



**PLANNING & DEVELOPMENT**

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**REQUEST FOR COMMENTS**

**Plat:** Princeton Ave Preliminary Short Plat  
**FILE NO. Z25-612PSP**

**Date:** November 19, 2025

**To:** Interested Parties, City Departments  
and Agencies with Jurisdiction.  
(Distribution list on reverse side)

**From:** Taylor Berberich, Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201 or call (509) 625-6193  
[tberberich@spokanecity.org](mailto:tberberich@spokanecity.org)

**Subject:** Princeton Ave Preliminary Short Plat – Request for Comments

**Owner:** Jacob Schroeder  
319 W Heroy Ave  
Spokane, WA 99207

**Applicant/Agent:** Same as owner

**File Number:** Z25-612PSP

**Location Description:** The proposal is located at **3533 W Princeton Ave. Parcel 25021.1423**, NW ¼ of NE 1/4, S.02 T.25N., R.42E., W.M.

**Description of Proposal:** The owner/applicant is proposing to subdivide an R1 (Residential 1) parcel 25021.1423, addressed as 3533 W Princeton Ave. into two (2) lots with the intent to build a residence on the new lot. Existing home to remain, existing shed and concrete pad to be removed.

**Please note that this proposed plat qualifies for “minor engineering review” with the City of Spokane (see SMC 17G.080.040 Short Subdivisions, subsection C.2). Following the agency review period for this “minor engineering review plat,” a decision will be issued. Please be advised that there is no public comment period for this “minor engineering review” plat. This is your only opportunity to comment on this proposal.**

**Legal Description:** HOLLYWOOD L7 & E1/2 OF L8 B10

**SEPA:** This proposal is exempt from SEPA.

**Current Zoning:** Residential 1 (R1)

**REPORT NEEDED BY: 5 P.M. December 5, 2025.** If additional information is required in order for your department or agency to comment on this proposal, please notify Planning and Development as soon as possible so that the application processing can be suspended while the necessary information is being prepared. Under the procedures of SMC 17G.061, this referral to affected departments and agencies is for the following:

- 1) The determination of a complete application. If there are materials that the reviewing departments and agencies need to comment on this proposal, notice of such must be provided to the applicant;
- 2) Provides notice of application;
- 3) Concurrency Testing, **please note one of the following:**
  - a) ( X ) This application is subject to concurrency and agency is required to notify this department that applicant meets/fails currency; OR
  - b) ( ) This application is exempt from concurrency testing, but will use capacity of existing facilities.

Under the revised procedures of SMC 17G.061, this referral to affected Departments and Agencies is to provide notice of a pending application. **THIS WILL BE THE LAST NOTICE PROVIDED TO REFERRAL DEPARTMENTS AND AGENCIES UNLESS WARRANTED.** If there are materials that the reviewing Departments and Agencies need to comment on this proposal, notice of such must be provided to the Applicant. The lack of comment by any referral agency will be considered to be acceptance of this application as Technically Complete.

\* - The lack of comment including concurrency by any referral agency will be considered acceptance of this application as technically complete and meeting concurrency requirements.

\*\* - Please forward your comments to Taylor Berberich, Planning and Development at least 2 working days before the “Report needed by” date shown on the front page.

