

Spokane Neighborhoods Community Assembly

“Provide a vehicle to empower Neighborhood Councils’ participation in government”

Meeting Agenda for November 7, 2014

4:00-6:05 p.m. – COUNCIL BRIEFING CENTER, Basement, City Hall



Proposed Agenda Subject to Change
 Please bring the following items:
 *Community Assembly Minutes: October 2014

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min-4:00		
Proposed Agenda (incl. Core Values and Purpose)	Facilitator	2 min-4:03	Approve	1
Approve/Amend Minutes ▪ October 2014	Facilitator	5 min-4:05	Approve	5
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	5 min-4:10		
LEGISLATIVE AGENDA				
City Council ▪ Update	City Council	10 min-4:15	Oral Report	
Administrative ▪ Joint CA/CC Report	Luke Tolley	5 min-4:25	Oral & Written Report	9
Elections ▪ Admin Committee	Luke Tolley	10 min-4:30	Oral & Written Report	11
CA Awards/Dinner ▪ Update	Colleen Gardner	5 min-4:40	Oral Report	
ONS/Code Enforcement ▪ Updates	Heather Trautman	20 min-4:45	Oral Report	
Retreat ▪ Update	Tina Luerssen	5 min-5:05	Oral Report	
Building Stronger Neighborhoods ▪ Update	E.J. Iannelli	5 min-5:10	Oral & Written Report	13
Plan Commission Liaison ▪ Update	Dave Burnett	5 min-5:15	Oral & Written Report	14
Community Housing & Human Services (CHHS) ▪ Update	Fran Papenleur	5 min-5:20	Oral & Written Report	15
PRESENTATIONS/SPECIAL ISSUES				
Body Cameras ▪ Discussion	Tim Schwering, Police Dept.	20 min-5:25	Presentation/ Q&A	
Short-Term Rentals ▪ Discussion	Tara Zeigler, ONS	20 min-5:45	Presentation/ Q&A	16
OTHER WRITTEN REPORTS				
Design Review Board Liaison	Colleen Gardner		Written Report	20
Pedestrian, Transportation & Traffic (PeTT)	Alisha Powell		Written Report	21

** IF YOU CAN'T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE!!!! **

UPCOMING IMPORTANT MEETING DATES

- *November 11: Public Safety, YMCA Corporate Office, 1126 N Monroe, 4pm*
- *November 11: Pedestrian, Transportation & Traffic (PeTT), West Central Community Ctr, 1603 N Belt, 6pm*
 - *November 13: Land Use, West Central Community Center, 1603 N Belt, 5pm*
 - *November 17: Building Stronger Neighborhoods, Fire Station 4, 1515 W. Riverside, 5pm*
- *November 25: CA Administrative Committee (agenda item requests due. Please submit all written material to be included in packets two days prior to CA meeting date), ONS Office, 6th Floor, City Hall, 4:45pm*
 - *December 5: Community Assembly/Awards/Dinner, Council Briefing Center, City Hall, 4pm*

MEETING TIMETABLE PROTOCOL

In response to a growing concern for time constraints the Administrative Committee has agreed upon the following meeting guidelines as a means of adhering to the Agenda Timetable:

1. When a presenter has one minute left in the time allotted the facilitator will raise a yellow pennant and indicate a verbal notice.
 - a. Should any Neighborhood Representative wish to extend the time of the presentation or comment/question period they may immediately “Move to extend the time by (1) to (5) minutes”.
 - b. An immediate call will be made for a show of hands in support of the extension of time. If a majority of 50% plus 1 is presented the time will be reset by the amount of time requested.
 - c. Extensions will be limited to (2) two or until a request fails to show a majority approval. After (2) two extensions, 1) if a motion is on the table, the facilitator will call for a vote on the open motion to either a) approve or not approve, or b) to table the discussion; 2) if there is no motion on the table, a request may be made to either (1) reschedule presenter to a later meeting, or (2) ask presenter to stay and finish at the end of the agenda.
2. When the allotted time has expired, a red pennant and verbal notice will be issued.

Administrative Committee

COMMUNITY ASSEMBLY LIAISONS (Draft)

Citizens Street Advisory Commission (CSAC): Hal Ellis, 838-9778, hellispo@earthlink.net

