

**CITY COUNCIL MEETINGS
RULES – PUBLIC DECORUM**

Strict adherence to the following rules of decorum by the public will be observed and adhered to during City Council meetings, including open forum, public comment period on legislative items, and Council deliberations:

- 1. No Clapping!**
- 2. No Cheering!**
- 3. No Booing!**
- 4. No public outbursts!**
- 5. Three-minute time limit for comments made during open forum and public testimony on legislative items!**

In addition, please silence your cell phones when entering the Council Chambers!

Further, keep the following City Council Rules in mind:

Rule 2.2 Open Forum

2.2.4 The open forum is a limited public forum and all matters discussed shall relate to affairs of the City. No person may use the open forum to speak on such matters and in such a manner as to violate the laws governing the conduct of municipal affairs. No person shall be permitted to speak on matters related to the current or advance agendas, potential or pending hearing items, or ballot propositions for a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not make personal comment or verbal insults about any individual.

Rule 5.4 Public Testimony Regarding Legislative Agenda Items – Time Limits

- 5.3.1 Members of the public may address the Council regarding items on the Council's legislative agenda, special consideration items, hearing items and other items before the City Council requiring Council action that are not adjudicatory or administrative in nature. This rule shall not limit the public's right to speak during the open forum.
- 5.3.2 No one may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide his or her address as a condition of recognition. In order for a council member to be recognized by the Chair for the purpose of obtaining the floor, the council member shall either raise a hand or depress the call button on the dais until recognized by the Council President.
- 5.3.3 Each person speaking at the public microphone shall verbally identify him(her)self by name and, if appropriate, representative capacity.
- 5.3.4 Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded and documents submitted for the record are identified and marked by the Clerk.
- 5.3.5 In order that evidence and expressions of opinion be included in the record and that — decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, such as demonstrations, banners, applause and the like will be permitted.
- 5.3.6 A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.
- 5.3.7 When addressing the Council, members of the public shall direct all remarks to the Council President and shall confine remarks to the matters that are specifically before the Council at that time.
- 5.3.8 When any person, including members of the public, City staff and others are addressing the Council, council members shall observe the same decorum and process, as the rules require among the members inter se. That is, a council member shall not engage the person addressing the Council in colloquy, but shall speak only when granted the floor by the Council President. All persons and/or council members shall not interrupt one another. The duty of mutual respect set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order* shall extend to all speakers before the City Council. The council president pro-tem shall be charged with the task of assisting the council president to insure that all individuals desiring to speak, be they members of the public, staff or council members, shall be identified and provided the opportunity to speak.

THE CITY OF SPOKANE



ADVANCE COUNCIL AGENDA

MEETING OF MONDAY, SEPTEMBER 21, 2015

MISSION STATEMENT

**TO DELIVER EFFICIENT AND EFFECTIVE SERVICES
THAT FACILITATE ECONOMIC OPPORTUNITY
AND ENHANCE QUALITY OF LIFE.**

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBER MICHAEL A. ALLEN

COUNCIL MEMBER CANDACE MUMM

COUNCIL MEMBER KAREN STRATTON

COUNCIL MEMBER MIKE FAGAN

COUNCIL MEMBER JON SNYDER

COUNCIL MEMBER AMBER WALDREF

COUNCIL BRIEFING SESSION—3:30 P.M.
COUNCIL CHAMBERS
CITY HALL

TOWN HALL/LEGISLATIVE SESSION-6:00 P.M.
NORTHEAST COMMUNITY CENTER
4001 NORTH COOK STREET, SPOKANE, WA

CITY COUNCIL BRIEFING SESSION

Council will adopt the Administrative Session Consent Agenda after they have had appropriate discussion. Items may be moved to the 6:00 p.m. Legislative Session for formal consideration by the Council at the request of any Council Member.

SPOKANE CITY COUNCIL BRIEFING SESSIONS (BEGINNING AT 3:30 P.M. EACH MONDAY) AND LEGISLATIVE SESSIONS (BEGINNING AT 6:00 P.M. EACH MONDAY) ARE BROADCAST LIVE ON CITY CABLE CHANNEL FIVE AND STREAMED LIVE ON THE CHANNEL FIVE WEBSITE. THE SESSIONS ARE REPLAYED ON CHANNEL FIVE ON THURSDAYS AT 6:00 P.M. AND FRIDAYS AT 10:00 A.M.

The Briefing Session is open to the public, but will be a workshop meeting. Discussion will be limited to Council Members and appropriate Staff and Counsel. There will be an opportunity for the expression of public views on any issue not relating to the Current or Advance Agendas during the Open Forum at the beginning and the conclusion of the Legislative Agenda.

ADDRESSING THE COUNCIL

- No one may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet as a condition of recognition.
- Each person speaking at the public microphone shall print his or her name and address on the sheet provided at the entrance and verbally identify him/herself by name, address and, if appropriate, representative capacity.
- If you are submitting letters or documents to the Council Members, please provide a minimum of ten copies via the City Clerk. The City Clerk is responsible for officially filing and distributing your submittal.
- In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, modes of expression such as demonstration, banners, applause and the like will not be permitted.
- A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.

SPEAKING TIME LIMITS: Unless deemed otherwise by the Chair, each person addressing the Council shall be limited to a three-minute speaking time.

CITY COUNCIL AGENDA: The City Council Advance and Current Agendas may be obtained prior to Council Meetings from the Office of the City Clerk during regular business hours (8 a.m. - 5 p.m.). The Agenda may also be accessed on the City website at www.spokanecity.org. Agenda items are available for public review in the Office of the City Clerk during regular business hours.

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 Christine Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-7083 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

If you have questions, please call the Agenda Hotline at 625-6350.

BRIEFING SESSION

(3:30 p.m.)

(Council Chambers Lower Level of City Hall)

(No Public Testimony Taken)

Council Reports

Staff Reports

Committee Reports

Advance Agenda Review

Current Agenda Review

ADMINISTRATIVE SESSION

Roll Call of Council

CONSENT AGENDA

REPORTS, CONTRACTS AND CLAIMS

RECOMMENDATION

- | | | |
|--|---|--------------------------------------|
| <p>1. Low Bid of (to be determined at bid opening to be held on September 14, 2015) (City, ST) for Addison Street / Standard Street Bicycle & Pedestrian Improvements—\$_____. An administrative reserve of \$_____, which is 10% of the contract price plus tax, will be set aside. (Lidgerwood Neighborhood) Dan Buller</p> | <p>Approve</p> | <p>PRO 2015-0036 ENG 2013162</p> |
| <p>2. Value Blanket Order for Cisco hardware and software from Cerium Networks, Inc. (Spokane, WA) for all City departments utilizing WA State Contract #01114 from August 1, 2015 through December 31, 2015—\$150,000 (plus tax and shipping). Michael Sloon</p> | <p>Approve</p> | <p>OPR 2015-0794</p> |
| <p>3. Award of the Single Homeless Coordinated Assessment Project - Housing Placement component to SNAP. Sheila Morley</p> | <p>Approve & Authorize Contract</p> | <p>OPR 2015-0795</p> |
| <p>4. Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through _____, 2015, total \$_____, with Parks and Library claims</p> | <p>Approve & Authorize Payment</p> | <p>CPR 2015-0002</p> |

approved by their respective boards. Warrants
excluding Parks and Library total \$_____.

5. City Council Meeting Minutes: _____, 2015. Approve CPR 2015-0013
All
-

EXECUTIVE SESSION

(Closed Session of Council)

(Executive Session may be held or reconvened during the 6:00 p.m. Legislative Session)

CITY COUNCIL SESSION

(May be held or reconvened following the 3:30 p.m. Administrative Session)

(Council Briefing Center)

This session may be held for the purpose of City Council meeting with Mayoral nominees to Boards and/or Commissions. The session is open to the public.

TOWN HALL SESSION

(6:00 P.M.)

