



# Conditional Use Permit Application

## The proposed action requires approval of:

- Administrative Conditional Use Permit (Type II)
- Hearing Examiner Conditional Use Permit (Type III)

See attached for response to following questions.

## All Conditional Use Permits must provide the following information:

1. List the provisions of the land use code that allows the proposal.
2. Please explain how the proposal is consistent with the comprehensive plan designation and goals, objectives and policies for the property.
3. Please explain how the proposal meets the concurrency requirements of SMC Chapter 17D.010.
4. If approval of a site plan is required, demonstrate how the property is suitable for the proposed use and site plan. Consider the following: 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.
5. Please explain any significant adverse impact on the environment or the surrounding properties the proposal will have and any necessary conditions that 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.

## In addition to Questions 1-5, all Institutional or Other Uses in a Residential Zone must ALSO address the following approval criteria as required by SMC 17C.320.080:

6. 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.

*(Continued on back)*

7. 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.

8. 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.

9. 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 are acceptable to the engineering services department.

## City of Spokane Conditional Use Permit Application

### Spokane Public Schools Garfield Elementary School

#### Notes:

Garfield elementary school was completed in 1980 to replace the historic Garfield School that had occupied the site since 1899.

West 222 Knox Avenue, 99205

Atlantic Street and Knox Avenue total 3.897 acres (169,770 square feet)

Building 38,257 square feet on first floor and 11,778 on second floor

Parcel number: 35074.1903

Legal Description. 2 ADDS CENTRAL ADD & FAIRVIEW ADD LTS 1 TO 9 BLK 37 C ENTRALADD & ALL OF BLK 11 INC VAC STP & ALL OF BLK 12

The proposed action is the construction of a new 18-stall parking lot adjacent to the east end of the existing school parking lot. The existing lot includes 29 regular stalls and 3 disabled stalls. The building includes 30 classrooms.

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#### Land use plan

Residential 4-10 for Garfield campus and surrounding blocks

Zoning – Residential Single Family (RSF) on campus as well as blocks to north, south, and east.

## City of Spokane Conditional Use Permit Application

Project: Existing parking lot with 29 regular and 3 disabled parking spaces. The new lot would add 18 additional spaces. The project area is within a rectangle 100 feet east-west and 83 feet north south, or 8,300 square feet in the southwest corner of the school playground. Note per the zoning code, the 30 classrooms would require a minimum of 30 parking spaces, with a maximum allowed of 75 spaces. The completed project would contain 50 spaces, three of which will be HC.

Start date Spring 2024, estimated completion date – Summer 2024.

## City of Spokane Conditional Use Permit Application

### 1. List the provisions of the land use code that allows the proposal:

The Garfield campus is zoned RSF, Single-Family Residential. Likewise, the surrounding properties to the north across Montgomery Avenue, east across Atlantic Street, south across Knox Avenue and west across Calispel Street are zoned Single-Family Residential. The block kitty-cornered to the northeast is commercial.

Table 17C.110-1 Residential Zone Primary Uses allows Schools as permitted uses within the Single Family zone, with the following provision ([7]CU. This provision states: "New buildings or larger additions [greater than 5,000 square feet] require a conditional use permit and are processed as a Type II application. The planning director may require a Type II conditional use permit application be processed as a Type III application when the director issues written findings that the Type III process is in the public interest. Applicants must comply with the requirements set forth in [SMC 17G.060.050](#) prior to submitting an application. This provision requires that the applicant hold a community meeting and specifies the application and notice requirements and process for holding and summarizing the meeting.

The proposed project, a new parking lot on the existing Garfield campus, is accessory to the function of the Garfield school operations.

Spokane Municipal Code Table 17C.230-2, Parking Spaces by Use, provides minimum parking of 1 per classroom for Grade, Elementary, Junior High Schools with a maximum of 2.5 per classroom. The existing school provides 30 classrooms which would allow a range of 30 to 75 parking spaces. The proposed project would include a total of 50 spaces when completed: 29 existing plus 3 ADA spaces, and 18 new spaces, 1.67 spaces per classroom.

The project would involve the construction of a new parking lot to be added to the east end of the existing parking lot in front of the classroom building. The project is intended to provide staff parking on the school campus that offers greater security than on-street parking, as well as free-up neighborhood parking. The area in which the lot would be constructed contains a garden plot and turf grass playground. No additions or alterations are proposed for the school building. The existing walkways, parking lot, driveways, bus drop-off lane and trees would be retained. The existing parking lot would be upgraded with asphalt repairs, sealing, coating and new striping per city code. New landscaping will be added as necessary.