Citizens Transportation Advisory Board (PeTT): Open

Community, Housing, & Human Services Board: Fran Papenleur, 326-2502,

fran_papenleur@waeb.uscourts.gov

Design Review Board: Colleen Gardner, 535-5052, chiefgarryparknc@gmail.com

Mayor’s Design Advisory Team (PeTT): Paul Kropp, 448-2291, pkropp@fastmail.fm

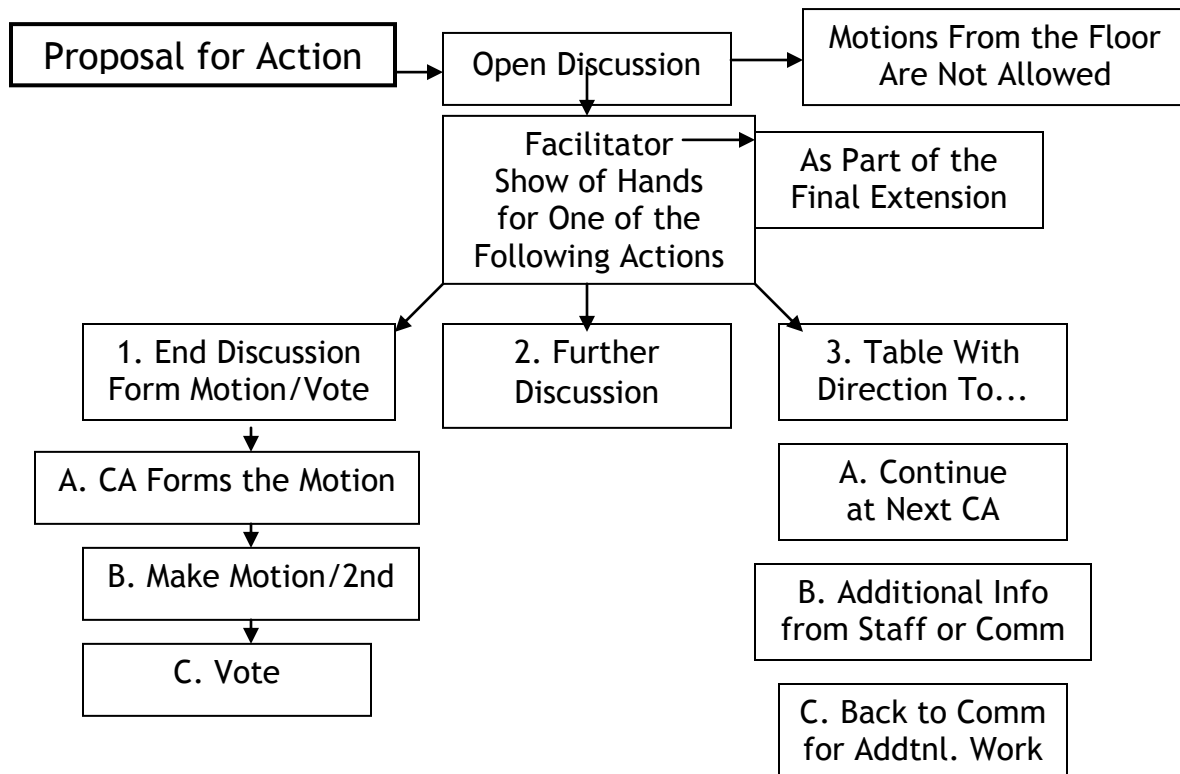
Plan Commission: David Burnett, 720-3321, dburnett@spokanecity.org

Single Family Home Rehab Task Force: Sandy Gill, 325-4260, gillflah@comcast.net

Urban Forestry: Marilyn Lloyd, 448-0609, mdlloyd@comcast.net

a. CA Rules of Order:

- i. To speak at a meeting, a person must be recognized by the facilitator only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
- ii. When a proposal for action is made, open discussion will occur before a motion is formed by the group
- iii. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table to indicate which of the following actions the group wants to take.
 1. End discussion and move into forming the motion and voting.
 2. Further Discussion
 3. Table discussion with direction
 - a. Request time to continue discussion at next CA meeting.
 - b. Request additional information from staff or CA Committee
 - c. Send back to CA Committee for additional work



Community Assembly Core Values and Purpose

CORE PURPOSE:

Provide a vehicle to empower neighborhood councils' participation in government.

BHAG:

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

CORE VALUES:

Common Good: Working towards mutual solutions based on diverse and unique perspectives.

Alignment: Bringing together the independent neighborhood councils to act collectively.

Initiative: Being proactive in taking timely, practical action.

Balance of Power: Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:

The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to serving their neighborhood and their city as liaisons and leaders.

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy & legislation for the common good.

The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office will believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.

Community Assembly Minutes

October 10, 2014

Agenda was approved. September Minutes were approved unanimously.

1. Open Forum:

- a. Barbara Bonner, Human Rights Commission, District 1-October 1st is the last date to submit nominations for the Human Rights Commission Award. The award will be presented on October 24th at the 2nd Annual Spokane Human Rights Award Breakfast.
If you would like to obtain an application to make a nomination call (509)625-6966 or visit Spokanecity.org
- b. Fran Papenleur, Northwest neighborhood – Meet and greet with candidates in Washington at the next neighborhood meeting on November 20th. The meeting begins at 7pm at Browne Elementary School.
- c. Kathrine Alexander is the new Bemiss neighborhood representative. The council is looking to reorganize; they have updated their website and are working at having more member participation.

2. City Council Placeholder:

- a. Amber Waldref, City Councilmember District 1
 - i. Centers and Corridors Update- the Landuse Committee is helping to update the guidelines for centers and corridors with a focus on locations specific to each neighborhood. The revision will highlight new objectives as they pertain to each neighborhood. Looking for changes that get to the intent and implementation of what is within the Comprehensive Plan.
 - ii. City Budget- Over the next 6-8 weeks the Council is looking for changes from the community. Budget hearings will start in November. Council is looking to close the review process at the end of November. The Council does not have to vote on the City Budget until end of December.
 - iii. The Abandon Property Ordinance: Council voted to approve the registry on October 20th.
 - iv. The Community Assembly has requested that the Council place all budget priorities on the Council webpage.

