



Planning and Development  
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## Pre-Development Conference Notes

**Project Name: Maverik Store**

**To:** Todd Meyers  
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**Phone:** 801-335-3868

**From:** Patty Kells, Facilitator

**Phone:** 625-6447

**Project Name:** Maverik Store  
**Permit No.:** B16M0038PDEV  
**Site Address:** Regal St & 44th Ave  
**Parcel No.:** 35343.0504  
**Meeting Date:** **March 31, 2016**

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, March 31, 2016. 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 gas station and convenience store
- B. Scope and Size: The scope of work is a new convenience store and vehicle fueling with one floor and no basement. The total area of the building is approximately 5,518 square feet. The occupancy is B. The construction type was not noted, and is assumed to be Type VB.
- C. Special Considerations: Trip Generation Distribution Letter
- D. Estimated Schedule: Open the end of 2016

E. Estimated Construction Cost: To be determined

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

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

1. As you develop your plans, please review our design standards for commercial buildings, 17C.120.500-80 specifically:
  - a. Ground Floor Windows
  - b. Base/Middle/Top
  - c. Articulation
  - d. Prominent Entrance
  - e. Ground Level Details
  - f. Roof Expression
  - g. Treatment of Blank Walls

### **Mike Penkunis- Building Plans Examiner (625-6145):**

1. Projects which are submitted after July 1, 2016 will be required to comply with the 2015 code series.
2. Plans for a project exceeding 4,000 square feet require a Washington State licensed Architect stamp the plan. Electrical and Mechanical drawings must be stamped by a designing engineer.
3. The designers of the project must be aware of special inspections identified in IBC chapter 17. Special inspection documents will be required to receive permit issuance.
4. NREC requirements for the building envelope, mechanical systems and lighting will apply to this project. NREC review must be completed at the time of intake for review by our department.
5. All elements of this new construction project must meet chapter 11 requirements for accessibility.

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

1. The building is not required to have fire sprinklers.
2. The building is not required to have a fire alarm system.
3. 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.
4. The Fire Department requires annual operating permits for specific operations for buildings and sites, in accordance with Section 105 of the Fire Code.
5. 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.
6. 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).

7. Address numbers, or other approved signs, are required to be provided on the building in a visible location (IFC 505).
8. A Fire Department key box is required If the building is equipped with a fire protection system (IFC 506). A Fire Department key box is recommended for this building to facilitate easy access for emergency personnel. Fire Department key boxes are ordered through the Fire Department.
9. 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).
10. 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.
11. The underground fuel tanks will need to meet the requirements of the Fire Code and SMC 17E.010. Secondary containment is required for tanks and piping. Tanks shall be no less than three feet to property lines and a minimum of one foot separation between tanks.

**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):**

1. Retail Sales and Service use is permitted in a GC-70 zone.
2. Parking: 17C.230.130
  - \*\* Please show parking calculations on your building plans when you submit for permit.
    - a. Minimum ratio for Retail: one stall per 330 square feet of floor area
    - b. Maximum for Retail: one stall per 200 square feet of floor area
3. Sidewalks: 17C.120.230
  - a. Sidewalks are required to be constructed and shall be at least twelve feet wide and consist of a clear walking path at least seven feet wide (in addition to planting zone for street trees, per SMC. 17C.200.050). Part of the sidewalk width may be located on private property. The sidewalk dimension shall be measured from back of curb to building facades or parking lot screening.
4. Landscaping: 17C.200.040
  - a. A Landscape Plan, signed by a registered Landscape Architect, is required for lots over 7,000 square feet in size.
  - b. A six-foot wide L2 landscape strip, including street trees, is required along Regal St and 44<sup>th</sup> Ave.
  - c. A five-foot wide planting strip of L3 landscaping shall be provided along all other property lines, except where buildings are built with no setback from the property line or where a parking lot adjoins another parking lot.
  - d. In commercial zones, all parking stalls shall be within sixty feet of a planted area with L3 open area landscaping. All individual planting areas within parking lots shall be at least 150 square feet in size.
  - e. Where parking lots are located between the building and a street, the amount of required interior landscaped area shall be increased by 50 percent and the minimum amount of tree shade cover shall increase to 80 percent. Where parking lots are behind buildings, the amount of interior landscaping may be decreased by

50 percent of what the code requires and the minimum amount of tree shade cover shall decrease to 50 percent.

