

# Spokane Neighborhoods Community Assembly

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

*Meeting Agenda for May 1, 2015*

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



*Proposed Agenda Subject to Change*  
Please bring the following items:  
\*Community Assembly Minutes: April 2015

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 ▪ April 2015	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	5 min-4:15	Oral Report	
Retreat ▪ Orientation/Training	Committee Members	60 min-4:20	Oral Report	
PeTT ▪ Traffic Awareness and Pedestrian Safety Week	Paul Kropp	5 min-5:20	Oral & Written Report	9
Public Safety ▪ Exterior Storage	Julie Banks	10 min-5:25	Oral & Written Report/Vote	10
Liaison ▪ Update/Goals	Colleen Gardner	10 min-5:35	Oral & Written Report/Vote	15
PRESENTATIONS/SPECIAL ISSUES				
Abandoned Property Registry ▪ Update	Melissa Wittstruck	15 min-5:45	Presentation/ Q&A	
OTHER WRITTEN REPORTS				
Design Review Board	Colleen Gardner		Written Report	21
Building Stronger Neighborhoods	E.J. Iannelli		Written Report	22
Plan Commission Liaison	David Burnett		Written Report	23
ONS/Code Enforcement	Heather Trautman		Written Report	24

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

## UPCOMING IMPORTANT MEETING DATES

- *May 5: CA/CD, West Central Community Center, 1603 N Belt, 5:30pm*
- *May 12: Public Safety, YMCA Corporate Office, 1126 N Monroe, 4pm*
- *May 18: Building Stronger Neighborhoods, Sinto Senior Center, 1124 W Sinto, 12pm*
  - *May 21: Land Use, West Central Community Center, 1603 N Belt, 5pm*
- *May 26: 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, 6<sup>th</sup> Floor, City Hall, 4:30pm*
- *May 26: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm*
  - *June 5: Community Assembly, 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 Transportation Advisory Board (PeTT): Jim Bakke, 466-4285, [jfbakke@q.com](mailto:jfbakke@q.com)

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

[fran\\_papenleur@waeb.uscourts.gov](mailto:fran_papenleur@waeb.uscourts.gov)

Design Review Board: Colleen Gardner, 535-5052, [chiefgarryparknc@gmail.com](mailto:chiefgarryparknc@gmail.com)

Plan Commission: David Burnett, 720-3321, [dburnett@spokanecity.org](mailto:dburnett@spokanecity.org)

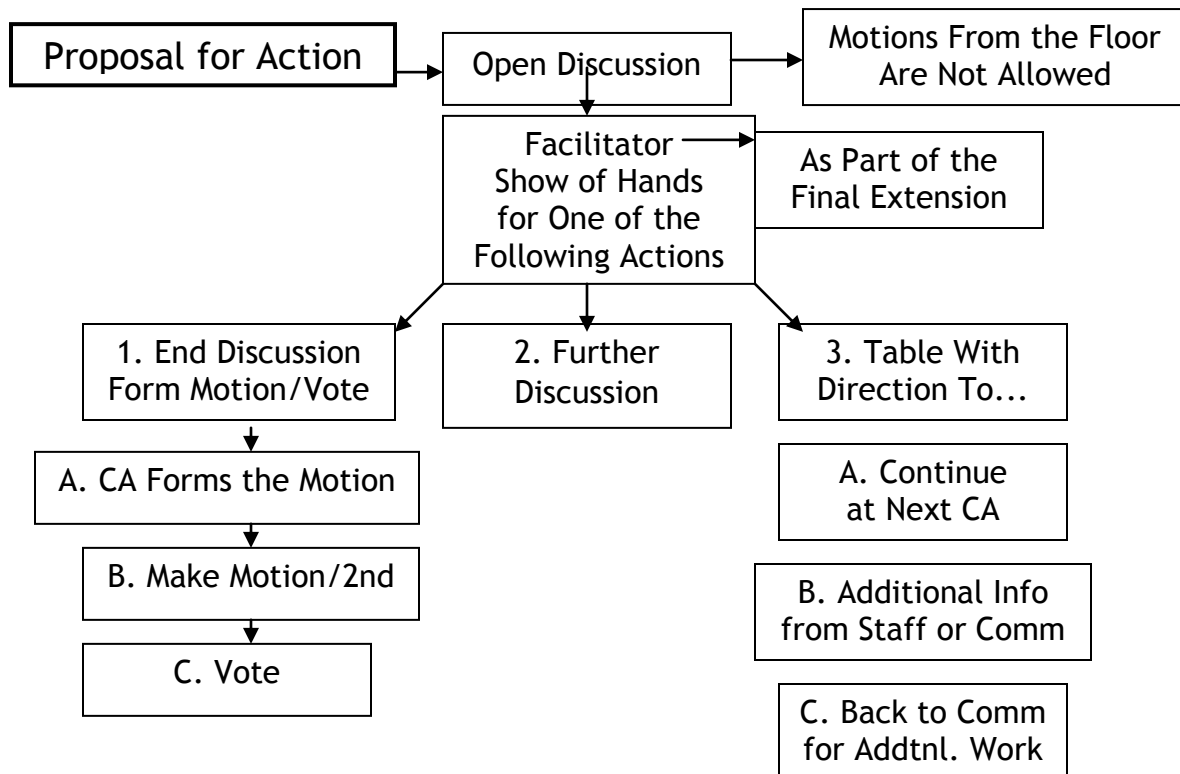
Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760,

[zaromiotke@yahoo.com](mailto:zaromiotke@yahoo.com) and Charles Hansen (alternate), 487-8462, [charles\\_hansen@prodigy.net](mailto:charles_hansen@prodigy.net)

Urban Forestry: Carol Bryan, 466-1390, [cbryan16@comcast.net](mailto:cbryan16@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

April 3rd, 2015

IMPORTANT & TIME SENSITIVE INFORMATION IS HIGHLIGHTED IN YELLOW.

Agenda was approved. March minutes approved with amendments.

