


12/19/11
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 Agenda Sheet for City Council Meeting of: 12/19/2011		Date Rec'd	12/6/2011
		Clerk's File #	RES 2011-0100
		Renews #	
Submitting Dept	PLANNING SERVICES	Cross Ref #	RES 2008-0100
Contact Name/Phone	SCOTT CHESNEY 6061	Project #	
Contact E-Mail	SCHESENEY@SPOKANECITY.ORG	Bid #	
Agenda Item Type	Resolutions	Requisition #	
Agenda Item Name	0650 NEIGHBORHOOD PLANNING PROPOSED PROCESS IMPROVEMENTS		
Agenda Wording			
<p>A RESOLUTION accepting the Community Assembly Neighborhood Planning Action Committee's (CA-NPAC) recommendations for improvements to the neighborhood planning process, as identified in the Neighborhood Planning Proposed Process Improvements document.</p>			
Summary (Background)			
<p>It is estimated that the first 6 neighborhoods should be nearing completion before the end of 2011. As a result of lessons learned, it is agreed that some refinements would improve the neighborhood planning process. The goal of these revisions is to offer the neighborhoods more certainty about the process and outcomes and to improve the timelines so all neighborhoods have the opportunity to engage in the process in a timelier manner.</p>			
Fiscal Impact		Budget Account	
Neutral	\$		#
Select	\$		#
Select	\$		#
Select	\$		#
Approvals		Council Notifications	
Dept Head	CHESNEY, SCOTT	Study Session	
Division Director	TAYLOR, MIKE	Other	
Finance	LESESNE, MICHELE	Distribution List	
Legal	BURNS, BARBARA	ncoleman@spokanecity.org	
For the Mayor	WEBSTER, DOROTHY	tblack@spokanecity.org	
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ADOPTED BY SPOKANE CITY COUNCIL
 12/19/2011
Terri J. Pfeister
 CITY CLERK

RESOLUTION NO. 2011-0100

A RESOLUTION accepting the Community Assembly Neighborhood Planning Action Committee's (CA-NPAC) recommendations for improvements to the neighborhood planning process.

WHEREAS, the Washington State Legislature passed the Growth Management Act (GMA) in 1990 requiring, among other things, the development of a Comprehensive Plan for the City of Spokane; and

WHEREAS, the City of Spokane City Council adopted the Spokane Comprehensive Plan on May 21, 2001 that included policies calling for neighborhood planning; and

WHEREAS, the City of Spokane City Council in the fall of 2007 (ordinance #C-34090) set aside \$550,000 to be used for neighborhood planning with the restriction that the money could not be used to pay for building neighborhood projects; and

WHEREAS, in September 2007, the Community Assembly created the Neighborhood Planning Action Committee (CAR 2007-004) to develop the process of implementing distribution of neighborhood planning funds provided by the City Council; and

WHEREAS, on June 1, 2007 the Community Assembly passed a resolution (CAR 2007-002) and as amended (CAR 2007-007) that described equitable access to neighborhood planning for all twenty six neighborhoods (the 27th neighborhood, Riverside, opted out of the process); and

WHEREAS, City Council members hosted meetings in their respective districts and identified the order in which neighborhoods will participate in neighborhood planning; and

WHEREAS, the Community Assembly Neighborhood Planning Action Committee developed the Neighborhood Planning Guidelines Draft 2.1 to assist the City of Spokane and the neighborhoods in administering the \$550,000 that has been provided for neighborhood planning; and

WHEREAS, the Community Assembly Neighborhood Planning Action Committee developed the Abbreviated Neighborhood Planning Process to guide neighborhoods through a process that fosters the most efficient use of the neighborhood planning funds; and

WHEREAS, on October 27, 2008, the City Council adopted Resolution 08-100, accepting the work of the Community Assembly Neighborhood Planning Action Committee as identified in the Neighborhood Planning Guidelines 2.1 and the Neighborhood Planning Guidebook Abbreviated Neighborhood Planning Process; and