3. Administrative Committee:

- a. Colleen Gardner & Luke Tolley
 - i. Joint CA/CC
 1. Joint CA/CC Meeting-The next meeting is October 29th, at 5:30pm at the Southside Senior Center.
 2. Requesting agenda topics for the CA/CC. Send the topics to Rod at ONS or to Luke Tolley.
 3. Goals for 2014 and 2015 to Heather Trautman.
 4. Admin. Committee is looking for feedback regarding meetings on religious holidays.

4. Nominations/Awards/Dinner:

- a. Colleen Gardner
 - iii. Nomination Committee
 1. The Admin Committee will be addressing the need for three (3) additional people to be nominated for the nomination committee at the next Community Assembly meeting on November 7th.

2. To nominate someone for the committee send their name and information to Colleen Gardner, Chief Garry Park neighborhood chair.
- iv. December Dinner
 1. Submit forms for the 2014 CA Award – Recognition for Outstanding Service to Colleen Gardner.
 2. CA voted to donate a minimum of \$5 per person for the December Dinner. All funding to be provided to Colleen Gardner before or at the November 7th CA meeting.
 3. Door prizes and/or raffle tickets may be available at the event.
- 5. Office of Neighborhood Services & Code Enforcement:**
 - a. Heather Trautman, Director of Office of Neighborhood Services & Code Enforcement
 - i. Upcoming Events
 1. November 6th, Word Press Training for website maintenance, 5:30pm-7pm at City Hall 6th Floor Computer Lab.
 - ii. Greening Grants Applications Approved
 1. Plantings are to be scheduled this fall and in the spring of 2015.
 2. The CA will be reviewing the projects for best project and will make a recommendation for as to a winner of the Greening Grants Contest & Award.
 - iii. Traffic Calming Projects Approved
 1. Traffic calming contract approved on September 22nd. Some projects will be built this fall while larger projects will be built Spring 2015.
 2. 2014 Applications – 20 projects from 14 neighborhoods were selected. The City Council is will be looking to do some added investments into neighborhoods; they will add additional funding to those projects.
 3. Council will re-distribute additional funding to each district as appropriate.
 4. Neighborhoods will receive information about approved grants over the next few weeks.
 - iv. Neighborhood Cleanup
 1. Northwest Neighborhood won the lottery for the remaining \$20,000 for a curb side pickup. There will be an additional post card sent out to residents for the curb side.
 2. The funding for the curb side clean up must be used by November 1st.
 - v. Community Assembly Goals
 1. Submit 2015 goals and objectives for the Community Assembly and all standing committees to ONS.
 2. To review 2014 goals visit the Neighborhood Services page under Get Involved.
 - vi. Neighborhood Liaison Pilot
 1. October marks the first year of the Neighborhood Liaison Pilot. Send feed back to Heather Trautman at htrautman@spokanecity.org or 625-6854
 - vii. Short Term Rental
 1. Short Term Rental is asking for representatives to sit on a committee. The time commitment for the committee would be 2-4 meetings over the course of 2-6 weeks.
 2. Two volunteers from the CA will sit on the Short Term Rental committee
 - i. Motion: CA Representatives may sit on the Short Term Rental committee
 1. Vote:
 - a. In-favor: 18
 - b. Opposed: 1

c. Abstain: 0

viii. 2015 Neighborhood Calendar

1. Send 2015 Neighborhood Council meeting dates to ONS. The dates will be included in the 2015 calendar.

6. Pedestrian Transportation & Traffic Committee:

- a. Paul Kropp, PeTT Chair
 - i. Shaping Spokane Update – Continue to participate in the Shaping Spokane.
 1. Make sure all neighborhood councils generate their own neighborhood profiles for the Shaping Spokane comprehensive plan update process.
 - ii. Spokane Regional Transportation Council – 4 open spots to sit on the Transportation Advisory Committee (TAC). Let your neighborhood council know about this for their meetings in October and November.
 - iii. PeTT Committee urgently needs a neighborhood council representative to serve on the committee. PeTT meets the second Tuesday of each month.

7. Community Housing & Human Services (CHHS):

- a. Fran Papenleur, Northwest Neighborhood, CA Liaison
 - i. The CHHS Board met on October 1. An update on the TIP was given by Councilmember Waldref. Fran noted that a handout listing the main topics of CHHS board meetings for next several months is included in the October CA Packet.
 - ii. There is currently one vacancy on the board. Anyone interested may apply (application on the Mayor’s Office website). The time commitment is at least 2 hours per month. The member is also required to serve on at least one sub-committee. Depending upon the committee and the time of year, this could be several hours a month.
 1. The RFP/Evaluation Committee will begin reviewing the fall Competitive Grant applications. At this point in time, 20 requests have been received from local non-profit agencies, for \$2.4 million. There are \$3 million dollars available. There have been no Neighborhood Sidewalk/CHED applications received as of October 9.
- b. Gary Pollard, Riverside Neighborhood, Affordable Housing Committee
 - i. Single Family Rehab Program Redesign – Runs on a first come first serve basis for applications. People may apply for emergency repairs which cover a wide range of issues. Contact Community Housing & Human Services Department for applications. After applications are received the board then reviews.
 - ii. There was a request for comments from the September 29th meeting. Heather Trautman will follow up with CHHS to find out the last day for comments.
 - iii. Board meeting topics are located in the October CA Packet.