## 1. Open Forum

### a. Luke Tolley, Hillyard Neighborhood

- i. Hillyard is moving to two shorter meetings every month instead of one monthly meeting. The neighborhood hopes this will make them more effective.

### b. Colleen Gardner, Chief Garry Park

- i. Plaque is being made to be placed in Mission Park in honor of Jeanette Harras. The Parks Department is working on ordering the senior exercise equipment that the plaque will be installed by.

### c. Elaine Thorne, Comstock Neighborhood

- i. Trails opened March 28<sup>th</sup>, however the restrooms did not. Elaine wanted to bring this up at the CA to see if there were other neighborhoods experiencing and to get it more wide attention. Colleen Gardner stated that she would forward a letter that she received from the Parks Department regarding this issue.

## 2. City Council Placeholder:

### a. Karen Stratton, City Council District 3

#### i. Spokane Gives Week

1. Kicks off on April 25<sup>th</sup>. This is community wide volunteerism effort that will encourage citywide volunteerism. Encourage people to become more compassionate.

#### ii. Monroe St. Corridor Planning

1. Met with business leaders along the Monroe Corridor regarding the planned changes to Monroe St., top issues were buses, emergency vehicles, keeping businesses going through out construction.

#### iii. New Hillyard Precinct

1. Precinct opened in Hillyard with the inclusion of a safe zone in the parking lot of the precinct where people can meet regarding internet transactions with the presence of a police officer,

#### iv. Neighborhood Planning

1. The next two neighborhoods starting neighborhood planning are Chief Garry Park and West Hills.

#### v. Neighborhood Notification Presentation

1. Contact Karen Stratton if your neighborhood is interested in having Gonzaga student give presentation on the proposed neighborhood notification proposal.

## 3. Administrative Committee:

### a. Luke Tolley, Hillyard Neighborhood Council

#### i. Retreat Committee

1. Is there anything that the CA thinks needs to be covered that wasn't in the presentation from March? Discussion held.
2. Are there models or examples from other organizations that the CA could look at to replicate or take from?
3. Are there concerns with CA reforming to be more effective?

- a. If you would like to contribute answers to these questions you can send them to [caretreat@spkn.net](mailto:caretreat@spkn.net).

#### 4. Neighborhood Services & Code Enforcement Update:

- a. Heather Trautman, Director of Office of Neighborhood Service & Code Enforcement

i. Upcoming events

1. April 23<sup>rd</sup>, Fair Housing Conference, 8:00-4:00pm, Spokane Convention Center, 333 W. Spokane Falls Blvd, \$40 registration, George Dahl, CHHS, 625-6036 registration information can be found on page 15-16 in the CA Packet.
2. April 25<sup>th</sup>, Cleaning from the Core Volunteer Event, 9:00-Noon, Huntington Park, to volunteer go to [www.volunteerspokane.org](http://www.volunteerspokane.org) and click on Cleaning from the Core.
3. April 29<sup>th</sup>, Joint CA/CC, 5:00-7:00pm, East Central Community Center, 500 S. Stone
4. [www.spokaneneighborhoods.org](http://www.spokaneneighborhoods.org) select "Meetings and Events" tile to view Google Calendar

ii. 2015 Proposed Program Application Dates

1. March 1<sup>st</sup>-June 30<sup>th</sup>: Greening Grants –Forest Spokane
2. June 1<sup>st</sup> to October 31<sup>st</sup>: CDBG Applications \*tentative

iii. Residential Tree Program

1. Offering 2,000 trees in 2015
2. 2 trees maximum per household
3. Must be a property owner
4. Program flyer-will explain right tree, right place and include tree planting instructions

iv. Cycle 5 (2015) Traffic Calming Application

1. 25 total application- full report of applications received see [page 49 in the CA Packet](#)
  - a. District 1: 6 applications (3 arterial, 3 residential)
  - b. District 2: 11 applications (5 arterial, 6 residential)
  - c. District 3: 8 applications (4 arterial, 4 residential)
2. Timeline for Applications
  - a. March-July: Engineers performing traffic assessments
  - b. August: Completed traffic assessments will go to City Council Traffic Calming subcommittee and neighborhood councils.
  - c. September: Council makes decision on funded applications.

v. CDBG

1. Program Updates-CDBG

a. 2015 Application Status

i. Next Steps

1. CHHS board recommendations to City Council-Mid April
2. 2015 Action Plan submitted to HUD-May
3. Grant Year begins-July 1<sup>st</sup>

vi. Proposed New Neighborhood

1. Northwest Neighborhood would become the following ([map can be found on page 14 of the CA Packet](#)):
  - a. Shadle/Loma Vista
  - b. Audubon/Down River
2. New executive committee forming:
  - i. Fran Papenleur
  - ii. Jeff Stevens

- iii. Victor Frazier
    - iv. Bob Turner
  - 3. Shadle/Loma vista
    - i. Kathy Fitchner
    - ii. Frank Fitchner,
    - iii. Doug Pendgrast
  - 4. Motion to endorse the NW Neighborhood division into two neighborhoods.
    - a. In Favor: Unanimous
    - b. Opposed:
    - c. Abstain:
- vii. Short Term Rental Update
  - 1. Public Process
    - a. City Council Hearing April 27<sup>th</sup>
    - b. City Council Second Hearing May 11<sup>th</sup>
    - c. Code in Affect June 10<sup>th</sup>

## 5. CA/Community Development

- a. George Dahl, CHHS Department
  - i. Action Requested
    - 1. Vote on the allocation model presented in March
      - a. Motion: the community assembly endorses the model form the CA/CD committee for the 2016 allocation
        - i. In Favor: 16
        - ii. Opposed: -
        - iii. Abstain: 5
    - 2. Next steps
      - a. Develop workshops for Neighborhoods on CDBG
      - b. Open applications for CDBG Funding
    - 3. Next meeting April 7<sup>th</sup>, 5:30-7:00pm, West Central Community Center

## 6. CHHS Board Update

- a. Fran Papenleur, Northwest Neighborhood
  - i. End of comment period of the Consolidated Plan, the draft will be forwarded to City Council in April, then to HUD in May.
  - ii. Fran shared two PowerPoint slides depicting expected 2015 entitlement funding assistance and the historical funding that the City has received these are found on [page 34 & 35 in the CA packet.](#)

## 7. Public Safety Committee

- a. Julie Banks, Rockwood Neighborhood/Public Safety Committee Chair
  - i. Exterior storage ordinance to include vehicle storage.
    - 1. Requesting comments and suggestion regarding the draft found on page 36 of CA packet.
      - a. The additions to the exterior storage-residential zones include:
        - i. (f)More than 4 motor vehicles (as defined in SMC 17C.020.220C) excluding vehicles legally parked in a driveway pursuant SMC 17C.230.145;
        - ii. (g) Vehicles on block, jacks or otherwise elevated above the ground for more than 12 hours;
    - 2. Please make comment to Julie Banks at [jbanks@ymcaspokane.org](mailto:jbanks@ymcaspokane.org).

