

**URBAN EXPERIENCE COMMITTEE MEETING**  
**AGENDA FOR**  
**September 9<sup>th</sup>, 2019**  
**1:15 p.m. – City Council Briefing Center**

The Spokane City Council's Urban Development Committee meeting will be held at **1:15 p.m. on September 9, 2019** in City Council Briefing Center –Lower Level City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council.

The meeting will be open to the public, with the possibility of moving or reconvening into executive session only with the members of the City Council and the appropriate staff. No legislative action will be taken. No public testimony will be taken and discussion will be limited to appropriate officials and staff.

**AGENDA**

**I. Call to Order**

**II. Approval of Minutes**

**III. Consent Items**

- A. Sole Source Resolution for Rockwell Automation/Allen-Bradley Products- Raylene Gennett
- B. Subsite Video Pipeline Inspection Systems- Raylene Gennett
- C. North Pointe Lift Station Assessment Contract Amendment- Marcia Davis
- D. Renewal of Value Blanket for the purchase of Conveyor Belts at the WTE– Chris Averyt
- E. Renewal of Value Blanket for the purchase of Activated Carbon for use at the WTE Facility- Chris Averyt

**IV. Strategic Plan Session**

- A. SRHD- Bob Lutz (10 min)
- B. Library Bond Implementation Update- Andrew Chanse (10 min)
- C. Strategic Plan Review and Discussion- Gavin Cooley (5 min)
- D. Consultant Contract Extension for OPR 2016-0705-Community Champions Foreclosure Registry- Jason Ruffing (10 min)
- E. Cultural Center Grant Awards- Karin Janassen (5 min)
- F. Browne's Addition Historic District Overlay Zone Ordinance- Megan Duvall (10 min)

**V. Staff Reports**

- A. Economic Update- Kris Becker and Gavin Cooley (10 min)

**VI. Adjournment:**

**Next Urban Development Committee meeting will be on Monday, October 14<sup>th</sup>, 2019.**

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** *The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.*

## Briefing Paper

### Urban Experience Committee

<b>Division &amp; Department:</b>	Public Works; 4100 Water & Hydroelectric Services, 4310 Wastewater Maintenance, 4320 Riverside Park Water Reclamation Facility, 4500 Waste to Energy Facility		
<b>Subject:</b>	Sole Source Resolution for Rockwell Automation/Allen-Bradley Products		
<b>Date:</b>	9 September 2019		
<b>Author (email &amp; phone):</b>	Raylene Gennett, <a href="mailto:rgennett@spokanecity.org">rgennett@spokanecity.org</a> , x7909		
<b>City Council Sponsor:</b>			
<b>Executive Sponsor:</b>	Scott Simmons, Director – Public Works		
<b>Committee(s) Impacted:</b>	PIES		
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative		
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)			
<b>Strategic Initiative:</b>	Innovative Infrastructure, Sustainable Resources		
<b>Deadline:</b>	The Wastewater Maintenance department needs to make purchases of these products before the end of 2019.		
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	This action supports efficient and competitive procurement of Rockwell Automation/Allen-Bradley hardware, software, and support services by leveraging our citywide spend for these products and eliminating duplicate efforts between departments.		
<b>Background/History:</b> <i>A five year sole source for Rockwell Automation/Allen-Bradley hardware, software, and support services with Columbia Electric Supply as the sole authorized distributor is requested to support the procurement of these products for various public works departments. These products are used largely in service to the City's SCADA system and multiple individual departmental sole sources have been processed in the last few years. Centralizing this sole source will facilitate easier monitoring for compliance and negotiating purposes and cut down on duplicated staff efforts.</i>			
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>• <i>Five year sole source recommended with Columbia Electric Supply (Spokane Valley, WA) at an amount not to exceed \$2,000,000 annually including tax</i></li> <li>• <i>Annual estimate covers all purchases on an as-needed basis across all departments</i></li> </ul>			
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: N/A Other budget impacts: N/A			
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: None Known challenges/barriers: None			



August 26, 2019

City of Spokane  
Spokane WA

Re: Authorized Distributor Documentation

To Whom It May Concern:

Please use this letter as documentation that Columbia Electric Supply in Spokane WA is the sole Authorized Distributor of Rockwell Automation Control Systems and Services for the purchases made by the City of Spokane and its contractors.

