



Pre-Development Conference Notes

Project Name: Convention Center Hotel Skywalk

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By: John Halsey, Facilitator **Phone:** 625-6145

Project Name: Convention Center Hotel Skywalk
Permit No.: B13M0104PDEV
Site Address: 324 W. Spokane Falls Blvd.
Parcel No.: 35184.0001
Meeting Date: October 10, 2013

Thank you for attending a Pre-Development meeting at the City of Spokane. Below are notes summarizing the information that was presented to you at your meeting on Thursday, October 10, 2013. These notes are broken down into three sections. The first section describes those items that may add significant cost to the project or cause a significant delay in the permitting process. The second section contains information specific to your project site. The third section contains information that may or may not apply to your site but that will help you in designing your project.

Please note 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.

Project Information:

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|---------------------------------|---|
| A. Project Description: | New skywalk |
| B. Scope and Size: | None given |
| C. Special Considerations: | Type III Land Use Permit, signage, variance for additional height |
| D. Estimated Schedule: | Fall 2014 |
| E. Estimated Construction Cost: | \$2,000,000 |

Section 1 – Critical Path Issues

A. Fire Prevention (Dave Kokot, 625-7056):

1. The building is to be provided with fire sprinklers.
2. The building is required to be provided with fire alarm.

B. Planning & Development – Planning (Tami Palmquist, 625-6157)

1. Skywalks are permitted as a Type III Permit issued by the Hearing Examiner.
2. Applicant indicated they are unable to meet the code dimensional limit for the skywalk structure of 14 feet in height and are proposing 16 feet-eight inches in structural height; a variance will need to be requested from the Hearing Examiner and can be combined with the Type III Permit.
3. Design Review is required for Skywalks and Downtown Projects.
4. Will the Sign on Spokane Falls Blvd need to be relocated?

Section 2 – Site/Project Specific Comments

A. Planning & Development – Building (John Halsey, 625-6140):

1. The building will need to comply with the Washington State Non-Residential Energy Code.

B. Planning & Development – Planning (Tami Palmquist, 625-6157):

1. Design Review Board is currently scheduled to review the Hotel at the November 13th meeting. Coordination with this project would be appreciated by the Board. Submit materials by **October 23rd** and they can be considered at the same November 13th Collaborative Workshop meeting; a Recommendation Meeting will follow. <http://www.spokaneplanning.org/designreview.html>
2. The Public Facilities District should continue dialogue with Planning and Development about sign options if a sign move for the Spokane Falls Blvd sign is desired. It is possible that a Land Use Permit (administrative) would be required; see Bonus Allowance for Outstanding Design 17C.240.290.

C. Fire Prevention (Dave Kokot, 625-7056):

This project was reviewed using the 2012 International Fire Code (IFC) with State and Spokane Municipal Code (SMC) amendments.

The plans provided for this project were limited in information to provide a full review. Assumptions were used to provide the applicant with items to consider and clarify for a building permit.

The scope of work is a new skywalk.

Water Supply:

There are several existing fire hydrants in the area that meet the code requirements for this project.

It will be necessary to provide and maintain site fire-flow during construction.

Fire Department Access:

The proposal appears to meet the requirements of the Fire Code for fire access.

Fire Sprinklers/Suppression:

The skywalk will be provided with fire sprinklers (IFC 903).

Alarm:

The skywalk is required to have a fire alarm system.

D. Water Department (Jim Sakamoto, 625-7954):

1. Existing Public Water Mains: There is a 16-inch cast iron water main in Spokane Falls Blvd. Static pressure is calculated to be 95 PSI at the hydrant east of the proposed project location.
2. Pre-Dev Site Plan Comments: If new water lines or services are to be installed, the developer shall have a detailed site plan indicating the location of new taps and meters prepared by a professional engineer licensed in the State of Washington. This is for water facilities outside of the building so our plan reviewers and inspectors can ensure that any new water lines and service line backflow assemblies are installed in accordance with applicable rules and regulations. The Water Service Inspector, Harry Ward (509) 625-7845, will review submitted plans and inspect on-site construction. The Water Department Cross Connection Control Specialist, Chuck Fletcher (509) 625-7967, will review any backflow assemblies where required.

E. Solid Waste (Rick Hughes, 625-7871):

1. The project would be approved as shown on the site plan.

Section 3 – General Information

A. Planning & Development – Planning (Tami Palmquist, 625-6157):

1. The Type III Skywalk Permit is subject to the design criteria in SMC 17G.060.170.
2. An agreement satisfactory to the City Attorney will be required. The agreement indemnifies and holds the City harmless against all loss or liability, and the applicant obtained approved public liability insurance, naming the City as an additional insured, with combined limits of five hundred thousand dollars.
3. The skywalk should be an enclosed structure and should have at least 70 percent transparency, excluding structural framing members, distributed evenly along the length of the skywalk so as to achieve an open character and reveal pedestrian use of the structure.
4. The design and construction of the skywalk shall comply with SMC 12.02.0452 to 12.02.0474.
5. No advertising, reader boards, or other signs, except City traffic signs, shall be permitted on the internal or external portions of the skywalk structure.

