STAFF REPORT ON
PRELIMINARY SHORT PLAT APPLICATION FILE NO. Z26-380PSP

I. SUMMARY OF REQUEST AND RECOMMENDATIONS:

DESCRIPTION OF PROPOSAL: The applicant (Storhaug Engineering) on behalf of the owner (Windom Holdings, LLC) is proposing to subdivide 0.33-acre parcel 35162.1501 addressed at 1904 E Sharp Ave. into five lots. The applicant proposes to retain the existing single-family dwelling and construct a single-family dwelling on created lots. This plat utilizes he City's Unit Lot Subdivision Code pursuant to 17G.080.065. This application is processed as a Type II application**.**

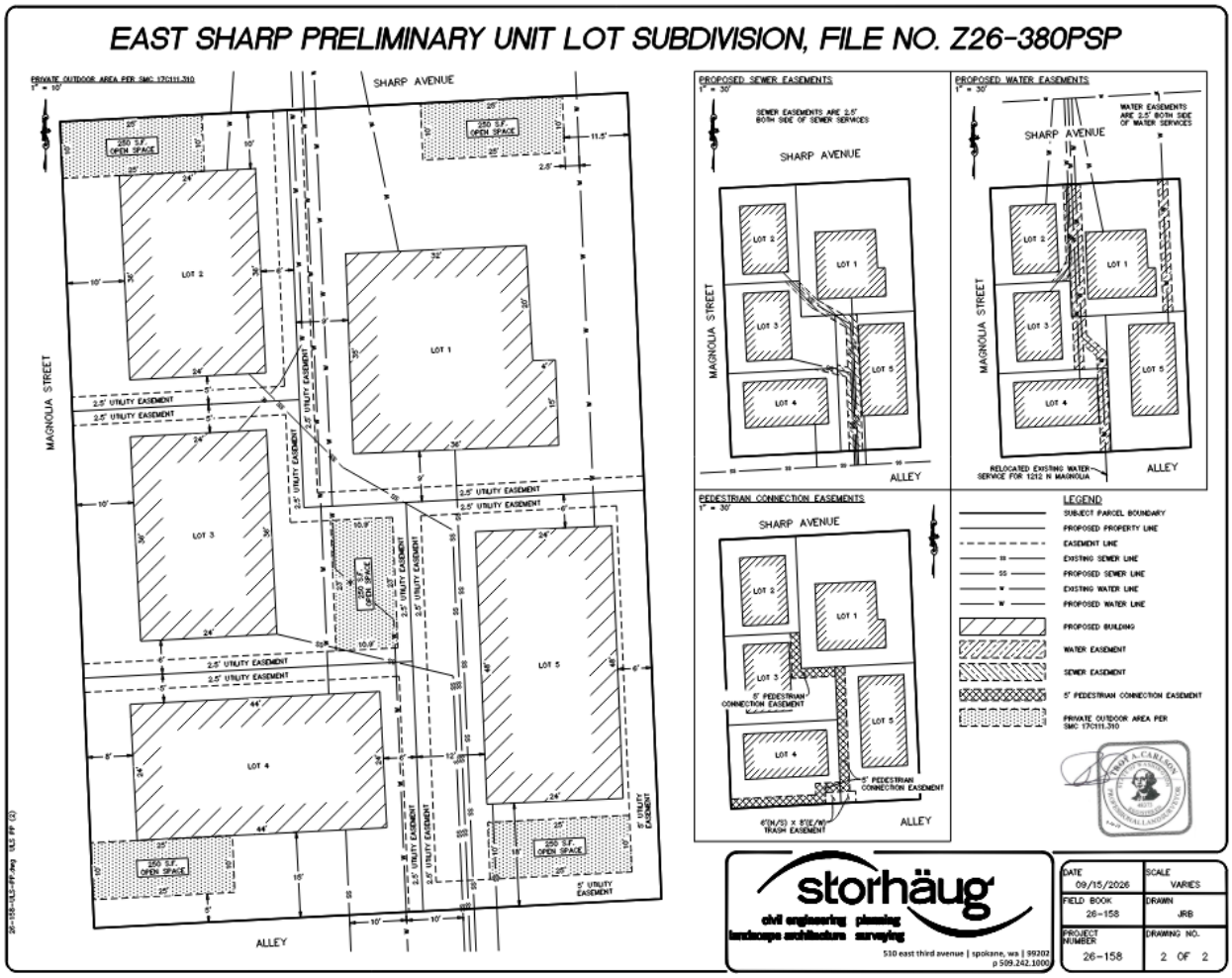
Recommendation: Staff recommends approval of this application, with conditions.