CES-Spokane will quote, sell and support our products and services to the City of Spokane per the RA terms and conditions and in accordance with our authorized distributor policy and their Automation Appointment agreement.

If I can help in any way, please give me a call.

Regards,  
Rockwell Automation

Kevin Jones  
Senior Sales Engineer  
Rockwell Automation  
(509) 994-2994

LISTEN. THINK. SOLVE.<sup>SM</sup>

**Rockwell  
Automation**

## Briefing Paper

### Urban Experience Committee

<b>Division &amp; Department:</b>	Public Works, 4310 Wastewater Maintenance
<b>Subject:</b>	Subsite Video Pipeline Inspection Systems
<b>Date:</b>	9 September 2019
<b>Author (email &amp; phone):</b>	Raylene Gennett, <a href="mailto:rgennett@spokanecity.org">rgennett@spokanecity.org</a> , x7909
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons, Director – Public Works
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Funding for these expenses is included in the annual Wastewater Maintenance department budget.
<b>Strategic Initiative:</b>	Innovative Infrastructure
<b>Deadline:</b>	Ongoing repairs and replacement parts on Subsite products are needed to support efficient service of the Wastewater system.
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	This action supports procurement of equipment, replacement parts, and repair services for this vital equipment.
<b>Background/History:</b> A five year sole source for purchases and repairs of Subsite equipment was awarded to Western Systems & Fabrication in 2018. A corresponding repair contract and parts/equipment value blanket were established, with optional annual renewals up to a total term of five years. The Wastewater Maintenance department has been using this equipment (previously from RS Technical) for more than 30 years and is seeking approval for the first annual renewal option on both the repair contract and the parts/equipment value blanket, with three renewal options remaining.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>• Award Recommended to Western Systems &amp; Fabrication (Spokane Valley, WA) for:             <ul style="list-style-type: none"> <li>○ \$105,000.00 including tax for as-needed purchases of equipment and replacement parts</li> <li>○ \$90,000.00 including tax for as-needed equipment repair</li> </ul> </li> <li>• Supported by Sole Source Resolution RES 2018-0062</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: N/A Other budget impacts: N/A	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: None Known challenges/barriers: None	

City Clerk's No. 2018-0062

## RESOLUTION

A SOLE SOURCE RESOLUTION declaring Western Systems & Fabrication a sole source provider and authorizing the purchase of new equipment and replacement parts, as well as repair services from Subsite Electronics over a five (5) year period without public bidding.

WHEREAS, the City of Spokane's Wastewater Maintenance Department is in need of video pipeline inspection systems and has used this equipment for 30 years to inspect pipe conditions; this sole source supports the purchase of proprietary equipment and replacement parts, along with the maintenance and repair; and

WHEREAS, Subsite Electronics has provided a June 3, 2018 letter delineating the only authorized supplier and service provider of Subsite Electronics products and parts in the State of Washington as Western Systems & Fabrication, which is located at 911 Thierman Road, Spokane Valley, WA 99212; and

WHEREAS, Western Systems & Fabrication is therefore the only source for service and replacement Subsite Electronics video pipeline inspection systems; and

WHEREAS, failure to approve future purchases would drastically reduce the efficiency of maintenance/replacement efforts, which would influence the department's ability to execute their duties in service to the public; and

WHEREAS, if this sole source resolution is not approved and existing equipment cannot be repaired the cost to the City to procure new equipment would be unduly burdensome; and

WHEREAS, the anticipated cost of equipment, replacement parts, and repair services exceeds the 2018 public bid limit of \$50,000 for the purchase of goods and services;

-- Now, Therefore,

BE IT RESOLVED by the City Council for the City of Spokane that it hereby declares Subsite Electronics for the Wastewater Maintenance Department a sole source purchase; and

BE IT FURTHER RESOLVED that the City Council authorizes the purchase of Subsite Electronics from Western Systems & Fabrication over a five (5) year period without public bidding.

