



Business and Developer Services  
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## Pre-Development Conference Notes

Project Name: 6720 N. Division St.

**To:** Glenn W. Anderson **Phone:** (801) 908-8818  
GA Architects, LC  
3032 South 1030 West  
Salt Lake City, UT 84119  
[glenn@gaarch.com](mailto:glenn@gaarch.com)

**From:** Kris Becker, Development Services Center Manager **Phone:** 625-6392

**By:** Patty Kells, Facilitator **Phone:** 625-6447

**Project Name:** 6720 N. Division St.  
**Permit No.:** B14M0009PDEV  
**Site Address:** 6720 N. Division St.  
**Parcel No.:** 36293.0068  
**Meeting Date:** January 30, 2014

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, January 30, 2014. 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, and 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.

**Project Information:**

- A. Project Description: Existing unfinished 36,000 square foot building
- B. Scope and Size: 9000 square foot addition, complete existing, and site improvements. The scope of work is the remodel of an existing building with one floor and no basement. The total area of the project is approximately 36,194 square feet. The occupancy is M and S1. The construction type was not noted, and is assumed Type IIB.
- C. Special Considerations: SEPA completion with first Building Permit
- D. Estimated Schedule: February 2014
- E. Estimated Construction Cost: 1.73 Million

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

**Fire Prevention (Dave Kokot, 625-7056):**

1. The building will be required to be provided with fire sprinklers (IFC 903). Plans must be submitted to the Fire Department for review, approval, and permit prior to the commencement of any sprinkler work. The completed sprinkler installation shall pass a visual inspection and hydrostatic test witnessed by a representative of the Fire Prevention Bureau, before covering of the piping and heads and prior to the issuance of a Certificate of Occupancy.
2. The building is required to be provided with fire alarm. An emergency voice/alarm system is required throughout this building (including tenant spaces) in accordance with the Municipal Code, including the provision for "Special Areas to be Protected" (SMC 17F.080.110). A central monitoring fire alarm system is required for this building if there are 20 or more fire sprinklers (IFC 903.4). At a minimum, there shall be a smoke detector, a manual pull station, and a notification device provided with the central monitoring fire alarm system (17F.080.110).
3. Where required, fire area separation is required to be rated a minimum of three hours (IBC Table 707.3.9) based on the most restrictive occupancy. Firewalls (to separate the structure into more than one building) are required to be rated a minimum of three hours (IBC Table 706.4) based on the most restrictive occupancy.
4. 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).
5. The Fire Department requires annual operating permits for specific operations for buildings and sites in accordance with Section 105 of the Fire Code.
6. Critical materials are any products that can contaminate the ground water of the aquifer. Critical materials can be hazardous or non-hazardous. An inventory of all critical materials is required to be submitted to the Building Department as part of the Building Permit Application (SMC 17G.010.150). A permit with the Fire Department may be required. Secondary containment may be required (depending upon the use/activity of the building), and could be as extensive as containment of the largest single storage container and 20 minutes of fire sprinkler water (SMC 17E.010.095). Critical materials will not be allowed to be drained to storm drainage or sewer without review by Engineering Services.

**Planning & Development – Building (Mike Froemming, 625-6141):**

1. Because the existing building was never finished and has been unoccupied, there will need to be a structural assessment completed.
2. The plans state Type V-B construction. The building may be over-sized for this type of construction. The building will need to be surrounded by a yard or public way a minimum of 60 feet to qualify for unlimited sizing.
3. A Non-Residential Energy Code (NREC) will need to be completed for this project.

