Planning and Development
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Pre-Development Conference Notes

Project Name: Recreational Rink & Skyride Facility

To: Berry Ellison
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From: Kris Becker, Facilitator **Phone:** 625-6392

Project Name: Recreational Rink & Skyride Facility
Permit No.: B15M0104PDEV
Site Address: 610 W Spokane Falls Blvd
Parcel No.: 35185.0041
Meeting Date: **November 10, 2015**

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, November 10, 2015. 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: New rental and storage facility and site redevelopment
B. Scope and Size: The scope of work is a new 5,600 square foot rental and storage facility serving the skyride and skating rink with one floor and no basement. The construction type was not noted and is assumed to be Type VB.The scope of work in other phases includes several buildings and redevelopment of the site.

C. Special Considerations: The project is subject to a Shoreline Conditional Use Permit and SEPA.
D. Estimated Schedule: Anticipate Construction in 2016
E. Estimated Construction Cost: $3,000,000

This is a summary for the review of the plans that were submitted. It is not all inclusive of every development regulation and may change based on future project modifications.

Section 1 – Comments Specific to the Building

Dean Giles – Building Plans Examiner (625-6121):

1. Distinguishable addressing for each project is an essential part of project access to accommodate inspections and facilitate emergency response by EMS if necessary. Project building permit numbers need to be linked to work in each sub-contractor's application to avoid inspection delays.
2. A phasing plan will be needed, and must be reviewed to verify utility installations, fire department access and water requirements, staging areas for equipment, etc. for each phase of construction.
3. The 2015 International Building Code series and the 2015 Uniform Plumbing Code will be adopted on July 1, 2016. The 2014 National Electrical Code will be in place until July 1, 2017. Plans submitted after these dates will be reviewed under the new code and the Washington State Amendments for each code.
4. When construction plans are provided, they will be reviewed for general height and area, fire and smoke protection, exiting, accessibility, etc. The submittal requirements are listed in the intake package provided.
5. A separate submittal is needed by the Health Department when buildings include any food service.
6. If the building is over 4,000 square feet, a Washington State registered Architect is required for the design.
7. The building must be accessible for persons with disabilities, per IBC chapter 11 and ICC A117.1-2009 Accessible and Usable Buildings and Facilities. An accessible route is required from the parking space to all primary function areas, such as restroom areas and drinking fountains.
8. Non Residential Energy Code compliance is required. This requires a third party Special Plans Examiner and Special Inspector to be hired by the applicant. Energy code review is conducted on the building envelope (insulation), mechanical and lighting systems.
9. Special inspections detailed in chapter 17 of the International Building Code will require a special inspector to be identified prior to issuance of permit.

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

1. The scope of work is a new 5,600 square foot rental and storage facility serving the skyride and skating rink with one floor and no basement. The construction type was not noted and is assumed to be Type VB.
2. The scope of work in other phases includes several buildings and redevelopment of the site.
3. Fire area separation, where used, is required to be rated following IBC Table 707.3.9,

based on the most restrictive occupancy. Fire walls (to separate the structure into more than one building) is required to be rated following IBC Table 706.4, based on the most restrictive occupancy.