ADOPTED BY THE CITY COUNCIL ON July 16, 2018

  
City Clerk

Approved as to form:

  
Assistant City Attorney

18-108

## Briefing Paper

### Urban Experience Committee

<b>Division &amp; Department:</b>	Public Works / Integrated Capital Management
<b>Subject:</b>	North Pointe Lift Station Assessment Contract Amendment
<b>Date:</b>	September 9, 2019
<b>Author (email &amp; phone):</b>	Marcia Davis, 509-625-6398, <a href="mailto:mdavis@spokanecity.org">mdavis@spokanecity.org</a>
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	Urban Experience, PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Six Year Capital Program for Sewer Marion Hay Intertie (WWM-2012-277)
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of an amendment to contract for a lift station study. The purpose of the study is to provide information to determine the most cost-effective solution to reduce hydrogen sulfide (H <sub>2</sub> S) for City work safety and reduce pipe corrosion.

**Background/History:**

*The North Point wastewater subsystem is problematic due to the generation of H<sub>2</sub>S gas, which is odorous to the general public, unsafe for City's wastewater maintenance work crews, and corrosive to the piping infrastructure. The lift station study with Jacobs Engineering Group began in January 2019 and produced a draft with recommendations in July 2019. From review of the draft study, staff determined more data is necessary to evaluate the cost of replacing the lift station in full, force main upgrades, changing flow to Shiloh Lift Station, and to compare these costs to a pipe only alternative. The cost added by this amendment exceeds the administrative approval limit and requires approval by Council.*

**Executive Summary:**

- Cost for the amendment is still being negotiated, but is expected to be less than \$39,000 bringing the total cost of the study to approximately \$120,000.
- The cost of this amendment is greater than the administration approval limit and needs Council approval.
- The consult will finish the study by 12/31/2019.
- Analysis and solutions will be presented in a report and the results will be used to determine the most cost-effective solution.
- The selected project will be updated in the 2021-2026 Citywide Six year Program for Sewer.

**Budget Impact:**

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☐ Yes ☒ No

If new, specify funding source: DoC grant, CDBG, SIP loan

Other budget impacts: (revenue generating, match requirements, etc.)

**Operations Impact:**

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required:

Known challenges/barriers:



## Briefing Paper

### Urban Experience Committee

<b>Division &amp; Department:</b>	Public Works Division; Solid Waste Disposal
<b>Subject:</b>	Renewal of Value Blanket for purchase of Conveyor Belts at WTE
<b>Date:</b>	September 9, 2019
<b>Contact (email &amp; phone):</b>	Chris Averyt, <a href="mailto:caveryt@spokanecity.org">caveryt@spokanecity.org</a> , 625-6540
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons, Director, Public Works
<b>Committee(s) Impacted:</b>	Urban Experience/ Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	Sustainable Resources – Sustainable Practices; Innovative Infrastructure - Affordable Services
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of the value blanket renewal; without which the WTE Facility would not be able to continue uninterrupted operations.

#### Background/History:

Conveyor Belts are utilized in WTE ash handling system. The belt is 72 inches wide by 370 inches long. A belt failure requires shut down of the ash system which in turn requires shut down of the WTE facility. To minimize the downtime, the City issued a request for bids to be able to purchase replacement belts while the current belt is still in place.

Applied Industrial Technologies, Spokane, WA, was the only response received to RFB 4168-15, to provide immediate belt delivery upon being requested by WTE facility. Applied Industrial Technologies has local facilities to be able to store the belt until needed. Installation of the belt will be solicited under a separate Request for Proposals.

The original Value Blanket was for 1 year with the option of 4 one-year renewals. This is the last of those renewals with a total cost not to exceed \$110,000.00 plus taxes.