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

**A. Planning & Development – Planning (Tami Palmquist, 625-6157):**

1. We would recommend a Binding Site Plan (BSP) to create additional parcels on the site, as the larger grouping of parcels under the same ownership has never been platted. If the timing of the BSP process does not align with the handoff of the project to Sportsman's Warehouse then we can accomplish the land division with a Boundary Line Adjustment (BLA) to temporarily achieve the same results.
1. Retail Sales and Service is a permitted use in the General Commercial Zone.
2. Landscaping:
  - a. The size of this project will require that a Landscape Architect licensed to work in the State of Washington stamp the landscape plan submitted.
  - b. A six-foot wide planting area of L2 landscaping is required along Wedgewood Ave. between the sidewalk and the parking lot. Street Trees may be placed behind the sidewalk in this case since the development is already in place.
  - c. A five-foot wide planting strip of L2 landscaping is required between the property and the residentially zoned parcel to the east.
3. Parking Lot Design *17C.200.040 (F)*:
  - a. All parking lots with more than 50 cumulative parking spaces shall have plantings that satisfy one of the following options:
    1. Interior landscaping must consist of L3 open area landscaping, including trees amounting to at least 10 percent of the total area of the paved parking area, excluding required perimeter and street frontage strips. A minimum of one interior tree shall be planted for every six parking spaces.
    2. Tree plantings shall be spaced in order that tree canopies cover a minimum of 70 percent of the entire paved area of the parking lot within 15 years of project completion. Canopy coverage shall be measured in plain view, and be based on projected mature size of the selected tree species. All individual planting areas within parking lots shall be a minimum of eight feet in width, be at least 150 square feet in size, and in addition to the required trees, shall be planted with a living groundcover. See the "Landscape Plants for the Inland Northwest" issued by the Washington State University cooperative extension and the U.S. Department of Agriculture, available from Planning and Development, for acceptable mature tree size to be used when calculating canopy size.
4. Pedestrian Standards:
  - a. Clearly defined pedestrian connections shall be provided to the public right-of-way, per *17C.120.260 (B)*
  - b. Pedestrian connections shall be clearly defined by at least two of the following:
    1. Six-inch vertical curb
    2. Textured paving, including across vehicular lanes

3. A continuous landscape area at a minimum of three feet wide on at least one side of the walkway
  4. Trellis
  5. Special railing
  6. Bollards
  7. Special paving
  8. Low seat wall and/or architectural features
  9. Pedestrian connections can be counted toward the amount of required landscaping
5. Refuse Screening (*17C.200.070*):  
All refuse containers must be kept on the property.
- a. All exterior refuse (including: garbage, recycling and yard debris) receptacles and refuse collection areas must be screened from the street and any adjacent properties, by using one of the following methods:
    1. An L1 visual screen.
    2. A six-foot high solid masonry wall or sight-obscuring fence five feet inside the property line with an L2 see-through buffer between the fence and the property line.
    3. A five-foot tall earth berm planted with L3 open area landscaping.
    4. Storage areas are not allowed within 15 feet of a street lot line; and
    5. Screening shall comply with the clear view triangle requirements defined in *17C.110.230 (G)*. The director of engineering services may further limit the height of plantings, structures and other site development features within the clear view triangle or may expand the size of the clear view triangle as conditions warrant.
6. Building Design Standards:
- a. Facades longer than 50 feet shall be broken down into smaller units through the use of offsets, recesses, staggered walls, stepped walls, pitched or stepped rooflines, overhangs and other elements to building's mass, per *17C.120.530*.
  - b. Ground floor of the buildings shall have at least three (3) of the following elements, per *17C.120.550*:
    1. Large windows
    2. Kickplates for storefront windows.
    3. Projecting sills
    4. Pedestrian scale signs
    5. Canopies
    6. Plinths
    7. Buildings with flat roofs shall have portions with pitched roofs, extended parapets or projecting cornices to create a prominent edge when viewed against the sky, especially to highlight major entrances, per *17C.120.560*.
  - c. Where windows are not provided on walls (or portions of walls) facing streets or visible from right-of-way, at least four of the following elements shall be incorporated, per *17C.120.570*:
    1. Masonry (but not flat concrete block)
    2. Concrete or masonry plinth at wall base
    3. Belt courses of a different texture and color
    4. Projecting cornices
    5. Projecting metal canopy
    6. Decorative tile work
    7. Trellises containing plantings

