**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

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**Proposed Agenda Subject to Change**

Please bring the following items:

*Community Assembly Minutes: April 2015*

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<th>AGENDA ITEM</th>
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<td>Introductions</td>
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<td>Proposed Agenda (incl. Core Values and Purpose)</td>
<td>Facilitator</td>
<td>2 min–4:03</td>
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<td>Approve/Amend Minutes</td>
<td>Facilitator</td>
<td>5 min–4:05</td>
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<td><strong>OPEN FORUM</strong></td>
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<td>Reports/Updates/Announcements</td>
<td>Please Sign Up to Speak!</td>
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<td>City Council</td>
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<td>5 min-4:15</td>
<td>Oral Report</td>
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<td>Retreat</td>
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<td>PeTT</td>
<td>Paul Kropp</td>
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<td>Oral &amp; Written Report/Vote</td>
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<td>Liaison</td>
<td>Colleen Gardner</td>
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<td>Oral &amp; Written Report/Vote</td>
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<td><strong>PRESENTATIONS/SPECIAL ISSUES</strong></td>
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<td>Abandoned Property Registry</td>
<td>Melissa Wittstruck</td>
<td>15 min-5:45</td>
<td>Presentation/Q&amp;A</td>
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<td>Building Stronger Neighborhoods</td>
<td>E.J. Iannelli</td>
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<td>ONS/Code Enforcement</td>
<td>Heather Trautman</td>
<td>Written Report</td>
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* 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, 6th 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
Community, Housing, & Human Services Board: Fran Papenleur, 326-2502, fran_papenleur@waeb.uscourts.gov
Design Review Board: Colleen Gardner, 535-5052, chiefgarryparknc@gmail.com
Plan Commission: David Burnett, 720-3321, dburnett@spokanecity.org
Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760, zaromiotke@yahoo.com and Charles Hansen (alternate), 487-8462, charles_hansen@prodigy.net
Urban Forestry: Carol Bryan, 466-1390, 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 28th, 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 25th. 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?
4. Neighborhood Services & Code Enforcement Update:
   a. Heather Trautman, Director of Office of Neighborhood Service & Code Enforcement
      i. Upcoming events
         1. April 23rd, 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 25th, 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 29th, Joint CA/CC, 5:00-7:00pm, East Central Community Center, 500 S. Stone
      ii. 2015 Proposed Program Application Dates
         1. March 1st-June 30th: Greening Grants – Forest Spokane
         2. June 1st to October 31st: 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
         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 1st
         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 Papenleure
               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 27th
   b. City Council Second Hearing May 11th
   c. Code in Affect June 10th

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

5. 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.

6. 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.

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     Bemiss
Comstock              East Central
Hillyard             Latah/Hangman
Logan                Minnehaha
North Hill           Northwest
Riverside            Rockwood
West Central      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 6th, 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 3rd to May 9th, 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
27th day of April in 2015

David A. Condon
Mayor
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.
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 1st Ca meeting
- Dave Burnett has resigned as liaison from the Plan Commission effective July 21st. Colleen will send notification to the Land Use committee, send out notice to NC on Monday April 27th, and have application in the CA packet for interested parties. The deadline for applications will be May 15th; the committee will meet on May 18th 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

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

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:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

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

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

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

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Skills and Special Interests
Skill/Interest and any experiences gained that relate to this position:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

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

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

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

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

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:______________________________________________________________

December 2011
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.
Due to an acute case of bronchitis I was not able to attend the April 22nd 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.
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/](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

Upcoming Events
- www.spokaneneighborhoods.org select "Meetings and Events" tile to view Google Calendar

2015 Proposed Program
Application Dates
- January 5th to March 2nd: Traffic Calming Applications
- January 5th to March 16: Mobile Speed Feedback
- February 18th to June 1st: Clean-Up Application
- March 1st to June 30th: Greening Grant – Forest Spokane
- June 1st to October 31st: CDBG Applications*

*Tentative – application period will be based on finalization of allocation model by CA/CD Committee
Program Updates - CDBG

2015 Application Status
• Next Steps
  • 2015 Action Plan submitted to HUD – May
  • Grant Year Begins – July 1st

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 42 72 hours;
  • Key: strikethrough to remove, underline to add

Short Term Rental Hearing
• Monday, May 4th, 6 p.m., City Council Chambers, Lower Level City Hall
• Public Hearing – Testimony is being taken by the City Council
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)

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
Community Assembly
Representative Training

Why are we here?
To make the Community Assembly more effective!