#### Executive Summary:

- Renewal 4 of 4 for Conveyor Belt(s).
- Term is from January 1, 2020 thru December 31, 2020.
- Total annual cost not to exceed \$110,000 plus taxes.
- Renewal would allow for continued uninterrupted operations of WTE Facility.

#### Budget Impact:

Approved in current year budget? ☒ Yes ☐ No ☐ N/A

Annual/Reoccurring expenditure? ☒ Yes ☐ No ☐ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

#### Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☐ Yes ☒ No ☐ N/A

Specify changes required:  
Known challenges/barriers:

## Briefing Paper

### Urban Experience Committee

<b>Division &amp; Department:</b>	Public Works Division; Solid Waste Disposal
<b>Subject:</b>	Renewal of Value Blanket for the purchase of Activated Carbon for use at the WTE Facility.
<b>Date:</b>	September 9, 2019
<b>Contact (email &amp; phone):</b>	Chris Averyt, <a href="mailto:caveryt@spokanecity.org">caveryt@spokanecity.org</a> , 625-6540
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons, Director, Public Works
<b>Committee(s) Impacted:</b>	Urban Experience/Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	Sustainable Resources – Sustainable Practices; Innovative Infrastructure - Affordable Services
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of the value blanket renewal for the purchase of carbon in order to maintain compliance with its Air Operating Permit.
<b><u>Background/History:</u></b> Activated Carbon is required in the operation of the WTE Facility. The Air Operating Permit for the WTE Facility requires that the pollution control equipment reduces mercury, dioxins and furans that could potentially be released into the atmosphere. Activated Carbon injected into the flue gas aids in this reduction and is required to be in compliance with the Title V of the Air Operating Permit. On October 8, 2015 the City issued RFB 4174-15 to procure activated carbon for use in the WTE facility. Six bids were received, Cabot Norit Activated Carbon, Marshall, TX, was selected as the lowest cost bidder.  The original Value Blanket was for one (1) year with the possibility of four (4) one-year renewals; this will be the last of those renewals and will run from December 2, 2019 through December 1, 2020. Pricing for a 900 lb bag of carbon will increase from \$855.00 to \$882.00 each with an anticipated annual cost of \$70,560.00 plus tax.	
<b><u>Executive Summary:</u></b> <ul style="list-style-type: none"> <li>Renewal #4 of 4 for purchase of Activated Carbon</li> <li>Term is from December 2, 2019 thru December 1, 2020</li> <li>Total annual cost is \$70, 560.00 plus taxes</li> <li>Pricing increased from \$855.00 to \$882.00 for a 900 Lb. bag.</li> <li>Renewal would enable compliance with the Air Operating Permit.</li> </ul>	
<b><u>Budget Impact:</u></b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b><u>Operations Impact:</u></b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Requires change in current operations/policy?

☐

Yes

☒

No

☐

N/A

Specify changes required:

Known challenges/barriers:

# Briefing Paper

## Urban Experience Committee

<b>Division &amp; Department:</b>	Library
<b>Subject:</b>	Library Bond Implementation Update
<b>Date:</b>	9/2019
<b>Author (email &amp; phone):</b>	Andrew Chanse, <a href="mailto:achanse@spokanelibrary.org">achanse@spokanelibrary.org</a> , 444-5305
<b>City Council Sponsor:</b>	Burke
<b>Executive Sponsor:</b>	Andrew Chanse
<b>Committee(s) Impacted:</b>	Urban Experience
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	<a href="http://future.spokanelibrary.org/SPL6%20report%202018-07-10%20DRAFT[4].pdf">http://future.spokanelibrary.org/SPL6%20report%202018-07-10%20DRAFT[4].pdf</a>
<b>Strategic Initiative:</b>	Vision for Renewed Library System (Implementation)
<b>Deadline:</b>	December 2023
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	SPL Bond Projects implemented by end of 2023

**Background/History:** *Update on voter approved bond for SPL capital projects*

- A moving team comprised of various staff members have started plans to finalize the details to relocate the Shadle branch to the Northtown mall by the end of the year.
- We are working on our automated materials handling/smart chute procurement at the Downtown and Shadle branches; internal staff is taking the lead on this project.
- The Downtown team is developing itemized lists of back of house staff operations as well as equipment storage needs for construction that is now estimated to start in Spring of 2020.
- The Hive, Downtown Library, and Shadle Library went to the design review board at the city.
- The school district is close to finalizing the renderings for the Shaw/Hillyard library and are looking for a groundbreaking ceremony for October.