8. Medallions
  9. Opaque or translucent glass windows
  10. Artwork, such as sculptures, murals, inlays, mosaics, or elements integrated with the project
  11. Vertical articulation
  12. Lighting fixtures
  13. Recesses
7. General Zoning Development Standards (reference SMC 17C.122-4):
    - a. Setbacks in CC2-DC:
      - Street/Front: Zero feet
      - Setback from R-zoned lots: 10 feet
      - Side: Zero feet
    - b. Maximum Roof Height: 70 feet
    - c. Floor Area Ratio: 2.5
  8. Fencing: A separate permit is required for fencing. Reference 17C.120.310
  9. Sign Allowances in GC-70 zone:
    - a. Allowed Types: freestanding, fascia, awning, marquee, pitched roof, painted wall, rooftop, or projecting (but only if a freestanding sign is not also on the same street frontage).
      1. Allowed Size: 1.5 square feet per one foot of primary building wall, or 15 percent of the primary building wall, whichever is greater
      2. Maximum Area: 250 square feet
    - b. Freestanding Sign Allowances:
      1. One per site or one per 300 square feet of arterial street frontage
      2. Allowed size: One square foot per one foot of arterial street frontage, local street frontage can be used if there are not arterial frontages.
      3. Maximum Size: 250 square feet
      4. Maximum Height: 35 feet

**Planning & Development – Traffic Engineering (Patty Kells, 625-6447):**

1. SEPA was completed and an MDNS was issued with specific conditions from 1999. Review of these conditions specific to this project by the City of Spokane and WSDOT will be done as part of the plan review process to delineate the improvements required.
2. A property line is shown dividing the parcel north/south. With the property line separating the access off Division St, a mutual use and access agreement must be in place prior to issuance of the Certificate of Occupancy (CO).
3. Accessible barrier-free parking spaces are required and need to comply with current City of Spokane Standard Plans G-54 & B-80A. Accessible routes of travel connecting to both the primary entrances and the public sidewalk with a marked accessible route of travel are required. 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.
4. Please dimension the existing parking stalls, accessible stalls and access aisles, travel lanes and driveway approaches on the site plan. A minimum plant strip width of eight feet from curb-to-curb is required for the reduction in stall length to 16 feet. Traffic Engineering must review and approve any new or modified driveway access locations prior to permit issuance.

5. Provide adequate access for refuse/emergency vehicles adhering to our Standards, and the travel lane must be a minimum of 20 feet wide to meet Fire Department Standards.
6. Please delineate and dimension all doors, rolled garage doors, and loading zones on the site plan.
7. Please note on the site plan submitted for permit the dumpster location. Location must be approved by Solid Waste to ensure maneuvering to and from the dumpster is not impacted by the building or adjacent parking stalls (please coordinate with Rick Hughes – Solid Waste).

**Planning & Development – Developer Services (Mike Nilsson, 625-6323):**

1. The submitted site plan indicates a six-inch sewer service that extends southward. However, our records do not show that the service was ever completed (no service listed for that address). Show connection to existing system.
2. Stormwater runoff from pollution generating surfaces (i.e., asphalt surfaces) must be treated prior to disposal. Stormwater requirements (local) can be found in the Spokane Regional Stormwater Manual (SRSM) and City of Spokane Design Standards Section 6. In general, addition or replacement of any impervious surface will require a geotechnical site characterization (report) and drainage report/plan. Please include a detailed Site Plan and/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. An engineer, licensed in the State of Washington, must stamp and sign the geotechnical report, drainage report, and civil plan must be stamped and signed by an engineer licensed in the State of Washington.
3. 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 Planning and Development – Developer Services, for review and acceptance prior to construction of said phase. See Section 9 of the SRSM for ESC requirements and applicability.
4. All cracked or broken curb and sidewalk will be repaired or replaced whether caused by construction or not and the following words must appear on the plan, "ALL BROKEN HEAVED OR SUNKEN SIDEWALK AND CURBS ADJACENT TO THE PROJECT WILL BE REPLACED OR REPAIRED"(SMC 12.01.010).
5. Any drywells on-site (existing and proposed) must be shown and registered with the Washington State Department of Ecology. A copy of the completed form must be sent to City of Spokane, Planning and Development – Developer Services. See the Department of Ecology website at [www.ecy.wa.gov](http://www.ecy.wa.gov) for information about the Underground Injection Control (UIC).

**Fire Prevention (Dave Kokot, 625-7056):**

1. An approximate site fire-flow (obtained from IFC Table B105.1 and Table C105.1) is 4,000 GPM without automatic sprinklers throughout and requires four fire hydrants. Site fire-flow is 2,000 GPM with automatic sprinklers throughout and requires two fire hydrants. Four existing fire hydrants in the area meet the code requirements for this project.