II. GENERAL INFORMATION:

A.	Applicant/Agent:	Storhaug Engineering 510 E Third Ave. Spokane, WA 99202 509-242-1000
B.	Property Owner:	Wisdom Holdings LLC 614 Newaukum Valley Rd. Chehalis, WA. 98532
C.	Agent:	Same as Applicant
D.	Location of Proposal:	1904 E Sharp Rd., parcel 35162.1501 (NW 1/4, Section 16, Township 25 N, Range 43 E, W.M.)
E.	Existing Zoning:	Residential 1 (R1)
F.	Land Use Plan Designation:	Residential Low
G.	SEPA Status:	This proposal is exempt from SEPA, per SMC 17E.050.080
H.	Enabling Zoning:	17G.080.040 Short Subdivisions; 17G.080.065 Unit Lot Subdivisions; 17G.080.025 Subdivisions Decision Criteria; 17G.061.310 Land Use Application Decision Criteria; 17C.111 Residential Zones
J.	Staff Contact:	Steven Bafus, Planner II, 509-625-6312 sbafus@spokanecity.org

III. FINDINGS OF FACT:

A. Storhaug Engineering applied for a Type II preliminary short plat on behalf of the owner on June 18, 2026. The proposal is to subdivide a total of 0.33 acres into five lots via the Unit Lot Subdivision process. The parcel contains a 1193 square foot dwelling which was constructed circa 1900 and a 416 square foot detached garage constructed circa 1936. This plat proposes to retain the existing dwelling and construct four single-family dwellings on created lots. The detached garage will be demolished prior to final plat approval. Easements for utilities and pedestrian connections are shown on the site plans below. This plat does not propose any tracts, shared outdoor areas, or on-site parking.



Proposed Site Plan



Vicinity Map

B. The project proposal encompasses one parcel shown above located at 1904 E Sharp Ave. (parcel 35162.1501). The subject property is generally bound by E Sharp Ave. to the north, existing residential to the east, an alley to the south and N Magnolia St. to the west.

C. The proposed short plat would divide the property into five lots with retention of the existing dwelling and construction of four new dwelling units via the Unit Lot Subdivision process under SMC 17G.080.065, which outlines the following relevant standards:

i. A unit lot subdivision allows for the flexible creation of lots of varying sizes and types, including attached housing and similar developments with multiple dwelling units on a parent site, while applying only those site development standards applicable to the parent site as a whole, rather than to individual lots resulting from the subdivision.

ii. A unit lot subdivision creates a relationship between the parent site and each lot created, referred to as a “child” lot.

iii. Unit Lot Subdivisions are allowed for all residential development on parent sites of two acres or less.

iv. A unit lot subdivision may be used in any development with two or more dwelling units.

v. Unit lot subdivisions resulting in nine or fewer lots shall be processed as short plats.

vi. A unit lot subdivision shall meet development standards applicable to the parent lot’s zoning.

vii. All buildings shall meet all applicable provisions of the building and fire code.

viii. Lots created through a unit lot subdivision shall be subject to all applicable requirements of Title 17 SMC.

ix. The parent site and each child lot shall make adequate provisions for ingress, egress, and utility access to and from each lot created by reserving such common areas or other easements over and across the parent site as deemed necessary to comply with all other design and development standards generally applicable to the underlying site development plan.

x. Separation requirements for utilities must be met.

D. The current zoning of parcel is Residential 1 (R1). R1 is a low-intensity residential zone which allows a range of housing choices built at the general scale and height of detached houses. This includes both detached and attached homes and middle housing types.