**Executive Summary:**

- Updates will be shared on <http://future.spokanelibrary.org/>

**Budget Impact:**

Approved in current year budget? ☒ Yes    ☐ No

Annual/Reoccurring expenditure? ☐ Yes    ☒ No

If new, specify funding source: Voter-approved bond fund

Other budget impacts: (revenue generating, match requirements, etc.)

**Operations Impact:**

Consistent with current operations/policy? ☒ Yes    ☐ No

Requires change in current operations/policy? ☒ Yes    ☐ No

Specify changes required: Staffing levels adjustment

Known challenges/barriers: Staffing for new/expanded facilities will need to be addressed. We are currently working on drafts of different tiers of staffing for later discussion with Library Board of Trustees, City Council, and Administration.

## Briefing Paper (Urban Experience)

<b>Division &amp; Department:</b>	Neighborhood and Business Services, Code Enforcement
<b>Subject:</b>	Consultant Contract Extension for OPR 2016-0705. Community Champions Foreclosure registry.
<b>Date:</b>	September 5, 2019
<b>Contact (email &amp; phone):</b>	Jason Ruffing, Enforcement Supervisor jruffing@spokanecity.org 509.625.6529
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Kris Becker
<b>Committee(s) Impacted:</b>	Finance and Administration, Public Safety and Community Health, Urban Experience
<b>Type of Agenda item:</b>	Consent <b>X</b> Discussion    Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan to create a community so that all people can feel safe, empowered, and welcome. The registry is part of a larger goal to mitigate the adverse impacts of abandoned and foreclosed properties, which promotes growth and connects people to place.
<b>Strategic Initiative:</b>	Safe and Healthy, Urban Experience
<b>Deadline:</b>	September 30, 2019
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	The outcomes of this contract are the maintenance and operation of a website database that provides lender, servicer, and property preservation company information and contacts directly to City staff. The availability of this information is vital to Code Enforcement and Building Official processes. The database also allows violations to be posted to a property digitally, and monthly monitoring inspections are documented on the site. Community Champions also reaches out to the known mortgage servicers to facilitate property registrations and provides customers support.
<b>Background/History:</b> The Foreclosure Property Registry is a proactive approach to deter vandalism and decay of abandoned, foreclosed buildings, homes or properties, through registration and site monitoring. The annual registration fee is paid by the mortgagee (loan servicer, trustee, etc.) not the mortgagor. The cloud-based electronic registry implements SMC 17F.070.520 through outreach to lienholders with registration requirements and documents, fee collection, remits city portion of fees, maintains the database, etc... Since the implementation of this foreclosure registry database in 2016, the registry data has been very useful to Code Enforcement and other City staff, such as Spokane Police, Fire, and Utilities. Spokane Police and Dispatch use this information for contact and notification purposes as well as background information for investigations. Code Enforcement posts violations through this site and has access to very valuable contact information. The registry usually averages in the 350-500 range for active foreclosure registrations per month. Many of these properties are in the Building Official hearing process for substandard conditions. While some of the properties remain occupied, many are abandoned and have an increased risk of vandalism, nuisance conditions, and hazardous occupation.	