The project area is within a rectangle 100 feet east-west and 83 feet north south, or 8,300 square feet at the southwest corner of the playground. With the exception of a five-foot-wide concrete sidewalk that connects the sidewalk along Knox Avenue and an asphalt play area, the site is turf grass. A small garden, approximately 25 feet by 30 feet is within the project footprint. This garden will be relocated to the east edge of the new parking lot.

The new lot would connect to the east end of the existing lot with new curbs and a driveway. The lot would be accessed through the existing lot and the single access point to the school from Knox Avenue. The lot would include a 5-foot to 7-foot landscape buffer along the west, north and east sides. A 14-foot-wide grass swale would run along the south side of the proposed parking lot. The paved parking area would be 81-feet by 63.5-feet for an area of approximately 5143 square feet. Driveway approaches at either end would add about 490 square feet for a total of 5,633 square feet of impervious asphalt.

**2. Please explain how the proposal is consistent with the comprehensive plan and objective and policies for the property:**

The Comprehensive Plan designates the site as Residential 4-10 (RSF). The surrounding blocks to the west, north, east, and south are RSF. The proposed parking lot addition is on the Garfield campus and intended to improve safe parking availability to school staff.

The existing Garfield Elementary School has occupied the site since 1980. Prior to that, the original two-story Garfield School occupied the site from 1898 -- with additions in 1902 and 1908 – until completion of the existing school building. The design of the one-story 1980-building is based on a prototype which was used for replacing thirteen early 1900s elementary schools in a massive Spokane Schools modernization program in the early 1980s. The building as the others of that group is composed of aggregate concrete, and aluminum-frame glass window units. An asphalt driveway and parking lot are along the south side of the classroom building with a single driveway from Knox Avenue. The purpose of the project is to provide a facility that will meet the current and evolving future needs of Spokane Schools and the Emerson-Garfield neighborhood in providing adequate parking for school staff and visitors.

The role of schools and their importance to neighborhoods is cited throughout the plan. The Comprehensive Plan has some 140 entries that address schools in Spokane and their importance to the neighborhoods and to the city as a whole.

The comprehensive plan states under Community Principles (page 11): “All planning should be in the form of complete and integrated communities containing housing, shops, work places, schools, parks, and civic facilities essential to the daily life of the residents.” Providing safe staff parking is integral to providing neighborhood schools.

### **LU 6.3 School Locations**

Work with the local school districts to identify school sites that are located to serve the service area and that are readily accessible for pedestrians and bicyclists.

Schools are among the most important public facilities society provides for its citizens. Not only are they the centers of learning for children, but they serve as important focal points for all kinds of neighborhood activities. Their libraries and auditoriums often serve as neighborhood meeting places. The health and vitality of a neighborhood school is invariably a clear indicator of the health and vitality of the neighborhood itself.

### **LU 6.5 Schools As a Neighborhood Focus**

Encourage school officials to retain existing neighborhood school sites and structures because of the importance of the school in maintaining a strong, healthy neighborhood.

## **5.3 VISION AND VALUES**

- **Values** The things that are important to Spokane’s future include: Maintaining quality education and avoiding overcrowding in the schools.”

### **Land Use Plan Map (LU1) – 1/2020**

The Land Use Map designates the Garfield campus and surrounding blocks as Residential 4-10.

### **LU2.1 Public Realm Features**

Encourage features that improve the appearance of development, paying attention to how projects function to encourage social interaction and relate to and enhance the surrounding urban and natural environment.

The new parking lot will have minimal impact on the existing neighborhood. It would meet city landscaping standards and no new vehicular trips would be added. The intent is to safely accommodate existing staff parking needs.

### **LU 5.1 Built and Natural Environment**

Ensure that developments are sensitive to the built and natural environment (for example, air and water quality, noise, traffic congestion, and public utilities and services), by providing adequate impact mitigation to maintain and enhance quality of life.

### **LU 5.3 Off-Site Impacts**

Ensure that off- street parking, access, and loading facilities do not adversely impact the surrounding area.

The purpose of the proposed project is to provide on-campus parking spaces for school staff so as to reduce the use of on-street parking. The parking lot would not add new access driveways to Knox Avenue since the existing entry/egress driveway would remain the same. No new employees or vehicular trips would be added to the existing school-related traffic.

## **Chapter 11 Neighborhoods**

### **Policy N2.1 Neighborhood Quality of Life**

Ensure that neighborhoods continue to offer residents transportation and living options, safe streets, quality school, public services, and cultural, social and recreational opportunities in order to sustain and enhance the vitality, diversity, and quality of life within neighborhoods.