2. Provide or maintain site fire-flow during construction as is required.
3. The proposal appears to meet the requirements of the Fire Code for fire access.

**Water Department (Harry McLean, 625-7822):**

**Existing Public Water Mains:**

1. A 12-inch ductile-iron water main exists in Wedgewood Ave. north of proposed project. All water services to this project are tapped on this main. Four water taps are recorded for a group of addresses in this area and all are located in a large vault in Wedgewood Ave., west of Colton St. Recorded addresses of taps are as follows:

6720 N. Division – Eight-inch fire-line (east end of vault)

6724 N. Division – Two-inch domestic service (second tap from east end of vault)

6726 N. Division – Two-inch domestic service (third tap from east end of vault)

6728 N. Division – Two-inch domestic service (west end of vault)

It should be noted that 6728 N. Division domestic service also has a two-inch irrigation service tapped from it (recorded for address 6720 N. Division). Water pressure is calculated to be 53 psi.

2. Irrigation service will require a separate backflow prevention device for cross connection control.
3. New water lines or services to be installed shall have a detailed site plan indicating location of new tap(s) and meter(s) prepared by a Professional Engineer licensed in the State of Washington. Our 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 Inspector, Harry Ward (509) 625-7845, 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.

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

1. 12 foot wide by 10-foot deep enclosure with a 12-foot clear width opening is required for refuse only.
2. To include a recycling container up to two yards in capacity, a 17-foot wide by 10-foot deep enclosure would be required
  - a. Enclosure must include a 12-foot clear width opening for refuse, and a second minimum five-foot opening for recycling.
3. Refuse enclosure to include a recycling container greater than two yards must be 20 feet wide by 10 feet deep. A clear width opening of 20 feet is required.
4. Access to enclosure opening(s) must include an imaginary rectangle beginning at the two front corners of the enclosure and extending 50 feet. No obstacles such as curbing, landscaping, or parking stalls may be within the imaginary rectangle.
5. Enclosure needs a sturdy, reliable backstop to prevent damage to the back enclosure wall.
6. If gates are attached to enclosure, they must be opened for the driver on collection day. A mechanism (such as cane bolts) should be included that ensures the gates will rest open and will not close upon City equipment or personnel.
7. Nothing other than City owned containers may be stored in enclosures.

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

1. The Spokane Regional Health District has indicated they have no requirements for the project as proposed.

**NOT IN ATTENDANCE:**

**Spokane Regional Clean Air Agency (SRCAA) (Chuck Studer, 477-4727 x107):**

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 brief 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 SRCAA regulations are available for purchase in our office or can be viewed and downloaded from [www.spokanecleanair.org](http://www.spokanecleanair.org).

**Construction related requirements:**

1. Dust emissions during demolition, construction, and excavation projects must be controlled. This may require the use of water sprays, tarps, sprinklers, or suspension of activity during certain weather conditions.
2. 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.
3. Debris generated, as a result of this project, must be disposed of by means other than burning (i.e., construction waste, vegetative waste, etc.).
4. Spokane Clean Air (SRCAA) strongly recommends that all traveled surfaces (i.e., ingress, egress, parking areas, access roads, etc.) be paved and kept clean to minimize dust emissions.
5. If objectionable odors result from this project, effective control apparatus and measures must be taken to reduce odors to a minimum.
6. 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:**

1. A Notice of Construction and Application for Approval is required to be submitted and approved by SRCAA prior to the construction, installation, or establishment of an air pollution source. This includes emergency generators rated at 500 HP (375 KW) or higher, natural gas heating equipment units rated at four MMBTU/hour or higher (input), and heating equipment units fired with other fuels (e.g., diesel) rated at one MMBTU/hour (input) or higher. Contact Spokane Clean Air (SRCAA) for a Notice of Construction application.
2. Notice of Intent must be submitted to SRCAA prior to any demolition project or asbestos project. A HERA-accredited building inspector must do an asbestos survey prior to the demolition or renovation of buildings to determine if asbestos-containing material is present at the site. Contact Spokane Clean Air (SRCAA) for a Notice of Intent application.

**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 and ***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 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 [www.buildingspokane.org](http://www.buildingspokane.org) or [www.spokanecity.org](http://www.spokanecity.org).