**Executive Summary:**

- *This is a 1 year of the original contract (OPR 2016-0705), which expires on September 30, 2019. The original contract allows for up to 3 extensions of 1 year time frames. This is extension 2 of 3.*
- *The registry has been of great use in improving communication and notification processes for violations with lenders, servicers and property preservation companies.*
- *The intent of the registry is to catch foreclosure properties early, before the asset becomes devalued through deterioration or destruction of building systems. This can greatly reduce public safety hazards and adverse impacts to the surrounding neighborhood.*
- *Since the start of this contract, Community Champions staff has been available for conference calls to discuss updates or changes to the website and has provided customer service to city staff and lending industry staff.*
- *The registry will continue to be funded by the annual per property registration fee. The \$350 annual fee provided in the Spokane Municipal Code 17F.070.520 covers the costs of the electronic registry vendor (\$100), city monitoring required by the SMC, and city administration of the program. There will no longer be a vendor providing monitoring services. The monthly monitoring inspections will be conducted by Code Enforcement staff.*

**Budget Impact:**

Approved in current year budget?      ☒ Yes    No      N/A

Annual/Reoccurring expenditure?      ☒ Yes    No      N/A

If new, specify funding source:

Other budget impacts: The registry is revenue generating for the City. The registry will continue to be funded by the annual per property registration fee. The \$350 annual fee provided in the Spokane Municipal Code 17F.070.520 covers the costs of the electronic registry vendor (\$100), city monitoring required by the SMC , and city administration of the program.

**Operations Impact:**

Consistent with current operations/policy?      ☒ Yes    ☐ No    ☐ N/A

Requires change in current operations/policy?      ☐ Yes    ☒ No    ☐ N/A

Specify changes required:

Known challenges/barriers:

## Briefing Paper

### Urban Experience Committee

<b>Division &amp; Department:</b>	NBS, Historic Preservation
<b>Subject:</b>	Browne's Addition Historic District Overlay Zone Ordinance (SMC17D.100.280)
<b>Date:</b>	8/29/19
<b>Author (email &amp; phone):</b>	Megan Duvall, <a href="mailto:mduvall@spokanecity.org">mduvall@spokanecity.org</a> 625-6543
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	NBS Division
<b>Committee(s) Impacted:</b>	Urban Experience
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent      x Discussion      x Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	<ul style="list-style-type: none"> <li>• Spokane Municipal Code 17D.100 – Historic Preservation</li> <li>• This proposal is directly in line with the City of Spokane Comprehensive Plan Chapter 8: Urban Design and Historic Preservation. Pertinent sections include:             <ul style="list-style-type: none"> <li>○ <b>DP 1.1: Landmark Structures, Buildings, and Sites</b> Recognize and preserve unique or outstanding landmark structures, buildings, and sites.</li> <li>○ <b>DP 1.2: New Development in Established Neighborhood</b> Encourage new development that is of a type, scale, orientation, and design that maintains or improves the character, aesthetic quality, and livability of the neighborhood</li> <li>○ <b>DP 2.7: Historic District and Sub-Area Design Guidelines</b> Utilize design guidelines and criteria for sub-areas and historic districts that are based on local community participation and the particular character and development issues of each sub-area or historic district.</li> <li>○ <b>DP 3.10 Zoning Provisions and Building Regulations</b> Utilize zoning provisions, building regulations, and design standards that are appropriate for historic districts, sites, and structures.</li> <li>○ <b>DP 3.13 Historic Districts and Neighborhoods</b> Assist neighborhoods and other potential historic districts to identify, recognize, and highlight their social and economic origins and promote the preservation of their historic heritage, cultural resources, and built environment.</li> </ul> </li> </ul>
<b>Strategic Initiative:</b>	Urban Experience: Promote significant growth that connects people to place and builds upon cultural, historic, and natural resource assets
<b>Deadline:</b>	September 23, 2019 Final Reading Ordinance
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Creation of the historic district overlay zone on the official zoning map for Browne's Addition.
<b>Background/History:</b> In 2015, the Browne's Addition Neighborhood Council (BANC) started a conversation with the City's Historic Preservation Office (HPO) to create a means to better protect the historic character of the neighborhood. While Browne's Addition has been a National Register Historic District since 1976, that designation does not offer the protection against demolition and general character features that a local listing would. In response to the BANC concerns, CM Kinnear instituted a short-term demolition	



moratorium within the neighborhood to give the HPO time to strategize a plan for Browne's Addition. Ultimately, the BANC decided that they wanted to pursue a Spokane Register of Historic Places historic district to both offer protection of historic resources through design review, while at the same time, provide incentives to property owners who significantly improve historic properties.