## 8. Liaison Report

- a. The liaison committee is looking for neighborhood people to join the liaison committee. Please reach out to your neighborhoods for people who may be interested.

## 9. Blight

- a. Tara Zeigler, Office of Neighborhood Services & Code Enforcement
- i. Update on the Blight Policy and Procedure, see [page 39 of CA Packet](#) for full policy and procedure document.
    1. Adopted to provide a definition and process for blight declaration for property specific instances of blight.
    2. The declaration of a blighted property provides the opportunity to use Community Development Block Grant dollars to reduce or eliminate conditions of blight.

## 10. Neighborhood Retail Parking Standards

- a. Boris Borisov, Planning and Development Services
- i. Purpose of Change to the current parking standards
    1. Neighborhood Retail (NR) zones are typically small scale commercial areas many of which are historically located adjacent to or surrounded by Residential Single Family.
    2. The goal is to balance the need for parking while encouraging revitalization of small scale, neighborhood serving businesses.
  - ii. Neighborhood Retail Zones-By The Numbers
    1. There are 72 neighborhood retail zones in the city, 313 neighborhood retail zoned parcels, 78 of 313 neighborhood retail parcels are adjacent to multiple zones, 226 of 313 neighborhood retail parcels are adjacent to residential zones, 78% of these are along arterials, and 22% of these are on residential streets.
  - iii. Proposal
    1. Retain current parking standards (rates) in Neighborhood Retail Zones.
  - iv. Proposed Changes
    1. Adopt exemption for existing building, new building, or building addition with 3,000sq. ft. or less.
    2. Adopt smaller parking stall size to match standards of Center & Corridors.
    3. For building floor area less than 5,000 sq. ft. the parking requirement will be credited with a 3,000 sq. ft. exemption.
  - v. See full Powerpoint presentation on [page 59 of the CA Packet](#).

### **In attendance:**

Browne's Addition  
Comstock  
Hillyard  
Logan  
North Hill  
Riverside  
West Central

Bemiss  
East Central  
Latah/Hangman  
Minnehaha  
Northwest  
Rockwood

Chief Garry Park  
Emerson Garfield  
Lincoln Heights  
North Indian Trail  
Peaceful Valley  
Southgate

Cliff Cannon  
Grandview/Thorpe

### **Not in attendance:**

Balboa/SIT  
Five Mile Prairie  
Nevada/Lidgerwood  
Five Mile Prairie  
Whitman  
West Hills



# CITY OF SPOKANE



## PROCLAMATION

**WHEREAS**, Spokane's twenty-seven Neighborhood Councils and Community Assembly each springtime have called our community's attention to the constant need for drivers to obey and respect the 'rules of the road' and to be aware of the pedestrian and bicycle users of our streets—and to be vigilant for their safety; and


**WHEREAS**, "Safe Routes to Schools" has become a watchword for our families and schools—supported by local, state and national health and safety programs and grants—whose children and students walk and take their bikes to school along our city's streets twice a day; and

**WHEREAS**, Westview Elementary School—the beneficiary of a state Safe Routes to Schools sidewalk grant—at a school assembly on Thursday, May 6<sup>th</sup>, will honor National Bike to School Day with the planting of a prominent campus tree selected by the votes of students who walk and bike to the school during the previous month.

**NOW, THEREFORE**, I, David A. Condon, Mayor of the City of Spokane, on behalf of the citizens of Spokane do hereby proclaim May 3<sup>rd</sup> to May 9<sup>th</sup>, 2015, as

### TRAFFIC AWARENESS AND PEDESTRIAN SAFETY WEEK

I, David A. Condon, Mayor of Spokane,  
do hereunto set my hand and  
cause the seal of the City of Spokane  
to be affixed this  
27<sup>th</sup> day of April in 2015

  
David A. Condon  
Mayor



## Meeting Notes 150415

### Public Safety Committee

Call to Order at 4:10pm

#### Attendees:

Heather Troutman (City)

Jackie Caro (City)

Julie Banks (Rockwood Neighborhood Council)

Arielle Anderson (West Central Neighborhood)

Elaine Thorne (Comstock)

Suzanne Tresko (City)

Melissa Wittstruck (City)

Ron Meyer (East Central Resident)

Jake Thomas (Inlander)

Heather Wallace (East Central Resident)

Housing Fair/Long Term Housing: Elaine (Comstock) mentions the potential confusion regarding a few groups working on different elements of the Long Term Housing issue in Spokane. Elaine suggests that there should be a scholarship available for Julie (\$40). If we have a pro rental inspection in place before the Just Cause Ordinance, there would conflict of concern. Her ultimate concern is that there might be duplicity in the process.

#### Fair Housing Workshop (April 23) Block Session

Exterior storage ordinance. This committee needs to decide what is the best course of action re language. We should recommend 3 vehicles, increasing time to 72 hours. Julie is unsure about the language regarding moving vehicles or otherwise elevated above the ground. Heather states that this language is somewhat ambiguous, specifically regarding jacks—anything elevated, basically, would qualify. If we need to modify, we should add language that states “Stationary” or “Movable”—thereby protecting those folks who may do work for folks at their home, this way they would be able to easily comply with the code. We should address (the CA) the issue of moveability at the May 1 meeting.

