

Exhibit 14. - Pre-Development Final Comments (including SRCA comments)



Planning and Development
www.spokanecity.org

Pre-Development Conference Notes

Project Name: Latah Glen Preliminary Subdivision

To: Clifton Trimble
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Phone: 509-242-1000

From: Ryan Benzie

Phone: 509-625-6863

Project Name: Latah Glen Preliminary Subdivision
Permit No.: B25M0036PDEV
Site Address: 1925 W 36th Ave
Parcel No.: 25364.0001
Meeting Date: Thursday, May 01, 2025

Thank you for attending a Pre-Development meeting with the City of Spokane. Below are notes summarizing the information that was presented to you at your meeting on Thursday, May 1, 2025. These notes are broken down into three sections:

- Section 1: This section describes those proposed items specific to the building improvements with directives for code compliance addressed by the Building and Fire Departments as well as Spokane Regional Health District when warranted.
- Section 2: This section describes all issues outside of the building within the property boundaries including landscaping, parking requirements and accessibility, utilities, traffic, and refuse addressed by Planning, Engineering, Traffic, and Solid Waste Departments.
- Section 3: This section contains information for permit submittal, our intake process, and general information.

Please be advised that these notes are non-binding and do not constitute permit review or approval. The comments were generated based on current development standards and information provided by the applicant; therefore, they are subject to change. Comments on critical items will be highlighted in **bold** text.

Project Information:

- A. Scope and Size: New 39-acre subdivision for a future 148 single family homes with associated improvements
- B. Special Considerations: None
- C. Estimated Schedule: 2025
- D. Estimated Construction Cost: TBD

Staff Comments:

Katie Shaffer – Certified Plans Examiner (509-625-6993):

1. A geotechnical report may be required when submitting for building permit plan review if the structure will be on or adjacent to a slope or if the structure will not bear on native soil. [IRC R403.1.7.4](#) and [IRC R401.2](#)
2. Third party Special Inspections may be required for portions of your project in accordance with [IBC Chapter 17](#).
3. Compliance with the Washington State Energy Code is required. Energy worksheets will be required at the time of building permit applications.
4. Mechanical, electrical, and plumbing plans are required and need to be designed by a licensed professional.
5. A dimensioned site plan with the distances between the building and adjacent property lines will be required.
6. Walls that are five feet or greater from a fire separation line/property line do not need any fire resistance rating. [IRC R302.1](#)
7. Provide a typical radon mitigation plan for the building.
8. Whole house ventilation system is required in each dwelling unit per [IRC M1505](#).
9. Beam calculations & truss specs including the layout will be required at the time of building permit.

Melissa Owen – Planner II (509-625-6063):

1. R1 Building and Siting Standards
Maximum Building Footprint of any Single Structure on parcels under 7,000 Square Feet: 2,450 square feet
 - a. Maximum Lot Coverage for Parent Site: 65%
 - b. Maximum Lot Coverage for Accessory Structures: 15% (part of the max allowable 65%)
 - c. Maximum Lot Impervious Coverage *without* an Engineer's Stormwater Drainage Plan: 60% (The property is not in a special drainage district or area of drainage concern). 17A.020.090.G defines Impervious Coverage as *Ground surfaces and coverings composed of water-impenetrable materials such as asphalt, concrete, brick, stone, and rooftops*. Impervious coverage over 40% will require a stormwater report from a licensed engineer.
2. R1 Zone Setbacks for Primary Structures- *Table 17C.111.205-2*
 - a. Front – 10 Feet, living space
 - b. Front Street-facing Garage or Carport – 20 Feet (if/when sidewalks are in easements, the minimum setback to the garage would be from the back of the sidewalk).
 - c. Side – Five feet on both sides for lots over 40 feet wide; three feet for interior side lot lines on lots 40 feet wide or less (street side setbacks remain five feet).
 - d. Rear – 15 feet (attached structures such as covered patios/porches with no living space may extend into the rear yard, but must retain a minimum five feet setback from the rear lot line)
3. Single-Unit and Middle Housing Design Standards.
The City of Spokane adopted design standards for all residential units effective January 1, 2024. Please review the single-unit and middle housing design standards in 17C.111.300-.340. Applicable Design Standard sections of code are linked below.
 - a. Please note that Section 17C.111.335 Parking Facilities identifies a minimum 36 feet of separation for driveways. This separation is from the outside edge of the driveway flare and not the neck of the approach. Planning is reviewing the latest proposal for driveways with the planning director to provide feedback on the proposal driveway locations.
4. Parking: 17C.230.