In order to create a large historic district, the SMC 17D.040 (Historic Preservation Ordinance) needed to be revised to allow for district creation through a vote of property owners within the proposed district. The ordinance revision passed City Council in February of 2018 and a new Historic Preservation chapter (SMC 17D.100) has been implemented.

The neighborhood driven creation of the historic district will allow for:

- Regulation of changes to the exteriors of existing properties when a building permit is sought through the Certificate of Appropriateness (CoA) application process by the HPO and/or the Spokane Historic Landmarks Commission
- Most decisions can be made at the staff level based on the design standards and guidelines, but larger projects with more extensive changes would be heard at a public hearing by the SHLC allowing for public participation through the hearing process
- Regulation of demolitions of "contributing" structures within the district through a CoA application - requires a public hearing of the SHLC
- Design review of new construction within the district based on a framework created for compatibility in the district

The ordinance (SMC 17D.100.280) creating the Browne's Addition Historic District Overlay Zone has gone through the Plan Commission hearing process as well as review by the Spokane Historic Landmarks Commission. The Plan Commission process included three separate workshops and a final hearing on June 12, 2019 as well as submittal to the Commerce Department and a SEPA document. The P.C. voted 7-1 to recommend approval of SMC 17D.100.280 for the creation of the overlay zone upon approval of the owners within the district boundaries. The Spokane Historic Landmarks Commission voted unanimously to recommend passage of the overlay zone on August 28, 2019.

A ballot/petition process in order to determine owner support for the district was mailed to all owners of developable parcels on June 20, 2019 and held open for 60 days. 279 ballots were mailed to owners representing 371 total parcels. Owners of multiple parcels received one vote for each parcel. Balloting closed on August 22, 2019. We received 246 votes back (66% return). Of those returned, we received 201 "YES" votes for the creation of the district and 45 "NO" votes. 82% of those who returned ballots were in favor of the creation of the district overlay zone. However, due to the rules set forth in 17D.100.100, all non-retuned ballots are essentially counted as "no" votes. Therefore, the final percentage of "yes" votes is 54% (201 of 371). 186 "yes" votes were required in order to form the district. A sufficient number of "yes" votes were received to move forward with designation of the Browne's Addition Local Historic District.

#### **Executive Summary:**

This ordinance creates a Browne's Addition Historic District Overlay Zone as indicated by the map. The district creation allows property owners of historic resources to take advantage of incentives as well as offers protection of the district as a whole through design review of existing as well as new construction within the boundaries. A vote of property owners agreed to the creation of the historic district overlay zone.

#### **Budget Impact:**

Approved in current year budget?   x   Yes   ☐   No (current budget includes a project employee)  
Annual/Reoccurring expenditure?   x   Yes   ☐   No

The creation of the historic district overlay zone will impact the capacity of staff in the Historic Preservation Office which currently consists of one full-time Historic Preservation Officer and one full-time project employee. The potential for significantly more review at the administrative level is a consideration for future staffing of the HP office – especially as more local historic districts come on board.

Operations Impact:

Consistent with current operations/policy?      x Yes    ☒ No

Requires change in current operations/policy?      x Yes    ☒ No

Specify changes required: Ordinance revision as shown in attached document.

Known challenges/barriers:

ORDINANCE NO. C - \_\_\_\_\_

An ordinance relating to the adoption of the Browne's Addition Local Historic District Overlay Zone and Design Standards and Guidelines; adopting a new SMC sections 17D.100.280.