Ron suggested a cover page on the new ordinance language that would identify in the regulation the new language added and its subject.

Ron raised some concern with the amount of time that will be recommended (72 hours). However, he was a little more forgiving when he realized that the City gives 15 days of “fix it” time.

Long Term Housing.

Jackie Caro

Gave a short summary for Elaine (and Jake) re the history of Long Term Rental Housing in Spokane, specifically at the Public Safety Committee.

One of the solutions would be to create a Stakeholder Committee. This way we would have a more dedicated group of folks for a certain time period. The City (Heather & Jackie) recommended the creation of the Stakeholder Committee, which would:

1. Look at the issues
2. What programs and policies or ordinance already exist to address these issues
3. The group (stakeholder) would examine these gaps, could be financial, infrastructure, etc.

Jackie identified the three (3) Stakeholder Groups:

1. Neighborhoods
2. Tenants (disabled, elderly, LGBT, POC, market rate, Tenants Union, etc)
3. Landlords (Private entities, small scale, housing authority, etc)

Jackie basically went over the PPP dated 4/14/2015.

Ron states that the most important thing is to identify the problem. He would like to see more survey's/data collected. Heather has stated that there have been connections with groups that have housing data which may provide or highlight the issues. Additionally, we can revisit this issue as the discussion and presentations evolve.

Arielle suggested that the Tenants Union be able to present, as well as be a Stakeholder. Also, Non Profits should also be considered as stakeholders.

Melissa asks for clarification re the Stakeholder group and the relationship with the Public Safety Committee. Julie responded that the Committee will continue to work on other issues, and the Stakeholder Committee should be seen as “Sub Subcommittee” of the Public Safety Committee.

There is also concern re the neighborhood council proper representation, particularly in neighborhoods where representation at the Council level may not properly represent the overall demographics of the neighborhood on a whole.

Presenters should bring written reports of their presentations.

Low income T's→ How will we reach out: Various organizations that work directly with those citizens

Market Rate T's→ How will we reach out. Kiemle & Hagood, is one example.

What about Senior Housing/T's: Will they be covered with low income? Yes.

Student Rep: SFCC and Gonzaga have been reached out to.

Ron suggested we have a presenter that is familiar or is from a city that has otherwise implemented an inspection program. Jackie replied, that maybe at this point it might be too early to have this. But perhaps in Step 3 (potential “fixes” in the system) we could identify other cities that have implemented housing laws/programs and do further study. (this was Heather that responded).

List of stakeholders are flexible based on availability.

Julie: Does the Committee agree that forming a Stakeholder group that would allow a more robust discussion regarding the issues and potential solutions on Long Term Housing in Spokane?

Vote: Consensus

The City (Jackie) will prepare a Draft letter reaching out to the three (3) various groups we want to invite as Stakeholders. Julie and Arielle will work with Jackie on the letter and work with the City to mail/email them out.

Adjourn at 5:27pm.

## Title 17C Land Use Standards

### Chapter 17C.110 Residential Zones

#### Section 17C.110.270 Exterior Storage - Residential Zones

A. Purpose.

It is the intent and purpose of the City to regulate exterior storage of materials on residential land in a manner to promote the health, safety and general welfare of the community including regulating the type and location of materials. The negative effects of unregulated exterior storage can endanger the health, safety and welfare of the community.

B. Regulated Materials.

1. The following list of items shall not be stored outside of structures. Exterior storage means the physical presence of items not fully enclosed within a structure. Exterior storage means and includes, but shall not be limited to, the following:

- a. vehicle parts including but not limited to, alternators, engines, transmissions, wheels, tires, body panels, auto glass, interior panels, front and/or rear seats, taillights, head lights, and other vehicle parts thereof;
- b. household furniture including, but not limited to, mattresses, couches, recliners, tables, desks, bed frames, chairs, other furniture items, and parts thereof;
- c. appliances including but not limited to dishwashers, stoves, televisions, computers, kitchen accessories, electronic equipment and parts thereof;
- d. construction materials including but not limited to plaster, lumber, sheetrock, carpet, shelving, cement, bathtubs, toilets, pipe, and other such items that are not exempted under SMC 17C.110.270(B)(2);
- e. metal including but not limited to iron, steel, aluminum, and other such metals; and
- f. more than 3 motor vehicles (as defined in SMC 17C.020.220C), excluding vehicles legally parked in a driveway pursuant SMC 17C.230.145;
- g. Vehicles on block, jacks or otherwise elevated above the ground for more than 72 hours;
- h. any other items similar in nature.

2. Materials that may be stored outside of structures include:

- a. construction materials that are maintained in a safe manner and in such a way that the materials do not create a hazard to the general public, or an attraction to children, and that are designated for projects on the parcel for which a building permit has been issued through the City of Spokane;

1. Construction materials used for a public works project may be temporarily stored on residential zones up to one year after construction begins.
  - b. construction equipment including ladders, scaffolding, and other such items may be stored outside of structures as long as the equipment is maintained in a safe manner and in such a way that the materials do not create a hazard to the general public, or an attraction to children, and
  - c. items that are manufactured for exterior usage and are being maintained including but not limited to: lawn/patio furniture and décor, benches, play equipment; sandboxes, barbecues, and bicycles.
3. Any items that are considered to be “litter” as according to [SMC 10.08.010](#) including refuse, rubbish, garbage, discarded items and all waste material of every kind and description shall be regulated under Chapter 10.08 Offense Against Public Health.
- C. Location.
1. Exterior storage of any of the items listed in SMC 17C.110.270(B)(2)(a) and SMC 17C.110.270(B)(2)(b) shall take place from the rear of the main dwelling unit to the rear of the property line,
    - a. except permitted construction materials which may be stored up to thirty days in either side or front yard areas and are exempt from the fencing and screening requirements designated in subsection (C)(2) below.
  2. Exterior storage areas shall be screened from view of the public right-of-way as defined in [SMC 17A.020.180\(R\)](#) through the use of sight-obscuring fencing that meets height requirements set in [SMC 17C.110.230](#) or through the use of screening pursuant to [SMC 17C.200.070\(A\)\(1\)](#)
- D. Violation—Enforcement and Penalty
- Violation of SMC 17C.110.270 shall constitute a class 2 civil infraction per [SMC 1.05.160](#).

