

**STAFF REPORT ON
PRELIMINARY SHORT PLAT APPLICATION FILE NO. Z25-534PSP**

I. SUMMARY OF REQUEST AND RECOMMENDATIONS:

DESCRIPTION OF PROPOSAL: The applicant Whipple Consulting Engineers, Inc is proposing to subdivide parcel 34031.9114 (3.00 acres) addressed at 5115 S Freya St. into two lots. The existing church (approved under Z1300038CUP2) located on proposed lot 2 will remain. A 30-unit multifamily building, detached garage building and associated improvements have been approved and issued under permits B2404395BLDC & B2404396BLDC, located on proposed lot 1. A SEPA MDNS was issued for the multifamily building under record B2402193SEPA.

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

II. GENERAL INFORMATION:

- | | | |
|----|----------------------------|---|
| A. | Applicant/Agent: | Whipple Consulting Engineers, Inc.
21 Pines Rd.
Spokane Valley, WA 99206
509-893-2617 |
| B. | Property Owner: | 5115 S Freya, LLC
5115 S Freya St.
Spokane, WA. 99223 |
| C. | Agent: | Same as Applicant |
| D. | Location of Proposal: | 5115 S Freya St., parcel 34031.9114 (NE 1/4,
Section 03, Township 24 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.080.025
Subdivisions Decision Criteria; 17.061.310 Land
Use Applications Procedures Decision Criteria;
17C.111 Residential Zones |
| J. | Staff Contact: | Steven Bafus, Planner II, 509-625-6312
sbafus@spokanecity.org |

III. FINDINGS OF FACT:

- A. Whipple Consulting Engineers, Inc. applied for a Type II preliminary short plat on behalf of the owner on September 17, 2025. The proposal is to subdivide parcel 34031.9114 (3.00 acres) addressed as 5115 S Freya St. into two lots. There is an existing church (approved under Z1300038CUP2) that will remain on proposed lot 2. An approved 30-unit apartment building, detached garage, and associated site improvements will be constructed on proposed lot 1. These lots will share some common facilities such as frontage improvements, parking, and vehicle/pedestrian access.



- B. The project proposal encompasses one parcel, which is shown above located at 5115 S Freya St. (parcel 34031.9114). The subject property is generally bound by single-family development to the north and east (Spokane County jurisdiction), multi-family to the south (Spokane County jurisdiction), and S Freya St. to the west.
- C. 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. Examples of housing choices include both detached and attached homes and middle housing types.
- D. SMC 17C.111 provides land use standards for residential zones. Per SMC Table 17C.111.205-1, lots larger than two acres have a minimum density of 4 units/acre and a maximum density of 10 units/acre. The number of units allowed on a site is based on the presumption that all site development standards will be met.
- E. 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', and goes on to discuss, 'Residential Low areas are appropriate in parts of the city where amenities and services are scaled for a lower level of development intensity'.

- F. Adjacent parcels to the north and across S Freya St. to the west are zoned R1. Adjacent parcels to the east and south are in Spokane County jurisdiction (unshaded areas as shown below). According to Spokane County mapping, parcels to the east are zoned Low Density Residential (LDR) and parcel to the south is zoned High Density Residential (HDR). Existing development within proximity to the subject site is predominantly single-family to the north, east, and west. The parcel to the south contains a multi-family apartment complex known as the Ashton Apartments with approximately 138 units.



- G. 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).
- H. Applicable zoning regulations include Spokane Municipal Code (SMC) 17G.061 – Land Use Application Procedures; 17G.080 Subdivisions; 17C.111 Residential Zones.
- I. Procedural Requirements:
- Application for a Type II Preliminary Short Plat was submitted on September 17, 2025;
 - A Request for Comments notice was sent to Departments and Agencies on September 23, 2025;
 - Applicant was notified on November 7, 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:

1. Notice of this proposal was sent to City departments and outside agencies for their review and comments on September 23, 2025 as noted above. Staff received comments from City of Spokane Engineering Services, Planning, and Building departments. Commenting agencies included Spokane Tribe and Spokane Regional Clean Air Agency.

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 lots located in the Residential 1 (R1) zone. The gross area of the subject parcel is 3.00 acres, and the net acreage is 2.97 acres as 0.03 acres is dedicated to S Freya St. right-of-way.

Per [SMC 17C.111.210\(E\)](#), ‘Land dedicated as Right-of-Way may be, but is not required to be, subtracted from a calculation of density’. Per [SMC 17C.111.205-1](#), required density for a R1 site larger than two acres is 4-10 units per acre. This site, regardless of the right-of-way dedication as shown on face of the plat, is subject to a maximum density of 30 units. Per [SMC 17C.111.210\(F\)](#), ‘When the calculation of density results in a fraction, the density allowed or required is rounded up to the next whole number’. When calculating allowed density based off either net (2.97 acres) or gross (3.00 acres) acreage, 30 units is the maximum achievable. A permit for a 30-unit multifamily apartment has been issued under permit B2404395BLDC, therefor the maximum density for the entire parent site has been achieved. Dedication language limited residential development to 30 units is included in the conditions of approval.

[SMC Table 17C.111.201-1](#) provides lot coverage standards for primary buildings in the R1 zone. [SMC Table 17C.111.205-2](#) provides lot coverage standards for accessory structures in the R1 zone. The table below shows the allowed and proposed building coverages, which are all below the prescribed maximums.