4. Fire barriers can be provided to reduce the fire area so as to not exceed the limits established for requiring fire protection systems.
5. The Rink and Skyride building is not required to have fire sprinklers.
6. Depending upon the occupancy type, occupant load, building area, and number of floors/levels, other buildings may be required to be provided with fire sprinklers (IFC 903).
7. Basements that exceed 1,500 square feet are required to be provided with fire sprinklers if the travel distance to an exit that goes directly to the exterior is more than 75 feet. Basements shall be allowed to be separated with fire barriers so that the usable space is less than 1,500 square feet, separated by one hour walls, and fire sprinklers would not be required (17F.080.450). Access to the unusable space would be permitted with 30 inch by 30 inch rated access panels.
8. The Rink and Skyride building is not required to have a fire alarm system.
9. Other buildings may be required to have fire alarms depending upon the occupancy type, occupant load, total area, and number of floors/levels (SMC 17F.080.110).
10. Elevators are required to be provided with recall but not with a shunt trip. Non-combustible elevator shafts and elevator equipment room will not need to be provided with suppression. Detection will be required (SMC 17F.080.120).
11. Existing elevators with a travel distance of 25 feet or more are required to be provided with emergency operation, in accordance with ASME A17.3.
12. Duct smoke detectors (if required) shall be wired to a supervisory zone only, not an alarm-initiating zone, as per Spokane Fire Department policy and as provided in NFPA 90A. The new codes require duct detection only on return air.
13. The Fire Department requires annual operating permits for specific operations for buildings and sites, in accordance with Section 105 of the Fire Code.
14. Where a commercial kitchen is provided with equipment that will produce grease vapors, a Class I kitchen hood is required and will be protected with a wet-chemical suppression system unless the exception in the Fire Code is met (IFC 609.2). In addition, a Class K fire extinguisher will be located no more than 30 feet from the area of grease cooking (IFC 906.1). The type of equipment that is considered to generate grease vapors is established by the International Mechanical Code.
15. Fire extinguishers are required for A, B, E, F, H, I, M, R-1, R-2, R-3 and S occupancies in accordance with IFC 906 – Table 906.3(1).
16. Address numbers, or other approved signs, are required to be provided on each building in a visible location (IFC 505).
17. A Fire Department key box is required if a building is equipped with a fire protection system (IFC 506).
18. Key boxes, or key switches approved by the Fire Department, are required for gates or similar barriers (IFC 506.1.1).
19. Fire Department key boxes are ordered through the Fire Department.
20. An inventory of all critical materials is required to be submitted to the Development Services Center as part of the Building Permit Application (SMC 17G.010.150).
21. Critical material containers having an individual capacity of more than 60 gallons are considered to be a tank (SMC 17E.010.210 and SMC 17E.010.420). A permit with the Fire Department is required.
22. Secondary containment for critical materials may be required and is required to be sized to contain the single largest storage container plus 20 minutes of fire sprinkler water (SMC 17E.010.095).

Eric Meyer – Spokane Regional Health District (324-1582):

1. See attached letter.

Section 2 – Comments Specific to the Site

Tami Palmquist – Associate Planner (625-6157):

Critical Path

1. This project (Ice Rink & Master Plan) will require a Shoreline Conditional Use Permit, per SMC 17E.060-04, Recreational Use in Urban Intensive Environment. Please allow approximately four to six months to apply for and obtain this permit. The Decision Makers for this permit process are the City of Spokane Hearing Examiner and the Washington State Department of Ecology. Listed below are the steps for obtaining a Shoreline Conditional Use Permit:
    a. Complete the SEPA checklist
    b. Hold the first meeting with the Design Review Board
    c. Community Meeting – sign in sheet, audio recorded, narrative
    d. Submit SCUP Application – make appointment with Planner
    e. Department and Agency Review – two weeks
    f. Mail and post notice – one week
    g. Notice of Application/Public Comment Period – 30 days
    h. Schedule Hearing, mail and post notice – one week
    i. Notice of Public Hearing/SEPA Review – two weeks prior to Public Hearing
    j. Staff Report to Hearing Examiner – ten days prior to hearing
    k. Public Hearing – staff and applicant present
    l. Hearing Examiner Decision – within ten days of the close of record
    m. Appeal Period – two weeks
    n. Transmittal to Ecology - 21 day review and appeal period
2. SEPA will be required for this proposal. It would be ideal to cover all activities in the Riverfront Park Master Plan but can be phased as time allows. This review will be integrated into the timeline of the SCUP.
3. Design Review is required because this project is Downtown, within the Shorelinejurisdiction and a public project. Please apply as early as possible. Two meetings per project phase will be required.