- a. City Council adopted an ordinance that removed minimum parking requirements for all uses, so there are no minimum parking requirements for this project. Any parking that is provided is required to meet all standards.
 - i. Please pay special attention to 17C.111.335 Parking Facilities in the residential design standards for more information on garage wall limitations, garage location in relationship to the primary building façade (garage well step back), etc.
 - ii. Front yard hard surface limitation: no more than 40% between the front lot line and the front building line.
5. R1 Height: 17C.111.230
 - a. Max Height for Primary Building: 40 feet (there is no separate wall height limitation).
 - b. Starting at a height of 25 feet, the setback plane increases along a slope away from the interior side setback, up to the maximum building height of 40 feet. **For this site, to achieve a full 40 feet height, a minimum of a 12.5 feet setback from the side lot line is required for lots that are greater than 40 feet wide and 10.5 feet for lots 40 feet or less.**
 - c. Maximum Height for Accessory Buildings: 20 feet
6. Maximum FAR (living space): None
7. **This property is in the existing Latah/Hangman and Grandview/Thorpe moratorium area which prohibits the acceptance of new preliminary subdivision applications. At this time, the moratorium is expected to expire May 20, 2025.**
8. **Subdivisions of 10 or more lots require a preliminary long plat application, which is a Type III application. A Community Meeting will be required prior to application submittal. The Hearing Examiner is the decision maker on a Long Plat Application, so a public hearing will be required for this proposal.**
 - a. Note: Tracts associated with private stormwater and other areas not intended for residential development will need to be owned and managed by an HOA or similar organization.
9. **SEPA The City anticipates use of the existing SEPA documents and MDNS from the Latah Glen Residential Community Preliminary PUD/CUP for the manufactured home park under file Z20-184PPUD to be used for this application.**
 - a. If a switch from 157 units of manufactured homes to 142 detached single-family homes result in greater traffic impacts to be mitigated than anticipated under the prior MDNS, the city will address any additional traffic impacts via adoption of the prior SEPA by reference and addenda or other supplement as allowed under SEPA.
 - b. The application will retain its place in line with other developments regarding concurrency since the use is the same (manufactured homes are defined in 17A.020.130 as a single-family dwelling unit) and SEPA mitigation has already been met or is currently in progress consistent with the issued SEPA Determination including the following SEPA mitigation items.
 - i. Contribution to US-195 corridor to reduce impacts.
 - ii. Improvement to Inland Empire Way.
 - iii. Updated traffic analysis to evaluate the need for a right-turn lane (the timing of this evaluation may need to be updated depending on the impacts to traffic counts associated with conversion from 157 Manufactured Homes to 142 detached single-family homes)
10. Geohazards Code. As a reminder, the new land use action will also be subject to the geohazards codes identified in the PUD/Manufactured home park decision. Please see 17E.040 for more information. Planning is working with the Planning Director to provide additional guidance on desired retaining walls and fences shown on recently submitted revised civil plans for this site.
11. Please refer to Section 17G.061.110, 17G.080.040(B), and 17G.080.065(E) for application submittal requirements. The fee structures for long plats have been added below.

Long Plat Application Detail

Below you will find detail about both short and long plat subdivisions. Please note that any reference to paper copies of submittal material is out of date. All submittals are completed electronically in PDF format until such time as a final plat is authorized to be printed and signed at the end of the final plat process.

All materials can be emailed to planningreview@spokanecity.org. Questions can also be directed to this email address or to 509-625-6188.

Type III Long Plat

Because the type III long plat process requires a community meeting prior to formal application and public notice, informational handouts and a checklist have been linked below.

[Prelim Long Plat](#) informational sheet provides the general short plat process.

[Community Meeting](#) handout

[Prelim Long Plat](#) – counter complete checklist (please note that the environmental checklist, will not be required for a development of 11 units – project is SEPA exempt).

[General application](#)

[Preliminary Long Plat](#)

[Notification Map](#) Application.

Here are the fees structure for a standard type III long plat.

Preliminary long plat:

Notification map fee \$150

Type III application fee \$4,590, plus \$215 per additional acre after one acre.

New and/or Changed Address fees (assessed by addressing)

2.5% processing fee

\$65 Processing Fee

The addressing team and Joelle Eliason will work with you to adjust addresses as needed. Please note that some new addressed may be needed and some addresses may need to be changed. Any necessary address-related fees will be assessed accordingly.

