



## Pre-Development Conference Notes

**Project Name: Marshall Creek Preliminary Plat**

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**From:** Tami Palmquist, Facilitator

**Phone:** 625-6157

**Project Name:** Marshall Creek Preliminary Plat  
**Permit No.:** B19M0067PDEV  
**Site Address:** 6321 S Cheney Spokane Rd  
**Parcel No.:** 25015.0038 & .0039  
**Meeting Date:** Thursday, June 27, 2019

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, June 27, 2019. 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. Project Description: Long plat.
- B. Scope and Size: The scope of work includes the construction of a single family dwelling development with 411 lots. The dwellings will need to comply with the International Residential Code.
- C. Special Considerations: SEPA, Long plat, DNR streams TIA, Development agreements for more than five years.
- D. Estimated Schedule: TBD
- E. Estimated Construction Cost: TBD

## **Section 1 – Comments Specific to the Building**

### **Dave Kokot – Fire Prevention Engineer (625-7056):**

1. The scope of work includes the construction of a single family dwelling development with 411 lots. The dwellings will need to comply with the International Residential Code.
2. The construction type was not noted, and is assumed to be Type VB.
3. Construction and demolition shall be conducted in accordance with IFC Chapter 33 and NFPA 241.
4. The buildings are not required to have fire sprinklers.
5. The buildings are not required to have a fire alarm system.
6. A fire alarm system is required for the common areas of the building in accordance with the Municipal Code including the provision for “Special Areas to be Protected”. (SMC 17F.080.110
7. Smoke and carbon monoxide detection is required.
8. Address numbers or other approved signs are required to be provided on the building in a visible location (IFC 505).

## **Section 2 – Comments Specific to the Site**

### **Tami Palmquist – Associate Planner (625-6157):**

1. **The Boundary Line Adjustment must be completed prior to the submittal of the Preliminary Plat Application.**
2. **This preliminary long plat will require a Critical Areas Checklist, a Geotechnical Report & a Habitat Management Plan to be submitted with the application.**
3. **SEPA will be required for this application and can be processed with the Preliminary Plat Application.**
4. **Marshall Creek is designated as a Type “F” DNR Stream with a 150-250 foot buffer. There is a Type “N” DNR Stream shown around the perimeter of the Cemetery that has a 150 foot buffer, and a Type “U” through the middle that will be regulated by the Stormwater Manual as a natural Drainage Channel. Please review SMC 17E.020 Fish and Wildlife Conservation Areas. For permission to cross the creek, additional permits from DNR, Fish & Wildlife and Department of Ecology will be required. A stream type modification may be applied for with DNR if you believe the stream channels are typed incorrectly.**
5. **Structural Setbacks from Buffers. Unless otherwise provided, buildings and other accessory structures shall be set back a distance of ten feet from the edges of all delineated critical area buffers protecting fish and wildlife habitat conservation and wetland protection areas. The director may reduce the structural setback limit by up to five feet if construction, operation and maintenance of the building do not create a risk of negative impacts on the adjacent buffer area. Approval of a reduction of the structural setback from the buffer line shall be provided in writing by the director. The following uses may be allowed in the structural setback area:**
  - a. **Landscaping.**
  - b. **Uncovered decks.**
  - c. **Roof eaves and overhangs, maximum of twenty-four inches.**
  - d. **Pervious unroofed stairways and steps.**
  - e. **Impervious ground surfaces, such as driveways and patios.**

6. A Forest Practice Application with DNR will be required for the removal of timber.
7. Applying the PUD standards could offer additional flexibility for lots size, density, and street standards.
8. Separated sidewalks with street trees will be required for all new streets.
9. Setbacks for Primary Structures- *SMC 17C.110.220*
  - a. Front – 15 feet, living space
  - b. Front – 20 feet, Garage
  - c. Side – 5 feet on both sides
  - d. Rear – 25 feet
10. Lot Coverage- *SMC 17C.110.210*
  - a. 40% maximum lot coverage for all structures on each site
11. Height- *SMC 17C.110.215*
  - a. Maximum Wall Height – 25 feet
  - b. Maximum Roof Height – 35 feet