B. Planning & Development – Traffic Design (Patty Kells, 625-6447):

1. For the Permit Intake Process please provide site plans showing dimensions and ***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 new and existing driveways and roadways and their locations, and other relative information. Show all existing topography in the public right-of-way such street signs, water valves, hydrants, etc. All required landscaping must be within the property lines and not in the public right-of-way.

C. Fire Prevention (Dave Kokot, 625-7056):

Water Supply:

The proposed building site fire-flow will be based on the total floor area. The site fire-flow can be reduced by 50 percent with the installation of automatic sprinklers to a minimum of 1,500 gallons per minute for commercial buildings (IFC B105.2 amended with SMC 17F.080.030).

Fire hydrants shall be no farther than 500 feet from the Fire Department connections for the building (SMC 17F.080.310). Hydrant spacing shall not be more than 500 feet, within 500 feet of the property line for non-sprinklered buildings and 750 feet of the property line for fire sprinklered buildings (SMC 17F.080.030).

For commercial buildings, fire hydrants are required to be along an acceptable path of travel within 400 feet to all points around the building without fire sprinklers (IFC 507.5.1), and 600 feet for commercial buildings with fire sprinklers (IFC 507.5.1, exception 2).

Fire Department Access:

Fire Department access must be provided to within 150 feet of any point around the outside of a building (IFC 503.1.1). For fully sprinklered buildings, this is extended to 165 feet (IFC 503.1.1, exception 1). Dead-end roads longer than 150 feet need approved fire apparatus turn-arounds (IFC 503.2.5). Fire apparatus turning radius is 50 feet external, 28 feet internal (SMC 17F.080.030.D.3). Minimum height clearance is 13 feet-6 inches (IFC 503.2.1). Fire lanes will have a maximum slope of 10 percent (based on IFC 503.2.7).

Minimum width for fire access is 20 feet, unobstructed (IFC 503.2.1). Buildings exceeding 30 feet in height will be required to have a Fire Aerial Access lane of 26 feet wide along at least one side of each building (IFC D105.2).

Maintain fire access during construction. Maintain fire lanes with an all-weather surface during construction (IFC 1410.1).

Fire Sprinklers/Suppression:

Plans must be submitted to the Fire Department for review, approval, and permit prior to the commencement of any sprinkler work.

After installation is complete but prior to concealing the piping and heads, the sprinkler system shall pass a visual inspection and hydrostatic test witnessed by a representative of the Fire Prevention Bureau. Certificate of Occupancy will not be issued if this does not occur.

Alarm:

Full submittal of fire alarm plans, with voltage drop calculations and battery load calculations, must be submitted to the Fire Department for review, approval, and permit prior to any work beginning on the fire alarm.

Duct smoke detectors (if required) shall be wired to a supervisory zone only, not an alarm-initiating zone, as per Spokane Fire Department policy and as provided in NFPA 90A. The new codes require duct detection only on return air.

A full functionality test of all fire alarm devices, witnessed by a Fire Inspector, must be completed and approved prior to the issuance of a Certificate of Occupancy.

Fire Extinguishers:

Fire extinguishers are required for A, B, E, F, H, I, M, R-1, R-2, R-3 and S occupancies in accordance with IFC 906 – Table 906.3(1).

D. Water Department (Jim Sakamoto, 625-7954):

1. **Obtaining New Water Service:** Taps and meters can be purchased from the Development Services Center, located on the third floor of Spokane City Hall. Size of the service(s) shall comply with the International Plumbing Code. Tap, meter, and connection fees will be in accordance with Section 13.04 of the SMC. Tapping of the main and installation of new meters shall be done by City forces. All excavation and restoration is the owner's responsibility. All trenches or excavations must comply with current W.A.C. #296-155 part N. No City of Spokane employee will be permitted into any trench or excavation without proper shoring or sloping. No exceptions will be made. Please see the Water Department Rules and Regulations for information about tap and meter sizes and sewer/water separation requirements.

NOT IN ATTENDANCE:

E. Spokane Regional Clean Air Agency (SRCAA) (Chuck Studer, 477-4727 x107):

The following is a list of concerns/issues that may need to be addressed for this project as determined from information received by this office. The list is provided as a brief summary of general requirements, and does not relieve the proponent from meeting all local, state, and/or federal regulations. For additional information or clarification, contact Spokane Clean Air at (509) 477-4727. Copies of SRCAA regulations are available for purchase in our office or can be viewed and downloaded from www.spokanecleanair.org.

