

**STAFF REPORT ON
CONDITIONAL USE PERMIT APPLICATION
FILE NO. Z21-136CUP3**

I. SUMMARY OF REQUEST AND RECOMMENDATIONS:

DESCRIPTION OF PROPOSAL: The applicant, Family Promise of Spokane, has applied for a Conditional Use Permit in the Residential Single-Family zone to convert an existing single-family home into a Community Service use; to be used as additional offices for services provided by Family Promise. Very little work is proposed to the building itself, mostly outside projects will be the installation of a play area and additional landscaping.

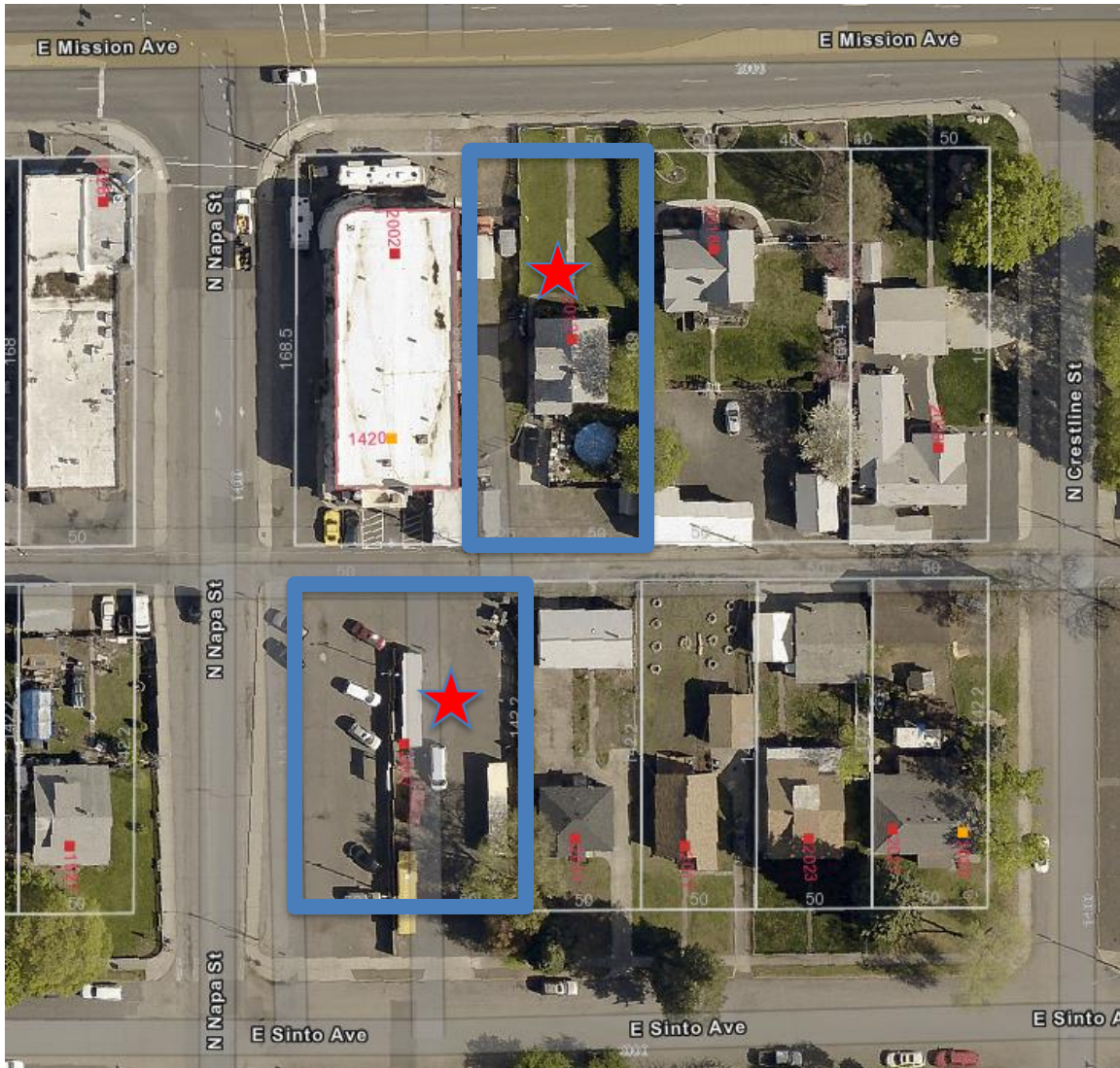
Recommendation: Staff recommends approval of this application, with conditions.