Site/Project

1. Zoning District: DTG-150 and DTG-70 (Downtown General, 150 foot and 70 foot height limit in base zone but this is limited by Shoreline regulations, see "3" below)
2. Land Use: Open Space
3. Shoreline Overlay Zone(s):
   (Shoreline Jurisdiction is within 200 feet of OHWM of Spokane River)
    a. Height District: (SMC 17C.060.770)
        i. Zero to 75 feet from OHWM height limit is 30 feet;
        ii. 75 to 100 feet from OHWM height limit is 40 feet;
        iii. 100 to 200 feet from OHWM height limit is 55 feet;
    b. Shoreline Buffer in this area is 50 feet from OHWM, plus a 25 foot structure setback from buffer.
    c. Shoreline Environment in this area is Urban Intensive.
    d. Located in Shoreline Downtown Design District. Shoreline Design Standards apply, as well as Downtown Design standards.

4. Critical Area requirements:
    a. Shoreline & Critical Area Checklist: Must be completed with permit application. The Shoreline location is described in #5 and #6 of this report. In addition to its location within the Shoreline Jurisdiction, this site is also located within Fish & Wildlife Conservation Area, Riparian Habitat Area Zone 2. All actions undertaken within Fish & Wildlife Conservation Areas must be undertaken using best management practices pursuant to Section 17E.020.
    b. Habitat Management Plan: This project will require a Habitat Management Plan. This plan will outline current condition, impacts of this project, and mitigation proposed to achieve "No Net Loss," as required in the SMP. A landscape/vegetation restoration plan, prepared as a component of the HMP and stamped by a Landscape Architect, shall be prepared and submitted with the permit.
    c. Species of concern have been known to nest in this area: Osprey and Peregrine Falcon
    d. Geotechnical report will be required.
    e. Shoreline Construction Site Plan, per SMC 17E.060.250 (may be part of the HMP)
    f. Vegetation Replacement Plan, per SMC 17E.060.260 (may be part of the HMP)
5. Mitigation Sequencing requirements:
    a. Section 17E.060.220 Mitigation Sequencing. To achieve no net loss of shoreline ecological functions, applicants for a proposed use, modification, or development within the shoreline jurisdiction shall analyze the impacts of the proposal on the shoreline ecological functions and include measures to mitigate environmental impacts not otherwise avoided or mitigated by compliance with the shoreline regulations or other applicable regulations, including the Washington State Environmental Policy Act (SEPA).
    b. Mitigation shall occur in the following prioritized order:
        i. Avoiding the impact altogether by not taking a certain action or parts of an action.
        ii. Minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps to avoid or reduce impacts.
        iii. Rectifying the impact by repairing, rehabilitating or restoring the affected environment.
        iv. Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action.
        v. Compensating for the impact by restoring, rehabilitating, or enhancing substitute shoreline environments; or
        vi. Monitoring the impact and the compensation of the project and taking appropriate corrective measures.
    c. Mitigation may include a combination of the measures in subsections (B)(1) to (B)(6) above.
    d. As a condition of any permit or approval allowing alteration of shoreline ecological functions, the applicant shall engage in the restoration, rehabilitation, or enhancement of the shoreline environment in order to offset the impacts resulting from the applicant's actions.
6. Downtown Design Standards apply. Additional Design Standards within the Shoreline Jurisdiction are found in SMC Section 17E.060.800. Additional Development Standards within the Shoreline can be found in SMC 17E.060.720-290.
7. Post Street is designated as a Type I Complete Street. 17C.124.035 defines them as Community Activity Street encouraging strolling, walking and shopping. Spokane Falls Boulevard is designated as a Type II Complete Street, these streets provide some of the major pedestrian connection to surrounding neighborhoods and districts.

