

# Spokane Plan Commission

April 11, 2018

## Meeting Minutes

Meeting called to order at 2:00 pm

### Attendance:

- Commission Members Present: Dennis Dellwo- President; Michael Baker; John Dietzman; Greg Francis; Sylvia St. Clair; Carole Shook; Todd Beyreuther; Christopher Batten; Patricia Kienholz; Lori Kinnear - City Council Liaison.
- Commission Members Absent: Community Assembly Liaison (TBD).
- Quorum met.
- Staff Members Present: Heather Trautman; Jacqui Halvorson.

### Public Comment Period:

No comments.

### Commission Briefing Session:

#### 1. Approve March 28, 2018 meeting minutes.

Todd made a motion to approve; Mike seconded. Minutes approved 8/0, 1 abstention.

#### 2. City Council Report: Councilmember Kinnear

- a. Lori indicated Matthew Antush was approved as a new municipal court judge, filling a vacancy.
- b. Major Kane from the SPD presented a report at Monday's City Council meeting regarding vehicle theft abatement and strategies trying to prevent it, noting the numbers are still too high. Many thefts are preventable, e.g. keys left in/near cars; car left running/unattended.
- c. Council received the results of the homeless individuals 'Point-in-Time' count called "Everybody Counts Campaign"; 1,245 individuals and 1,012 households were counted. Surrounding areas were included such as Deer Park and Cheney. City is doing better housing vets, but not the 18-24 yo group. Also learned why people are homeless - e.g. domestic violence, substance abuse, Vets; which can help us mitigate homelessness by getting them to services needed.
- d. Lori is working on an ordinance called "Public Lands and Properties" because there is a concern about people using our public lands inappropriately. Council will be briefed on Thursday during the study session. The draft ordinance has been reviewed by Parks, CHHS, and the SPD.

#### 3. Community Assembly Liaison Report: Commission member Greg Francis gave a status report. (Liaison position is currently vacant and in recruiting process - hoping to fill within two months.)

- a. CA had a briefing of current construction projects.
- b. Have received one applicant for the CA liaison position, which will close this week. Will need to go through the City Council and Mayor applicant process.
- c. CA to have a presentation of the Comp Plan amendment process next week.
- d. There is concern about the proposed building height amendment by several neighborhoods.

#### 4. President Report: Dennis Dellwo:

On May 3<sup>rd</sup> there will be a joint Plan Commission and City Council meeting. Please attend! Contact Heather or Dennis for agenda item suggestions.

#### 5. Transportation Sub-Committee Report: John Dietzman

- a. Brandon Blankenagle gave the final presentation of the 6-Year Transportation Program additions and changes, and the PCTS agreed on a proposal that he will present later today.

- b. We also had an interesting presentation by Rick Romero on the Strategic Plan, with a lot of interest and discussion on that topic.
- c. I attended the NSC Children of the Sun charrette on Saturday.
- d. The next PCTS meeting will be June 5<sup>th</sup>.

**6. Secretary Report: Heather Trautman**

- a. Diana Painter is expected to be confirmed as a new commission member at next Monday's City Council meeting.
- b. We will be offering training for new or other PC members to get oriented to the PC process and Land Use 101. We can schedule a meeting for one-on-ones or as a group. Contact Jacqui or me.
- c. We are also offering to PC members the opportunity to attend planning workshops and conferences throughout the year. Three PC members have signed-up for the APA Priest Lake conference at the end of May.
- d. We have updated the Agenda Management Tool. The impact fee hearing has been moved out to May. John asked what was holding-up the process. Heather indicated there is an airport land use question that needs to be resolved.

**Workshops:**

**6-Year Transportation Program Update - Brandon Blankenagle**

Brandon gave a consistency review presentation of the 6-Year Transportation Program describing the process of filling out the consistency matrix, and reviewed the Street Program Reconciliation sheet. He explained how projects are funded, and noted that the matrix is not used to score a project but to show that it is consistent with the Comprehensive Plan and Strategic Plan.