The proposed parking lot expansion would provide safe on-campus staff parking, remove those staff vehicles from on-street, and free-up parking in the existing lot.

### **3. Explain how the proposal meets the concurrency requirements of SMC Chapter 17D.010.**

The proposal is the would not increase the number of staff or students that would use the existing school and campus. Thus, there would be no additional usage of existing city of Spokane sewer and water consumption. Avista Utilities natural gas and electricity consumption would not be increased. Stormwater from the asphalt parking area would detained on site by the inclusion of drainage swales in the parking lot project. The swale includes a drywell which may convey stormwater into the road right of way. The project civil engineer will coordinate with the city to provide a safe and effective stormwater management system.

### **4. If approval of a site plan is required, demonstrate how the property is suitable for the proposed use and site plan. Consider the following: 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:**

The 3.9-acre site has accommodated the Garfield campus since 1980. The new parking lot would be built adjacent to the east of the existing parking lot and follow the guidelines and recommendations of the geotechnical and civil engineers in establishing grades, preparing the site for construction, and grading specifications. The site is flat, there is no surface water or flood zones, and there are no significant natural features. Because of its small size, the project is exempt from preparing a SEPA Checklist. Because the site had been developed as an elementary school campus in the 1980s, there are no natural, historical or cultural features remaining.

**5. Please explain any significant adverse impact on the environment or the surrounding properties the proposal will have, and any necessary conditions that can be placed on the proposal to avoid significant effects of interference with the use of neighboring property or the surrounding area, considering the design and intensity of the proposed use:**

The project is allowed by the city's zoning code and is intended to improve parking conditions for school staff and take staff parking off the surrounding streets. The lot itself is small in scale and will be adjacent to the existing school parking lot. A small rectangular area in the southwest corner of the playground will be used for staff parking which will consist of an asphalt paved lot with landscaping.

**6. 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**

The Garfield school has been a neighbor to the surrounding residential neighborhood since the 1890s and the existing school and campus since 1980. Single-family uses have historically and remain the neighbors to the south, west and north. The uses along the east side of Atlantic Avenue are split, single-family in the south half and commercial in the north-half. Division Street is the primary influence in the uses further east of Atlantic. This proposed parking lot will have no impact on the mix of residential uses in the neighborhood.



- b. **intensity and scale of the proposed use and of existing residential household living uses and other uses.**

The use of the area as a parking lot is of low intensity and small scale. It will expand an existing parking lot into what is now a small garden and grass turf. The vehicles that will park in the lot are those of current staff members who now park on-street in the block surrounding the school. No new vehicular trips will be added and the visual impact of the lot will be low.

**7. 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**

The site is a 3.9-acre parcel that has housed the existing Garfield School campus since 1980. The site has sufficient space to accommodate the proposed addition to the parking lot. The impact to the playground area will be minimal. This is a district of single-family residential uses. Single-family houses are across the bounding streets to the north, west, east (with one commercial use) and south. The impact of the project will be to remove staff parking from the street, thus opening it up for neighborhood residents.

The parking lot design and landscaping will follow city of Spokane design guidelines. The parking lot addition and play area will add a slightly different look that presently presented by the garden and turf at the southeast side of the existing building.

- b. **The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping and other design features.**

Yes, as stated above, the project has been reviewed will comply with city landscaping requirements for parking.

**8. 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**

Historically, the site has generated noise and lights from the operations of the existing Garfield Elementary School. The school and the residences across Knox and Mansfield avenues and Calispel and Atlantic streets have been neighbors since 1980.

The existing school and parking lot have had a vehicular entrance at this single driveway location from Knox Avenue since 1980. The new parking lot would use the same driveway, thus light and noise patterns would remain the same. The only difference would be the number of staff vehicles that would use the driveway and park on the campus. The design and specifications will follow guidelines to reduce the potential impact of yard and street lights. The lot will be landscaped per city standards and screened to reduce the potential for automobile headlights intruding on houses across Knox Avenue. The parking lot will be illuminated with lighting that has minimal lateral spread to reduce potential impacts to those houses as well.

The school district has a maintenance staff at the school that will be responsible for maintaining the parking lot and the grounds. It is not expected that the school or its activities would generate noxious or offensive odors.

Facilities on the campus will be available to the neighborhood during non-school hours in a manner consistent with other Spokane Public School buildings and sites. The use will be compatible with the neighborhood.

The project would add landscaping in accordance with an overall site landscaping plan.