(Council Reconvenes at the Northeast Community Center)

(4001 North Cook Street, Spokane, WA)

WORDS OF INSPIRATION

PLEDGE OF ALLEGIANCE

ROLL CALL OF COUNCIL

ANNOUNCEMENTS

(Announcements regarding Changes to the City Council Agenda)

NO BOARDS AND COMMISSIONS APPOINTMENTS

CITY ADMINISTRATION REPORT

COUNCIL COMMITTEE REPORTS

(Committee Reports for Finance, Neighborhoods, Public Safety, Public Works, and Planning/Community and Economic Development Committees and other Boards and Commissions)

TOWN HALL FORUM

This is an opportunity for citizens to discuss items of interest not relating to the Current or Advance Agendas nor relating to political campaigns/items on upcoming election ballots. This Forum shall be for a period of time not to exceed thirty minutes. After all the matters on the Agenda have been acted on, unless it is 10:00 p.m. or later, the open forum shall continue for a period of time not to exceed thirty minutes. Each speaker will be limited to three minutes, unless otherwise deemed by the Chair. If you wish to speak at the forum, please sign up on the sign-up sheet located at the community center.

NEIGHBORHOOD REPORTS

LEGISLATIVE AGENDA

NO EMERGENCY BUDGET ORDINANCES

(Require Five Affirmative, Recorded Roll Call Votes)

NO EMERGENCY ORDINANCES

Require Five Affirmative, Recorded Roll Call Votes

RESOLUTIONS & FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

RES 2015-0104 Regarding a collaborative process to implement the Central City Line; creating a steering committee; and other matters related thereto.

Council Members Waldref and Mumm

ORD C35299 Relating to land use application notification and appeal procedures; amending Spokane Municipal Code Sections 17G.050.140 Effect of Notice, 17G.050.310 Right of Appeal, 17G.060.090 Determination of a Complete Application, 17G.060.120 Public Notice – Types of Notice, 17G.060.190 Notice of Decision, and Table 17G.060-3 Type of Public Notice Required / Project Permit Review Process. (Deferred from August 31, 2015, Agenda)

Jo Anne Wright

NO FIRST READING ORDINANCES

NO SPECIAL CONSIDERATIONS

NO HEARINGS

Motion to Approve Advance Agenda for September 21, 2015
(per Council Rule 2.1.2)

TOWN HALL FORUM (CONTINUED)

This is an opportunity for citizens to discuss items of interest not relating to the Current or Advance Agendas nor relating to political campaigns/items on upcoming election ballots. This Forum shall be for a period of time not to exceed thirty minutes. After all the matters on the Agenda have been acted on, unless it is 10:00 p.m. or later, the open forum shall continue for a period of time not to exceed thirty minutes. Each speaker will be limited to three minutes, unless otherwise deemed by the Chair. If you wish to speak at the forum, please sign up on the sign-up sheet located at the community center.

ADJOURNMENT

The September 21, 2015, Regular Legislative Session of the City Council is adjourned to September 28, 2015.

NOTES

**Agenda Sheet for City Council Meeting of:**

09/21/2015

| | |
|-----------------------|---------------|
| <u>Date Rec'd</u> | 9/9/2015 |
| <u>Clerk's File #</u> | PRO 2015-0036 |
| <u>Renews #</u> | |

| | | | |
|---------------------------|--|----------------------|---------|
| <u>Submitting Dept</u> | ENGINEERING SERVICES | <u>Cross Ref #</u> | |
| <u>Contact Name/Phone</u> | DAN BULLER 625-6391 | <u>Project #</u> | 2013162 |
| <u>Contact E-Mail</u> | DBULLER@SPOKANECITY.ORG | <u>Bid #</u> | |
| <u>Agenda Item Type</u> | Contract Item | <u>Requisition #</u> | |
| <u>Agenda Item Name</u> | 0370 - BLANK LOW BID AGENDA - ADDISON/STANDARD | | |

Agenda Wording

Low Bid of (to be determined at bid opening to be held on September 14, 2015 (City, ST) for Addison Street / Standard Street Bicycle & Pedestrian Improvements - \$_____. An administrative reserve of \$_____, which is 10% of

Summary (Background)

All information will be provided prior to the September 21, 2015 meeting. On September 14, 2015 bids were opened for the above project. The Engineers Estimate for this project is \$638,559.00. The low bid was from (to be determined at bid opening) in the amount of \$_____, which is \$_____ or _____% over/under the Engineer's Estimate; other bids were received as follows:

| | | | |
|-----------------------------|------------------|------------------------------|------------------------------|
| <u>Fiscal Impact</u> | | <u>Budget Account</u> | |
| Expense | \$ 702,414.90 | # | 3200 95079 95300 56501 99999 |
| Select | \$ | # | |
| Select | \$ | # | |
| Select | \$ | # | |
| <u>Approvals</u> | | <u>Council Notifications</u> | |
| <u>Dept Head</u> | TWOHIG, KYLE | <u>Study Session</u> | |
| <u>Division Director</u> | SIMMONS, SCOTT | <u>Other</u> | Public Works 9/14/15 |
| <u>Finance</u> | DAVIS, LEONARD | <u>Distribution List</u> | |
| <u>Legal</u> | WHALEY, HUNT | lhattenburg@spokanecity.org | |
| <u>For the Mayor</u> | SANDERS, THERESA | kbustos@spokanecity.org | |
| <u>Additional Approvals</u> | | jsalstrom@spokanecity.org | |
| <u>Purchasing</u> | | htrautman@spokanecity.org | |
| | | kgoodman@spokanecity.org | |
| | | mhughes@spokanecity.org | |
| | | jahensley@spokanecity.org | |



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

the contract price plus tax, will be set aside. (Lidgerwood Neighborhood Council)

Summary (Background)

| Fiscal Impact | | Budget Account | |
|-------------------|----|----------------|---|
| Select | \$ | | # |
| Select | \$ | | # |
| Distribution List | | | |
| | | | |
| | | | |
| | | | |
| | | | |