E. As mentioned above, this plat proposes to retain the existing single-family dwelling as indicated on lot 1. The owner has indicated intent to place a manufactured home on lots 2-5. Per SMC 17C.345.100, manufactured homes are permitted in all zones where a single-family residence is a permitted use, except in designated historic districts and are subject to the development standards of SMC 17C.345.110. This plat is not located within a designated local or national historic district per city mapping. SMC 17C.345.110 provides the following development standards for manufactured homes not located in a mobile home park:

I. Only new manufactured home units required to be titled under Title 46 RCW, which has not been previously titled to a retail purchaser and is not used as defined under RCW 82.45.032(2) is allowed.
II. Only a unit comprised of two or more fully enclosed parallel sections each of not less than twelve feet wide by thirty-six feet long.
III. The unit was originally constructed with and now has a composition or wood shake or shingle, coated metal, or similar roof with a nominal pitch of 3:12.
IV. The unit has exterior siding similar in appearance and quality to siding materials commonly used on conventional site built International Residential Code single-family residences.
V. The unit be set upon a permanent foundation, as specified by the manufacturer, and that the space from the bottom of the home to the ground be enclosed by concrete or an approved concrete product which can be either load bearing or decorative.
VI. The unit is thermally equivalent to the state energy code.

SMC 17C.345.130 provides standards for manufactured home park subdivisions. SMC 17A.020.130(E) defines a manufactured home park as, *'Two or more manufactured homes or mobile homes used as dwelling units on a single parcel or lot.*' This plat does not meet the definition of a manufactured home park as individual manufactured homes on individual lots are proposed. As such, this application is not subject to the Type III application process as prescribed in SMC 17C.345.130.

Anticipated development requires separate permits which are reviewed for compliance with all applicable codes adopted at the time of permit. The applicant is not bound to place manufactured homes as proposed as they may opt to construct other housing types such as traditional framed dwellings. However, any changes to the proposed site plan requires review by staff for compliance with development and design standards.

F. The applicant had provided a site development plan dated 9/15/26 indicating existing and proposed dwellings, setbacks, individual open spaces, utility and pedestrian easements. The evaluation of this site plan will be further discussed in Section 6, SMC 17G.061.310 Decision Criteria.

G. SMC 17C.111 provides land use standards for residential zones. Per SMC 17C.111.205-1, lots less than two acres do not have a maximum density standard. The number of units allowed on a site is based on the presumption that all site development standards will be met.

H. The current land use designation of the parcel is Residential Low. Per the Land Use chapter of the City's Comprehensive Plan, '*The Residential Low land use designation*

should focus on a range of housing choices built at the general scale and height of detached houses. This includes both detached and attached homes and housing categorized as middle housing (duplex, triplex, etc.). Combinations of these types should also be allowed, such as a duplex with an accessory dwelling unit'.

I. The subject site is generally bound by R1-zoned parcels as shown below. Existing development within the area contains a mix of single and multi-family housing. Additionally, there are parcels zoned Neighborhood Retail (NR-35) and Office (O-35) within proximity to the subject site also indicated below.



J. Applicable Plan Policies: The land use map designation is Residential Low per the current Comprehensive Plan Adopted in June 2017 (and subsequent amendment to Chapter 3, Land Use, pursuant to Ordinance C36414).

K. Applicable zoning regulations include 17G.080.040 Short Subdivisions; 17G.080.065 Unit Lot Subdivisions; 17G.080.025 Subdivisions Decision Criteria; 17G.061.310 Land Use Application Decision Criteria;17C.111 Residential Zones

L. Procedural Requirements:

- Application for a Type II Preliminary Short Plat was submitted on June 18, 2026;
- A Request for Comments notice was sent to Departments and Agencies on June 22, 2026;
- Applicant was notified on October 6, 2026 that the application was technically complete;
- A Notice of Application comment period was mailed and posted on the subject property on or before October 16, 2026, which began the 15-day public comment period;
- The Public Comment Period closed on October 30, 2026.

IV. DEPARTMENT REPORTS:

Notice of this proposal was sent to City departments and outside agencies for their review and comments on June 22, 2026 as noted above. Staff received comments from City of Spokane Departments including Engineering Services, Planning, Fire and Treasury. Commenting agencies included Spokane Tribe, Avista Utilities, and Fairchild Airforce Base.