Date Passed: Monday, September 23, 2013

Effective Date: Sunday, November 3, 2013

ORD C35025 Section 1

CA Liaison Committee  
Minutes 4/24/2015

In attendance: Colleen Gardner (Chief Garry Park) Paul Kropp (Southgate), Bonnie McInnis (West Central)

Absence: Gene Klozar (Riverside)

Staff Support: Melissa Wittstruck

- Consensus of the group Colleen will serve as chair for the duration of 2015
- Goals were approved by group, take to CA for adoption at May 1<sup>st</sup> Ca meeting
- Dave Burnett has resigned as liaison from the Plan Commission effective July 21<sup>st</sup>. Colleen will send notification to the Land Use committee, send out notice to NC on Monday April 27<sup>th</sup>, and have application in the CA packet for interested parties. **The deadline for applications will be May 15<sup>th</sup>**; the committee will meet on May 18<sup>th</sup> to review application with the intent of having a recommendation to the CA at the June meeting.
- Request removal of CSAC and Mayor's Design Advisory Team from CA agenda's as they have completed their service.
- Committee will continue to review the responsibilities and update as needed
- Melissa will secure documentation that speaks to the duties of each of the liaisons/representatives.
- Colleen will follow up with liaison evaluations from 2014

April 23, 2015

Colleen Gardner,  
Interim Chair,  
Community Assembly Liaison Committee

Dear Colleen,

I am very sorry to have to inform you that after two years of serving as the Community Assembly's Liaison to the Plan Commission, I must hand the baton to someone else by no later than the July Land Use Committee meeting.

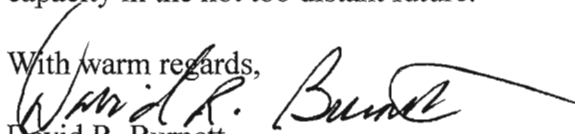
I have really enjoyed the people with whom I have worked, the issues we have addressed, and the time I have spent with the Community Assembly, the Land Use Committee and the Plan Commission. I had initially committed to serve for only one year, but am pleased that I was allowed to continue for two.

However, family needs are taking up an increasing amount of my time and I feel it would be best to step back from some of my other interests, including volunteer service for the City of Spokane.

I will continue to follow the city planning and other policy issues that have been so much a part of my life for the past two-plus years, and hope to work with you all in some capacity in the not too distant future.

With warm regards,

David R. Burnett

A handwritten signature in black ink, appearing to read "David R. Burnett", with a long, sweeping horizontal stroke extending to the right.

cc: Melissa Wittstruck, Office of Neighborhood Services  
Dennis Dellwo, President, Plan Commission



## Duties and Responsibilities of Liaisons

- Attend regular meetings of commission, board or committee.
- Attend Board/Commission/Committee and Community Assembly subcommittee meetings as assigned.
- Represent the collective interests of the Community Assembly and not a personal agenda.
- Report to individual neighborhood councils on relevant information to their neighborhoods, in a timely manner.
- Read all relevant material.
- Learn organizational structure, composition and processes of assigned board/commission/committee.
- Establish and maintain a working relationship with board members and support staff
- Be an ambassador from the Community Assembly to assigned board/commission/committee.
- Be a conduit of information between the Community Assembly and assigned board/commission/committee.
- Educate assigned board/commission/committee on roles and responsibilities/capacities of the Community Assembly and Neighborhood Councils.
- Use prudent judgment in personal contact.
- Notify the Community Assembly Liaison Committee in a timely manner, if unable to attend any meeting(s) or fulfill any of the duties or responsibilities of this position.

January 2014

## COMMUNITY ASSEMBLY LIAISON APPLICATION

Mail completed application to: Office of Neighborhood Services/Code Enforcement  
Attention: CA Liaison Committee  
808 W. Spokane Falls Blvd. – Spokane, WA 99201  
or email: [rminarik@spokanecity.org](mailto:rminarik@spokanecity.org)

PLEASE TYPE OR USE BLACK INK ONLY AND ATTACH ADDITIONAL SHEETS IF NECESSARY

☐ New Appointment    ☐ Reappointment

Position Applied for: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Educational Background

High School Completed: ☐ Yes ☐ No

College Completed: ☐ Yes ☐ No

If yes, Major and Degree: \_\_\_\_\_

\_\_\_\_\_

Other Education: \_\_\_\_\_

\_\_\_\_\_

### Experience and Employment History

Present Employer: \_\_\_\_\_

Position held and skills used or gained that relate to this position: \_\_\_\_\_

\_\_\_\_\_

Position held and skills used or gained that relate to this position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Civic and Organization Experience**

List any project, community, civic, trade or professional organization in which you have been active.

Organization/Project and any skills or experiences gained that relate to this position: \_\_\_\_\_

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Organization/Project and any skills or experiences gained that relate to this position: \_\_\_\_\_

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Organization/Project and any skills or experiences gained that relate to this position: \_\_\_\_\_

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### **Skills and Special Interests**

Skill/Interest and any experiences gained that relate to this position: \_\_\_\_\_

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Skill/Interest and any experiences gained that relate to this position: \_\_\_\_\_

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Skill/Interest and any experiences gained that relate to this position: \_\_\_\_\_

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**I am aware of the time commitment, the appointee roles and responsibilities and agree to fulfill the terms of the job description for this position.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPOINTMENT BEARING OFFICIAL SIGNATURE**

## **2015 Liaison Committee Goals/Mission Statement**

**Mission/Purpose Statement:** The Community Assembly Liaison Committee will process applications to fill request for Community Assembly representations on various committee, boards, and commissions

1. CA appointments of Boards/Commissions/Committee, without Mayors approval for non voting positions (Carry forward from 2013)
2. Follow up with evaluation process for 2015
3. Provide the Community Assembly with a list of recommended actions designed to better support CA liaisons.