Brandon said he would be coming back to the Plan Commission next month for a hearing, and asked the Commission to review and make comments on the 6-Year Transportation Program Consistency Matrix for the 2019-2024 schedule: Are we correct or not in our analysis, *“that the projects coming into the Program and projects previously included in the Program are consistent with the Comprehensive Plan as shown in the Consistency Matrix”*? Are these policies being implemented by the proposed projects? If they agree with the Consistency Matrix analysis, he will ask for their subsequent recommendation of approval to City Council.

Brandon will present the Program at a public hearing May 9th, after which it will go to the City Council.

- Presentation given.
- Questions asked and answered.

**1) Infill Dimensional and Transitional Standards Workshop - Nathan Gwinn**

Nathan gave a presentation on infill standards, the existing infill development code, and the draft code amendment. His presentation included: how to reach residential densities as envisioned in the comprehensive plan; how to achieve development that is compatible with surrounding land uses; landscape buffers, set-backs, upper-level setbacks adjacent to certain zones; upper-level height transitions; size, scale, and style of development; vehicular access and parking; and multi-family design standards.

Today's presentation builds on the material in the PC packet as well as what was presented during the March PC presentation, which highlighted some issues and opportunities for this round of code amendments. Transitional standards were looked at, which differs from transitional zoning. The purpose and content of the proposed text amendments was reviewed, and form base, outreach, and timeline were discussed.

John indicated that a flat roof is viewed as incompatible in most neighborhoods. Chris disagreed saying this was an opinion not shared by everyone. *Nathan noted that flat roofs would not be allowed in some areas.*

Carole was concerned about flat roofs and snow load. *Heather noted that none of these changes would alter the required international residential and commercial code.*

Concern was raised about additional attached and detached units on the smaller lots and how they are preserving on-street parking options. *Heather said we can bring back examples from around the country for the PC to review.*

Outreach schedule: Open house on April 25<sup>th</sup> preceding the Plan Commission meeting, and May 3<sup>rd</sup>.

- Presentation given.
- Questions asked and answered

#### 1) Member Items of Interest/Requests for Future Agenda

Patricia indicated our email records are not being stored or retained correctly per the Eastern Washington State Archivist under GS 216-007. The law says email records for advisory committees need to be available long enough for agency business which is nine months to two years. Individual record needs to be findable, retrievable and accessible to be an archive, which is different than 'storage'.

Patricia made the request that storage be increased from two months to two years.

Heather noted that the concepts of the public records retention requirements is being weaved into this conversation about the commissioners access to their emails; these are two separate issues. The City is currently compliant with state requirements for public records retention per James Richman. The City clerk's office has direct access to the archivist who ensures that records are retained for the appropriate period of time. Heather noted that the original concern raised by Greg Francis at the last PC meeting is in regards to how accessible the commissioner's emails are for actual use, and those emails are what IT retains for two months. Heather indicated we can make a request to the Administration to change this to two years.

Presented at the last PC meeting were two options to use prior to the new storage program:

- 1) IT suggested that commissioners move emails over two-months old onto their desktop at this time. The PC has a choice of storing emails rather than requesting the retrieval of the records from IT. It is my understanding from the legal staff that the storage itself won't necessarily lead to a request for a public record, but if the PC stores emails and should they be incorporated or stored with personal records on a personal computer, it increases the chance that the computer might be subject to data review to see if it contains records that are responsive to a public records request.
- 2) Commissioners can also make a request to IT to retrieve older emails, and this conforms to the States' retention requirements.

This is a short-term solution as IT is moving to a new program that allows more storage space for your emails.

Heather asked if anyone had updates for the April PC Agenda.

Meeting adjourned 3:50 PM.

The next Plan Commission **hearing** and meeting is scheduled for **April 25, 2018**.