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

V. PUBLIC COMMENT:

Notice of this proposal was sent to property owners, taxpayers, and tenants/occupants within 400 feet of the subject parcel. One public comment was received by closing of public comment period on October 30, 2026. The lone comment received October 19, 2026 sought additional information on the proposed application. Staff provided a response on October 20, 2026 with no additional comment received thereafter.

VI. CONCLUSIONS:

The Spokane Municipal Code has established decision criteria for these proposals – decision criteria are found in 17G.061.310. 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 a five-lot Unit Lot Subdivision with intent on constructing four dwelling units in the Residential 1 (R1) zone. The R1 zone is a low-intensity residential zone allowing for a range of housing choices built at the general scale and height of detached houses. This includes both detached and attached homes and middle housing types. The proposed development of four single-family manufactured housing units meets the definition of Middle Housing per SMC 17A.020.120(J). Additionally, the manufactured home standards defined in SMC 17C.345 are intended to allow manufactured homes in all areas of the city in which single-family residences are a permitted use, this includes the R1 zone.

   SMC 17C.111.205-1 prescribes a minimum density of four units per acre and no maximum density for R1 sites two acres or less in size. SMC 17C.111.210(I) the calculation of density in the R1 zone shall count one lot as one dwelling unit.

   The R1 zone is applied to areas that are designated Residential Low 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, SMC 17G.080.065 – Unit Lot Subdivisions, and SMC 17C.111 – Residential Zones.

   The proposal utilizes the Unit Lot Subdivision process, which allows for the flexible creation of lots of varying sizes and types. A Unit Lot Subdivision creates a relationship between the parent site and created 'child' lots. This includes attached housing and multiple dwelling units on a parent site and applies development standards applicable to the parent site as a whole, rather than to individual lots resulting from the subdivision.

   Construction specific detail such as design standards, setbacks, lot coverage, height, parking, etc. will be reviewed for compliance with applicable codes at time of permit.

   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 1.3 Lower Intensity residential Areas states – *Focus a range of lower intensity residential uses in every neighborhood while ensuring that new development complements existing development and the form and function of the area in which it is located.*

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 Patters 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 Low" which allows residential uses in the R1 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 June 22, 2026 as identified above. There were no departments or agencies that reported that concurrency could not be achieved.

   Staff Discussion: The developer will be required to extend water and sewer services to serve the proposed plat. The developer is responsible for all costs associated with design and construction of sanitary sewer, street, and water improvements, etc. necessary to serve the proposed plat.

   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 applicant provided a site development plan which has been reviewed by city departments and interested agencies. The site plan identifies dimensions of each proposed lot, proposed building dimensions, open spaces, and easements for refuse, water utilities, sewer utilities, and pedestrian connections. Below is staff's analysis of the proposed site development plan and conformance city land use standards:

Z26-380PSP Site Development Plan Analysis			
	Lot Size (SF)	Acreage	Dwelling Size (SF)
Lot 1	4200	0.10	1193
Lot 2	2040	0.05	864
Lot 3	2384	0.05	864
Lot 4	2552	0.06	1056
Lot 5	3023	0.07	1152
	14199	0.33	5129
Proposed Building Coverage for entire lot (SF)*			**36%**
Proposed Building Coverage for buildable area (SF)*			**45%**
**This site qualifies for the 80% maximum building coverage per SMC 17C.111.205-3*			
& 17C.111.2259(C)(1)as it's within one half mile of a major transit stop.			

The total size of the parent lot is 14,199 square feet. This site qualifies for the 80% maximum building coverage bonus per SMC 17C.111.205-3 & 17C.111.2259(C)(1) as it's within one half mile of a major transit stop. With this bonus, the total allowed building coverage based off parent parcel size is 11,359 SF. The total building area for existing and proposed dwellings is 5,129 SF which is approximately 36% of the parent lot size. When comparing the proposed building coverage to buildable area, a 45% building coverage is proposed.

The site development plan also indicates compliance with R1 setback standards which are 10’ front, 5’ side, and 15’ rear.