8. Adjacent historic properties include City Hall (listed), Avista Buildings (eligible), Monroe Street Bridge (listed).
9. Tribal cultural resource considerations. (FERC licensing requirements may meet this need?)
10. Fencing should be shown on site plan, and a separate permit is required. See SMC 17C.124.310, Downtown Fences - note chain link fencing is not allowed if it is visible from a public street. Fencing visible from a public street shall be dark in color (see code).
11. Screening and impact abatement is required where necessary to reduce the impact of service, storage, loading, and trash areas.
12. Grading and building permits will be required for this project.

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

1. A preliminary Traffic Impact Analysis has been submitted for review to Inga Note and comments have been sent back to the traffic consultant. A final analysis has not been submitted and the preliminary report has not been approved by the Parks Board or by the Director of Parks and Recreation, Leroy Eadie. There were notable concerns with this preliminary submittal, such as the Cataldo Avenue street vacation and overall pedestrian connectivity. As each phase progresses, the final analysis will need to be submitted and approved.
2. For any staging and construction areas where the public will be interacting with construction zones, an overall phasing and fencing plan will need to be submitted to Traffic and Fire for approval and implementation.
3. Accessibility must be maintained throughout the park during construction for all public facilities and entities, per ADA regulations and codes.
4. Any parking provided onsite requires accessible barrier free parking spaces and aisles. These must be shown on the plans and comply with the City of Spokane Standard Plan G-54 & B-80A. An accessible route of travel connecting to the nearest accessible entrance to any building and to the public sidewalk is required with a marked accessible route of travel. All barrier free spaces and aisles need to be designed, drawn, and noted on the plans, per these standards. Note on the site plan the van-accessible stalls and the sign locations.
5. Any new or modified driveway access locations must be reviewed and approved by Traffic Engineering prior to permit issuance. Any unused driveway approaches need to be removed and replaced with City Standard curb and sidewalk.
6. Provide site plans showing relative topography, all on-street signs and street markings, property lines, new and existing driveways, and new and existing frontage improvements.
7. Construct necessary standard improvements along all frontages, acceptable to Engineering Services, including paving, curbing, sidewalks, and storm drainage.
8. *"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 may be assessed for this project with credit given for the previous uses noted in the approved final traffic impact analysis.

Mike Nilsson – Associate Engineer (625-6323):

1. Coffman Engineers was working on a stormwater master plan for the park. This document may provide some background on existing conditions as well as recommendations for proposed projects.
2. Stormwater design requirements can be found in the Spokane Regional Stormwater Manual (SRSM) and City of Spokane Design Standards Section 6. In general, new developments, additions, plats and binding site plans, addition or replacement of any

impervious surface, manufactured or mobile home parks 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, dry well types, swale bottom areas and property lines. Show proposed and existing pavement. The geotechnical report, drainage report and civil plan must be stamped and signed by an engineer licensed in the State of Washington.

3. Combining landscape and stormwater treatment areas, per Washington State Department of Ecology (DOE) low impact development (LID) guidelines, is allowed. The link to DOE LID recourses can be found at:
   http://www.ecy.wa.gov/programs/wq/stormwater/municipal/LID/Resources.html
4. Any drywells on-site (existing and proposed) must be shown and registered with the Washington State Department of Ecology. Please send a copy of the completed registration form to Planning and Development**.** See the following link at the Department of Ecology (DOE) website for information about the Underground Injection Control (UIC):
   http://www.ecy.wa.gov/programs/wq/grndwtr/uic/index.html
5. 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:
   ecy.wa.gov/programs/wq/stormwater/cescl.html
7. If a new commercial side sewer is needed, it shall be six inches in diameter, have a minimum slope of two percent and 3.5 feet of cover where vehicular traffic passes over, two feet minimum in other areas. The tap must be in the mainline, not to a manhole. Sewer and Water separation requirements are 18 inches minimum vertical, five-foot minimum horizontal. Sewer cleanouts shall be installed every 100 feet and at every angle 45 degrees or greater.