WHEREAS, Planning Services Department staff and neighborhood representatives recognized a need to improve the neighborhood planning program in order to make it more effective and responsive to both City and neighborhood needs; and

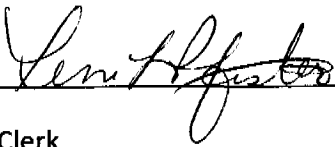
WHEREAS, a committee was formed consisting of Planning Services Department staff, members of City Council, Office of Neighborhood Services staff, and Community Assembly Neighborhood Planning Action Committee members to discuss improvements to the neighborhood planning process; and

WHEREAS, the committee drafted the *Neighborhood Planning Proposed Process Improvements*; and

WHEREAS, on September 9, 2011 the Community Assembly passed a resolution approving the *Neighborhood Planning Proposed Process Improvements*; and

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPOKANE that it hereby accepts the *Neighborhood Planning Proposed Process Improvements*.

PASSED by the City Council of the City of Spokane this 19th day of December, 2011.



City Clerk

Approved as to Form:



Assistant City Attorney



NEIGHBORHOOD PLANNING PROPOSED PROCESS IMPROVEMENTS

Introduction

It is estimated that the first six neighborhoods should be nearing completion on or before the end of 2011. It is anticipated that the second phase of neighborhoods will begin planning thereafter. As a result of lessons learned from this first phase, it is agreed that some refinements would improve the neighborhood planning process. The goal of these revisions is to offer the neighborhoods more certainty about the process and outcomes and to improve the timelines so all neighborhoods have the opportunity to engage in the process in a timelier manner. This is not intended to describe what topics the neighborhood decides to undertake.

This document was originally an outline of a White Paper created by Planning Services. It has since been reviewed and clarified by the Community Assembly-Neighborhood Planning Action Committee.

Process Improvements

The following process improvements are summarized from the DRAFT Neighborhood Planning White Paper, dated October 2010. *Please see DRAFT Neighborhood Planning White Paper** for further background on the following expectations:*

1. Every neighborhood must complete the Abbreviated Planning Process (per Spokane City Council Resolution RES 2008-0100 documents: May 9th 2008 White Paper & "Planning Lite" Draft 2.1 dated 8/1/2008) and that should occur at the beginning of the process to help inform the next steps. Neighborhoods who have previously completed planning efforts shall review the results of those efforts with planning staff prior to proceeding with further planning.
2. Neighborhoods must sign a Memorandum of Understanding (MOU) with the City prior to beginning the planning process.
3. Neighborhoods must work with planning staff to focus on:
 - Achievable goals within the parameters of funding, resources, and timeline. By focusing on an achievable goal, neighborhoods may have the opportunity to benefit from implementation in the future.
 - The planning process, land use, comprehensive plan, city operations and rules;
 - Defining the process and establishing a scope, budget, and product.
 - Working on a timeline and a budget.
4. Select a consultant or other approved university help early in the process so they may assist in defining goals, timeline, and budget. A list of consultants and local university planners is available to assist neighborhoods. Consultants must work with City staff.
5. Neighborhoods must complete their planning process within two years of signing the Memorandum of Understanding with Planning Services. A MOU must be signed within the first month of beginning the neighborhood planning process.

6. Neighborhoods are strongly encouraged to wait to start the neighborhood planning process until it is their turn to begin planning and before they have staff assistance. Moving forward without assistance can lead to unintended consequences, such as:
 - Neighborhoods may focus on issues that are not easily solved within the parameters of the neighborhood planning process;
 - Working over budget;
 - Working without a timeline;
 - Stakeholder burnout early in the process; long-term damage to neighborhood community building.
7. The order in which neighborhoods plan may be reexamined, by discussion and agreements of the neighborhoods in a district.
8. Adjacent neighborhoods are encouraged to combine financial resources and plan together if they have similar characteristics and goals.
9. Neighborhoods must assign a representative to attend the meetings of the Community Assembly Land Use Subcommittee while planning, and make quarterly reports to this group of peers.