City Of Spokane

Engineering Services Department

*** Engineer's Final Estimate ***

Project Number: 2013162

Project Description Addison St/Standard St Bicycle & Pedestrian Improvements

Original Date 7/13/2015 9:29:59 AM

Funding Source Federal

Update Date 7/13/2015 9:33:06 AM

Preparer Frances Perkins

Addendum

Project Number: 2013162

| Item No | Bid Item Description | Est Quantity | Unit Price | Amount |
|-------------|---|--------------------|------------|-----------|
| Description | | Tax Classification | | |
| Schedule 01 | | | | |
| 101 | REIMBURSEMENT FOR THIRD PARTY DAMAGE | 1 EST | 1.00 | 1.00 |
| 102 | SPCC PLAN | 1 LS | ***** | 500.00 |
| 103 | PUBLIC LIAISON REPRESENTATIVE | 1 LS | ***** | 3,000.00 |
| 104 | REFERENCE AND REESTABLISH SURVEY MONUMENT | 3 EA | 500.00 | 1,500.00 |
| 105 | CLASSIFICATION AND PROTECTION OF SURVEY MONUMENTS | 1 EA | 500.00 | 500.00 |
| 106 | MOBILIZATION | 1 LS | ***** | 45,000.00 |
| 107 | PROJECT TEMPORARY TRAFFIC CONTROL | 1 LS | ***** | 15,000.00 |
| 108 | CLEARING AND GRUBBING | 1 LS | ***** | 1,500.00 |
| 109 | REMOVAL OF STRUCTURE AND OBSTRUCTION | 1 LS | ***** | 1,500.00 |
| 110 | REMOVE EXISTING CURB | 1359 LF | 6.40 | 8,697.60 |
| 111 | REMOVE CEMENT CONCRETE SIDEWALK AND DRIVEWAY | 486 SY | 10.10 | 4,908.60 |
| 112 | SAWCUTTING CURB | 63 EA | 32.00 | 2,016.00 |
| 113 | SAWCUTTING RIGID PAVEMENT | 836 LFI | 4.00 | 3,344.00 |
| 114 | SAWCUTTING FLEXIBLE PAVEMENT | 693 LFI | 2.00 | 1,386.00 |
| 115 | CRUSHED SURFACING BASE COURSE | 90 CY | 45.00 | 4,050.00 |
| 116 | CSTC FOR SIDEWALK AND DRIVEWAYS | 145 CY | 50.50 | 7,322.50 |
| 117 | HMA FOR PAVEMENT REPAIR CL. 1/2" PG 64-28, 4 INCH THICK | 85 SY | 53.00 | 4,505.00 |
| 118 | PAVEMENT REPAIR EXCAVATION INCLUDE. HAUL | 150 SY | 22.00 | 3,300.00 |
| 119 | CEMENT CONCRETE CURB WALL | 370 LF | 29.90 | 11,063.00 |
| 120 | SEGMENTAL CONCRETE RETAINING WALL | 305 SF | 42.40 | 12,932.00 |
| 121 | CLEANING EXISTING DRAINAGE STRUCTURE | 9 EA | 247.60 | 2,228.40 |
| 122 | ESC LEAD | 1 LS | ***** | 2,000.00 |
| 123 | INLET PROTECTION | 9 EA | 90.90 | 818.10 |
| 124 | STREET CLEANING | 16 HR | 135.40 | 2,166.40 |
| 125 | TOPSOIL TYPE A, 2 INCH THICK | 50 SY | 20.00 | 1,000.00 |
| 126 | BARK OR WOOD CHIP MULCH | 10 CY | 60.30 | 603.00 |
| 127 | SOD INSTALLATION | 370 SY | 12.00 | 4,440.00 |
| 128 | 2" CALIPER SHADE TREE | 8 EA | 317.40 | 2,539.20 |
| 129 | 1-GALLON SHRUB | 40 EA | 19.80 | 792.00 |
| 130 | LARGE LANDSCAPE BOULDERS | 2 EA | 500.00 | 1,000.00 |

Project Number: 2013162

| Item No | Bid Item Description | Est Quantity | Unit Price | Amount |
|-----------------|---|--------------------|------------|------------|
| Description | | Tax Classification | | |
| Schedule 01 | | | | |
| 131 | REMOVE AND REPLACE EXISTING SPRINKLER HEADS AND LINES | 1 LS | ***** | 3,480.00 |
| 132 | CEMENT CONCRETE CURB | 1359 LF | 13.40 | 18,210.60 |
| 133 | CEMENT CONCRETE DRIVEWAY | 676 SY | 46.80 | 31,636.80 |
| 134 | CEMENT CONCRETE DRIVEWAY TRANSITION | 168 SY | 41.80 | 7,022.40 |
| 135 | CEMENT CONC. SIDEWALK | 1043 SY | 38.60 | 40,259.80 |
| 136 | RAMP DETECTABLE WARNING | 48 SF | 21.90 | 1,051.20 |
| 137 | MAILBOX SUPPORT TYPE 1 | 1 EA | 100.00 | 100.00 |
| 138 | MAILBOX SUPPORT TYPE 2 | 1 EA | 300.00 | 300.00 |
| 139 | RADAR DETECTION SYSTEM, ADDISON AND FRANCIS | 1 LS | ***** | 16,000.00 |
| 140 | RADAR DETECTION SYSTEM, ADDISON AND WELLESLEY | 1 LS | ***** | 32,000.00 |
| 141 | REMOVE AND REPLACE YARD LIGHT | 5 EA | 100.00 | 500.00 |
| 142 | SIGNING, PERMANENT | 1 LS | ***** | 53,880.00 |
| 143 | REMOVAL OF EXISTING PAVEMENT MARKINGS | 12500 SF | 3.00 | 37,500.00 |
| 144 | REMOVAL OF EXISTING WORD AND SYMBOL MARKINGS | 9 EA | 133.40 | 1,200.60 |
| 145 | PAVEMENT MARKING - DURABLE HEAT APPLIED | 25480 SF | 9.00 | 229,320.00 |
| 146 | WORD AND SYMBOL MARKINGS - DURABLE HEAT APPLIED | 56 EA | 190.80 | 10,684.80 |
| 147 | TEMPORARY PAVEMENT MARKING | 1 LS | ***** | 5,000.00 |
| 148 | REINFORCED DOWELED CURB | 30 LF | 20.00 | 600.00 |
| 149 | TRAFFIC ISLAND CONCRETE | 5 SY | 40.00 | 200.00 |
| Schedule Totals | | | | 638,559.00 |

Project Number *2013162* *Addison St/Standard St Bicycle & Pedestrian Improvments*

SCHEDULE SUMMARY

| | <i>Sched 1</i> | <i>Sched 2</i> | <i>Sched 3</i> | <i>Sched 4</i> | <i>Sched 5</i> | <i>Sched 6</i> | <i>Sched 7</i> | <i>Sched 8</i> | <i>Total</i> |
|------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|
| <i>Engineer's Est</i> | 638,559.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 638,559.00 |



Agenda Sheet for City Council Meeting of:
09/21/2015

| | |
|-----------------------|---------------|
| Date Rec'd | 7/30/2015 |
| Clerk's File # | OPR 2015-0794 |
| Renews # | |
| Cross Ref # | |
| Project # | |
| Bid # | |
| Requisition # | VB MASTER |

| | |
|---------------------------|---|
| Submitting Dept | INFORMATION TECHNOLOGY |
| Contact Name/Phone | MICHAEL SLOON 625-6468 |
| Contact E-Mail | MSLOON@SPOKANECITY.ORG |
| Agenda Item Type | Purchase w/o Contract |
| Agenda Item Name | 5300 CERIUM PURCHASING VALUE BLANKET (2015) |

Agenda Wording

Approval to purchase Cisco hardware and software from Cerium Networks, Inc. (Spokane, WA) for the City of Spokane utilizing WA State Contract #01114. August 1, 2015 through December 31, 2015 for \$150,000.00 plus tax and shipping.

Summary (Background)

Acquisition is needed to replace EOS (End of Service) network equipment and to purchase new network equipment compatible with our voice and data application requirements, and security for all City departments. Including established standards for supporting the following departments: Water, Wastewater Management and Traffic.

| <u>Fiscal Impact</u> | | <u>Budget Account</u> | |
|------------------------------------|-------------------------------------|---|----------------------|
| Neutral | \$ 150,000.00 plus tax and shipping | # | Various Accounts |
| Select | \$ | # | |
| Select | \$ | # | |
| Select | \$ | # | |
| <u>Approvals</u> | | <u>Council Notifications</u> | |
| <u>Dept Head</u> | SLOON, MICHAEL | <u>Study Session</u> | Finance, August 31st |
| <u>Division Director</u> | FINCH, ERIC | <u>Other</u> | |
| <u>Finance</u> | SALSTROM, JOHN | <u>Distribution List</u> | |
| <u>Legal</u> | WHALEY, HUNT | Accounting - kbustos@spokanecity.org | |
| <u>For the Mayor</u> | SANDERS, THERESA | Contract Accounting - jsalstrom@spokanecity.org | |
| <u>Additional Approvals</u> | | Legal - hwhaley@spokanecity.org | |
| <u>Purchasing</u> | WAHL, CONNIE | Purchasing - cwahl@spokanecity.org | |
| | | IT - jhamilton@spokanecity.org | |
| | | Taxes & Licenses | |
| | | Cerium - jlynch@ceriumnetworks.com | |

**Agenda Sheet for City Council Meeting of:**

09/21/2015

| | |
|-----------------------|---------------|
| <u>Date Rec'd</u> | 9/4/2015 |
| <u>Clerk's File #</u> | OPR 2015-0795 |
| <u>Renews #</u> | |
| <u>Cross Ref #</u> | |
| <u>Project #</u> | |
| <u>Bid #</u> | |
| <u>Requisition #</u> | |

| | |
|---------------------------|---|
| <u>Submitting Dept</u> | COMMUNITY, HOUSING & HUMAN SERVICES |
| <u>Contact Name/Phone</u> | SHEILA MORLEY 6052 |
| <u>Contact E-Mail</u> | SMORLEY@SPOKANECITY.ORG |
| <u>Agenda Item Type</u> | Contract Item |
| <u>Agenda Item Name</u> | 1540- FUNDING RECOMMENDATION FOR SHCA HOUSING PLACEMENT COMPONENT |

Agenda Wording

The Community, Housing and Human Services Board recommends the award of the Single Homeless Coordinated Assessment Project- Housing Placement component to SNAP. CHHS staff request approval to enter into contract with SNAP to administer this project.