DRB Report  
May 2015  
Colleen Gardner

At the March 25, 2015 Interim Meeting prior to the Recommendation Meeting, a quorum of the Design Review Board passed the following motion.

Based on review of the materials submitted by the applicant and discussion during the March 25, 2015 interim public meeting, the DRB recommends the following:

Approval of the building and campus as shown in the submittal documents conditioned on awarding the right-of-way vacation. However, the Madison Street right-of-way between Second and Third will need further review after public testimony. The DRB recommends the applicant investigate ways to show a clear public benefit and encourage pedestrian use.

Due to an acute case of bronchitis I was not able to attend the April 22<sup>nd</sup> DRB the motion from the review is as follows:

**Based on review of the materials submitted by the applicant and discussion during the April 22, 2015 public workshop, the DRB recommends the applicant consider the following:**

- 1. Bring a portion of the building closer to 3rd and/or Division.**
- 2. Further enhance the streetscape design with elements of the gateway plans.**
- 3. Consider a variance request to reduce the width of the L2 buffer and supply more pedestrian space at the building.**
- 4. Consider working with the church property owner to examine shared parking opportunities.**
- 5. Consider relocating the pedestrian walkway off of 3rd to the west side of the curb cut.**

**These recommendations are based on the Downtown Design Guidelines as listed in the staff report.**





## Community Assembly Building Stronger Neighborhoods Committee March 23, 2015 Meeting Summary

**Voting Members Present:** E.J. Iannelli (Emerson-Garfield), Seth Knutson (Cliff Cannon), Bonnie McIniss (West Central)

**Others Present:** Kay Howard (West Central)

**Staff Present:** Jackie Caro

**Meeting Summary:** The January and February meeting minutes were approved because a quorum was finally present.

- **Gonzaga intern opportunity:** Jackie is still working with Christine Ryman, GU's Internship Manager, to establish an internship program for neighborhood councils that have identified a need for assistance with social media. There have been and continue to be some questions about the intern's duties and responsibilities and their ultimate benefit. It was stressed that neighborhood oversight and training are an important component of the internship, and that securing a social media intern should in fact be the neighborhood councils' first step toward self-sufficiency.
- **Appointing BSN secretary:** Another appeal for a secretary was issued to the group. The lack of a dedicated secretary is why meeting minutes, even ones as brief as these, are routinely delayed.

**Next meeting:** April 27, 2015, noon at the Sinto Senior Center (1124 W Sinto Ave)

**Proposed Agenda Items:** Appointing a BSN secretary. Update on GU internship possibilities. Discussion of ways in which BSN outreach efforts could piggyback on future events like the Free Tree vouchers.

**Community Assembly  
Spokane City Plan Commission  
Liaison Report  
May 1, 2015**

**Comprehensive Plan Amendments:** The Plan Commission continues to have workshops and discussions on requested amendments to the CompPlan. The April 8 meeting reviewed issues surrounding development of a mobile homes land use category. Amendments are summarized at: <https://beta.spokanecity.org/projects/compplanamendments2015/>.


**Centers & Corridors Design Standards Update:** Staff, Council Member Waldref and several Plan Commissioners have met and produced further refinements to a proposal to revise design standards for development projects in Centers & Corridors designated areas. The revised standards will come before the Commission for a final workshop and a public hearing in May and will go to Council in June. Significant progress has been made in defining those changes that will be made mandatory (“shall” language) and those that require the flexibility of “should” language, particularly in the areas of building placement, and masking/frontage requirements.

**Plan Commission Developments:** Plan Commission Vice President and Transportation Subcommittee Chair Brian McClatchy has resigned from the Commission to take a position as legal advisor to the City Council. The Commission is soliciting applications to succeed Brian for the remaining length of his term, to December 31, 2016.

I have submitted my resignation from the Community Assembly Liaison position, effective this July, in order to spend more time with family. The Liaison Committee (interim head, Colleen Gardner) is taking applications for the position. I have really enjoyed my service to the Community Assembly, and the time I have spent with members, past and present, of the Plan Commission. I would highly recommend the position to anyone who is interested in strengthening Spokane’s neighborhoods.

**Planning Director Interviews:** At least two, and possibly three, candidates for Planning Director will be interviewed face-to-face sometime in early May. I will continue to serve on the interview panel and expect that the panel’s work will be completed before I step down from the CA Liaison position in July.

David R. Burnett  
dburnett@spokanecity.org



## Community Assembly

Friday, May 1, 2015

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## Upcoming Events

- [www.spokaneneighborhoods.org](http://www.spokaneneighborhoods.org) select "Meetings and Events" tile to view Google Calendar

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## 2015 Proposed Program Application Dates

- January 5<sup>th</sup> to March 2<sup>nd</sup>: Traffic Calming Applications
- January 5<sup>th</sup> to March 16: Mobile Speed Feedback
- February 18<sup>th</sup> to June 1<sup>st</sup>: Clean-Up Application
- March 1<sup>st</sup> to June 30<sup>th</sup>: Greening Grant – Forest Spokane
- June 1<sup>st</sup> to October 31<sup>st</sup>: CDBG Applications\*

\*Tentative – application period will be based on finalization of allocation model by CA/CD Committee

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## Program Updates - CDBG

### 2015 Application Status

#### • Next Steps

- 2015 Action Plan submitted to HUD – May
- Grant Year Begins – July 1<sup>st</sup>

#### CDBG Project Timeline



## Short Term Rental Hearing

- **Monday, May 4<sup>th</sup>, 6 p.m.,** City Council Chambers, Lower Level City Hall
- Public Hearing – Testimony is being taken by the City Council

## CA Motions – Public Safety

- Shall the CA recommend the amendments regarding vehicles to the existing Exterior Storage Ordinance as follows:
  - *f. more than 4-3 motor vehicles (as defined in SMC 17C.020.220C), excluding vehicles legally parked in a driveway pursuant to SMC 17C.230.145;*
  - *g. Vehicles on blocks, jacks or otherwise elevated above the ground for more than +2 12 hours;*
  - Key: strikethrough to remove, underline to add

### CA Motions – Liaison Goals

2015 Liaison Committee Goals/Mission Statement

- Mission/Purpose Statement: The Community Assembly Liaison Committee will process applications to fill request for Community Assembly representation on various committee, boards, and commissions
- 1. CA appointments of Boards/Commissions/Committee, without Mayors approval for non voting positions (carry forward from 2013)

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### CA Motion – Liaison Goals

- 2. Follow up with evaluation process for 2015
- 3. Provide the Community Assembly with a list of recommended actions designed to better support CA liaisons

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# Community Assembly

## Representative Training



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## Why are we here?