Outcomes

Expected final product from neighborhood planning process:

1. Completion of Abbreviated Planning Process, which includes meeting with the Neighborhood Action Committee at appropriate times coordinated with Planning Staff, followed by:
 - a. Neighborhood Action Plan:
 - i. Neighborhood wide action plan; or
 - ii. Specific type of plan such as connectivity or park plan.
 - b. Project Planning - engineering or design work (construction is not permitted with these funds):
 - i. Some projects may need assistance from staff. For example, the Ben Burr Trailheads project required SEPA work by Planning Services and construction assistance by the Parks Department.
 - ii. Other projects may direct funds to Engineering or Business and Development Services for existing projects which create no extra work load for city staff. (Examples: North Indian Trail engineering work and GHNEPA funding of NE Development).
2. Neighborhoods will need to continue to advocate for implementation of projects after process and/or plan is completed.

**** DRAFT Neighborhood Planning White Paper: <http://www.spokaneplanning.org/neighborhood.html>**

Steps for Approval and Implementation of Neighborhood Plans

Planning Services Department

Planning Services proposes to refine the neighborhood planning process to offer each neighborhood a clear path for their neighborhood planning documents. Planning proposes a two step, three-track system for neighborhoods to use as they plan. Each track has a different result for the neighborhood planning document and each track has responsibilities. Additionally, a new **Appendix Four: Neighborhoods** is proposed as the instrument within which eligible neighborhood plans are maintained.

STEP 1 – IDENTIFICATION OF ISSUES AND SOLUTIONS

- A. Follow the Abbreviated Planning Process (as outlined in detail in the White Paper for Community Assembly Consideration, May 9, 2008):
 1. Establish Stakeholder Team
 2. Identify Issues
 3. Identify Solutions
 4. Report to Neighborhood Action Committee (NAC)
 5. Track Results
- B. Completion of a **background** report to **highlight** existing **conditions**, such as population, income, education, etc, to **assist** in **determining the need** for further **planning**.
- C. Select **planning focus**
Planning Services staff will assist the stakeholder in the selection of a feasible planning topic and track.

STEP 2

Track 1: Project Plan

In this track, a neighborhood may decide to plan for a specific project that supports the goals and objectives of the Comprehensive Plan and the neighborhood.

The following steps must be completed to be recognized (not all inclusive)

- A. Review and approval by the Neighborhood Council
- B. Add Disclaimer to Maps: *"The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship property lines, section lines, roads, etc."*
- C. Submit the Following Items in a Single Package:
 1. The Project Plan
 2. State Environmental Policy Act (SEPA) Checklist (if needed)

3. Letter of submission of your project plan
4. Relationship of your project plan to, and consistency with, the Comprehensive Plan.
5. Project implementation summary (what are the proposed steps to implement the plan)

D. Plan Commission Informational Session

The City of Spokane Plan Commission may hold at least one session on your project plan. The purpose of a session is to allow the Plan Commission to learn about and discuss your project plan. More than one information session may be necessary if the Plan Commission needs more time for review. Your stakeholder team will appoint a member who will be responsible for presenting the neighborhood plan and the approval package to the Plan Commission.

E. City Council Briefing (if needed)

Planning Services staff may brief City Council on the progress or completion of the project plan. The purpose of the briefing is to allow the City Council to learn about and discuss your project plan. This may include a visual presentation including any graphics generated through the process.

Track 2: Visioning Plan

The visioning plan is completed using non-analytical and far less difficult processes than a Comprehensive Plan Amendment (see track 3). Neighborhoods will use this approach as a vision statement for the neighborhood and its future. This deliverable would likely be a stand-alone document with a wide range of topics or elements. Recommendations may include specific requests for future land use revisions or other amendments to the Comprehensive Plan. Once adopted by resolution, the plan is placed in Appendix Four for future reference.