5. Environmental Overlays:
  - a. The northern half of this parcel falls within a 75 foot DNR Stream Buffer. There are also mapped wetlands on the northeast corner parcel, outside of your project scope. It is unclear from your site plan if the project scope falls within this DNR buffer. A wetland delineation may be necessary to determine the exact boundary as it relates to your project. Please check with the property owner to see if there was a delineation or survey completed.
  - b. This site is located within the 500 year Flood Zone. A floodplain permit is not required.
  - c. This site is located within the Critical Aquifer Recharge Area. Please follow the requirements of [Chapter 17E.010](#) Critical Aquifer Recharge Areas – Aquifer Protection. Secondary containment of storage tanks and associated piping will be required.
6. Refuse: *17C.200.070*
  - a. All exterior refuse (including: garbage, recycling and yard debris) receptacles and refuse collection areas must be kept indoors or screened from the street and any adjacent properties by using one of the following methods:
    - i. An L1 visual screen.
    - ii. 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.
    - iii. A five-foot tall earth berm planted with L3 open area landscaping.
    - iv. Storage areas are not allowed within 15 feet of a street lot line; and
    - v. Screening shall comply with the clear view triangle requirements defined in *SMC 17C.122.135 (E)*. 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.
7. [Section 17C.220.090](#) Vehicle Repair, Quick Vehicle Servicing and Drive-through Facilities
  - a. Communication systems (e.g., intercom systems) that can be heard beyond the property line are prohibited.
  - b. When the proposed facility is located adjacent to or across an alley from a residentially zoned parcel, work on vehicles shall be permitted only within an enclosed building.
  - c. Activities outside a building are confined to the customary services of dispensing gas, oil, water and air.
  - d. The exterior openings for automobile ingress and egress to work areas shall not be located on walls of buildings adjacent to residences or residentially zoned property.
  - e. Other standards regarding uses with drive-through facilities are in [chapter 17C.325 SMC](#), Drive-through Facilities.
8. Lighting Plan. [Section 17C.220.080](#)

When exterior lighting is provided, a lighting plan is submitted prior to the issuance of a development permit and includes the following:

  - a. Location of all lighting fixtures on the site.
  - b. Manufacturer's model identification of each lighting fixture.
  - c. Manufacturer's performance specifications of each fixture; and
  - d. Photometric plan of the installed fixtures which demonstrates that all illumination is confined within the boundaries of the site.
9. Offsite Impacts: Noise Control *SMC 10.08D*
  - e. Commercial land uses are classified as Class B EDNA

f. **Maximum Permissible Environmental Sounds.**

For sound sources located within the city, no sound is permitted to exceed the maximum permissible exterior sound levels established by WAC 173-60. Maximum permissible sound levels are as follows:

EDNA of Noise Source	EDNA of Receiving Property		
	Class A (dBA)	Class B (dBA)	Class C (dBA)
Class A	55	57	60
Class B	57	60	65
Class C	60	65	70
Class A - Residential Zones			
Class B - Commercial, Office, Retail Zones			
Class C - Industrial Zones			