Summary (Background)

As a recipient of CHG, ESG, and CoC Program grant funds, the City of Spokane, must implement a coordinated assessment system. A Request for Proposal for the housing placement component was released and three applications were received. The Review and Evaluation Committee reviewed all applications and recommends the award go to SNAP. The request was approved by the CHHS board on 9/2/15. If approved, CHHS will contract with SNAP pending completion of an agency risk assessment.

| | |
|----------------------|--------------------------------|
| <u>Fiscal Impact</u> | <u>Budget Account</u> |
| Expense \$ 57000 | # 1540-53513-51200-54201-99999 |
| Select \$ | # |
| Select \$ | # |
| Select \$ | # |

| | | | |
|---------------------------------|---------------------|------------------------------|-------------------|
| <u>Approvals</u> | | <u>Council Notifications</u> | |
| <u>Dept Head</u> | STAPLETON, JENNIFER | <u>Study Session</u> | CHE 9/14/15 |
| <u>Division Director</u> | MALLAHAN, JONATHAN | <u>Other</u> | CHHS Board 9/2/15 |
| <u>Finance</u> | DAVIS, LEONARD | <u>Distribution List</u> | |
| <u>Legal</u> | WHALEY, HUNT | | |
| For the Mayor | SANDERS, THERESA | | |

| | |
|-----------------------------|--|
| <u>Additional Approvals</u> | |
| <u>Purchasing</u> | |
| | |
| | |
| | |

BRIEFING PAPER

Single Homeless Coordinated Assessment Program- Housing Placement Component September 2, 2015

Subject

The Community, Housing and Human Services Board recommends the award of the Single Homeless Coordinated Assessment Project- Housing Placement component to SNAP. CHHS staff request approval to enter into contract with SNAP to administer this project.

Background

As a recipient of CHG, ESG, and CoC Program grant funds, the City of Spokane, must implement a coordinated assessment system that serves all populations in the community.

The scope of work designed by a planning committee, consisting of community stakeholders, supports the CHHS Board's Homeless Grant Program priorities of serving chronically homeless individuals and those with extensive barriers. The program design will assess individuals using a consistent tool. Based on information from the assessment, clients will be placed or referred to an appropriate housing program. Chronically homeless and high barrier clients will be prioritized for city-funded permanent supportive housing units. Lower barrier clients will receive referrals for temporary housing or rapid re-housing.

A Request for Proposal (RFP) for the housing placement portion of the system was released and three applications were received. The Review and Evaluation Committee reviewed all applications and recommends the award go to SNAP. The request is being presented to CHHS board on September 2, 2015 and a final recommendation will be made at that time. If approved, the CHHS Department will contract with SNAP pending receipt of all backup documentation required in the RFP to complete an agency risk assessment. The initial period of performance for this project is 10/1/15 -6/30/16 with a budget of up to \$57,000. A contract extension, based on project performance, is possible for the period of performance of 7/1/16 – 6/30/17 with a budget of \$85,000.

Impact

Approval of this award will result in implementation of an effective point of entry for single homeless individuals and allow the CoC to fulfill requirements attached to funding from HUD and the Department of Commerce.

Action

Approve the funding recommendation made by the CHHS board and the request from CHHS staff request to enter into contract with SNAP for this project pending final receipt of all of the required application materials.

Funding

Funding to support this project comes through the Homeless Housing Assistance Act and is generated by local document recording fees.

**Agenda Sheet for City Council Meeting of:**

09/21/2015

Date Rec'd

9/8/2015

Clerk's File #

RES 2015-0104

Renews #**Submitting Dept**

CITY COUNCIL

Cross Ref #**Contact Name/Phone**AMBER 625-6269
WALDREF/CANDAC
E MUMM**Project #****Contact E-Mail**

AMCDANIEL@SPOKANECITY.ORG

Bid #**Agenda Item Type**

Resolutions

Requisition #**Agenda Item Name**0320 A RESOLUTION CREATING COMMITTEE FOR CENTRAL CITY LINE
IMPLEMENTATION**Agenda Wording**

A RESOLUTION FOR A COLLABORATIVE PROCESS TO IMPLEMENT THE CENTRAL CITY LINE; CREATING A STEERING COMMITTEE; AND OTHER MATTERS RELATED THERETO.

Summary (Background)

The purpose of this resolution is to reduce to writing the collaborative process by which the City of Spokane and Spokane Transit Authority (STA) will implement the Central City Line and supportive land use and economic development policy.

Fiscal Impact**Budget Account**

Neutral \$

#

Neutral \$

#

Neutral \$

#

Neutral \$

#

Approvals**Council Notifications****Dept Head**

MCDANIEL, ADAM

Study Session**Division Director****Other****Finance**

SALSTROM, JOHN

Distribution List**Legal**

DALTON, PAT

For the Mayor

SANDERS, THERESA

Additional Approvals**Purchasing**

CITY OF SPOKANE RESOLUTION NO. 2015-0104
SPOKANE TRANSIT AUTHORITY RESOLUTION NO. _____

BEFORE THE SPOKANE CITY COUNCIL AND THE SPOKANE TRANSIT AUTHORITY BOARD OF DIRECTORS

A RESOLUTION FOR A COLLABORATIVE PROCESS TO IMPLEMENT THE
CENTRAL CITY LINE; CREATING A STEERING COMMITTEE; AND OTHER
MATTERS RELATED THERETO

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area (PTBA); and,

WHEREAS, the City of Spokane is a first class charter city operating and existing under and pursuant to the Constitution and Laws of the State of Washington and its City Charter; and

WHEREAS, the boundaries of the City of Spokane are located wholly within the boundaries of STA; and,

WHEREAS, the City of Spokane adopted *Fast Forward Spokane, Downtown Plan Update*, in December 2008, as an element of the City of Spokane Comprehensive Plan; and

WHEREAS, *Fast Forward Spokane* identifies an east-west streetcar system to connect Browne's Addition through the Downtown Core to the Riverpoint Campus as a strategy for continued revitalization and growth of Downtown Spokane; and

WHEREAS, the Spokane Transit Authority Board of Directors (STA Board) adopted *Connect Spokane, a Comprehensive Plan for Public Transportation*, July 2010; and

WHEREAS, *Connect Spokane* includes the High Performance Transit (HPT) Network element, describing the principles, policies and strategies that support the creation of a network of HPT Corridors that support increased transit ridership and help implement regional land use plans and goals; and

WHEREAS, the Spokane Regional Transportation Council Policy Board adopted *Horizon 2040*, the metropolitan transportation plan for the Spokane region in December of 2013; and

WHEREAS, the Central City Line is identified as a short-term project in *Horizon 2040*; and

WHEREAS, The STA Board adopted an updated Locally Preferred Alternative for the Central City Line (the Alternative) in July of 2014, and the Spokane City Council concurred with the Alternative in August of 2014; and

WHEREAS, the City of Spokane and STA now desire to collaborate to implement the Central City Line and plan for land use and economic development policies to leverage planned transit investments and further desire to reduce to writing the collaborative process which they will use to do so.