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

1. An approximate site fire flow for the Rink and Skyride Facility (obtained from IFC Table B105.1 and Table C105.1) is 2,000 GPM without automatic sprinklers throughout and requires two fire hydrants. Site fire flow is 1,500 GPM with automatic sprinklers throughout and requires one fire hydrant. Site fire flow is based on total area and the construction type.
2. There are five existing fire hydrants in the area that meet the code requirements for this project. For other areas of the park, there are fire hydrants scattered throughout.
3. 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).
4. For commercial buildings, fire hydrants are required to be along an acceptable path of travel within 400 feet to all points around the building without fire sprinklers (IFC 507.5.1), and 600 feet for commercial buildings with fire sprinklers (IFC 507.5.1, exception 2).
5. Fire department connections for new fire sprinkler system installations shall be located no more than 500 feet from a fire hydrant along an accessible path of travel, unless where approved by the fire official.
6. The proposal for the Rink and Skyride facility appears to meet the requirements of the Fire

Code for fire access.

7. Other projects in the Park will need to be reviewed for compliance with fire access.
8. 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 ten percent (based on IFC 503.2.7).
9. Minimum width for fire access is 20 feet, unobstructed (IFC 503.2.1). Buildings exceeding 30 feet in height 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).
10. Fire access will be maintained during construction. The fire lanes will be maintained with an all-weather surface (IFC 1410.1).
11. The installation of bollards or security gates 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 feet from the edge of pavement. Gate openings will be a minimum of 14 feet wide, and open gates will not obstruct access to structures.

Mathias Bauman – Water Department (625-7953):

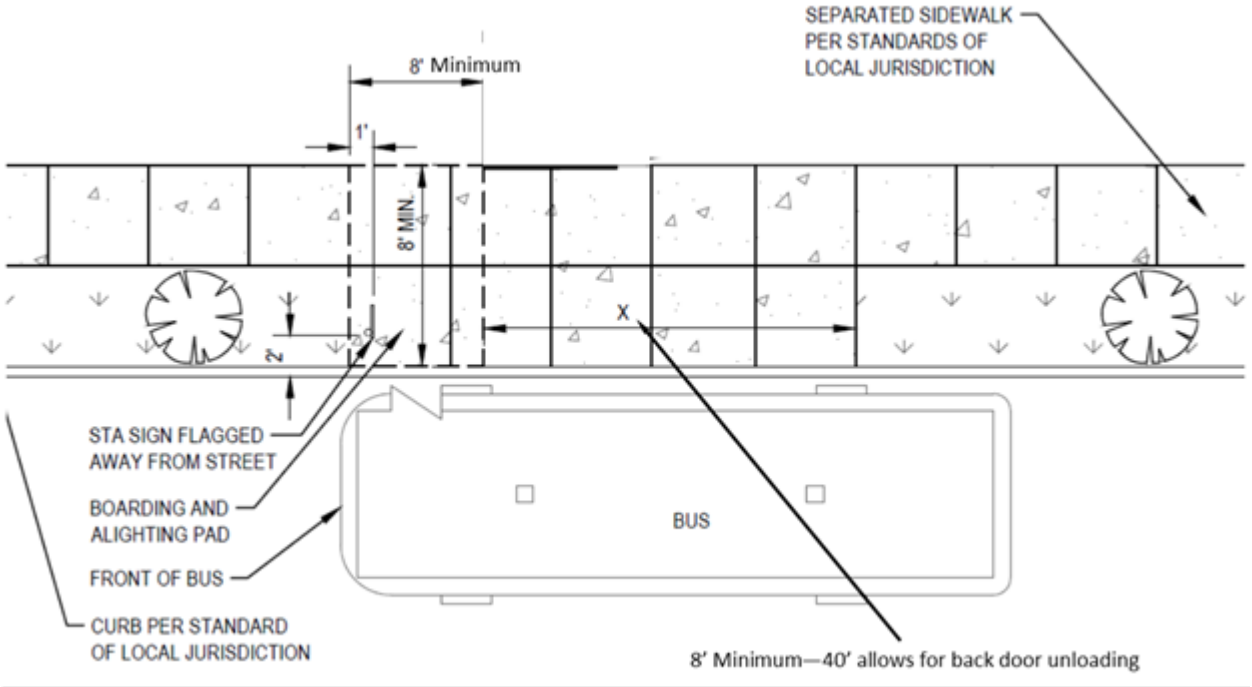
1. Water is available for this proposed project.
2. An 18-inch steel water main exists in Spokane Falls Boulevard, west of Wall Street, south of this proposed project.
3. An 18-inch steel water main exists in Post Street, west of proposed project.
4. Water service(s) to the proposed project will require backflow assembly for cross connection control.
5. Calculated static water pressure is approximately 96 psi at hydrants located along Spokane Falls Boulevard and Post Street.
6. Water pressure exceeding 80 psi will require pressure reducing devices.
7. The proposed project lies within Community Empowerment Zone, thus no GFC.
8. A utility site plan illustrating new water lines and/or services to be installed shall detail 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 Specialist, Chuck Fletcher (509) 625-7967, will review any backflow assemblies where required.
9. Taps and meters can be purchased at the Development Services Center, located on third floor of Spokane City Hall. 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):