Construction related requirements:

1. Dust emissions during demolition, construction, and excavation projects must be controlled. This may require the use of water sprays, tarps, sprinklers, or suspension of activity during certain weather conditions.
2. Measures must be taken to avoid the deposition of dirt and mud from unpaved surfaces onto paved surfaces. If tracking or spills occur on paved surfaces, measures must be taken immediately to clean these surfaces.
3. Debris generated, as a result of this project, must be disposed of by means other than burning (i.e., construction waste, vegetative waste, etc.).
4. Spokane Clean Air (SRCAA) strongly recommends that all traveled surfaces (i.e., ingress, egress, parking areas, access roads, etc.) be paved and kept clean to minimize dust emissions.
5. If objectionable odors result from this project, effective control apparatus and measures must be taken to reduce odors to a minimum.
6. Special attention should be given to proper maintenance of diesel powered construction equipment to reduce the impact of diesel exhaust, a suspected carcinogen.

Additional requirements:

1. A Notice of Construction and Application for Approval is required to be submitted and approved by SRCAA prior to the construction, installation, or establishment of an air pollution source. This includes emergency generators rated at 500 HP (375 KW) or higher, natural gas heating equipment units rated at four MMBTU/hour or higher (input), and heating equipment units fired with other fuels (e.g., diesel) rated at one MMBTU/hour (input) or higher. Contact Spokane Clean Air (SRCAA) for a Notice of Construction application.
2. Notice of Intent must be submitted to SRCAA prior to any demolition project or asbestos project. An asbestos survey must be done by a HERA-accredited building inspector prior to the demolition or renovation of buildings to determine if asbestos-containing material is present at the site. Contact Spokane Clean Air (SRCAA) for a Notice of Intent application.

F. Spokane Regional Health District (Eric Meyer, 324-1582):

Starting January 1, 2012, the Spokane Regional Health District began charging a fee for the initial review of all commercial projects. The fee was implemented in an effort to recover some of the cost associated with time spent reviewing project information and to provide an initial project review at a reduced cost. Review fees charged during the Pre-Development phase of a project are lower than fees assessed during the plan review/permit phase. Please contact Spokane Regional Health District at 324-1560, or visit www.srhd.org for assistance determining if there are requirements or conditions applicable to the proposed project.

G. Historic Preservation (Kristin Griffin, 625-6543):

Buildings that are historically significant or on historic registers may require special review for demolition, relocation, Change of Use, or exterior alteration. They may also qualify for special development incentives such as tax credits. If your project involves a building that is 50 or more years of age, or located downtown or in a Historic District, please visit the City/County Historic Preservation Office website at www.historicspokane.org, or call 625-6300 for more information.

H. Urban Forestry - Parks and Recreation (Angel Spell, 363-5495):

The following comments from Urban Forestry provide general information needed to meet Street Tree requirements in the City of Spokane. If the project includes planting, pruning, or removing street trees then this information will assist you in meeting the requirements and avoiding delays in your project.

Important documents to review for your project are as follows (and are available on our website: www.spokaneurbanforestry.org):

- Street Tree Permit Application
- Certified & Licensed Arborists in the City of Spokane
- Tree Planting Details Diagram
- A Clear View: Vegetation & Traffic Safety Diagram
- Existing Sidewalk Retrofit Diagram
- Approved Street Tree List
- Excerpts from Spokane Urban Forestry's Arboricultural Specifications and Standards

Please pay particular attention to the following, as these are the most common concerns:

1. Please use the City's standard tree planting detail V-101.
2. No tree shall be planted within 15 feet of any driveway, alley, streetlight, utility pole, non-safety street sign (ex. parking, street name), or fire hydrant. No tree shall be planted within 20 feet of a critical street safety sign (stop, yield, or pedestrian crossing). The potential placement of street signs, street lights and utility poles shall be evaluated to lessen the conflict with the growth of existing street trees.
3. Any substitutions or revisions to the final approved plant schedule and planting plan must have written approval from Urban Forestry prior to installation.
4. Please submit a complete Street Tree Permit Application for this project.

If you have any questions or would like electronic files of the documents listed, please contact Angel Spell at 509.363.5495 or aspell@spokanecity.org. Our intent is to provide guidance and assistance early in this process to ensure your project is successful, please do not hesitate to contact us.

Section 4 – Submittal Requirements

- A. Site plan requirements are as shown on the attached "Commercial Building Permit Plan Checklist". Plans shall include site, architectural, structural, plumbing, mechanical, and electrical drawings. Plans are required to be stamped and sealed by an architect or engineer licensed to do business within the State of Washington.
- B. Site plans shall include all parcel/property lines, all site utilities, required parking, landscaping, on-site stormwater (disposal and required calculations), refuse container location, curb cuts, approach aprons, sidewalks, location of any City signs along the street, etc. Provide dimensions on the site plans. If the information noted above as required for the site plans (plan sets) is not provided, the Intake Meeting may not accept the project for plan review.
- C. 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.
- D. Please provide a complete set of plans to Spokane Regional Health District if food and/or beverage handling business is planned.
- E. 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.
- F. For additional forms and information see www.buildingspokane.org or www.spokanecity.org.