NOW, THEREFORE, BE IT RESOLVED, that the City of Spokane and Spokane Transit Authority do hereby adopt the following collaborative process to implement the Central City Line:

Section No. 1: Purpose

The purpose of this resolution is to reduce to writing the collaborative process by which the City of Spokane and Spokane Transit Authority (STA) will implement the Central City Line and supportive land use and economic development policy.

Section No. 2: Establishment of the Central City Line Steering Committee

There is hereby established a Central City Line Steering Committee hereinafter referred to as the "Steering Committee."

The Steering Committee will be comprised of up to 19 members and should include the following representatives:

- A. The Mayor of the City of Spokane or his or her appointed representative
- B. A Spokane City Council Member who also serves on the STA Board of Directors (appointed by the Spokane City Council)
- C. The Chief Executive Officer of STA or his or her appointed representative
- D. The President and Chief Operating Officer of Avista Corporation or his or her representative
- E. The Downtown Spokane Partnership President or his or her appointed representative
- F. The Executive Director of the University District Development Association or his or her appointed representative
- G. The President and Chief Executive Officer of Visit Spokane or his or her appointed representative
- H. The President of Gonzaga University or his or her appointed representative
- I. The Chancellor of Community Colleges of Spokane or his or her appointed representative
- J. The Chancellor of Washington State University - Spokane or his or her appointed representative
- K. The President and Chief Executive Officer of Greater Spokane Incorporated or his or her appointed representative
- L. The Executive Director of the Spokane Public Facilities District or his or her appointed representative
- M. A representative member of the Browne's Addition Neighborhood Council who is appointed by said council
- N. A representative member of the Riverside Neighborhood Council who is appointed by said council
- O. A representative member of the Logan Neighborhood Council who is appointed by said council
- P. A representative member of the Chief Garry Park Neighborhood who is appointed by said council
- Q. The Chair of the STA Board shall seek applications for, and appoint the following positions:
 - 1. A representative of a private property owner or business with an interest in the Central City Line corridor area

2. A representative of an organization that serves people with disabilities or low income people with an interest in the Central City Line corridor area.

Should one or more of these representatives be unwilling or unable to appoint a designated representative to the Steering Committee, such position shall be deemed vacant. The Chair of the STA Board may designate a representative of a similar, relevant stakeholder for any vacant position or may leave such position vacant.

Section No. 3: Meetings

The Steering Committee shall meet at such times and places that are convenient to its members and in such frequency as it determines to be appropriate to fulfill its responsibilities. All meetings of the Steering Committee and any subcommittees thereof are subject to the provisions of Ch. 42.30 RCW, the Open Public Meetings Act.

Section No. 4: Responsibilities of the Steering Committee

The Steering Committee is charged with providing policy-level advisory input and direction to the STA Board, the City of Spokane and their respective staff members at key decision points in the implementation of the Central City Line and supportive land use and economic development policies.

Section No. 5: Technical Assistance

STA will provide staff support, taking primary responsibility for assisting the Steering Committee and requesting the assistance of other agency staff as needed. The City of Spokane will be an active partner, making technical staff and information available as needed. Technical staff from other agencies and organizations may be enlisted as needed depending on the agenda of the Steering Committee.

Section No. 6: Ancillary Responsibilities

The Steering Committee shall select one member to serve as chair and adopt rules of procedure to accomplish its functions. The Steering Committee may also establish subcommittees as it determines appropriate.

Section No. 7: Public Records

The records of the Steering Committee are public records and subject to disclosure pursuant to Ch. 42.56 RCW the Public Records Act.

Section No. 8: Duration and Termination

The Steering Committee shall be disbanded and its functions and operations shall automatically terminate at such time the Central City Line begins offering services to customers. The City or STA may terminate its participation in the Steering Committee at any time by providing thirty (30) days advance written notice to the other party. Upon the issuance of such notice of termination, the Steering Committee will wind down its functions and operations and shall disband within sixty (60) days of the date of the notice.

Adopted by the Spokane Transit Board of Directors and the City of Spokane City Council on the date and year opposite their signature blocks.

Dated: _____

CITY OF SPOKANE:

By: _____

Title: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Dated: _____

SPOKANE TRANSIT AUTHORITY

Tom Trulove
Chair of the Board

Attest:

Approved as to form:

Jan Watson
Clerk of the Authority

Legal Counsel for Spokane Transit Authority



Agenda Sheet for City Council Meeting of:
08/31/2015

| | |
|-----------------------|------------|
| Date Rec'd | 8/19/2015 |
| Clerk's File # | ORD C35299 |
| Renews # | |

| | | | |
|---------------------------|--|----------------------|--|
| Submitting Dept | PLANNING & DEVELOPMENT | Cross Ref # | |
| Contact Name/Phone | JO ANNE 625-6017 | Project # | |
| Contact E-Mail | JWRIGHT@SPOKANECITY.ORG | Bid # | |
| Agenda Item Type | First Reading Ordinance | Requisition # | |
| Agenda Item Name | 0650 - ORDINANCE AMENDING TITLE 17 OF MUNICIPAL CODE | | |

Agenda Wording

AN ORDINANCE relating to land use application notification and appeal procedures; amending Spokane Municipal Code Sections 17G.050.140 Effect of Notice, 17G.050.310 Right of Appeal, 17G.060.090 Determination of a Complete Application, 17G.060.120

Summary (Background)

City Council President Ben Stuckart, City Staff, and a citizen committee held meetings in 2015 to draft potential amendments to the Spokane Municipal Code pertaining to neighborhood notification of land use applications and permits, resulting in modifications to Title 17. The modifications are intended to improve the Spokane Neighborhood Councils' notice procedures, project awareness, and ability to comment on land use applications and permits which are processed by the City of Spokane.

| Fiscal Impact | | Budget Account | |
|-----------------------------|-------------------|------------------------------|--------------|
| Neutral | \$ | # | |
| Select | \$ | # | |
| Select | \$ | # | |
| Select | \$ | # | |
| Approvals | | Council Notifications | |
| Dept Head | MEULER, LOUIS | Study Session | |
| Division Director | SIMMONS, SCOTT M. | Other | PCED 8/17/15 |
| Finance | SALSTROM, JOHN | Distribution List | |
| Legal | RICHMAN, JAMES | lhattenburg@spokanecity.org | |
| For the Mayor | SANDERS, THERESA | lmeuler@spokanecity.org | |
| Additional Approvals | | jwright@spokanecity.org | |
| Purchasing | | htrautman@spokanecity.org | |
| | | mhughes@spokanecity.org | |
| | | | |
| | | | |



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Public Notice - Types of Notice, 17G.060.190 Notice of Decision, and Table 17G.060-3 Type of Public Notice Required / Project Permit Review Process.

Summary (Background)

Fiscal Impact

Select \$

Select \$

Budget Account

#

#

Distribution List

| | |
|--|--|
| | |
| | |
| | |
| | |

ORDINANCE NO. C35299

AN ORDINANCE relating to land use application notification and appeal procedures; amending Spokane Municipal Code Sections 17G.050.140 Effect of Notice, 17G.050.310 Right of Appeal, 17G.060.090 Determination of a Complete Application, 17G.060.120 Public Notice – Types of Notice, 17G.060.190 Notice of Decision, and Table 17G.060-3 Type of Public Notice Required / Project Permit Review Process.

