

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-of-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