8. Retreat Committee:

- a. Jay Cousins, Emerson-Garfield Neighborhood
 - i. There was discussion about what day to have the retreat either Friday or Saturday.
 1. Motion: CA to vote which day to have the retreat, a Friday or a Saturday.
 - a. Vote:
 - a. Retreat on a Friday: 9 in favor
 - b. Retreat on a Saturday: 6 in favor
 - c. Abstention: 4
 2. Motion: How many hours should the retreat be, 4 or 6?
 - a. Vote:
 - a. Retreat for 4 hours: 12 in favor
 - b. Retreat for 6 hours: 5 in favor

- c. Abstention: 2
 - ii. The content of the Retreat will be submitted to Building Stronger Neighborhoods and a consultant will facilitate the retreat.
 - 1. Motion: Should the retreat (a.) be 4 hours and focus on an action topic or (b.) should the meet for 4 hours and focus on two action topics
 - a. Option a: 13 in favor
 - b. Option b: 3 in favor
 - iii. The CA voted unanimously to have the retreat in January
- 9. Outreach Plan**
- a. Coleen Gardner-Chief Garry Park, Information
 - i. The neighborhood has found it helpful to send a welcome letter to new residents moving into the neighborhood.
 - ii. Included in the letter is information about the neighborhood and its council.
- 10. City of Spokane Website**
- a. Brian Coddington
 - i. The website aims to offer more communication with the city and a way to tell the City of Spokane’s story.
 - ii. The City is looking to develop a unique website that can communicate current news happening across the city.
 - iii. The City has developed the website as a way to allow a wide range of users the ability to interact with the information provided.
 - iv. The search function needs to be improved and the ability to find contact information.
 - v. Report problems and other feedback regarding the website to Brian Coddington Bcoddington@spokanecity.org or My Spokane (755-CITY)
- 11. Spokane Transit Authority**
- a. Karl Otterstrom, STA
 - i. The STA is creating Moving Forward Implementation Plan which aims to improve and expand the regional transit system.
 - ii. STA aims to provide more service to the community at large. The plan is to increase service by 25%, identify high transit corridors to offer more service, extension of nights and weekend services, more service to urban neighborhoods and identify destination sites.
 - iii. STA is looking to receive feedback on ways to increase and improve their service. Visit their website or email Karl at Kotterstrom@spokanetransit.com or Brandon Rapez-Betty at Rapez-betty@spokanetransit.com
 - iv. More information is available on their website at: <http://www.stamovingforward.com/>

In attendance:

Bemiss	Cliff/Cannon	Grand View Thorpe	Minnehaha	Riverside	Rockwood	West Hills
Browne’s Addition	Comstock	Hillyard	North Hill	Peaceful Valley	Southgate	Whitman
Chief Garry Park	Emerson-Garfield	Lincoln Heights	North Indian Trail	Northwest	West Central	

Not in attendance:

Balboa/South Indian Trail	Latah Hangman	Nevada Lidgerwood
East Central	Logan	
Five Mile Prairie	Manito/Cannon Hill	

Minutes for the meeting of October 28th, 2014

Community Assembly Administrative Committee

Attendees: Committee members Luke Tolley, Tina Luerssen, Steve Spickard . (Absent: Jay Cousins, Gene Klozar, Councilwoman Amber Waldref). CA and CHHS board representative Fran Papenleuer. City Staff Heather Trautman and Rod Minarik.

November 7th CA Meeting Agenda:

City Council: Amber sent an email to the committee about Karen Stratton being interested in taking over as Neighborhoods Liaison from City Council. Admin committee response is favorable, especially since Amber is still on Council to help mentor/train Councilwoman Stratton. 10 minutes allowed for update, CA/CC meeting follow-up.

Admin Report: 5 minutes, Luke will recap CA/CC meeting and present Admin's proposed 2015 meetings calendar for CA, Admin and CA/CC Meeting Dates. Luke will also check with Colleen about how many nominations have been received for recognition at our December meeting/party.

Elections: 10 minutes for Luke to present the slate of candidates for affirmation, and open the floor to nominations to fill the remaining positions. Rod will check meeting sign-in sheets to discover whether Melody Dunn and Seth Knutson have met the 6-meeting requirement yet.

ONS/Code: 20 minutes, Heather will give an update. If time, Heather will discuss the ONS printed calendar. Only 2 photos were submitted for the calendar this year, and the office is debating the merits of continuing to print a glossy photo calendar, when Google Calendar has been in-use so that it can be updated as necessary.

Retreat: 5 minutes for Tina to present the selected date for the January retreat, and date of the next Retreat committee meeting.

Building Stronger Neighborhoods: 5 minute request by E.J. Iannelli to update.

CHHS: 5 minutes, Fran will update the CA on the Board's work.

Body Cameras: 20 minutes for Tim Schwering of SPD to present a discussion on the department's new body cameras. This request was made in July and has been rescheduled/put off since then.

Short-Term Rentals: 20 minutes for Tara Zeigler of ONS to update the CA on Stakeholder Recommendations, as requested.