**DISTRIBUTION LIST FOR COMMENTS**  
**PROJECT NAME: "Princeton Ave Preliminary Short Plat"**  
**FILE No.: Z25-612PSP**

**E-mail Copies**

**City Departments**

- Asset Management, Attn: Dave Steele
- Building Department, Attn: Dermott Murphy
- City Attorney, Attn: Megan Kapaun
- City Taxes & Licenses
- Code Enforcement, Attn: Luis Garcia
- Construction Management, Attn: Jonathan Adams\* \*\*
- Engineering Services, Attn: Kelly Heitstuman\* \*\*
- Fire Dept., Attn: Justin Cravalho \*
- Fire Dept., Attn: Lance Dahl \*
- GIS, Attn: Steven Allenton
- Historic Preservation, Attn: Megan Duvall
- Integrated Capital Management, Attn: Mark Papich\* \*\*
- Integrated Capital Management, Attn: Kevin Picanco \* \*\*
- Library Services, Attn: Dana Dalrymple\*
- Neighborhood Services, Attn: ONS Team
- Parks Dept., Attn: Garrett Jones & Nick Hamad\*
- PIES, Attn: Betsy Wilkerson & Johnathan Bingle
- Planning & Development, Attn: Tami Palmquist
- Planning & Development, Attn: Eldon Brown\*\*
- Planning & Development, Attn: Spencer Gardner
- Planning & Development, Attn: Mike Nilsson\*\*
- Planning & Development, Attn: Planning Review
- Planning & Development, Attn: Joelle Eliason
- Planning & Development, Attn: Dalton Kuhn
- Police Department, Attn: Ofc. Caitlyn Anderson\*
- Public Works, Attn: Marlene Feist
- Solid Waste, Attn: Kerry Deatrich
- Solid Waste, Attn: Rick Hughes\*
- Street Operations, Attn: Inga Note\*\*
- Wastewater Management, Attn: Raylene Gennett\*\*
- Water Department, Attn: John Saywers\*\*
- Water Department, Attn: Jim Sakamoto\*\*

**County Departments**

- Spokane County Public Works, Attn: Scott Engelhard
- Spokane County Planning Department, Attn: Scott Chesney
- Spokane County Engineering Dept., Attn: Gary Nyberg
- Spokane Regional Health District, Attn: Jon Sherve
- Spokane Regional Health District, Attn: Eric Meyer
- SRCAA, Attn: April Westby

**Washington State Agencies**

- Department of Natural Resources
- Department of Natural Resources Aquatics
- Department of Natural Resources, Attn: SEPA Center
- Department of Commerce, Attn: Ben Serr
- Department of Archaeology & Historic Preservation, Attn: Gretchen Kaehler
- Department of Ecology, Attn: Environmental Review Section
- Department of Ecology, Attn: Matt Fisher
- Department of Ecology, Eastern Region, Attn: Megan Hayes, Wetlands/Shoreline
- Department of Transportation, Attn: Char Kay
- Department of Transportation, Attn: Greg Figg
- Department of Fish & Wildlife, Attn: Habitat Program

**Other Agencies**

- American Medical Response, Attn: Lori Koch
- U.S. Army corps of Engineers, Attn: Jess Jordan
- Avista Utilities, Attn: Larissa Pruitt
- Avista Utilities, Attn: Denise Marsh
- Avista Utilities, Attn: Christina Janssen
- Avista Utilities, Sherri Mattocks
- Avista Utilities, Erik Johnson
- City of Spokane Valley Planning, Attn: Lori Barlow
- City of Spokane Valley Planning, Attn: Mike Basinger
- Cheney School District, Attn: Jamie Reed
- District 81 Capital Projects, Attn: Candy Johnson
- Mead School District Facilities & Planning, Attn: Ned Wendle
- Spokane Aquifer Joint Board, Attn: Erin Casci
- Spokane Aquifer Joint Board, Attn: Tonilee Hanson
- Spokane Transit Authority, Attn: Gordon Howell
- Spokane Transit Authority, Attn: Mike Hynes
- Spokane Tribe of Indians, Attn: Jacki Corley
- Spokane Regional Transportation Council, Attn: Kevin Wallace
- Williams Northwest Pipeline, Attn: Michael Moore

**Additional Electronic/Email Copies**

**Other Agencies**

- U.S. Postal Service, Attn: Postmaster
  - Spokane Tribe of Indians, Attn: Randy Abrahamson
- NW ¼ of NE 1/4, S.02 T.25N., R.42E., W.M.

**REQUEST FOR COMMENTS**  
**File No.: Z25-612PSP**

**COMMENTS:** (Use additional sheets if necessary)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Department or Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Concurrency Passed/Failed