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

1. **A trip generation and distribution letter will be required for this project. The transportation impact fee will be assessed based on information from this letter.**
2. **Please note the attached Hearing Examiner's decision for the zone change and the conditions of the MDNS for SEPA issued on October 23, 1997 found on page 13 of this decision.**
3. All parking and maneuvering areas must be hard surfaced. All required parking, landscaping and onsite stormwater designs typically must be within the property lines and not in the public right-of-way.
4. Please dimension the parking stalls, accessible stalls and access aisles, travel lanes and driveway approaches on the site sets submitted for the building permit.
5. The accessible barrier free parking spaces and aisles, as shown, comply with the City of Spokane Standard Plan G-54 & B-80A. An accessible route of travel connecting to the nearest accessible entrances 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. The access aisle for van accessibility must be minimum eight feet wide.
6. Any new or modified driveway access locations must be reviewed and approved by Traffic Engineering prior to permit issuance.
7. Adequate access and maneuvering for refuse/emergency vehicles is required, per the City Standards, and must be maintained during construction.
8. Maintain clear view at intersections, pedestrian ways, and driveways. Pavement cut policy will be applicable. Confine illumination lighting to the site.

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

1. The existing building on the project parcel is served by a six inch side sewer placed in 2008 from 44<sup>th</sup> Avenue. This service should be suitable for reuse if properly capped when the existing structure is moved/demolished.
2. Regal is designated as a Tier 3 road, and the Regional Pavement Cut policy will apply.
3. A new commercial side sewer shall be at least 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. Sewer and Water service separation requirements are 18 inches minimum vertical, five feet minimum horizontal. Sewer cleanouts shall be installed at

every 100 feet and every angle 45 degrees or greater. See City of Spokane Design Standards Section 4 for additional information on Sewers. General Facility Charges will apply to new side sewer connections.

4. The project property is within the **Moran Prairie Special Drainage District**. Special considerations for stormwater management may apply. More information can be found in Chapter 7 of the Spokane Regional Stormwater Manual and Spokane Municipal Code 17D.060.
5. 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 (SRSW) and City of Spokane Design Standards Section 6.
6. 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 resources can be found at:  
<http://www.ecy.wa.gov/programs/wq/stormwater/municipal/LID/Resources.html>
7. Any drywells on-site (existing and proposed) must be shown on the plans and registered with the Washington State Department of Ecology. Please send a copy of the completed registration form to the City of Spokane, 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>
8. 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 Engineering Services – Developer Services for review and acceptance, prior to construction of said phase. See Section 9 of the SRSW for ESC requirements and applicability. The following link provides information on ESC training and certification programs:  
<http://www.ecy.wa.gov/programs/wq/stormwater/cescl.html>
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" (*SMC 12.01.010*).

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

1. An approximate site fire flow (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.
2. There are four existing fire hydrants in the area that meet the code requirements for this project.
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. Site fire flow will be required to be maintained or provided during construction.
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 ten 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 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. Fire access will be maintained during construction. The fire lanes will be maintained with an all-weather surface (IFC 1410.1).

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

1. A 12-inch ductile iron distribution water main (1994) exists in 44<sup>th</sup> Avenue, south of proposed project.
2. Existing domestic water is a two-inch HDPE service tapped on the water main located in 44<sup>th</sup> Avenue. There is also ¾-inch copper irrigation service tapped off of the two-inch domestic in the vault.
3. If a fire sprinkler system is required, the fire line will be tapped on the distribution water main, and backflow assembly will be required for cross connection control.
4. Break rooms requiring water connections, pop machine, ice machine, and walk-in coolers will require backflow assemblies for cross connection control.
5. Calculated static water pressure is approximately 94 psi at the hydrant located directly south of the property.
6. Water pressure exceeding 80 psi will require pressure reducing device.
7. The proposed project lies outside General Facilities Connection Waiver area, if new taps are required, GFCs will apply.
8. 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 Specialist, Chuck Fletcher (509) 625-7967, will review any backflow assemblies where required.
9. Taps and meters can be purchased at Developer Services Center, located on the 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):**

1. The dumpster enclosure must be 20 feet wide by ten feet deep with a single clear width opening of 20 feet or 24 feet wide by ten feet deep with two clear width openings of 12 feet.

**April Westby – Spokane Regional Clean Air Agency (477-4727 ext. 105):**

1. See attached letter.

**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, 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).