Staff Discussion: The site development plan proposes existing and proposed dwellings that fall well within lot coverage limitations and meet setback standards. Additional requirements such as design standards, open space, and building height will be evaluated at time of building permit submittal.

Other 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.

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.*

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 City Fire and Police Departments were given the opportunity to review this proposal. The July 8, 2026 email from the Spokane Fire Department indicates no concerns regarding the plat. Compliance with the adopted fire code will be reviewed for compliance at time of building permits. No comments were received from Spokane Police.

Prior to the issuance of any building permits, the lots shall be provided fire protection 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 public open space is proposed as part of this land use application. Each unit is required to provide private outdoor areas per SMC 17C.111.310. Required private areas will be evaluated for compliance with adopted codes at time of building permits.

c. *drainage ways;*
A site work permit (parking lot permit) must be approved showing the utilities and all shared items (water, sewer, driveways/access, stormwater, frontage improvements etc).

All stormwater and surface drainage generated onsite shall be disposed of onsite in accordance with SMC 17D.060 “Storm water facilities”, the Spokane Regional Stormwater Manual, Special Drainage Districts, City Design Standards, and per the Project Engineer’s recommendations based on the drainage plan accepted for the final plat.

No building permit shall be issued for any lot in this plat until evidence satisfactory to the City Engineer has been provided showing that the recommendations of SMC 17D.060 “Storm water facilities”, the Spokane Regional Stormwater Manual, Special Drainage Districts, and City Design Standards have been complied with. A surface drainage plan shall be prepared for each lot and shall be submitted to Development Services for review and acceptance prior to the issuance of a building permit.

d. *streets, roads, alleys and other public ways;*
The subject site is located on the southeast corner of E Sharp Ave. and N Magnolia St., both of which are classified as local access streets. Additionally, there are existing separated sidewalks along both street frontages and the site backs to the Boone-Sharp alley.

All sidewalks and curbs adjacent to the property will be reviewed at the end of the project when a Certificate of Occupancy is requested. If any are found to be broken, heaved, sunken, or missing, they must be repaired/replaced whether the damage was existing or caused by construction.

e. transit stops;
Spokane Transit Authority (STA) provides bus stops for route 14 located at the intersection of N Napa St. and E Boone Ave., approximately 0.10 miles from the subject 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;*
The existing water service line for 1212 N. Magnolia must be protected by an easement that is shown on the face of the final plat. The meter for this residence must be moved out of the basement and placed at the south property line of Sharp Ave. prior to final plat finalization.

A site work permit (parking lot permit) must be approved showing the utilities and all shared items (water, sewer, driveways/access, stormwater, frontage improvements etc). Once the site work permit is approved, then the water services must be installed and stubbed to all lots prior to the unit lot subdivision being finalized and recorded.

The water service lines must be installed prior to final plat recording which includes:

- Water main tapped and the service ran to a curb stop valve.
- Behind the curb stop valve, the (dry) water lines are to be stubbed all the way into each lot and capped.
- A 2x4 painted blue with the top at least 2’ above grade must be placed at the end of each dryline stub marking the location.
- The water meter and meter box/vault cannot be set until the future building permit for the structure is issued.
- Vault sizing, location, specs, and water meter size & specs must be shown on the site work permit and the following note must be clearly identified on the plans.
- Water meters and meter boxes/vaults cannot be set until the future building permit for the structure is issued. GFC charges and meter fees will be applied at the time of the future building permit.

Only City water systems shall serve the plat; the use of private wells is prohibited.

Prior to the issuance of any building permits, the lots shall be connected to a functioning public or private water system complying with the requirements of the Development Services Center and having adequate pressure for domestic and fire uses, as determined by the Water and Hydroelectric Services Department.

g. Sanitary wastes;
A site work permit (parking lot permit) must be approved showing the utilities and all shared items (water, sewer, driveways/access, stormwater, frontage improvements etc). Once the site work permit is approved, then the sewer services must be installed and stubbed to all lots prior to the unit lot subdivision being finalized and recorded.

Sewer service lines must be connected to the sewer mains and then extended to each lot and capped. 2x4's painted green must be installed with the top at least 2' above grade. Where individual water services are proposed for each lot/unit, individual sewer services must be provided.