WHEREAS, the Plan Commission recently considered a proposal to amend the City's land use application notification and appeal procedures to provide early notification to neighborhood councils regarding land use development applications in their respective neighborhoods, and to grant standing to neighborhood councils to bring administrative appeals relating to land use decisions impacting their respective neighborhoods; and

WHEREAS, following appropriate workshops and notice, the City Plan Commission held a public hearing on the proposal on July 22, 2015 and continued the hearing until August 12, 2015;

WHEREAS, at the conclusion of the hearing, the Plan Commission found that the proposed amendments meet the approval criteria for text amendments to the Unified Development Code as outlined by SMC 17C.025.010(F), and voted 8 to 0 in favor or recommending that the City Council approve the amendments;

WHEREAS, the City Council adopts the recitals set forth herein as its findings and conclusions in support of its adoption of this ordinance and further adopts the Spokane City Plan Commission Findings of Fact, Conclusions, and Recommendations, Proposed Amendment to Spokane Municipal Code Title 17G relating to neighborhood notification of land use applications and permits, dated August 12, 2015;--

Now, Therefore, The City of Spokane does ordain:

Section 1. That SMC section 17G.050.140 is amended to read as follows:

Section 17G.050.140 Effect of Notice

- A. Failure of a person entitled to notice to receive notice does not affect the jurisdiction of the hearing examiner to hear the application at the time and place scheduled and to render a decision, if the notice was properly mailed and posted.
- B. A person is deemed to have received notice if that person appears at the hearing or submits a written statement regarding the hearing even if notice was not properly mailed or posted. Subject to chapter 36.70B RCW, the hearing examiner may continue the hearing date and extend the comment period to allow such persons additional time to respond.
- C. Subject to paragraph B of this section, ((If required notice is not given and actual notice not received)) if the hearing examiner determines that any notice required under chapter 17G.060 SMC has not been provided, the hearing examiner may reschedule the hearing or keep the record open on the matter to receive additional evidence.

Section 2. That SMC section 17G.050.310 is amended to read as follows:

Section 17G.050.310 Right of Appeal

- A. The applicant ~~((ef))~~ or a person with standing as defined in chapter 17A.020 SMC may appeal to the hearing examiner a decision of the director of planning services, engineering services, the building official, the responsible official under SEPA as provided in SMC 17G.060.210 and the landmarks commission related to applications for certificate of appropriateness and determination of eligibility under SMC 17D.040.230 by filing with the permit application department a written appeal within fourteen days of the date of the written decision. For purposes of this section, the neighborhood council in which the property to which the decision being appealed is located shall have standing, subject to the neighborhood council demonstrating that it adhered to established bylaws in making the decision to bring the appeal.
- B. The applicant, a person with standing, or a City department may appeal to the city council any decision of the hearing examiner, except as provided in SMC 17G.060.210, by filing with the permit application department a written appeal within fourteen days of the date of the written decision of the hearing examiner.

Section 3. That SMC section 17G.060.090 is amended to read as follows:

Section 17G.060.090 Determination of a Complete Application

Within twenty-eight days of receiving a project permit application, the department shall determine if the application is complete (RCW 36.70B.070). Upon receipt of a project permit application the department shall:

- A. Counter Complete.
Conduct a preliminary, immediate review to determine if the application contains the documents and information required by SMC 17G.060.070. If the ~~((administrative official))~~ department determines the application does not contain the required documents and information, the application including fees shall be returned to the applicant.
- B. Component Screening.
If the application appears to contain required documents, the department shall accept the application and within seven days, conduct a detailed review and determine if any additional information is necessary to process the application. If the ~~((administrative official))~~ department determines the application is missing required components, or is inadequate in other ways, the application including any fees shall be returned to the applicant.
- C. Review by Interested Agencies.
If the application, after the detailed review, is found to contain the required components and supporting documents, the application and supporting documents shall be forwarded to ~~((all))~~ (i) interested City departments, (and) (ii) agencies of local, state, or federal governments that may have jurisdiction over some aspect of the application, and (iii) the individual(s) designated pursuant to SMC 4.27.010(D) to receive written notice on behalf of the neighborhood council in which the project is

located and to any neighborhood council whose geographic boundaries are located within a 600-foot radius of the project, at the address for such departments, agencies, and neighborhood council designee(s) on file with the department, for review to ensure compliance with state laws, ordinances and concurrency requirements. Interested departments, agencies, and the neighborhood council shall be given fourteen days to provide comments on a permit application. All written comments will be forwarded to the applicant at the end of the fourteen day comment period. Comments submitted after the fourteen day comment period will be forwarded to the applicant, subject to RCW 36.70B.070.

1. If review agencies require additional information to continue processing the application, the applicant shall be notified in writing.
2. Required information must be provided within sixty days from the notification by the department. The applicant may submit a written request for additional time to the director; any time extensions shall be in writing. If the information is not received within the sixty days (or as otherwise agreed to), the application and a portion of the fees shall be returned to the applicant, pursuant to [chapter 8.02 SMC](#).
3. Within fourteen days of the submission of the additional information identified by the review agency, the department shall notify the applicant whether the studies are adequate or what additional information is necessary.
4. If the neighborhood council submits written comments on an application, the department shall provide a written response to the chairperson, with copy to the applicant, no later than the date on which the application is certified complete pursuant to paragraph D herein below.

D. Application Certified Complete.

Within seven days of the expiration of the interested agency comment period, if no additional information was required, or the information required under subsection (C) of this section is acceptable, the ~~((administrative official))~~ department shall certify the application complete. Applications requiring review by the hearing examiner are forwarded to the hearing examiner upon being certified as complete.

E. Vesting.

Applications shall be considered vested at the time the application is certified complete, the vesting date shall be the date of application submission. If the application is not complete when filed or information is not timely provided as set forth in subsection (B) or (C) of this section, the application shall not be considered complete for purposes of vesting or other statutory compliance dates.

Section 4. That SMC section 17G.060.120 is amended to read as follows:

Section 17G.060.120 Public Notice – Types of Notice

- A. Individual notice is given in writing by regular U.S. mail or by personal service.
 1. Notice is given to:
 - a. All owners and taxpayers of record, as shown by the most recent Spokane County assessor's record, and occupants of addresses of property located within a four-hundred-foot radius of any portion of the boundary of the subject property, including any property that is

contiguous and under the same or common ownership and control (RCW 36.70B.040(2)). The department may expand the mailing to include areas adjacent to the access easements and areas on the opposite side of rights-of-way, rivers and other physical features;

- b. Any person who has made a written request to receive such notice, including any registered neighborhood organization as defined in [chapter 17A.020 SMC](#) representing the surrounding area;
- c. Any agency with jurisdiction identified by the director.
- d. The individual(s) designated pursuant to SMC 4.27.010(D) to receive written notice on behalf of the neighborhood council in which the project is located, at the address for such neighborhood council designee(s) that is on file with the City's department of neighborhood services and code enforcement.

2. Individual and newspaper notices must contain the following information:

- a. Type I, II, and III project permit applications:
 - i. Location of the property sufficient to clearly locate the site.
 - ii. Description of the proposed action and required permits.
 - iii. Name, address, and office telephone number of the City official from whom additional information may be obtained.
 - iv. Applicant name and telephone number.
 - v. Statement that any person may submit written comments and appear at the public hearing, if applicable.
 - vi. A statement that comments will be received on environmental issues, any environmental documents related to the proposed action, the SEPA status, and the appeal deadline for SEPA.
 - vii. A statement that written comments and oral testimony at a hearing will be made a part of the record, if applicable.
 - viii. A statement, in bold type, that only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision.
 - ix. Date and time by which any written comments must be received on the notice of application; and
 - x. Date of the application and date of the notice of complete application.
- b. In addition, for Type III project permit application:
 - i. Notice of community meeting: Date, time, and place of the meeting.
 - ii. Notice of public hearing: Date, time, and place of a public hearing.

B. Sign.

Posted notice is given by installation of a sign on the site of the proposal adjacent to the most heavily traveled public street and located so as to be readable by the public. The director may require more than one sign if the site fronts on more than one arterial or contains more than three hundred feet of frontage on any street.