Other business discussed:

- Proposed 2015 meeting dates:

- CA Meetings 1/9 (moved due to New Year's weekend), 2/6, 3/6, 4/3 (Good Friday), 5/1, 6/5, 7/10 (moved due to Independence Day weekend), 8/7, 9/11 (moved due to Labor Day weekend), 10/2, 11/6, 12/4.
- Admin Meetings held 10 days prior to CA Meetings.
- CA/CC Meetings: 5th Wednesday when available (but not Dec. 30th). Admin proposes 2/25, 4/29, 7/29, 9/30.
- Admin requests that the Retreat Committee will propose a date for the 2015 Fall Retreat.
- CA/CC Meeting Agenda for 10/29/14:
 - 5 minutes: Introductions
 - 15 minutes: CA Issues & Topics. Colleen Gardner requested discussion on Crosswalk Ordinance.
 - 60 minutes: CC Issues & Topics. Amber Waldref requested discussion on Centers & Corridors and 2015 Budget Priorities. Richard Rush (on behalf of Candace Mumm) requested discussion on CDBG Allocations and Neighborhood Planning.
 - 10 minutes: Wrap Up/Open Forum/Adjourn
- Next Admin meeting: Tuesday, November 25th.

Note from September Admin meeting minutes: the following discussion was not brought up at this meeting. This topic should be discussed at November Admin meeting.

- Admin Goals: Heather will email the committee 2014 goals so that committee members can come to the October meeting prepared for discussion on whether goals were completed, and to set goals for 2015.

Community Assembly

Policies & Procedures

May, 2014

operating procedures will be set forth. The addendum will be kept up to date by the committee.

VII.) **Administrative Committee:**

a. Nominations and Elections:

i. Nominating Election Time Frame:

1. First month – September – form Nominating Committee
2. Second month – October – bring back a qualified pool of potential candidates
3. Third month – November – vote by CA for Administrative Committee Members

ii. Nominating Committee Membership:

1. A minimum of three (3) CA representatives and/or alternates from different neighborhoods
2. Representatives and/or alternates are not eligible to be nominated for the Administrative Committee while serving on the Nominating Committee

iii. Assumption of Duties

1. The newly elected Administrative Committee Members will assume office and duties immediately upon election

b. Qualifications: members of the CA Administrative Committee must

- i. Be currently serving as a designated CA representative or assigned alternate with maintained voting status
- ii. Have attended six (6) regular CA meetings within the last 2 years
- iii. Agree to commitment when contacted by a Nominating Committee Member
- iv. Be the only designated CA representative or assigned alternate from a neighborhood council serving on the Administrative Committee

c. Term Limits:

- i. A maximum of three (3) consecutive one year terms
- ii. A one year break in service from the Administrative committee will allow qualified candidates to be nominated

d. Positions: There shall be five positions for a term of one year. An individual may serve only two terms in one position.

- i. Chairperson: Contact person, spokesperson and signatory for the CA
- ii. Vice Chairperson: operates in the absence of the chairperson
- iii. Recorder: records and keeps attendance for administrative committee meetings
- iv. Two (2) members at large

e. Duties: The Administrative Committee shall

- i. Set CA meeting agendas
- ii. Sign CA communications
- iii. Notify neighborhood council executive committees of the absences of a CA representative or assigned alternate at regular CA meetings. (see section V, c)

- f. **Electronic Voting Authority Granted:** In the time between an Admin Committee meeting and the next scheduled CA meeting, the Admin Committee may adjust the draft agenda through an email vote.
- g. **Replacement and Removal of Committee members**
 - i. **Replacement**
 - 1. In the case of a vacancy on the Administrative Committee, the CA will elect a replacement at the earliest convenience from a qualified pool of candidates (see section VII, b)
 - 2. If the vacated position is the chairperson of the Administrative Committee, the vice chairperson will assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.
 - ii. **Removal**
 - 1. **Automatic:** Removal is automatic if a member of the Administrative Committee ceases to be a member of their recognized neighborhood council.
 - 2. **Other:**
 - a. A petition signed by at least one-third of the CA representatives or assigned alternates of neighborhood councils with maintained voting status may bring the removal of an administrative committee member to a vote of the CA.
 - b. The vote is to be taken at the following regular CA meeting and requires a simple majority based on the total number of neighborhood councils with maintained voting status.
 - c. Notice will be given to the Administrative Committee member at least 15 days prior to the CA meeting at which the petition will be coming to a vote.

VIII.) Representing the Community Assembly:

- a. **CA Logo:**
 - i. The Community Assembly logo is only to be used under the following circumstances:
 - 1. by the chair of the Administrative Committee for official CA business;
 - 2. by a vote of the CA designating its use; or
 - 3. by ONS, on behalf of the CA, for official CA communications and publications.
 - 4. by CA committee chairs & secretaries for CA committee minutes & agendas
 - ii. Use of the logo by an individual is not allowed without permission of the CA membership or Administrative Committee.



Community Assembly Building Stronger Neighborhoods Committee
October 27, 2014 Meeting Summary

Voting Members Present: Joy Hart (East Central), E.J. Iannelli (Emerson-Garfield), Gene Klozar (Riverside), Seth Knutson (Cliff-Cannon)

Others Present: Aubreyanne McKenzie-Hazel (journalism student).

Staff Present: Jackie Caro

Meeting Summary: The September minutes were approved as submitted.

