

City of Spokane Neighborhood Planning Preparation Checklist

Updated January 2020

Neighborhood planning is an important tool promoting collaboration between the City of Spokane and Neighborhoods to help guide the future of Spokane's neighborhoods. Prior to beginning neighborhood planning, the following steps should be completed by the neighborhood council. This is to ensure that the neighborhood has capacity and commitment to embark on the neighborhood planning process.

Step 1: Neighborhood Planning Process Training

☐

Attend a neighborhood planning process training, provided by the neighborhood planning program manager.



Documentation required: A list of neighborhood members who attended the training class and date of the class.

Step 2: Neighborhood Pre-Planning Meeting

☐

The neighborhood schedules a pre-planning meeting with City staff to discuss the requirements and expectations for the neighborhood prior to beginning the planning process.



Documentation required: Your neighborhood should document the date, time, and any decisions for your records.

Step 3: Stakeholder Team

☐

Form a stakeholder team with a broad range of citizens. This should be inclusive and representative of the neighborhood and should not be limited to only members of neighborhood council. Neighborhood demographics should be considered and reflected in the team's composition. Ideally team should be 15-20 people, though broad representation is not determined solely on numbers.



*Documentation required: Names of your stakeholder team members and their neighborhood affiliation (resident, land owner, business owner, agency representative, for example) **and** records of your neighborhood's efforts to establish a diverse team that represents all of the various neighborhood interests.*

Step 4: Neighborhood Stakeholder Manager

☐

Designate a stakeholder manager. This person will be the stakeholder team chair, liaison to city staff, provide support on engagement and communication, and help with deadline management.



Documentation required: Name and contact number of the stakeholder manager.

Step 5: Memorandum of Understanding

☐

Neighborhood councils should vote at a regular neighborhood council meeting on the intent to plan. A Memorandum of Understanding outlines the agreement to plan and abide by the neighborhood process.



Documentation required: Provide Neighborhood and planning Services with a copy of the minutes that outlines the motion, vote, and outcome. Neighborhood and Planning Services will provide a MOU for review and signature by the Neighborhood Council Chair and Stakeholder Manager.