**Patty Kells – Traffic Engineering Assistant (625-6447):**

1. **SEPA is required. A Traffic Impact Analysis (TIA) is required to review with the SEPA.**
2. With the realignment of Cedar Rd proposed, which will be designated as an arterial, those proposed lots fronting Cedar Rd will need a secondary street or alley for access.
3. Frontage improvements are required for all proposed streets to include full pavement section, curb, separated sidewalk with street trees, driveway approaches, and street drainage all designed per City Standards. Shared driveway between lots is strongly encouraged.
4. All required parking, landscaping and onsite stormwater designs must be within the property lines and not in the public right-of-way.
5. Adequate access and maneuvering for refuse/emergency vehicles is required per the City Standards and must be maintained during construction.
6. Maintain clear view at intersections, pedestrian ways, and driveways.
7. Pavement cut policy will be applicable. Confine illumination lighting to the site.
1. *“The City shall collect impact fees, based on the 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.”* A transportation impact fee will be assessed to each SFR calculated at \$693.66/dwelling + 50.00 admin fee in the South Service Area. This fee must be paid with the other permit fees prior to issuance of the building fee permit. Please note that our impact fee ordinance is currently being updated and the fee schedules may change.

**Mike Nilsson – Engineer (625-6323):**

1. The site is located in an area with Department of Natural Resources classified streams, related buffers and natural drainage ways. See Section 7.9 of the Spokane Regional Stormwater Manual (SRSM) for special requirements for these areas.
2. A conceptual plan for sanitary sewer, stormwater, and water will be required to be submitted for review as part of the preliminary plat. The nearest existing sanitary sewer main is an eight inch PVC near the intersection of Cedar Road and Eagle Ridge Blvd.
3. The proposed project is not within the General Facility Charge (GFC) Waiver Zone, so GFCs will be assessed for this project for new sewer/water service connections. GFC rates for sewer can be found in [SMC 13.03.0732](#) and in [SMC 13.04.2042](#) for water.
4. All storm water and surface drainage generated on-site must be disposed of on-site in accordance with SMC 17D.060.140 “Storm Water Facilities”. Stormwater requirements can

be found in the Spokane Regional Stormwater Manual (SRSM) and the City of Spokane Design Standards Section 6. In general, any new impervious surface will require a geotechnical site characterization (report) and drainage report/plan. Please include a detailed Site Plan or Civil Plans, which show and clearly delineate existing and proposed sewer, water, drainage structures, drywell types, swale bottom areas, and property lines. Show proposed and existing pavement. Geotechnical reports, drainage reports, and civil plans must be stamped and signed by an engineer licensed in the State of Washington.

5. Combining landscape and stormwater treatment areas per Eastern Washington Low Impact Development (LID) Guidance Manual is allowed. The link to DPE LID resources can be found at: <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Low-Impact-Development-guidance>
6. Any drywells and subsurface drainage galleries (existing and proposed) for the site must be shown on the plans and registered with the Washington State Department of Ecology (DOE). Please send a copy of the completed registration form to the City of Spokane Development Services Center. See the following link at the Department of Ecology (DOE) website for information about the Underground Injection Control (UIC): <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Underground-injection-control-program>
7. Most land-disturbing activities require an Erosion and Sediment Control (ESC) plan. Land-disturbing activities are activities that result in a change in existing soil cover (vegetative or non-vegetative) or site topography. Land-disturbing activities include, but are not limited to, demolition, construction, clearing and grubbing, grading, and logging. An ESC plan detailing how erosion and other adverse stormwater impacts from construction activities will be handled must be submitted to the Development Services Center for review and acceptance prior to construction of said phase. See Section 9 of the SRSM for ESC requirements and applicability. The following link provides information on ESC training and certification programs: <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Certified-erosion-sediment-control>
8. Include a note stating that the Contractor is responsible for designating a location where concrete trucks and equipment can be washed out. This area shall not be located near or draining into a storm drainage area, treatment area, or facility.
9. Include the following note on the plans: **“All broken, heaved, or sunken sidewalk, curbs, and driveway approaches adjacent to the project will be replaced or repaired whether caused by construction or not.”**