- **Recap of info booth at Chase Gallery (Oct 3):** The two volunteers, Teresa Kafentzis and Shelley O'Rourke, said they saw interest from four or five people during each of the two shifts. The artists themselves said this First Friday event was not as well attended as usual, but even with that in mind, the consensus seemed to be that this was not the ideal spot for neighborhood outreach.
- **Wordpress training session (Nov 6):** ONS has 12 people signed up for the Wordpress training workshop, which is an encouraging number of participants. The session will cover the recently updated Wordpress installation used for the city-hosted neighborhood websites. It should be noted that this "updated" Wordpress installation (v. 3.9.2) still lags behind the current stable Wordpress release (v. 4.0).
- **Community Assembly retreat:** The CA is holding its annual retreat in January. A report from the BSN committee will be necessary and ideally a BSN representative should attend the retreat to provide a status report.
- **Future meetings:** It was decided that the number of anticipated agenda items did not warrant meeting in November. All business will be conducted via e-mail. The committee also traditionally forgoes the December meeting. Therefore the committee will next meet in 2015.

Next meeting: January 26, 2015

Proposed Agenda Items: An update on the CA retreat will be sent via e-mail.

**Community Assembly
Spokane City Plan Commission
Liaison Report
November 7, 2014**

- 1) Master Bike Plan Amendments:** Councilmember Snyder has proposed an Emergency Comprehensive Plan amendment to add bike paths and lanes beyond those included in the Link Spokane plan. The additional paths and lanes would be funded out of traffic calming and other neighborhood pedestrian and traffic management monies. Most, if not all, of the additional projects proposed could be considered under the ongoing review of Chapter Four of the Comprehensive Plan, a process with considerably more scope for public input than the Emergency Amendment process. *Since this proposal could change the allocation of funding for neighborhood traffic calming projects, the Community Assembly may wish to poll neighborhood councils on their preferences for funding additional bicycle infrastructure rather than pedestrian infrastructure or other traffic calming projects, and let the City Council know their views.*

- 2) Blight Definition Follow-up:** After further consultation with HUD, the proposed ordinance defining blight conditions for specific sites has been found to be unnecessary and has been dropped from the Plan Commission agenda.

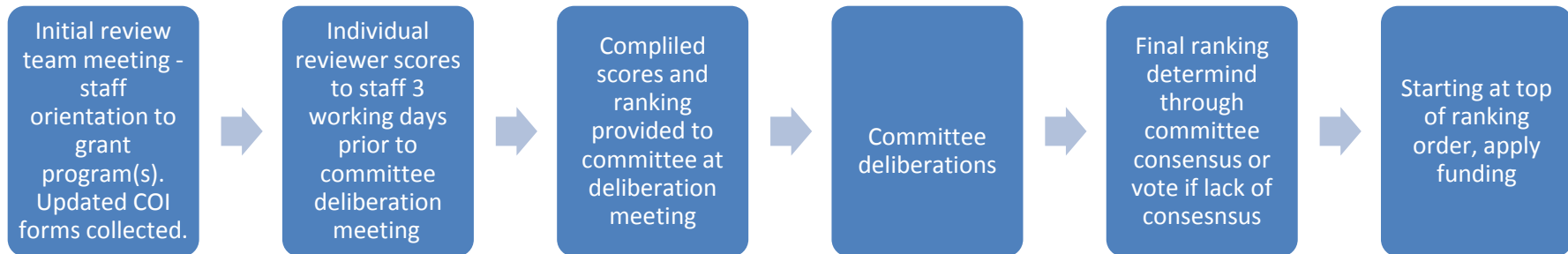
- 3) Neighborhood Retail Parking Standards:** Council President Stuckart and Planning Staffer Black briefed the October 22 Plan Commission meeting on a proposal to relax parking space requirements for small-scale neighborhood retail establishments. The goal of the proposal is to encourage establishment of small, local retail businesses, reducing the travel distance to neighborhood services and making neighborhood retail more pedestrian/bicycle friendly. Three possible changes were discussed: 1) Dropping parking provision requirements for neighborhood retail establishments smaller than 3,000 square feet; 2) increasing reliance on Planning Director discretion in waiving parking provision requirements in neighborhood retail zones; and 3) adopting a smaller parking stall size in neighborhood retail zones. *If approved, this proposal could do a lot to revitalize smaller neighborhood retail zones, although there could be trade-offs in some neighborhoods between increased local retail services and on-street parking/traffic flow. The Community Assembly may wish to poll neighborhood councils and take a position on this proposal.*

- 4) PC Transportation Subcommittee:** The Plan Commission is setting up a transportation subcommittee, made up of a few Commission members along with representatives from a wide range of active transportation stakeholder groups, to advise the Commission on the growing number of transportation issues coming before it. Commission member Tom Reese is leading this effort.

- 5) Upcoming Issues:** The November 12 PC session will revisit the Hamilton form-based code project, the Unit Lot Subdivision proposal, a proposed Short-Term Rental ordinance, and get a briefing on Councilmember Waldref's suggested revisions to Centers & Corridors sub-area analysis.