Only City sanitary sewer systems shall serve the plat; the use of individual onsite sanitary waste disposal systems is prohibited.

Prior to the issuance of any building permits, the lots shall be connected to a functioning public or private sanitary sewer system complying with the requirements of the Development Services Center.

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.

Stone Park is approximately 0.40 miles from the subject site and Chief Gary Park is approximately 0.50 miles from the subject site. 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 which operates the following assigned schools:

- Stevens Elementary, 0.30 miles from subject site.
- Yasuhara Middle School, 1.40 miles from the subject site.
- North Centra High School, 2.1 miles from the subject site.

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.
As mentioned above, there are existing separated sidewalks along the adjacent street frontages.

All sidewalks and curbs adjacent to the property will be reviewed at the end of the project when a Certificate of Occupancy is requested. If any are found to be broken, heaved, sunken, or missing, they must be repaired/replaced whether the damage was existing or caused by construction.

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.

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.

The site development plan indicates a 5' wide pedestrian connection easements.

Staff finds that this criterion is met.

VI. RECOMMENDATION

TO APPROVE the Preliminary Short Plat of five lots for a total of five dwelling units at a 0.33-acre site consisting of parcel 35162.1501 addressed as 1904 E Sharp Avenue, 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 October 6, 2026:
    a. Demolition of the detached garage shown on the plat requires a separate permit which will need to be final prior to final plat approval. Please contact permitteam@spokanecity.org for demolition permit application.
    b. The legal description of each lot shall identify it as part of a unit lot subdivision.
    c. Verification of compliance with all applicable development standards will be verified at time of permit.
    d. Plat shall be recorded with access easements, joint use and maintenance agreements, and covenants, conditions, and restrictions identifying the rights and responsibilities of property owners and/or the homeowners association for use and maintenance of common garage, parking and vehicle access areas; on-site recreation; landscaping; utilities; common open space; exterior building facades and roofs; and other similar features.
    e. Street trees and landscaping are required – compliance with street tree requirements and landscape standards associated with subdivision and development of proposed lots pursuant to Ordinance No. C36232 (or subsequently adopted permanent code in SMC 17C as applicable) will be verified prior to approval of Certificate of Occupancy for future new homes on proposed new lot. Street trees located on private property will require a tree agreement or a fee-in-lieu may be required. This will ultimately be up to the Urban Forestry Department.
    f. Pursuant to SMC 17C.111 Residential Zones, five lots are approved for a single-family home on each lot, as shown on the face of preliminary plat. Additional density will be evaluated under the currently adopted code at time of application.

3. In compliance with the Engineering Department comments found in the Technically Complete letter dated October 6, 2026:
    a. Addresses must be shown on the face of the final plat. Please contact City Addressing to request addresses and include the latest map in the request. Addressing@spokanecity.org.
    b. All sidewalks and curbs adjacent to the property will be reviewed at the end of the project when a Certificate of Occupancy is requested. If any are found to be broken, heaved, sunken, or missing, they must be repaired/replaced whether the damage was existing or caused by construction.
    c. All easements whether existing or proposed, must be shown on the face of the plat. If blanket in nature they must be referenced in a Surveyor's Note.
    d. The existing water service line for 1212 N. Magnolia must be protected by an easement that is shown on the face of the final plat. The meter for this residence must

be moved out of the basement and placed at the south property line of Sharp Ave. prior to final plat finalization.

e. A site work permit (parking lot permit) must be approved showing the utilities and all shared items (water, sewer, driveways/access, stormwater, frontage improvements etc).
    i. Once the site work permit is approved, then the water and sewer services must be installed and stubbed to all lots prior to the unit lot subdivision being finalized and recorded. Non water/sewer items may be phased and completed prior to CO on the first building permit.
    ii. The water service lines must be installed prior to final plat recording which includes:
        1. Water main tapped and the service ran to a curb stop valve.
        2. Behind the curb stop valve, the (dry) water lines are to be stubbed all the way into each lot and capped.
        3. A 2x4 painted blue with the top at least 2' above grade must be placed at the end of each dryline stub marking the location.
        4. The water meter and meter box/vault cannot be set until the future building permit for the structure is issued.
        5. Vault sizing, location, specs, and water meter size & specs must be shown on the site work permit and the following note must be clearly identified on the plans.
        6. Water meters and meter boxes/vaults cannot be set until the future building permit for the structure is issued. GFC charges and meter fees will be applied at the time of the future building permit.
    iii. Sewer service lines must be connected to the sewer mains and then extended to each lot and capped. 2x4's painted green must be installed with the top at least 2' above grade. Where individual water services are proposed for each lot/unit, individual sewer services must be provided.