Additional fees not charged by the City would include the cost for survey work, community meeting costs, physical mailings for notification of platting action, required signs, subdivision guarantee with title company, etc.

Final long plat:

\$3305 plus \$30 per lot

2.5% processing fee

\$65 Processing Fee

You will submit a new general application, [Final Plat](#) application, subdivision guarantee, and final plat map as part of the final plat process. Again, this is all in PDF format.

Additional fees during the final plat process would again include any work done by the surveyor, recording fees with the county and updated subdivision guarantee from the title company, etc.

12. Density 17C.11.210:

- a. Because this property is over two acres, minimum and maximum densities will apply. No fewer than four units per acre and no more than 10 units per acre is allowable.
 - i. For land division in a R1 zone, the calculation of density shall count one lot as one dwelling unit.
- b. The formula for calculating density was updated in January this year. Please see Section 17C.111.210 Density for more information. Note: right of way and critical areas such as steep slopes may be subtracted from the calculation of density.

13. If the subdivision proposes residential uses other than single family, those uses shall be identified on the plat and in the application materials.

14. Separated sidewalks with street trees will be required for all new streets. The city is currently

working with the property owner to incorporate a separated 10 feet wide multi-use paved path meeting these requirements as an alternative to the basic sidewalk requirements.

- a. On Aug 2, 2023, an MOU was signed by Marlene Fiest which allows for a five-foot separation for street trees from utilities and street trees, rather than the codified 15 feet. This will be applied on all plats moving forward.

15. Lot Dimensions:

Lots not meeting the minimum lot frontage on a public street and minimum lot depth noted below will require a combine "unit lot subdivision" within the larger parent long plat. A maximum of two acres within the parent site may be plated using the unit lot subdivision process. See Section 17G.080.065 Unit Lot Subdivisions.

*In a unit lot subdivision, minimum lot size, depth, and width standards are not required to be met. Any portion of the plat intended to use the unit lot subdivision code will need to be clearly called out:

R1 Zone Lot Dimensions under 17C.111.205-1

- a. Minimum lot width and street frontage: 15 feet (Note: requirements associated with driveways such as minimum approach separation and driveway coverage maximums may limit driveways on narrow lots).
- b. Minimum lot depth: 80 feet
- c. Minimum Lot Area: 1,200 square feet

Justin Cravalho – Fire Prevention Engineer (509-625-7057):

1. The scope of work includes development of a site for future construction of a new residential subdivision with 148 single family homes.
2. The construction type was not noted, and is assumed to be Type VB.
3. Single family homes are not required to have fire sprinklers.
4. Single family homes are not required to be provided with a fire alarm system.
5. An anticipated approximate site fire flow per lot (obtained from IFC Table B105.1 and Table C105.1 using the total fire area and construction type) is 1,000 GPM with or without automatic sprinklers throughout and requires one fire hydrant.
6. There are 0 existing fire hydrants in the area that meet some or all of the code requirements for this project. Additional fire hydrants will be required.
7. **The proposal appears to meet the requirements for fire access as required in the Fire Code.**
8. **This project is located in a Wildland-Urban Interface area and is required to comply with the Wildland-Urban Interface (WUI) Code.**
9. Refer to Fire Department "Boiler Plate Comments" notes for additional comments and requirements that may or may not apply to the project.

Kasey Wilberding - Spokane Regional Health District (509-324-1653):

No comments were made regarding this project.

Adam Hayden - Associate Traffic Engineer (509-625-6089):

1. Frontage and Street Improvements
 - a. Coordination is ongoing with City Departments and the Design Team regarding the feasibility of a shared use path on portions of Saratoga Ln. (Meeting on May 5th)
2. *The City shall collect impact fees, based on the 2025 schedules in [SMC 17D.075.180](#), or an independent fee calculation provided for in [SMC17D.075.050](#), from any applicant seeking development approval from the City.* The transportation impact fee for a Single-Family Detached dwelling is currently \$7,564.48 + 3% admin fee per dwelling. Credits from the developer contributions to the 16th/US-195 improvements can be applied but will not fully

cover the total fees. Once the plat is approved, coordination on how to apply the credits will be necessary.