**Dave Kokot – Fire Prevention Engineer (625-7056):**

1. An approximate site fire flow (obtained from IFC Table B105.1 and Table C105.1) is projected to be 1,000 GPM with or without automatic sprinklers throughout and requires one fire hydrant for dwellings up to 3,600 square feet in fire area. For structures more than 3,600 square feet, the requirements of IFC B105.1(2) will be used.
2. There is one existing fire hydrant in the area that meets the code requirements for part of this project. Additional fire hydrants will be required.
3. Site fire flow will be required to be provided during construction.
4. Fire hydrant spacing shall not be more than 500 feet (along an acceptable path of travel), within 500 feet of the property line for non-sprinklered buildings and 750 feet of the property line for fire sprinklered buildings (SMC 17F.080.030).
5. For International Residential Code buildings, fire hydrants are required within 600 feet of all points around the building (IFC 507.5.1, exception 1).
6. The proposal appears to meet the requirements of the Fire Code for fire access.
7. Fire Department approved all-weather access must be provided to within 150 feet of any point around the outside of a building (IFC 503.1.1). For fully sprinklered buildings, this is extended to 165 feet (IFC 503.1.1, exception 1). Dead-end roads longer than 150 feet

need approved fire apparatus turn-arounds (IFC 503.2.5). Fire apparatus turning radius is 50 feet external, 28 feet internal (SMC 17F.080.030.D.3). Minimum height clearance is 13 feet-6 inches (IFC 503.2.1). Fire lanes will have a maximum slope of 10 percent (based on IFC 503.2.7).

8. Minimum width for fire access is 20 feet, unobstructed (IFC 503.2.1). Buildings exceeding 30 feet in height and will be required to have a Fire Aerial Access lane of 26 feet wide along at least one side of each building (IFC D105.2).
9. Single family and duplex residential developments that exceed 30 dwelling units on any single road are required to have a second fire access road (IFC D107.1).
10. Fire access will be maintained during construction. The fire lanes will be maintained with an all-weather surface (IFC 3310.1).
11. No building permits will be approved without the completion and approval of the fire hydrants and access roads.
12. The installation of security gates or barriers on fire access roads shall be approved by the Fire Department (IFC 503.6). If access to the site is required to comply with the distances around the building, at least one access gate will be setback a minimum of 48' from the edge of pavement. Gate openings will be a minimum of 14' wide, and open gates will not obstruct access to structures.

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

1. The City of Spokane Water Department has two reservoirs in this area, Eagle Ridge and Eagle Ridge 2. Unfortunately, these reservoirs are at capacity and cannot supply water to this plat. An alternate plan to provide water for this project will be needed.
2. This parcel falls outside of our General Facilities Connection Waiver zone, therefore, General Facilities Charges will apply if new water taps are made. See Section 13.04.2042 in the Spokane Municipal Code.
3. 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) Harry Ward (509) 625-7845, (south side) Greg Burchett (625-7844) will review submitted plans and inspect on-site construction. Water Department Cross Connection Control Specialists, Donovan Aurand (509) 625-7968 and Lance Hudkins (509) 625-7967, will review any backflow assemblies where required.
4. 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 is the owner's responsibility. All trenches and/or excavations must comply with current W.A.C. #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.

**Rick Hughes – Solid Waste (625-7871):**

This project is good with cans.

**Becky Phillips – Urban Forestry (363-5491):**

Please see attached document.

### Section 3 – General Information and Submittal Requirements

1. Site plan requirements are as shown on the attached “Commercial Building Permit Plan Checklist”. For the permit intake submittal, please provide three (3) **Full Building Plan Sets** and an electronic copy of the **Site Sets**. **Full Building Plan Sets** shall include all plans created for this project: cover sheet, architectural, structural, plumbing, mechanical, electrical, civil engineered plans, landscaping and irrigation drawings. **Site Sets** shall include: cover sheet, overall site plan (either architectural or civil engineered), all civil engineering plans, landscaping and irrigation plans, and building elevations. 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, 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](http://my.spokanecity.org).