To make the  
Community  
Assembly more  
effective!

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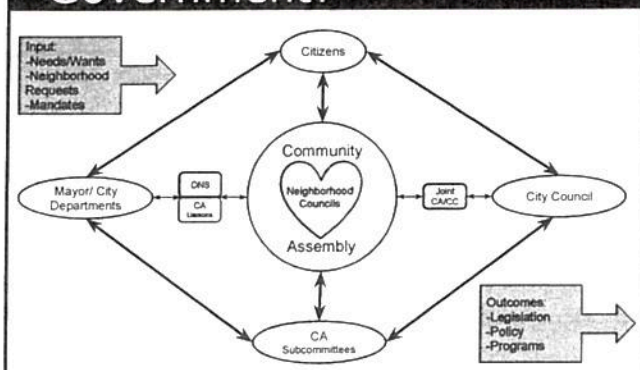
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## How Do We Fit Into City Government?



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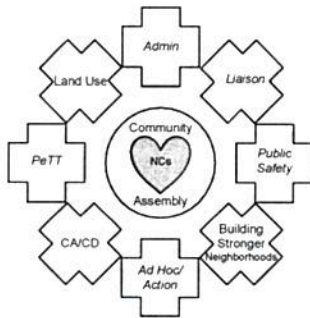
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## How Do We Fit Into City Government?



### Community Assembly Subcommittees

- Elevate to CA
- Work with City
- Goals for the Year
- Open to Anyone

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## How Do We Fit Into City Government?

### CA Liaisons

- Citizens Street Advisory Commission
- Citizens Transportation Advisory Board (PeTT)
- Community, Housing & Human Services (CHHS) [voting]
- Design Review Board [voting]
- Mayors Design Advisory Team (PeTT)
- Plan Commission [non-voting]
- Urban Forestry Citizens Advisory Committee [voting]

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## How Do We Fit Into City Government?

- Conception
- Legislation




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## Vision & Goals

### CORE PURPOSE:

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

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## Vision & Goals

### BIG HAIRY AUDACIOUS GOAL (BHAG):

Become an equal partner in local government.

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## Vision & Goals

### 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.

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## Vision & Goals

### VIVID DESCRIPTION (part 1):

The Community Assembly fulfils 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.

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## Vision & Goals

### VIVID DESCRIPTION (part 2):

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.

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## Vision & Goals

### VIVID DESCRIPTION (part 3):

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.

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## Vision & Goals

### THEMATIC GOAL:

*"Create greater internal alignment with our Values and Purpose (Vision)"*

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## Vision & Goals

### THEMATIC GOAL:

- Objectives:
  - Educate all CA members on Vision (and hold each other accountable to it)
  - Clarify our role within the context of our vision
  - Restructure our meetings to empower neighborhoods
  - Improve internal communication.

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## Vision & Goals

- Application of these:
  - How do we use them in our everyday work?
    - Should \_\_\_\_\_ be on the agenda?
    - How we take action?
    - Debriefs/Review/Measure of effectiveness
  - Subcommittee Goals in line too?
  - Alignment (later)
  - At NCs (later)

*Everything that comes out of CA should align with our Vision and goals.*

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## Vision & Goals

***Become an equal partner in local government.***

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## Commitment & Participation

- Follow Your NC's bylaws... But Be Effective.
- Represent your NC at the Table
- Represent the CA at the Table & in Subcommittees
- Be an Ambassador

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## Commitment & Participation

- Communicate
  - CA to NC
  - NC to CA
  - NC to NC
- How do you communicate to/from/within your neighborhood?



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## Accountability

- What is our charge?
- How does the CA develop accountability?
- How do we do that?



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## Changing Role of NC's

- How do we get here?
  - Strengthening alignment
- CA as collaboration & facilitation  
Resource for Neighborhoods
- Share Best Practices

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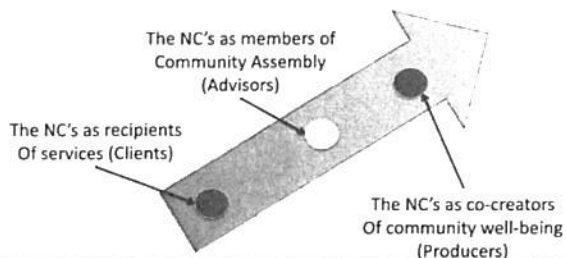
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## Changing Role of NC's

### The Changing Role of Neighborhood Councils



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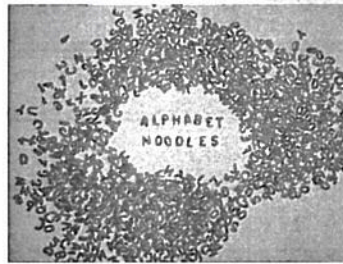
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## Continuing Education

- Handbook
- Training for New Reps
- Regular Goal Measurement/Evaluation
- Outreach to NCs



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## Not the End...

Where do we go from here?

What inspires you?