II. GENERAL INFORMATION:

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|----|-------------------------------|---|
| A. | Applicant/
Property Owner: | Family Promise of Spokane
Mike Sanders
2002 E Mission Ave
Spokane, WA 99202 |
| B. | Location of Proposal: | The subject properties are located at 2012 E Mission, Parcel # 35162.0102, and 2007 E Sinto, Parcel # 35162.0110 (NW ¼ Section 16, Township 25N, Range 43E) |
| C. | Existing Zoning: | RSF (Residential Single Family) |
| D. | Land Use Plan Designation: | Residential 4-10 |
| E. | SEPA Status: | This application is categorically exempt under the State Environmental Policy Act (SEPA) |
| F. | Enabling Zoning: | SMC 17C.110 Residential Zones; 17G.060.170 Decision Criteria; 17C.320.080.F Conditional Uses |
| G. | Hearing Date: | September 29, 2021 at 1:30 PM |
| H. | Staff Contact: | Tami Palmquist, Principal Planner, 625-6157
tpalmquist@spokanecity.org |

III. FINDINGS OF FACT:

- A. Site Description: The sites, which are owned by the applicant Family Promise of Spokane, are located at 2002 E Mission and 2007 E Sinto, directly to the east and south of their current facility at 2002 E Mission. The site at 2002 E Mission contains an existing single-family home and the site at 2007 E Sinto contains an existing parking lot that supports the 2002 E Mission facility.



- B. Project Description: The applicant, Family Promise of Spokane, is proposing to convert the existing single-family home in a Residential Single-Family zone into a community service use for the expansion and support offices for their existing programs. Very little work is proposed on the site, mostly outside projects will be the installation of a play area and additional landscaping.
- C. Surrounding Zoning: Properties to the south, east, and west are all zoned Residential Single Family (RSF). The existing facility at 2002 E Mission is zoned NR-35.

- D. Zoning History: Prior to 2006, the properties were zoned R2. Since the City-wide zoning change in 2006, the property has been zoned residential single-family.
- E. Adjacent Land Use: Land uses to the south, east and west are single family homes with Land Use Designations of Residential 4-10. The use northwest is the applicant's main facility, another community service use, with the land use designation of Mini Center.
- F. Applicable Zoning Regulations: Spokane Municipal Code (SMC) 17C. 110, Residential Zones; SMC 17C.320.080 (F), Conditional Use Decision Criteria, and SMC 17G.060.170, Decision Criteria.
- G. Procedural Requirements:
- A virtual Community Meeting was held on 6/25/21;
 - Application was submitted on 8/4/21;
 - A Request for Comments notice was sent to Departments and Agencies on 8/4/21;
 - Applicant was notified on 8/20/21 that the application was technically complete;
 - A combined Notice of Application and Public Hearing was mailed and posted on the subject property on 8/27/21, which began the 15-day public comment period;
 - The Public Comment Period closed on 9/13/21.

IV. DEPARTMENT REPORTS:

Notice of this proposal was sent to City departments and outside agencies for their review and comments on 1/29/21. Their comments are included with the file and are made part of this application by reference.

V. PUBLIC COMMENT:

Public comment was received in support of the expansion of this use as they have proven to be an excellent neighbor and participate in multiple levels with the Neighborhood.

VI. CONCLUSIONS:

SMC 17C.320.080 Decision Criteria

1. *The proposal is allowed under the provisions of the land use codes. SMC 17G.060.170(C)(1)*

Relevant Facts:

This sites in question are zoned Residential Single Family (RSF). Community Services are identified as an Institutional Category of Use and specified in Table 17C.110-1 as a limited use in the RSF zone. Per 17C.110.110.D new Community Service Facilities are permitted through a Type III Conditional Use Permit.

SMC 17C.190.420 defines Community Services as *uses of a public, nonprofit, or charitable nature generally providing a local service to people of the community. The service is ongoing, not just for special events...The use may also provide special counseling, education, or training of a public, nonprofit, or charitable nature. Accessory uses may include offices, meeting areas, food preparation areas, parking, and health & therapy areas.*

Staff Discussion:

The expansion of the community service use to the single family home and existing accessory parking lot meet the intent of the requirements.