	Lot 1	Lot 2
Lot Size	81619.88	47646.91
Maximum Primary Building Coverage (35% of lot size)	28566.96	16676.42
Proposed Primary Building Coverage	11437	3584
Maximum Accessory Building Coverage (15% of lot size)	12242.98	7147.037
Proposed Accessory Building Coverage	2520	0
Maximum total building coverage (80% of lot size*)	65295.90	38117.53
Proposed total building coverage	13957	3584
*Development bonus per SMC Table 17C.111.205-3 applies as subject site is within 1/2 mile of major transit stop.		
All dimensions in square feet		

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 and SMC 17C.111 – Residential Zones.

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 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 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 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 September 23, 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. Additionally, site plans for the 30-unit apartment building and associated garage have been approved by city departments under permits B2404395BLDC & B2404396BLDC respectively.

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. The Spokane Tribe of Indians requires implementation of an Inadvertent Discovery Plan.

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.

Development on the parcels has been 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.

A SEPA MDNS was issued on 3/26/2024 for the multifamily building under record B2402193SEPA.

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.

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 on September 23, 2025 as identified above. There were no departments or agencies that expressed concerns regarding public health, safety, or welfare.

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 residential unit is required to provide private outdoor areas per SMC 17C.111.310. Required open space for the 30 residential units has been reviewed and approved under permit B2404395BLDC.

c. drainage ways;

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 17.060 "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 the City of Spokane Planning & Development Department 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 S Freya St at the intersection of E 50th Ave. South Freya St. is classified as a Major Arterial and provides connectivity to S Palouse Hwy. approximately 0.10 miles to the south. Frontage improvements required under permit B2404395BLDC include a separated sidewalk with pedestrian access to the site. Additionally, one driveway approach will be utilized to provide vehicular access both lots.

e. transit stops;

The Spokane Transit Authority (STA) operates the Moran Station Park & Ride approximately a half mile from the subject sit, which serves STA routes 4 (Monroe-Regal) and 144 (South Express).

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.

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 Engineering Services Department and having adequate pressure for domestic and fire uses, as determined by the Water and Hydroelectric Services Department.

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.

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 30-unit apartment complex will offer private outdoor areas

for use by its residents. The lot containing the existing church will also provide private open space for use by its members.

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.

As mentioned, frontage improvements required under permit B2404395BLDC include a separated sidewalk with pedestrian access to the site. Additionally, one driveway approach will be utilized to provide vehicular access to both lots, reducing vehicular/pedestrian conflicts versus individual driveways for each proposed lot.

Staff finds that this criterion is met.

VI. RECOMMENDATION

TO APPROVE the Preliminary Short Plat of two (2) lots on a 3.00-acre site, parcel 34031.9114 addressed as 5115 S Freya Street, 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 November 7, 2025:
 - a. Verification of compliance with all applicable development standards will be verified at time of permit.
 - b. Final Short Plat Map Requirements are found in SMC 17G.080.040(F thru I), SMC 17G.080.050(H) and 17G.080.070 (B thru F).
 - c. The Final Plat shall include the signatory statements as prescribed in SMC 17G.080.040(G)(2).
 - d. A Homeowner's Association (HOA), or other similar entity, is required to be established for operation, maintenance, and retention of shared facilities. These facilities include but are not limited to:
 - i. Shared access easements;
 - ii. Joint use and maintenance;
 - iii. Stormwater facilities;
 - iv. Private water;
 - v. Private sewer;
 - vi. Required landscaping and irrigation;
 - vii. Required outdoor areas;
 - viii. Required pedestrian connectivity;
 - ix. Any other items shared by both properties or that cross property linesPlease provide a draft of the Covenants, Conditions, and Restrictions (CCR's) for review and concurrence from the Development Services Center.

In compliance with the Engineering Department Memo dated October 16, 2025:

- a. Addresses must be shown on the final plat. Address permits can be applied for by emailing a request to addressing@spokanecity.org. Please include the most current plat plan with your address request to help expedite the process.
 - b. 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.
 - c. Easements must be shown on the final plat for all items that are crossing parcel lines or shared. Specifically, the shared parking looks to be an item that will need to be protected by an easement. A HOA/BOA must be established for the shared maintenance of this and any other shared facilities. Please reference the recording information for the establishment of the HOA/BOA.
3. 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. 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.
 - b. No additional residential development shall be permitted for lots 1 and 2. Maximum residential density of 30 units (10 units/acre), as prescribed in SMC 17C.111, has been achieved for the parent site under previous building permit applications.
 - c. 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.
 - d. 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 17.060 "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 the City of Spokane Planning & Development Department for review and acceptance prior to the issuance of a building permit.
 - e. 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.
 - 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 Engineering Services Department and having adequate pressure for domestic and fire uses, as determined by the Water and Hydroelectric Services Department.
 - g. All parking areas and driveways must be hard surfaced.
 - h. Slope easements for cut and fill, as deemed necessary by the Planning & Development Department 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.
 - i. A Transportation Impact Fee will be collected prior to the issuance of a building permit for the affected lot.

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 11TH DAY OF NOVEMBER 2025. THE LAST DAY TO APPEAL THIS DECISION IS THE 25TH DAY OF NOVEMBER 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,



Spencer Gardner
Planning and Development

By: Steven Bafus, Planner II
Planning and Development

Z25-534PSP Staff Report

Final Audit Report

2025-11-11

Created:	2025-11-11
By:	Emily King (eking@spokanecity.org)
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"Z25-534PSP Staff Report" History

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