1. No issues were identified for this project as submitted for the pre-development meeting.

Kathleen Weinand – Spokane Transit Authority (325-6055):

1. The bus stop at Post Street and Spokane Falls Boulevard needs to be updated to be accessible. This can be achieved by bridging the landscaping buffer between the curb and the sidewalk with a concrete pad that extends a minimum of eight feet along the curb. Extending the concrete pad 40 feet along the curb would allow for rear door unloading. Forty feet is preferred but not required to make the stop accessible.



2. Alternatively, the stop could be moved to the far side of the intersection of Post Street and Spokane Falls Boulevard, in front of City Hall.
3. As the Riverfront Park Master Plan starts to take shape, STA will be looking to ensure an eight foot by eight foot assessible hard-surfaced all-weather landing pad is located adjacent to each bus stop.

Megan Duvall – Historic Preservation (625-6543)

1. The Army Corps permit for the bridges (demo and new construction) will trigger Section 106 review (http://dahp.wa.gov/section-106) which is in addition to SEPA compliance.
2. The demolition of any eligible structures (ie: the south channel and mid-span bridges) will likely require more effort than just the HAER (Historic American Engineering Record), but will trigger additional mitigation. This would be considered an “adverse effect” to the historic resources and would need to enter into a "Memorandum of Agreement" (MOA) to

mitigate the adverse effect or submit a research design to mitigate adverse effects through proper recovery. The MOA is signed by the agency and SHPO (State Historic Preservation Officer). The federal agency submits the MOA to the Advisory Council (this is the Federal Advisory Council on Historic Preservation - http://dahp.wa.gov/sites/default/files/GoodFaithEeffort_ACHP.pdf), along with a description of the project and the alternatives that were considered to mitigate the "adverse effect." The Advisory Council has 30 days to review the project and decide if it is willing to sign the MOA. Once the MOA is signed, the documentation should be completed and accepted by designated repositories before the project begins.

In this case, the Federal Agency is the Corps – so it is up to them to "run" this whole process. It is their permit that triggers Section 106. The City and State are considered "consulting parties" to the undertaking.

Section 3 – General Information and Submittal Requirements

1. Site plan requirements are as shown on the attached "Commercial Building Permit Plan Checklist". ***Full Building Plan Sets*** shall include all architectural, structural, plumbing, mechanical, and electrical drawings. ***Site Plan Sets*** shall include the overall site plan, all civil engineering plans, landscaping 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.
2. Please provide site plans showing dimensions, ***property lines, 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 other relative information. Show all existing infrastructure 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 spokanecity.org.