050.080.

**Staff finds that this criterion is met.**

**Subdivisions Decision Criteria 17G.080.025(C)(1-10):**

*The proposed subdivision makes appropriate (in terms of capacity and concurrence) provisions for:*

- a. *public health, safety and welfare;*

The application was circulated amongst all outside agencies with jurisdiction and City departments, including Police and Fire on July 9, 2025 as identified above. There were no

departments or agencies that expressed concerns regarding public health, safety, or welfare.

Prior to the issuance of any building permits, the lots shall be adequately served by fire hydrants and shall have appropriate access to streets as determined by the requirements of the City Fire Department and the Development Services Center.

*b. open spaces;*

Short plats are not required to provide public open space and no changes proposed to the current open spaces. Future development, if proposed is required to provide private outdoor areas per SMC 17C.111.310. Required outdoor areas will be evaluated for compliance with adopted codes at time of building permits.

*c. drainage ways;*

All Stormwater and surface drainage generated on-site must be disposed of on-site in accordance with chapter 17D.060 SMC, Stormwater Facilities, the Spokane Regional Stormwater Manual, and City Design Standards.

*d. streets, roads, alleys and other public ways;*

The subject site is located on the northeast corner of W Sinto Ave. and N Lincoln St., both of which are classified as Urban Local Access Streets. West Sinto Ave. is improved with sidewalk infrastructure providing connectivity to N. Post St, an urban Minor Arterial approximately one block east of the site. West Sinto Ave. also provides access to N Monroe St., a Major Arterial approximately two blocks west of the site. North Lincoln St. is improved with separated sidewalk infrastructure providing access to W Maxwell Ave, an Urban Principal Arterial approximately one block north of the site.

No changes to streets, roads, alleys, or other public ways are proposed.

*e. transit stops;*

Spokane Transit Authority (STA) operates bus routes 4 and 36 with stops located at the intersection of N Monroe St. and W Maxwell St, approximately 0.2 miles from the site.

STA works independently with private property owners to address improvements to STA facilities that may impact private development sites. Any coordination with the city that may be necessary and/or required permits associated with transit improvements are addressed outside of platting actions. STA did not offer any comments on this proposal.

*f. Potable water supplies;*

Only City water and sanitary sewer systems shall serve the plat; the use of individual on-site sanitary waste disposal systems and private wells is prohibited.

*g. Sanitary wastes;*

Only City water and sanitary sewer systems shall serve the plat; the use of individual on-site sanitary waste disposal systems and private wells is prohibited.

Both existing houses will need to have their own individual sewer service connections to the main in Lincoln. An easement, crossing Lot 1 will need to be established and shown on the final plat, for the sewer service serving 818 W Sinto. This sewer work must be completed prior to finalizing the final plat.

*h. Parks, recreation, and playgrounds;*



This proposal does not require the applicant to provide any public open space nor are any shown on the proposed plans. The Parks Department did not offer any comments on this proposal.

*i. Schools and school grounds;*

The site is located within the Spokane Schools District 81. There are no provisions for public schools or school grounds as a part of this proposal. School District 81 did not provide any comments on this proposal.

*j. Sidewalks, pathways and other features that assure safe walking conditions.*

The lot frontages along W Sinto Ave. and N Lincoln St. are currently improved with separated sidewalks and planting strips. The applicant will be responsible for the replacement of any broken, heaved, or cracked curb along the frontage of the subject parcel.

**Staff finds that this criterion is met.**

**VI. RECOMMENDATION**

TO APPROVE the Preliminary Short Plat of two (2) lots on a 0.16-acre site, parcel 35182.0707 addressed as 1404 N Lincoln St. & 818 W Sinto Ave., substantially in conformance with the application, plans, drawing, illustrations, and/or specifications on file in the Planning and Development Services Center; and the following conditions of approval:

1. Adhere to any additional performance and development standards documented in comment or required by City of Spokane, Spokane County Washington State, and any Federal agency.
2. In compliance with Planning Department comments found in the Technically Complete letter dated August 4, 2025:
3. In compliance with the Engineering Department Memo dated July 18, 2025:
  - a. Addresses must be shown on the final plat. Address permits can be applied for by emailing a request to [addressing@spokanecity.org](mailto:addressing@spokanecity.org). Please include the most current plat plan with your address request to help expedite the process.
  - b. Both existing houses will need to have their own individual sewer service connections to the main in Lincoln. An easement, crossing Lot 1 will need to be established and shown on the final plat, for the sewer service serving 818 W Sinto. This sewer work must be completed prior to finalizing the final plat.
4. The Following statements will be required in the dedication of the final plat (additional statements may need to be added to the final plat and will be determined during final plat review).
  - a. Only City water and sanitary sewer systems shall serve the plat; the use of individual on-site sanitary waste disposal systems and private wells is prohibited.
  - b. Utility easements shown hereon the described plat are hereby dedicated to the City and its permittees for the construction, reconstruction, maintenance and operation of utilities and cable television, together with the right to inspect said utilities and to trim and/or remove brush and trees which may interfere with the construction, maintenance and operation of same
  - c. A 10 foot easement for utilities, including cable television, is hereby granted along the Lincoln Street frontage to the City and its permittees.

- d. Development of the subject property, including grading and filling, is required to follow an erosion/sediment control plan that has been submitted to and accepted by Development Services prior to the issuance of any building and/or grading permits.
- e. All driveways and parking areas shall be hard surfaced.
- f. All parking areas and driveways shall be hard surfaced. All new or modified driveway locations will need to be reviewed and approved prior to construction.
- g. All Stormwater and surface drainage generated on-site must be disposed of on-site in accordance with chapter 17D.060 SMC, Stormwater Facilities, the Spokane Regional Stormwater Manual, and City Design Standards.
- h. Slope easements for cut and fill, as deemed necessary by Development Services in accordance with City Design Standards, are granted along all public right of ways.
- i. Street trees are required – compliance will be verified prior to approval of Certificate of Occupancy for each new home.
- j. If any archaeological resources, including sites, objects, structures, artifacts, and/or implements, are discovered on the project site, all construction and/or site disturbing activities shall cease until appropriate authorities, agencies, and/or entities have been notified in accordance with Chapters 27.44 and 27.53 RCW

**Time Limitations.**

The Type II Preliminary Short Plat applications becomes void five years after the effective date of the Planning Services Director's decision without the submission of a final short plat application unless the Planning Services Director authorizes an extension of time. No land within the boundaries of a short subdivision may be further divided in any manner which will create additional lots within a period of five years except by subdivision in accordance with SMC 17G.080.050.

**Notice of Right to Appeal**

Appeals or requests for reconsideration of decisions by the Planning and Development Director are governed by Spokane Municipal Code 17G.061.340 - Appeals. Decisions of the Planning and Development Director regarding Type I or II applications are final unless appealed to the City of Spokane Hearing Examiner. All appeals must be filed with Planning and Development within fourteen (14) calendar days of the date of the decision. All requests for reconsideration must be filed with Planning and Development within seven (7) days of the date of the decision. THE DATE OF THIS DECISION IS THE 11<sup>TH</sup> DAY OF AUGUST 2025. **THE LAST DAY TO APPEAL THIS DECISION IS THE 25<sup>TH</sup> DAY OF AUGUST 2025, AT 5:00 P.M.** In addition to paying the appeal fee to appeal the decision, the ordinance requires payment of a transcript fee to the City of Spokane to cover the costs of preparing any required transcripts.

An appeal shall take the form of a written statement of the alleged reason(s) the decision was in error. An appeal application is not considered complete until the required appeal fees are paid. The appeal fee (\$250.00) must be paid in full at the time the appeal is made. The form for filing an appeal is available from Planning and Development.

Please contact Steven Bafus 509-625-6312 if you have further questions related to procedures or if you need further assistance.

Sincerely,

Tirrell Black  
Tirrell Black (Aug 11, 2025 11:13:09 PDT)

Tirrell Black as designee for Spencer Gardner  
Planning and Development

By: Steven Bafus, Planner II  
Planning and Development






# Z25-430PSP Staff Report 8\_11\_25 (002)

Final Audit Report

2025-08-11

Created:	2025-08-11
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-  Document created by Emily King (eking@spokanecity.org)  
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-  Document e-signed by Tirrell Black (tblack@spokanecity.org)  
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