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## Common Acronyms used at Community Assembly

Acronym	Meaning	Category
<b>Admin</b>	CA Administrative Committee	CA Related
<b>AIZ</b>	Alcohol Impact Zone	Planning
<b>BAB</b>	Bicycle Advisory Board	City Board
<b>BDS</b>	Business & Developer Services	City
<b>BSN</b>	CA Building Stronger Neighborhoods Sub Committee	CA Related
<b>CA</b>	Community Assembly	CA Related
<b>CA/CC</b>	Community Assembly/City Council	CA Related
<b>CA/CD</b>	Community Assembly/Community Deveopment Sub Committee	CA Related
<b>CANPAC</b>	Community Assembly Neighborhood Planning Action Committee (Defunct)	CA Related
<b>CC</b>	City Council	City
<b>CDBG</b>	Community Development Block Grant	Federal
<b>CHHS</b>	Community, Housing and Human Services (Department or Board)	City
<b>CM</b>	Council Member	City Council
<b>CNS</b>	Community & Neighborhood Services	City
<b>CPTED</b>	Crime Prevention Through Environmental Design	Planning
<b>CSAC</b>	Citizens Streets Advisory Commission	City Board
<b>CTAB</b>	Citizen's Transportation Advisory Board	City Board
<b>DOE</b>	Department of Energy or Education	Federal
<b>DRB</b>	Design Review Board	City Board
<b>DSP</b>	Downtown Spokane Partnership	Outside Agency
<b>ECCC</b>	East Central Community Center	Outside Agency
<b>EPA</b>	Environmental Protection Agency	Federal
<b>ESBA</b>	East Spokane Business Association	Other Neighborhood Org
<b>ESG</b>	Emergency Services Grant	Federal
<b>EWU</b>	Eastern Washington University	Education
<b>GHBA</b>	Greater Hillyard Business Association	Other Neighborhood Org
<b>GIS</b>	Geographic Information System	Planning
<b>GMA</b>	Growth Management Act	Planning
<b>GSI</b>	Greater Spokane Inc.	Outside Agency
<b>GU</b>	Gonzaga University	Education
<b>Legal</b>	City Legal Department	City
<b>LUC</b>	CA Land Use Sub Committee	CA Related
<b>MIS</b>	Management Information Systems	Planning
<b>NC</b>	Neighborhood Council	CA Related
<b>NECC</b>	Northeast Community Center	Outside Agency
<b>NEPA</b>	National Environmental Protection Agency	Federal
<b>NEPDA</b>	Northeast Public Development Authority	Other Neighborhood Org
<b>ONS</b>	Office of Neighborhood Services	City
<b>ONS-CE</b>	Office of Neighborhood Services & Code Enforcement	City
<b>ORD</b>	City Council Ordinance	City Council
<b>PC</b>	Plan Commission	City Board
<b>PCED</b>	City Council Planning, Community & Economic Development Committee	City Council
<b>PDA</b>	Public Development Authority	Planning
<b>PeTT</b>	CA Pedestrian Transportation & Traffic Committee	CA Related
<b>PS</b>	CA Public Safety Committee	CA Related



## Common Acronyms used at Community Assembly

<b>RCW</b>	Revised Code of Washington	State
<b>RES</b>	City Council Resolution	City Council
<b>SCA</b>	Spokane Clean Air, short for Spokane Regional Clean Air Agency	Outside Agency
<b>SCAPCA</b>	Former acronym for Spokane Regional Clean Air Agency	Outside Agency
<b>SCC</b>	Spokane Community College	Education
<b>SEPA</b>	State Environmental Protection Agency	State
<b>SFCC</b>	Spokane Falls Community College	Education
<b>SFD</b>	Spokane Fire Department	City
<b>SMC</b>	Spokane Municipal Code	City
<b>SNAP</b>	Spokane Neighborhood Action Partners	Outside Agency
<b>SNEDA</b>	Spokane Neighborhood Economic Development Alliance	Outside Agency
<b>SPD</b>	Spokane Police Department	City
<b>SPFD</b>	Spokane Public Facilities District	Outside Agency
<b>SPS</b>	Spokane Public Schools	Education
<b>SRCAA</b>	Spokane Regional Clean Air Agency	Outside Agency
<b>SRCVB</b>	Spokane Regional Convention and Visitor's Bureau	Outside Agency
<b>SRHD</b>	Spokane Regional Health District	Outside Agency
<b>SRTC</b>	Spokane Regional Transportation Commission	Outside Agency
<b>STA</b>	Spokane Transit Authority	Outside Agency
<b>TBD</b>	Transportation Benefit District	Planning
<b>TIF</b>	Tax Increment Financing	Planning
<b>TIP</b>	Targeted or Transportation Improvement Project	Planning
<b>U-District</b>	University District (east of Downtown Spokane)	Planning
<b>WAC</b>	Washington Administrative Code	State
<b>WCCC</b>	West Central Community Center	Other Neighborhood Org
<b>WSDOT</b>	Washington Department of Transportation, pronounced "wash dot"	State
<b>WSU</b>	Washington State University	Education

# ABANDONED PROPERTY REGISTRY

## *COMMUNITY ASSEMBLY UPDATE*

Office of Neighborhood Services/Code Enforcement  
May 1, 2015

## Register Vacant & Abandoned Properties

- ▣ Response to community concerns.
- ▣ Properties stuck in foreclosure - "Zombies."
  - Vacant
  - Not maintained
  - Attracting transient activity



## Additional Tool

- ▣ Councilmember Waldref sponsored the registry; effective December 6, 2014.
- ▣ Intent is to protect neighborhood property values by reducing the number of properties that could become a nuisance.



## Abandoned Property Registry

- ▣ Used in many communities nationwide.
- ▣ Requires registration of properties that have received a default notice and are vacant.
- ▣ SMC 8.02.0675 and 17F.070.520.



## Registry – Operation

- ▣ \$200 fee finances administration and monitoring.
  - Identify responsible parties.
  - Secure authorizations to trespass and abate nuisance conditions.
  - Issue tickets for failure to register.



## Next Steps

- ▣ Relieve pressure on Building Official Hearing process.
  - Time intensive
  - Reduce cost
  - Improve compliance
- ▣ Coordination with police
- ▣ Manual registration
- ▣ Working towards electronic registry



## Questions?

*Melissa Wittstruck  
Neighborhood Housing Specialist  
ONS/Code Enforcement  
mwittstruck@spokanecity.org*