WHEREAS, the City and Spokane County find that the establishment of a landmarks commission with specific duties to recognize, protect, enhance and preserve those buildings, districts, objects, sites and structures which serve as visible reminders of the historical, archaeological, architectural, educational and cultural heritage of the City and County is a public necessity; and

WHEREAS, the City of Spokane Comprehensive Plan requires that the city utilize zoning provisions, building regulations, and design standards that are appropriate for historic districts, sites, and structures; and

WHEREAS, the Browne's Addition Neighborhood Council contacted the Spokane Historic Preservation Office requesting that a local historic district be formed in the neighborhood; and

WHEREAS, the Browne's Addition Neighborhood Council and the Spokane City/County Historic Preservation Office conducted outreach efforts including multiple presentations, three workshops, a survey, and direct feedback from property owners; and

WHEREAS, after conducting extensive historic research and engaging the community for input and feedback, a Browne's Addition Local Historic District Nomination form, Browne's Addition Local Historic District Inventory Resource Forms, and Browne's Addition Design Standards and Guidelines have been developed for adoption of the district to the Spokane Register of Historic Places and for the formation of the Browne's Addition Historic District Overlay Zone; and

WHEREAS, formation of a historic district provides numerous property owners with the financial benefit associated with historic preservation tax incentives when they invest substantially in their property without the requirement of having to individually list their home or building; and

WHEREAS, 54 percent of the owners of developable parcels within the district boundaries have voted in favor of forming the Browne's Addition Local Historic District Overlay Zone; - - Now, Therefore,

The City of Spokane does ordain:

Section 1. That there is adopted a new section 17D.100.280 to Chapter 17D.100 SMC to read as follows:

**17D.100.280 Browne's Addition Local Historic District Overlay Zone**

**A. Purpose.**

This special overlay zone establishes a local historic district in Browne's Addition under section 17D.100.020. This overlay zone sets forth standards and guidelines that will maintain the historic character of the district through a design review process.

**B. Designation of Districts.**

Along with individual properties, contiguous groups of properties can be designated as local historic districts on the Spokane Register of Historic Places.

1. The process for designation of local historic districts is detailed in Chapter 17D.100.
2. Local historic districts are displayed as an overlay zone on the official zoning map and its title and purpose are adopted as an ordinance under Title 17C. See the Browne's Addition Local Historic District Overlay Zone Map 17D.100.280-M1.

**C. Certificate of Appropriateness Review.**

The certificate of appropriateness review process for the Browne's Addition Local Historic District helps insure any alterations to a building do not adversely affect that building's historic character and appearance, or that of the historic district. The process is conducted by the Spokane Historic Landmarks Commission as detailed in "Browne's Addition Historic District Design Standards and Guidelines."

1. The District Design Standards and Guidelines assist property owners through the design review process by providing the following:
  - a. District-wide design standards and guidelines,
  - b. Specific design standards and guidelines for single-family contributing structures,
  - c. Specific design standards and guidelines for multi-family contributing structures,
  - d. Specific design standards and guidelines for non-contributing structures,
  - e. Design standards and guidelines for new construction, and
  - f. Demolition review criteria for properties within the district
2. The Browne's Addition Design Standards and Guidelines require property owners to apply for and receive a Certificate of Appropriateness for

proposed exterior changes to properties within the district as outlined in the Browne's Addition Historic District Design Standards and Guidelines and under sections 17D.100.200-220.

D. The Browne's Addition Design Standards and Guidelines are intended to provide guidance for decision making by both the property owner when undertaking work within the Browne's Addition Local Historic District and the historic preservation officer and commission when issuing certificates of appropriateness in the district. The Browne's Addition Design Standards and Guidelines are not development regulations but are instead used to assist the historic preservation officer and commission making decisions in accordance with the Secretary of Interior's Standards Rehabilitation. Final decisions of the HPO or the commission are based on the Secretary of Interior Standards for Rehabilitation (Department of Interior regulations, 36 CFR 67). The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies for a certificate of appropriateness. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

E. The Browne's Addition Historic District Design Standards and Guidelines, which are incorporated by reference and included as Appendix A are adopted.

PASSED BY THE CITY COUNCIL ON \_\_\_\_\_, 2019.

\_\_\_\_\_  
Council President

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date