The following steps must be completed to be recognized by resolution (not all inclusive):

- A. Review and approval by the Neighborhood Council
- B. Public participation process (beyond stakeholder group and neighborhood council)
 1. Notice to private property owners within the neighborhood and Joint Planning Area (if needed)
 2. Neighborhood newsletter or newspaper insert
 3. Neighborhood web site
 4. Open house
- B. Coordinate with applicable Spokane County Departments (if needed)
- C. Presentations (if needed):
 1. Surrounding Neighborhood Councils
 2. Bicycle Advisory Board
 3. Community Assembly
 4. Parks Board

5. Other

D. Add Disclaimer to Maps: *"The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship property lines, section lines, roads, etc."*

E. Submit the Following Items in a Single Package:

1. The Plan
2. State Environmental Policy Act (SEPA) Checklist
3. Letter of submission of your plan
4. Relationship of your plan to, and consistency with, the Comprehensive Plan.
5. Summary of your plan's goals, policies, and projects and potential changes to the Comprehensive Plan, park plan, and other city codes.
6. Proposed project priority list (if needed).
7. Prioritized implementation list of projects
8. Documentation of public participation in the planning process, such as meeting minutes, meeting agendas, worksheets, etc.

F. Review by City Departments for consistency with the Comprehensive Plan and Municipal Code

G. Work with Planning Services staff to draft resolution

H. Plan Commission Informational Session

The City of Spokane Plan Commission may hold at least one session on your visioning plan. The purpose of a session is to allow the Plan Commission to learn about and discuss your plan. More than one information session may be necessary if the Plan Commission needs more time for review. Your stakeholder team will appoint a member who will be responsible for presenting the neighborhoods plan to the Plan Commission.

I. City Council Study Session

The City of Spokane City Council may hold at least one study session on your plan. The purpose of the study session is to allow the City Council to learn about and discuss your plan. At the study session, Planning Services staff and/or a member of your stakeholder team will present the plan to the City Council. This will include a visual presentation including any graphics generated through the process. Planning Services staff will assist your stakeholder team in putting together the presentation.

F. City Council Briefing

Planning Services staff may brief City Council on the progress or completion of the project plan. The purpose of the briefing is to allow the City Council to learn about and discuss your project plan. This may include a visual presentation including any graphics generated through the process.

J. City Council Recognition

The public meeting may be scheduled after the City Council has had enough time to review and learn about your plan. The public meeting will be held in City Hall during the regular City Council legislative session. Your stakeholder team should attend the meeting. Planning Services staff and/or a member of your stakeholder team will make a short presentation to the City Council and the

audience. This is only to give a basic understanding of the plan and cover the main concepts. After the presentation, the City Council will ask for those in the audience who wish to speak. Following the public comment period, the City Council will vote on the resolution.

K. Implementation

After a plan has been recognized by the City of Spokane, it is the responsibility of the neighborhood to remain involved and continue to work on obtaining additional funding to reach project implementation. Each action item listed in a plan will likely require separate and specific implementation. The following steps may be needed to implement the plan:

1. Identify potential partners and/or end users for the various projects
2. Property and right-off-way purchasing plan
3. Seek funding for engineering and design
4. Seek funding to conduct conceptual study
5. Seek construction/implementation funding
6. Potential inclusion of projects in City of Spokane Operating and Capital Budgets
7. Construct project

Track 3: Neighborhood Plan Adopted by Ordinance

In this track, the neighborhood plan is undertaken with the same diligence as any other amendment to the Plan. This will likely be the most expensive and complex track, including the use of technical experts. Once adopted, the changes are incorporated in the Comprehensive Plan and a copy of the neighborhood plan amendment is placed in Appendix Four.