**b. privacy and safety issues.**

The driveway and parking areas will be illuminated with state-of-the-art fixtures that will minimize spill-over light. The proposed lot would be used by existing school staff and would allow staff to park on the campus with greater security than existing on-street parking. The area to which the parking lot would be expanded is currently fenced and new fencing would be added along the east and north sides of the parking lot. The side along the Knox Avenue frontage will be open.

**9. Public Services.**

**a. The proposed use is in conformance with the street designations of the transportation element of the comprehensive plan.**

The existing Garfield Elementary School has been operating on the site since 1980 and traffic has moved efficiently along Knox Avenue without significant conflict. Calispel and Atlantic streets also provide access through the surrounding residential neighborhood.

The proposed parking lot would be accessed via the existing driveway from Knox Avenue in front of the school building. No new access points would be added.

**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;**

The school has been operating at this site with the same street and traffic pattern since 1980. The proposed parking lot is not expected to impact traffic volume, flow or LOS. The lot, intended for school staff, will provide parking space on the school campus that is now provided by on-street parking. Concurrently, the on-street spaces now used by Garfield staff would be available to the general public.

**ii. access to arterials;**

Access to the arterial street network, in this case the north-south Division Street couplet, is provided by Knox Avenue which forms the southern boundary of the school campus. To the west, Knox Avenue provides access to the north-south Washington Street.

North-south access to Indiana Avenue to the south is provided via Atlantic Street and Calispel Street.

The proposed parking lot would not alter on-street traffic patterns since driveway access to the campus will remain the same.

**iii. connectivity;**

The existing school is bounded by sidewalks along Atlantic Street, Knox and Mansfield avenues, and Calispel Street. Painted crosswalks at Calispel and Mansfield, Calispel and Knox, the mid-block intersection of Knox and Normandie provide crossings. The intersections of Atlantic and Mansfield and Atlantic and Knox are not marked or signed as school crossings, but school warning signs are placed to the east of the school.

**iv. transit availability;**

Spokane Transit Authority's (STA) Route 25 provides 15-minute weekday service from downtown. From downtown, the route runs north along Ruby Street with a stop at Ruby and Montgomery, about 8 minute walk. Toward downtown, the route runs south along Division Street with a stop at Division and Montgomery, about a 6 minute (and)

Route 27 runs north-south, 30-minute service, along Washington Street with a stop at Mainsfield, about four minutes to the school.

**v. on-street parking impacts;**

The existing school has occupied the site since 1980 and has a traffic pattern established by the site plan with driveway access and parking lot along the south side of the classroom building. One vehicular ingress/egress driveway from Knox Avenue is at the near the east end of the school building and parking lot. The access point provides access to the parking lot as well as the service enclosure and dumpster at the southeast corner of the classroom building.

The existing parking lot provides 29 regular and 3 disabled parking spaces. Because the existing lot does not accommodate all of school staff parking needs, staff members park off-campus along the streets surrounding the school.

A passenger loading zone (8-5) is along the north frontage of Knox Avenue along the front of the classroom building. On-street parking is allowed east and west of the bus loading zone between Atlantic Street on the east and Calispel Street on the west. Likewise, parking is allowed along both sides of Atlantic and Calispel streets.

Along the northside of the classroom building, the southern frontage of Mansfield is cut out and designated for school bus parking (loading and unloading) between the hours of 8 AM to 5 PM.

**vi. access restrictions;**

No access restrictions are proposed with the project.

**vii. neighborhood impacts;**

The existing Garfield Elementary School has been across-the-street-neighbors to the surrounding residences since 1980, with the first Garfield school at this location dating back to the 1890s.

The overall impact to the neighborhood will be that of adding parking spaces on the campus for staff vehicles thereby removing those that currently park along the neighborhood streets.

**viii. impacts on pedestrian, bicycle and transit circulation;**

The proposed school parking lot will not adversely impact neighborhood pedestrian and bicycle mobility and safety. Staff vehicles that currently park along the adjacent streets will be able to park on campus thus removing potential conflicts and visibility obstructions along those streets.

On the campus itself, the access from the existing parking lot to the new lot will cross a sidewalk that connects the sidewalk along Knox Avenue to a campus play area.

**ix. safety for all modes; and**

Spokane Public Schools will follow best transportation practices in separating vehicle and pedestrian/bicycle travel modes in accessing and circulating through the site, particularly across the juncture to the existing and proposed parking lot. The purpose of the new lot is to provide a safe location for school staff to park and remove potential on-street parking conflicts.

**x. adequate transportation demand management strategies.**

No new strategies are proposed.

**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 are acceptable to the engineering services department.**

Please See Number 3 above.