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.060.170(C)(2)*

Relevant Facts:

In the City’s Comprehensive Plan:

*Goal N 7 Social Conditions states: *Promote efforts that provide neighborhoods with social amenities and interaction and a sense of community.*

*Policy N2.1 Neighborhood Quality of Life states: *Ensure that neighborhoods continue to offer residential transportation and living options, safe streets, quality schools, public services, and cultural, social, and recreational opportunities in order to sustain and enhance the vitality, diversity and quality of life within neighborhoods.*

*Policy N 2.2 Neighborhood Centers states: *Develop neighborhoods that enable citizens to live, work, shop, socialize, and receive other essential services within their neighborhood.*

Staff Discussion: While the Comprehensive Plan does not appear to speak directly to the role of non-profit organizations in providing services to the community, indirectly the goals and policies of the Plan support community-oriented organizations imbedded within neighborhoods. Therefore, the proposal is not inconsistent with several goals of the Plan. Family Promise specializes in connecting homeless families with those in their own neighborhood, increasing support networks and re-enforcing the skills needed to maintain housing. The organization works to prevent families from becoming homeless, provide for families experiencing homelessness and prepare families for life beyond homelessness within their own communities.

Staff finds that this criterion is met.

3. *The proposal meets the concurrency requirements of chapter 17D.010 SMC. (SMC 17G.060.170(C)(3))*

Relevant Facts: The application was circulated on August 4, 2021 amongst all City departments and outside agencies with jurisdiction and 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.060.170(C)(4)*

Relevant Facts: The property is considered suitable for the proposed change of use. Minimal site work is proposed.

This site is located within the Critical Aquifer Recharge Area and must comply with SMC Chapter 17E.010 Critical Aquifer Recharge Areas-Aquifer Protection.

Staff Comment:

A building permit would be required for any modifications made to the building or parking lot. The building permits would be required to comply with the institutional standards of the code.

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: Minimal site work is proposed, and the proposed use will meet the parking requirements identified in Table 17C.230-2, so no additional on-site parking is needed. Community Service uses require one parking space per 500sqft of floor area dedicated to the use. One would expect that employees will also likely utilize the existing parking lot, owned by the applicant.

Staff Comment: It is not expected that the proposal will have a significant adverse impact on the environment and it is anticipated that the site will be used similarly to the facility directly to the west, although at a lesser intensity since the property and building are quite a bit smaller.

Staff finds that this criterion is met.

Additional Decision Criteria for Institutional and Other Uses in Residential Zones are described in SMC 17C.320.080(F), what follows is a review of these criteria.

Chapter 17C.320.080 (F) Decision Criteria for Institutional and Other Uses in Residential Zones. *These approval criteria apply to all conditional uses in RA through RHD zones. The approval criteria allow institutional uses (including expansions of existing facilities), allow increases to the maximum occupancy of group living, and permits other non-residential household living uses in a residential zone. These types of uses must maintain or not significantly conflict with the appearance and function of residential areas. The approval criteria are:*

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 character and appearance of this structure will remain relatively unchanged. As has been mentioned, minimal changes are proposed to the site.

Staff Comments:

The proposed change of use is not inconsistent with the larger facility next door, nor the zone itself, per the CUP process. It seems a reasonable location for the expansion of the facility's programs currently operating in the building to the west.

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:

As has been mentioned, minimal changes to the site and/or building are proposed at this time. Also, consistent with institutional requirements in residential zones, landscape screening from adjacent right-of-way would also apply, where necessary.

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:

- o Noise: No noise is anticipated with the change of use that is inconsistent with the existing use.
- o Glare from lights: No new lighting is proposed.
- o Late Night Operations: No late-night operations are expected.
- o Odor and litter: No odor is anticipated. Trash will be picked up on the site regularly, consistent with existing facility. A trash enclosure is provided on the parking lot site.

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:*

- 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 concept are acceptable to the engineering services department.*

Relevant Facts: The proposal does not decrease the level of service on any adjacent street; no traffic study was required or undertaken for this proposal.

The site has access to all City of Spokane public services and will not require any additions to be made in order to fully accommodate the proposed change in use.

Staff finds this criterion is met.

VI. RECOMMENDATION

TO APPROVE the Conditional Use Permit to allow an existing single-family home to be converted into a Community Service use, located at 2012 E Mission, and expand the Community Service

use to the existing supportive parking at 2007 E Sinto; substantially in conformance with the plans and application on file in Planning and Development, and the following conditions of approval:

1. The project will be developed in substantial conformance with SMC 17C.110.500, Land Use Standards, Residential Zones, Institutional Design Standards, to maintain compatibility with, and limit the negative impacts on surrounding residential areas.
2. 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.