The following steps must be completed (not all inclusive):

- A. Review and Approval by Neighborhood Council
- B. Public Participation Process (beyond Stakeholder Group and Neighborhood Council)
 1. Notice to all private property owners within the neighborhood and Joint Planning Area
 2. Neighborhood newsletter or newspaper insert
 3. Neighborhood web site
 4. Open House(s)
- C. Coordinate with applicable Spokane County Departments (if needed)
- D. Presentations (if needed):
 1. Adjacent Neighborhoods
 2. Bicycle Advisory Board
 3. Community Assembly
 4. Parks Board
 5. Design Review Board

6. Other

- E. Meetings with property owners directly affected by the plan
- F. Traffic Impact Analysis
- G. Engineering Concept Report
- H. Land Use Analysis
- I. Population Projections and Analysis
- J. Financial plan for securing sufficient revenues to cover the costs of implementing projects
- K. Add Disclaimer to Maps: *"The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship property lines, section lines, roads, etc."*
- L. Submit the Following Items in a Single Package:
 - 1. Comprehensive Plan Amendment Application and Supplemental Materials
 - 2. The Neighborhood Plan/Action Plan
 - 3. State Environmental Policy Act (SEPA) Checklist
 - 4. Letter of submission of your plan
 - 5. Relationship of your neighborhood plan to, and consistency with, the Comprehensive Plan. Relevant sections of the Comprehensive Plan
 - 6. Summary of your plan's goals, policies, and projects and proposed changes to the Comprehensive Plan, park plan, and other city codes
 - 7. Project implementation summary
 - 8. Proposed project priority list (if needed)
 - 9. Map showing parcel(s) subject to the plan amendment
 - 10. Documentation of public participation in the planning process (such as meeting minutes, meeting agendas, worksheets, etc.)
- M. Review by City Departments consistency with the Comprehensive Plan and Municipal Code
- N. Plan Commission Workshop(s)

The City of Spokane Plan Commission will hold at least one workshop on your plan. The purpose of a workshop is to allow the Plan Commission to learn about and discuss your plan. More than one workshop may be necessary if the Plan Commission needs more time for review. The Plan Commission and City Council may both be present at an initial workshop. Your stakeholder team will appoint a member who will be responsible for presenting the neighborhood plan and the adoption package to the Plan Commission.
- O. Plan Commission Hearing

The public hearing will be scheduled after the Plan Commission has had adequate time to review the draft neighborhood plan. This is a legislative hearing. Your entire stakeholder team should attend the hearing to hear public testimony on the draft plan. Planning Services staff and/or a member of your stakeholder team will make a brief presentation to the Plan Commission and the

audience at the opening of the hearing. Following the presentation, the Plan Commission will ask for those in the audience who wish to testify.

Depending on the material being considered, a hearing may be continued to a future date or the Plan Commission may decide to keep the comment period open to allow further testimony and submittals. This will be announced at the hearing. If the comment period is extended at the hearing, the Plan Commission will also state the date, time, and place that comments need to be delivered. A hearing for a legislative consideration may take place over several dates, especially for complicated or controversial issues.

P. City Council Study Session

The City of Spokane City Council will hold at least one study session on your plan. The purpose of the study session is to allow the City Council to learn about and discuss your plan. At the study session, Planning Services staff and/or a member of your stakeholder team will present the neighborhood plan and the adoption package to the City Council. This will include a visual presentation including any graphics generated through the process. Several team members may want to be present at this study session to answer council member's questions. Planning Services staff will assist your stakeholder team in putting together the presentation.

Q. City Council Hearing

The public hearing will be scheduled after the City Council has had enough time to review and learn about your plan. The hearing will be held in City Hall during the regular City Council meeting. This is a legislative hearing. Your stakeholder team should attend the hearing. Planning Services staff and/or a member of your stakeholder team will make a short presentation to the City Council and the audience at the opening of the hearing. This is only to give a basic understanding of the plan and cover the main concepts. After the presentation, the City Council will ask for those in the audience who wish to speak.

R. Adopt by Ordinance