David R. Burnett
dburnett@spokanecity.org

Community, Housing and Human Services Board Evaluation and Review Process:



11/5/2014		Short Term Rental Overview Matrix	
	Entity	Highlights of Regulations/Actions	
No Allowance	State of New York, NY	The occupant must be present to rent a residence for fewer than 30 days. Multi-Dwelling Law Prohibits short term use (less than 30days).	
	City of Ocean Shores, WA	Transient accommodation uses are prohibited in residential zones, transient accommodations are now considered a nonconforming use and any previously nonconforming uses for transient activity must file as a continued nonconforming use with an amortization period of five years.	
	Port Townsend, WA	Transient accommodation uses are prohibited in single family and multifamily residential zones.	
Modification of Existing Framework	City of Winthrop, WA	Designation of a tourist/residential district allows for the outright overnight rental.	
	Grand Rapids, MI	Requirement for Home Occupation License, must pay applicable taxes, shall be the owner's primary residence, may operate no more than 30 days per licensing year, and must comply with occupancy requirements for underlying zones.	
New Process/New Activity Classification	City of Austin, TX	Short-Term rental Licensing Program, proof of property insurance, proof of payment of hotel occupancy taxes, certificate of occupancy or certified inspection, limit of number of short-term rentals within census tract for single family homes, and owner must be generally present at time of any rental.	
	City of Portland, OR	Type A permit, 1-2 bedrooms over the counter permit or type B permit 3-5 bedrooms conditional use permit, Bureau of Development Services verifies room safety, commercial/event uses are only allowed through conditional use permit, must be the owner's primary residence, must comply with lodging tax, upholds state building codes, code does not apply to condos or apartments, the residence must remain residential for future use.	
	City of Friday Harbor, WA	On ground floor/pedestrian levels there is a minimum of four units within development, transient accommodations are only permitted in commercial zones	
	City of Long Beach, WA	Must have business license, payment of all applicable taxes; sales, bed, and if applicable B&O and not permitted in; single family, warehouse and industrial zones.	
	City of Westport, WA	Application for vacation rental, occupancy based on International Building Code, if property owner does not reside within 50 miles then a local property manager shall be designated, and business license required.	
	City of Roslyn, WA	Vacation rental permit, with a certificate of code compliance, separate business license, insurance required, and documentation of payment of required taxes.	
	City of San Francisco, CA	Must occupy residence for 275 days out of the last two calendar years, registration and inspection by Department of Building Inspection, must have property insurance or insurance through hosting platform, requirement for hosting platform to provide notice on short term rental requirements to the host.	



Short Term Rentals - Recommendation Matrix

	Type A - Low Intensity	Type B - High Intensity
Permitting Requirements	Short Term Rental allowed by right. Over the Counter Permit.	Type III Conditional Use Review
	- Administrative Permit	- Quasi judicial land use decision
	- Permit related inspection	- Permit related inspection
	- May be revoked if failure to comply with regulations	
Number of Bedrooms	Option #1: 1-2 bedrooms	Option #1: 3-5 bedrooms
	Option #2: 4 or less bedrooms	Option #2: 5 or more bedrooms
Owner Occupancy Status	Option #1: Must be owner occupied	Can be non-owner occupied
	Option #2: Can be non-owner occupied (whole dwelling unit)	
Strategies to Limit Impact on Single Family Residential use	Discussion #1: Limit number of Licenses per neighborhood	Not applicable, this type goes through substantial review under conditional use process
	Discussion #2: Limit number of people that can stay	
	Discussion #3: Limit Non-owner Occupied; no limit on owner-occupied.	
	Discussion #4: Include "Hardship" clause for flexibility if permit limit reached in zones.	
Building Type	Allow in houses, attached houses, duplexes, apartments, condos	Only Owner may apply for Type B
	Allow owners of dwellings to rent out. Tenants of apartments, condos, other rented units must comply with lease/rent agreements.	
Bedroom Requirements	Legal definition of a bedroom: Two points of egress, direct access to the room, no less than 7 feet in any horizontal direction, no less than 70 square feet (IRC)	
Number of Guests	Total Occupancy equals: 2 people per bedroom multiplied by total number of rooms.	Maximum number set through the Conditional Use Review.

Required Notice	Operator sends a notice, including their contact information, to all recognized organizations and owners of property abutting and directly across the street from the residence. Must provide "welcome information" to guests which details safety info, emergency contact info, etc.	Public notice sent to property owners and recognized organizations within 400 feet of the residence for Type III Conditional Uses. Must provide "welcome information" to guests which details safety info, emergency contact info, etc.
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Employees	Do not allow nonresident employees. Allow hired service for normal maintenance of the residence or site, such as yard maintenance and housecleaning.	Continue to allow nonresident employees for activities such as booking rooms and food preparation. Maximum number and activities of nonresident employees can be set through the conditional use process.
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Other Requirements

Special Events or Commercial	Do not allow commercial meetings.	Continue to allow through a Type III Conditional Use.
Insurance	Proof of insurance for city requirements	
Licensing	Business license application, business license	
Taxing	Lodging, retail sales taxes	
Insurance	Must provide proof that STR activity is covered	Proof of insurance as part of Conditional Review process
Parking	Spokane Municipal Code Chapter 17C.230 Parking and Loading	
Noise	Spokane Municipal Code Chapter 10.08D Noise Control	
Screening	Spokane Municipal Code Chapter 17C.200 Landscaping and Screening	
Food Service	Spokane Regional Health Department	
Smoking, Water Recreational facilities, Septic tanks	Spokane Regional Health Department	
State License	State License requirement per WAC 246-360-010	
Advertising	Must list permit number to advertise a short term rental.	