Joelie Eliason - Engineering Tech IV (509-625-6385):

Addressing:

1. Addressing for the new configuration is in the queue. If the streets are to be public, they shall follow the naming convention in SMC 17D.050A and shall not be "Lanes".

Sanitary Sewer:

2. Public sanitary sewer shall be designed and constructed according to the City of Spokane Design Standards and the most current Standard Specifications for Road, Bridge, and Municipal Construction.
 - a. Each lot in the subdivision shall have its own sewer connection. Please note that a four-inch PVC is acceptable for one to two living units. Three or more living units require a minimum six-inch PVC.
3. General facility charges (GFCs) will apply to the lots within this proposed subdivision. The sewer GFCs are based on the size of the water meter(s) and are due at the time of building permit issuance.

Stormwater:

4. The previously submitted stormwater plan and report shall be revised to reflect the proposed changes. Any common stormwater ponds shall be located within non-buildable tracts and so shall be noted on the plat.
 - a. The project property is located within a high Critical Aquifer Recharge Area (CARA) and is considered to have high susceptibility for groundwater contamination.
 - b. There are slopes greater than 30% within the project area. A geotechnical evaluation may be required as prior to the issuance of building permits in these areas.
5. If any of the residential lots contain any of the following elements, lot plans, stamped and signed by a Professional Engineer, shall be prepared for said lots per Appendix 3C of the Spokane Regional Stormwater Manual.
 - a. Drainage facilities in easements on the lot.
 - b. Drainage facilities located in the public right of way or private road tract which are in front of or adjacent to the lot.
 - c. Floodplain encroachment.
 - d. An easement or tract is located on the lot, including but not limited to sewer, domestic water, access, sight distance, Natural Location of Drainage Systems (NLDS), aviation, petroleum or utility.

Mathias Bauman – Water Department (509-625-7953):

1. Meter sizing for all dwelling units shall be based on fixture unit counts, as addressed in the latest addition of the Uniform Plumbing Code, and/or through a hydraulic analysis submitted by the applicant's engineer for review and concurrence by City staff.
2. A hydraulic model may be required to prove that the design meets minimum standards and to show how this project affects our water system.
3. The City of Spokane Water Department Cross Connection Control and Backflow program rules and regulations shall be followed in accordance with Washington Administrative Code ([WAC 246-290-490](#)) and the City of Spokane Municipal Code [13.04.0814](#).
4. General Facilities Charges may apply if new domestic or irrigation water taps are made. See Section 13.04.2042 in the Spokane Municipal Code.
5. A utility site plan illustrating new water lines and/or services to be installed shall detail the location of new tap(s) and meter(s) prepared by a Professional Engineer licensed in the State of Washington. Water Department plan reviewers and inspectors will ensure that any new water line(s) and Service line(s) needing backflow assemblies are installed in

accordance with applicable rules and regulations. Water Department Water Service Inspectors, North side (509) 625-7845, South side (509) 625-7844 will review submitted plans and inspect on-site construction. Water Department Cross Connection Control Specialists at (509) 625-7969, will review any backflow assemblies where required.

6. Taps and meters can be purchased at Developer Services Center, located on third floor of City Hall -Spokane. Size of service(s) shall comply with International Plumbing Code. Tap, meter, and connection fees will comply with section [13.04](#) of SMC. Tapping of the water main and installation of new meters shall be done by City forces. All excavation and restoration are the owner's responsibility. All trenches and/or excavations must comply with current WAC [296-155-part N](#). No City of Spokane employee will be permitted into any trench and/or excavation without proper shoring or sloping, no exceptions. Please see Water Department Rules and Regulations for information about tap and meter sizes and sewer/water separation requirements.

Kerry Deatrich – Solid Waste (509-625-7871):

Residential cart service.

1. Carts must be ready for collection no later than 6:00am on collection day.
2. Carts must be removed from the collection area no later than 9:00pm on collection day.
3. Carts must be stored away from the collection area and screened from view.
4. The city offers refuse carts in 30-, 60- & 90-gallon carts. Recycling & yard waste carts are offered only in a 90-gallon cart.
5. A minimum of one-30-gallon refuse cart is required per unit.
6. 90-gallon carts are 30 inches wide by 40 inches deep.

General notes:

1. During construction/demolition a City of Spokane refuse container must be used for any putrescible waste generated.
2. Hauling for hire inside the City of Spokane is not allowed unless:
 - a. The equipment being used to haul is owned and operated by the building/demolition permit holder and the employees of same company are doing the work. Material must be disposed of in a Spokane County approved disposal site.
 - b. All of the material is being recycled at a recovery facility. No refuse is allowed in the container and must be separated at the source (job site).