- 1. The posted notice sign must meet the following specifications:
 - a. It measures a minimum of four feet by four feet, but sign size may be increased in order to contain all of the required information.
 - b. It is constructed of material of sufficient weight and strength to withstand normal weather conditions.
 - c. It is white with red lettering.
- 2. Posted notices must contain the following information:

- a. The first line of text on the sign in four-inch letters reads: "NOTICE OF COMMUNITY MEETING" or the applicable notice type.
- b. The second line of text on the sign in three-inch letters reads: "PROPOSED CONDITIONAL USE PERMIT, File #Z----- -CUP" or some other appropriate description of the proposed action.
- c. The third line of text on the sign in three-inch letters reads: "COMMUNITY MEETING ON/PUBLIC HEARING ON/COMMENTS DUE BY (date, time, and location)."
- d. The subsequent line(s) of text, in three-inch letters, read as follows depending on the proposal:

| TABLE 17G.060-2 CONTENT OF PUBLIC NOTICE (Click here to view PDF) | | | |
|--|---------------------------|----------------------------|-----------------------------|
| Content of Public Notice | Type I Application | Type II Application | Type III Application |
| Proposed Use | X | X | X |
| Proposed Zone | | | X [2] |
| Proposed Standard | | | X [3] |
| Project Name | | X | X |
| Acreage | | X [1] | X [1] |
| # of Lots | | X [1] | X [1] |
| Notes: [1] Preliminary Plat, BSP, PUD, Short Plat [2] Rezone [3] For applications which modify a development standard | | | |

- e. The applicant (or agent) name and phone number, the SEPA status, and the deadline for appeal of the SEPA determination.
- f. The last line of text on the sign in three-inch letters reads: "FOR INFORMATION: (City contact telephone number and web page address where additional project information may be found)."
- g. The following figures illustrate posted notice signs:

| Example "A" |
|--|
| NOTICE OF PUBLIC HEARING PROPOSED ZONE CHANGE, FILE #Z2003-01-ZC PUBLIC HEARING ON : 1/1/2004 AT 9:00 A.M. LOCATED: COUNCIL BRIEFING RM., CITY HALL Proposed Zone: C1 Proposed Use: Warehouse Applicant/Agent: John Doe, Phone (509) 999-0001 SEPA: DNS, appeal deadline 12/24/03 |

| |
|--|
| <p>FOR INFORMATION: (509) 625-6300 https://my.spokanecity.org/projects/example/</p> |
| <p>Example "B"</p> |
| <p>NOTICE OF SEPA/APPLICATION BUILDING PERMIT, FILE #B0300001 PUBLIC COMMENT DUE : 1/1/2004 AT 9:00 A.M. LOCATED: COUNCIL BRIEFING RM., CITY HALL Proposed Use: Commercial Applicant/Agent: John Doe, Phone (509) 999-0001 SEPA: DNS, appeal deadline 12/24/03 FOR INFORMATION: (509) 625-6300 https://my.spokanecity.org/projects/example/</p> |
| |

C. Posting.

Posting of the notice as a letter, identical in form and content to individual written notice, shall be posted at "official public notice posting locations," including:

1. The main City public library and the branch library within or nearest to the area subject to the pending action;
2. The space in City Hall officially designated for posting notices; and
3. Any other public building or space that the city council formally designates as an official public notice posting location, including electronic locations.

D. Newspaper notice is published in a legal newspaper of general circulation. The contents of the newspaper notice are as prescribed in subsection (A)(2) of this section.

Newspaper notices are published on the same day of two consecutive weeks, the first no later than the number of days specified for the particular application type specified in this chapter.

E. Other Notification.

The hearing examiner, with respect to permit applications for non-site specific issues, such as essential public facilities, may require or provide for such alternative or additional notice as deemed necessary and appropriate to serve the public interest. A notification plan may be required of the applicant by the hearing examiner indicating the form and time of notice appropriate to the scope and complexity of the proposed project.

Section 5. That SMC Table 17G.060-3 is amended to read as follows:

| <p>TABLE 17G.060-3 TYPE OF PUBLIC NOTICE REQUIRED / PROJECT PERMIT REVIEW PROCESS (Click here to view PDF)</p> | | | | | | |
|--|-----------|-----------|-----------|--------|------|---------------|
| Project | Notice of | Notice of | Notice of | Review | City | Expiration of |

| Permit Type | Community Meeting | Application | Public Hearing | Official | Council Review | Permit [1] |
|---|---------------------|------------------------------------|----------------|--------------------------|----------------|-----------------|
| Building and Code Enforcement – Type I Application | | | | | | |
| Building Permit | No | ((Legal/ Individual)) No | No | Building Official | No | 180 days |
| Grading Permit | No | ((Legal/ Individual)) No | No | Building Official | No | 180 days |
| Demolition Permit | No | ((Legal/ Individual)) No [5] | No [2] | Building Official | No | 180 days |
| <u>Building Permit with SEPA</u> | <u>No</u> | <u>Posted / Legal</u> | <u>No</u> | <u>Building Official</u> | <u>No</u> | <u>180 days</u> |
| <u>Grading Permit with SEPA</u> | <u>No</u> | <u>Posted / Legal</u> | <u>No</u> | <u>Building Official</u> | <u>No</u> | <u>180 days</u> |
| <u>Demolition Permit with SEPA</u> | <u>No</u> | <u>Posted / Legal [5]</u> | <u>No</u> | <u>Building Official</u> | <u>No</u> | <u>180 days</u> |
| Planning Services – Type I Application | | | | | | |
| Floodplain with SEPA | Posted / Individual | Posted / Individual | No | Planning Director | No | 180 days |
| Planning Services – Type II Application | | | | | | |
| Binding Site Plan | No | Posted / Individual | No | Planning Director | No | 5 years |
| Certificate of Compliance | No | Posted / Individual | No | Planning Director | No | None |

| | | | | | | |
|--|---------------------|---------------------|------------------------------------|-------------------|-----|--------------------------------|
| Conditional Use Permit | No [3] | Posted / Individual | No | Planning Director | No | 3 years |
| Plans-in-lieu | No | Posted / Individual | No | Planning Director | No | 3 years |
| Shoreline SDP | No | Posted / Individual | No | Planning Director | No | Must Comply with WAC 173-27-90 |
| Short Plat | No | Posted / Individual | No | Planning Director | No | 5 years |
| Planning Services – Type III Application (Hearing Required) | | | | | | |
| Certificate of Compliance | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | No | None |
| Conditional Use Permit | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | No | 3 years |
| Floodplain Variance | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | No | 3 years |
| Long Plat | Posted / Individual | Posted / Individual | Newspaper / Posted / Individual | Hearing Examiner | No | 5 years |
| Plans-in-lieu | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | No | 3 years |
| PUD | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | Yes | 5 years [4] |
| Rezone | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | Yes | 3 years |
| Shoreline CUP | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | No | Must Comply with WAC 173-27-90 |
| Shoreline Variance | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | No | Must Comply with WAC 173-27-90 |

| | | | | | | |
|----------|---------------------|---------------------|---------------------|------------------|-----|---------|
| Skywalk | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | Yes | 2 years |
| Variance | Posted / Individual | Posted / Individual | Posted / Individual | Hearing Examiner | No | 3 years |

Notes:

[1] Approval expires after the specified time if no permit to develop the project is issued by the City of Spokane or building permit expires without completion of the improvements.

[2] Public Hearing is required if the structure is on the National Historic Register.

[3] Conditional Use Permits required under [SMC 17C.110.110](#), Limited Use Standards for Religious Institutions and Schools, will complete posted/individual notification requirements for a Community Meeting.

[4] If a PUD is approved together with a preliminary plat, the expiration date for the PUD shall be the same as the expiration date of the preliminary plat.

[5] Applications for demolition permits for the demolition of an entire building or structure shall, in addition to any applicable requirements under chapter 43.21C RCW, be subject to a ten day review and comment period. This review and comment period shall run concurrently with any other applicable notice and comment period. Following receipt of such applications, copies shall be forwarded to the individual(s) designated pursuant to SMC 4.27.010(D) to receive written notice on behalf of the neighborhood council in which the building or structure is located, at the address for such neighborhood council designee(s) that is on file with the department. Any comments submitted to the department by the neighborhood council during this review and comment period shall be provided to the applicant prior to issuing the demolition permit.