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. All stormwater and surface drainage generated onsite shall be disposed of onsite in accordance with SMC 17D.060 "Storm water facilities", the Spokane Regional Stormwater Manual, Special Drainage Districts, City Design Standards, and per the Project Engineer's recommendations based on the drainage plan accepted for the final plat.
    b. The ____foot water easement across Lots ____ is dedicated to the property owner of 1212 N Magnolia with parcel number 35162.1510 (SUB OF SEC 16 N40FT L11-12 B78)
    c. No building permit shall be issued for any lot in this plat until evidence satisfactory to the City Engineer has been provided showing that the recommendations of SMC 17D.060 "Storm water facilities", the Spokane Regional Stormwater Manual, Special Drainage Districts, and City Design Standards have been complied with. A surface drainage plan shall be prepared for each lot and shall be submitted to Development Services for review and acceptance prior to the issuance of a building permit.
    d. Only City water and sanitary sewer systems shall serve the plat; the use of individual onsite sanitary waste disposal systems and private wells is prohibited.
    e. Prior to the issuance of any building permits, the lots shall be connected to a functioning public or private sanitary sewer system complying with the requirements of the Development Services Center.

f. Prior to the issuance of any building permits, the lots shall be connected to a functioning public or private water system complying with the requirements of the Development Services Center and having adequate pressure for domestic and fire uses, as determined by the Water and Hydroelectric Services Department.
g. Prior to the issuance of any building permits, the lots shall be provided fire protection as determined by the requirements of the City Fire Department and the Development Services Center.
h. All parking areas and driveways must be hard surfaced.
i. Slope easements for cut and fill, as deemed necessary by Development Services in accordance with the City's Design Standards, are hereby granted to the City of Spokane for the construction and maintenance of public streets adjoining this plat.
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
k. Street trees are required – compliance will be verified prior to approval of Certificate of Occupancy for each new home.
l. The proposed preliminary plat received by the City of Spokane, dated September 15, 2026, shall be the approved plat configuration.
m. The Site Plan received by the City of Spokane, dated September 15, 2026 shall be the approved "site development plan" in reference to the recording requirements.
n. Modifications to either the preliminary plat or the site plan shall be governed by SMC 17G.080.020(E).
o. Approval of this subdivision was granted by the review of the site as a whole (File No. Z26-380PSP).
p. Subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent site as a whole, and shall conform to the approved site development plan.
q. If a structure or portion of a structure has been damaged or destroyed, any repair, reconstruction or replacement of the structure(s) shall conform to the approved site development plan.
r. Additional development of the individual lots may be limited as a result of the application of development standards to the parent site.
s. Utility easements shown hereon the described plat are hereby dedicated to the City and serving utility providers 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.
t. Avista shall have the right to prohibit changes in grade to above and below installed facilities within the utility easements as granted herein.
u. No building, structure, fence or landscaping is allowed within the easements as granted herein that may interfere with Avista's rights or with the safe operation of the Facilities or that are not in compliance with all safety and building codes, regulations and laws.
v. If the developer or their subcontractor ditches beyond the limits of the as-platted easement strips as granted herein, additional easements will need to be acquired to cover the utility lying outside of the easement area.

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.060.210 - 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 16th DAY OF NOVEMBER 2026. **THE LAST DAY TO APPEAL THIS DECISION IS THE 1st DAY OF DECEMBER 2026, 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,

Spencer Gardner
Planning and Development

By: Steven Bafus, Planner
Planning and Development

STAFF REPORT

Final Audit Report 2026-11-16

Created:	2026-11-16
By:	Emily King (eking@spokanecity.org)
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