Refer to Spokane Municipal Code <https://my.spokanecity.org/smc/?Section=13.02.0204>

Becky Phillips – Urban Forestry (509-363-5495):

No comments were made regarding this project.

Spokane Regional Clean Air Agency (509-477-4727):

Please see the attached letter.

Corey Clarke – Washington State Department of Transportation (509-324-6200):

1. Documentation should be provided to show that there is sufficient capacity on the state transportation system to accommodate the increased traffic caused by the change of use being proposed by the project. The applicant should conduct traffic counts to determine the effectiveness of the traffic redirection project constructed at 16th Ave. These counts will allow a determination to be made on the number of credited trips that can be applied to the project. WSDOT has counts in 2024 just prior to the revision being implemented on 16th Ave. that we can provide at the applicant's request.
2. The applicant should also provide an updated analysis to determine the timing of the installation of the required right-turn channelization at US-195 and Inland Empire Way. The

previous study indicated that this improvement would be needed at the 100th unit, but this threshold may change due to the new proposal.

3. WSDOT requests clarity on where this project is in the order of upcoming developments along the US-195 corridor.

Section 3 – General Information and Submittal Requirements

1. Plan requirements are as shown on the attached “Commercial Application Submittal Requirements”. For the permit intake submittal, please provide an electronic copy of the **All plan sets along with reports and supporting documents**. Plan sets shall include all plans created for this project: cover sheet, architectural, structural, plumbing, mechanical, electrical, civil engineered plans, landscaping, and irrigation drawings. Plans are required to be stamped and sealed by an architect, landscape architect, or engineer licensed to do business within the State of Washington. All reports and supporting documentation noted in departmental comments will also be required for the permit intake submittal (i.e. NREC, drainage report, geotechnical site characterization, critical materials list, etc.). Please note that plans may be provided in multiple logically separated files to help manage files sizes as excessively large (i.e. separated by discipline, by building vs site, etc.).
2. Please provide an electronic copy of site plans showing dimensions, **property lines, and City Limits**, relative topography, all on-street signs and street markings, any new and existing frontage improvements, all structures, on-street storm drainage facilities, sidewalks, curbs, parking calculations and dimensions, dimension existing roadway, new and existing driveways and their locations, and other relative information. Show all existing topography in the public right-of-way such as street signs, water valves, hydrants, etc. All required landscaping must be within the property lines and not in the public right-of-way.
3. An Intake Meeting handout was provided to you in your packet at the Pre-Development meeting. Please call (509) 625-6300 to schedule an Intake Meeting to submit plans for a new commercial/industrial building, an addition to an existing building, a change-of-use, or a parking lot. Appointments must be made at least 24 hours in advance and can be scheduled for Monday through Thursday.
4. Please provide a complete set of plans to Spokane Regional Health District if food and/or beverage handling business is planned.
5. If you would like a full Certificate of Occupancy on any portion of the permit prior to completion of the other phases, it is required to file separate permits for each phase. An additional \$250 fee will be assessed for a Temporary Certificate of Occupancy and/or a Temporary Certificate of Occupancy extension per SMC 8.02.031M.
6. For additional forms and information, see my.spokanecity.org.



Date: 4/30/25
To: Elizabeth Rivera, Spokane
RE: Spokane Regional Clean Air Agency Requirements for:
Project Name: Latah Glenn Subdivision
File or Permit #:
Site Address: 1925 W 36th
Parcel #: 25364.0001

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

Construction related requirements:

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

Additional requirements:

- Spokane Clean Air requires an Asbestos Survey to be performed by a certified AHERA Building Inspector prior to most renovation and all demolition projects. The project may also require a formal notification form to be submitted to Spokane Clean Air. Fees and waiting periods apply. Contact Spokane Clean Air at (509) 477-4727 and/or visit www.SpokaneCleanAir.org before renovation or demolition activities begin to avoid potential compliance issues and/or project delays.
- A Notice of Construction and Application for Approval is required to be submitted and approved by Spokane Clean Air prior to the construction, installation, or establishment of an air pollution source. This includes emergency generators rated at 500 hp (375 kW) or higher and natural gas heating equipment units rated at 4 MMBTU/hr or higher (input). Contact Spokane Clean Air for a Notice of Construction application.