Section 6. That SMC section 17G.060.190 is amended to read as follows:

Section 17G.060.190 Notice of Decision

- A. Decisions on Type I, II, and III project permit applications are made by the hearing examiner or director within ten days of the date the record is closed. The time for decision may be extended if the applicant agrees in writing. Subject to chapter 36.70B RCW, the time for decision may also be extended to allow time for additional public comment if the hearing examiner or director determines that notice was not properly mailed or posted; provided, a person is deemed to have received notice if that person appears at the hearing or submits timely written comments, even if notice was not properly mailed or posted. In making the decision, the hearing examiner or director may approve, approve with conditions, or deny the permit application. The decision is made in writing.
- B. Within seven days of making the decision, the hearing examiner or director causes notice of decision to be provided as follows:
 1. Written notice of decision is provided by the decision-maker concurrent to the decision.
 2. Notice of a decision denying a permit application is given to the applicant. A full copy of the decision and any conditions of approval accompanies the notice of the decision to the applicant.

3. Notice of all other decisions is given to the applicant, all parties of record, and all persons who have requested to be given notice.
4. Notice of decision for Type I permit applications shall be the permit. For Type II and III permit applications the decision includes the following information:
 - a. Location of the property.
 - b. Description of the proposed action.
 - c. Name, address, and office telephone number of the City official from whom additional information may be obtained.
 - d. Applicant name and number.
 - e. The decision made, including the environmental threshold determination.
 - f. A list of persons who testified in person or in writing, or a summary of such a list.
 - g. A list of exhibits or a summary of such a list.
 - h. A statement of the decision criteria governing the application.
 - i. A statement of the comprehensive plan policies governing the application.
 - j. Findings of fact and conclusions relating the proposal to the decision criteria governing the application and which form the basis for the decision.
 - k. A statement that a full copy of the decision may be obtained from the designated official for the cost of reproduction.
 - l. The last date the decision may be appealed.
 - m. The place the appeal must be filed.
 - n. A statement of the fee to be charged for an appeal and the approximate cost to prepare any required transcripts.
 - o. A statement that the decision will be final unless appealed; and
 - p. The signature of the person making the decision.
- C. If the decision on a Type II or III project permit includes conditions of approval, a covenant must be recorded in the Spokane County auditor's office identifying the restrictions to use and development of the property exist. The covenant must be filed within the approval time limits of the permit or the approval becomes void. For rezones, the hearing examiner does not forward the rezone to the city council until the covenant has been filed.
- D. The decision for a shoreline substantial development permit, shoreline conditional use permit, or shoreline variance must contain a statement that construction pursuant to the permit shall not begin and is not authorized until twenty-one days from the "date of filing" by department of ecology as defined in RCW 90.58.140(6) and WAC 173-27-130, or until all review proceedings initiated within twenty-one days from the date of such filing have been terminated; except as provided in RCW 90.58.149(5)(a) and (b).
- E. Notice of decision for a shoreline substantial development permit, shoreline conditional use permit, or shoreline variance shall be submitted to the department of ecology along with a permit data sheet (Appendix A, WAC Chapter 173-27). For a shoreline conditional use permit or a shoreline variance, there is a thirty-day review by department of ecology. After this period, the department of ecology shall render and transmit to the City of Spokane and the applicant a final decision approving, approving with conditions, or disapproving the permit. The planning director shall provide notification within seven days of the department of ecology's final decision to those interested persons having requested notification.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

**Spokane City Plan Commission
Findings of Fact, Conclusions, and Recommendations
Proposed Amendments to
Spokane Municipal Code Title 17G relating to neighborhood notification of
land use applications and permits.**

A recommendation from the City Plan Commission to the City Council to approve proposed amendments to the Unified Development Code. The proposal amends sections 17G.060.090 Determination of a Complete Application, 17G.060.120 Public Notice - Types of Notice, 17G.060.190, Table 17G.060-3 Type of Public Notice Required, 17G.060.190 Notice of Decision, 17G.050.310 Right of Appeal, 17G.500.315 Standing, and 17G.050.140 Effect of Notice.

Findings of Fact:

- A.** City Council President Ben Stuckart, City staff (Planning and Development Services, Legal, and Community and Neighborhood Services), and a citizen stakeholder group began meeting in early 2015 to draft potential amendments to the Spokane Municipal Code pertaining to neighborhood notification of land use applications and permits, resulting in proposed modifications to Title 17G.
- B.** A Plan Commission Workshop to review and discuss the proposed modifications was held on June 10, 2015.
- C.** Staff presented the proposal to the Land Use Sub-Committee of the Community Assembly on June 18, 2015, and to the Community Assembly on July 10, 2015. The Community Assembly forwarded comments and recommendations to the Plan Commission for consideration.
- D.** On June 19, 2015, staff requested that the Washington State Department of Commerce grant a 14-day expedited review period for this proposal to its Growth Management Services Division. The expedited review was approved on July 13, 2015.
- E.** The proposal is a procedural action which is exempt from the State Environmental Policy Act (SEPA) review, pursuant to WAC 197-11-800.
- F.** Notices of the Plan Commission Public Hearing were published in the Spokesman Review on July 8, 2015 and July 15, 2015.
- G.** Notice of the Public Hearing was posted in City Hall and the Downtown Public Library on June 23, 2015.
- H.** Notice of the Public Hearing was sent to applicable agencies, City of Spokane departments and staff, stakeholders, and the Neighborhood Council Chairs on June 25, 2015 and on July 6, 2015.
- I.** The City Plan Commission held a public hearing on July 22, 2015 to obtain public comments on the proposed amendments. In order to more thoroughly review public comments received on the proposal, the Plan Commission voted to

continue the hearing until its August 12, 2015 meeting, and left the record open for additional written testimony, if any.

- J. During its deliberations, the Plan Commission reviewed the proposed amendments and finds them to be in conformance with the following goals and policies of the City's Comprehensive Plan:

LGC 3 PLANNING THROUGH NEIGHBORHOOD COUNCILS

Goal: Utilize the neighborhood councils and the Community Assembly as a way for the public to participate in planning activities and bring proposals through the City Plan Commission to the City Council.

Policies

LGC 3.1 Forum for Citizens

Use neighborhood councils as one of many forums for citizens to bring issues and/or problems to the City of Spokane for debate and to express their preferences for resolution.

LU 7.2 Continuing Review Process

Develop a broad, community-based process that periodically reevaluates and directs city policies and regulations consistent with the Visions and Values.

N 7.2 City Hall Outreach

Encourage City Hall outreach efforts in neighborhoods.

Conclusions:

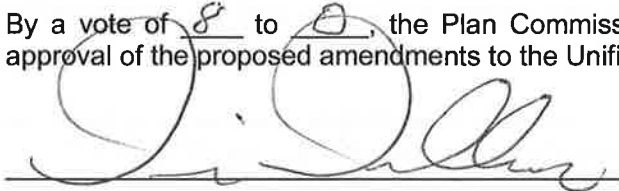
- A. The Plan Commission reviewed all public testimony received during the public hearings.
- B. The Plan Commission finds that the proposed amendments meet the approval criteria for text amendments to the Unified Development Code:

SMC 17G.025.010 (F) Approval Criteria:

1. The proposed amendments are consistent with the applicable provisions of the comprehensive plan; and
2. The proposed amendments bear a substantial relation to public health, safety, welfare, and protection of the environment.

Recommendations:

By a vote of 8 to 0, the Plan Commission recommends to the City Council the approval of the proposed amendments to the Unified Development Code, Title 17G.



**Dennis Dellwo, President
Spokane Plan Commission
August 12, 2015**