Building Code Matrix - DRAFT

Building/Rental Type	Number of rooms or whole dwelling rental	Renting	Owner Occupancy	Governing Code	Sprinklers	ADA
Whole House or Detached Accessory Dwelling Unit	No limit on number of rooms	Only one single party	Non-Owner Occupied	IRC	Not required	Not required
Single Family Home or Attached Accessory Dwelling Unit	1-5 Rooms (Lodging House)	Shared occupancy (multiple rooms to different parties) or to one single party	Owner Occupied	IRC	Yes required	Not required
Single Family Home	1-5 Rooms	Shared occupancy (multiple rooms to different parties)	Non-Owner Occupied	IBC	Yes required	Yes required
Single Family Home	6 or more rooms (Hotel)	Shared occupancy (multiple rooms to different parties)	Owner Occupied	IBC	Yes required	Yes required
Duplex	Whole dwelling unit rental	Only one single party	Owner not residing in rental unit (May reside in the other dwelling unit)	IRC	Not required	Not required
Apartments/Condos (with 3 or more units in a building)	Whole dwelling unit rental	Only one single party or shared occupancy	N/A-sprinklers are required in rental units regardless of owner occupancy	IBC	Yes required	Yes required

Definitions: IBC, International Building Code

IRC, International Residential Code

Accessory Dwelling Unit, Spokane Municipal Code Chapter 17C.300 Accessory Dwelling Units

Duplex, two separate units with 2-hour rated fire wall, providing complete living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation (IRC).

Single Family Home, Proposed Building Code Change Applicable



Design Review Board
Report 11/07/2014
Colleen Gardner

There were no scheduled DRB reviews since the last CA meeting.

The next review will be held Nov, 12th 5:30pm, City Hall lower level.

The review will be concerning Monroe/Lincoln 2nd Ave to 8th Avenue; reconstruction, 5th & 7th between will also be reconstructed. The green space known as Jefferson Park located between the middle I-90 East bound on-ramp at Monroe will be converted to a stormwater treatment facility. The Project is located in the Riverside/Cliff/Cannon neighborhoods.

Again I am available to any NC that would like information on this board and what their role is in the development process.

I did do a short power point to the CA and can provide that to any Neighborhood that would like to have it.

If you have any questions please let me know. If you are notified of a review that involves your NC and want any direction/input as to the DRB process, please feel free to contact me before the DRB meets.

Pedestrian, Traffic and Transportation (PeTT) Committee
October 14, 2014

2014 Traffic Calming Applications Report (summary)

Blaine Stum, Councilman John Snyder

- Talking about traffic calming projects as they come for red light dollars.
- Fagan, Mumm, Snyder wanted to use some of the funding from previous years to fund additional traffic calming projects that were not funded.
- The funding provided by photo red revenue and expenditures has increased because of the renewal of the ATS Contract.
- The traffic calming resolution was approved in April.
- There is some funding that is not accounted for.
- There a hawk light that will not be implemented until next spring and therefore the funding does not reflect this. 18th and Grand Ave.
- Some previous projects were not funded because staff felt that the traffic calming project could be improved another way or engineering found that the project would not be feasible thought Engineering has tried to resolve a project by finding other feasible options.
- Some previous projects were not approved because funding was divided between the three districts therefore funding was less and projects were not funded. In some cases there are not as many traffic calming applications submitted by specific districts and therefore project are not available to be approved.
- Traffic calming dollars are only being used for Neighborhood Traffic Calming projects that are submitted on behalf of a Neighborhood Council.
- The balance does not include commitments made from 2014 Traffic Calming Applications.
- Some projects have been very large (over \$40k) but are still good projects that should be put forth there should be focus on those projects moving forward.

2014 Goals Report

Paul Kropp

- 2014 Goal 1 – is ongoing. Work harder to be involved with the Comprehensive Plan update with the assumption the goal 3 will be enforced in the plan.
- 2014 Goal 2 – not initiated for 2014 but will continue with this goal for 2015.
 - o Suggestion is to work with the Safe Routes to Schools Program Coordinator to implement the goal. Cop shops may have helmets.
 - o Nancy is working with local schools for 2015 Traffic Awareness and Pedestrian Safety Week Program. Sacred Heart is another possible partners
- 2014 Goal 3 – The goal is in suspension.
 - o Suggestions: Enroll this goal into the Comprehensive Plan and funding sources are readily available to support this goal.
 - o Change the wording from a policy perspective to a goal.
- 2014 Goal 4 – This goal is ongoing. There is a communication plan in place to address snow accumulation in Downtown.

No other formal recommendations happened in 2014 to further additional transportation objectives or goals. There was attendance for the State Transportation Plan.

- For 2015 Goals 1 & 3 will be kept.

On-Street Parking Revision Subcommittee

- Create a discrete list of needs that would be easier to be addressed. Paul and Bob Turner have met to discuss this list to decide on feasibility. There will be another meeting before the next PeTT meeting to discuss the items on the list.
- The reason for this is so that everyone has a clear understanding of why it is being done.
- Northwest and Cliff/Cannon have on-street parking issues, they are different issues between each neighborhood but none the less issues that need to be addressed.

SRTC wants member on the TAC Committee

- State and federal dollars go through the TAC Committee to fund projects.