How Do We Fit Into City Government?
How Do We Fit Into City Government?

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

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]

How Do We Fit Into City Government?

- Conception
- Legislation
Vision & Goals

CORE PURPOSE:

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

Vision & Goals

BIG HAIRY AUDACIOUS GOAL (BHAG):

Become an equal partner in local government.

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.
Vision & Goals

**VIVID DESCRIPTION (part 1):**

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.

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.

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.
Vision & Goals

THEMATIC GOAL:

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

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.

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.*
**Vision & Goals**

_Become an equal partner in local government._

---

**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

---

**Commitment & Participation**

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

---
Accountability

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

Changing Role of NC’s

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

Changing Role of NC’s

The Changing Role of Neighborhood Councils

- The NC’s as members of Community Assembly (Advisors)
- The NC’s as recipients of services (Clients)
- The NC’s as co-creators of community well-being (Producers)
Continuing Education

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

Not the End...

Where do we go from here?

What inspires you?
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
<th>Category</th>
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<tbody>
<tr>
<td>Admin</td>
<td>CA Administrative Committee</td>
<td>CA Related</td>
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<td>AIZ</td>
<td>Alcohol Impact Zone</td>
<td>Planning</td>
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<td>BAB</td>
<td>Bicycle Advisory Board</td>
<td>City Board</td>
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<td>BDS</td>
<td>Business &amp; Developer Services</td>
<td>City</td>
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<td>BSN</td>
<td>CA Building Stronger Neighborhoods Sub Committee</td>
<td>CA Related</td>
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<td>CA</td>
<td>Community Assembly</td>
<td>CA Related</td>
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<tr>
<td>CA/CC</td>
<td>Community Assembly/City Council</td>
<td>CA Related</td>
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<tr>
<td>CA/CD</td>
<td>Community Assembly/Community Development Sub Committee</td>
<td>CA Related</td>
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<td>CANPAC</td>
<td>Community Assembly Neighborhood Planning Action Committee (Defunct)</td>
<td>CA Related</td>
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<tr>
<td>CC</td>
<td>City Council</td>
<td>City</td>
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<td>CDBG</td>
<td>Community Development Block Grant</td>
<td>Federal</td>
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<td>CHHS</td>
<td>Community, Housing and Human Services (Department or Board)</td>
<td>City</td>
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<td>CM</td>
<td>Council Member</td>
<td>City Council</td>
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<td>CNS</td>
<td>Community &amp; Neighborhood Services</td>
<td>City</td>
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<td>CPTED</td>
<td>Crime Prevention Through Environmental Design</td>
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<td>Citizens Streets Advisory Commission</td>
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<td>CTAB</td>
<td>Citizen’s Transportation Advisory Board</td>
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<td>DOE</td>
<td>Department of Energy or Education</td>
<td>Federal</td>
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<td>DRB</td>
<td>Design Review Board</td>
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<td>DSP</td>
<td>Downtown Spokane Partnership</td>
<td>Outside Agency</td>
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<td>ECCC</td>
<td>East Central Community Center</td>
<td>Outside Agency</td>
</tr>
<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
<td>Federal</td>
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<td>ESBA</td>
<td>East Spokane Business Association</td>
<td>Other Neighborhood Org</td>
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<td>ESG</td>
<td>Emergency Services Grant</td>
<td>Federal</td>
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<td>EWU</td>
<td>Eastern Washington University</td>
<td>Education</td>
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<td>GHBA</td>
<td>Greater Hillyard Business Association</td>
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<td>GIS</td>
<td>Geographic Information System</td>
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<td>GU</td>
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<td>City Legal Department</td>
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<td>CA Related</td>
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<tr>
<td>NECC</td>
<td>Northeast Community Center</td>
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<td>NEPA</td>
<td>National Environmental Protection Agency</td>
<td>Federal</td>
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<td>NEPDA</td>
<td>Northeast Public Development Authority</td>
<td>Other Neighborhood Org</td>
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<td>ONS</td>
<td>Office of Neighborhood Services</td>
<td>City</td>
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<tr>
<td>ONS-CE</td>
<td>Office of Neighborhood Services &amp; Code Enforcement</td>
<td>City</td>
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<tr>
<td>ORD</td>
<td>City Council Ordinance</td>
<td>City Council</td>
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<tr>
<td>PC</td>
<td>Plan Commission</td>
<td>City Board</td>
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<td>PCED</td>
<td>City Council Planning, Community &amp; Economic Development Committee</td>
<td>City Council</td>
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<td>PDA</td>
<td>Public Development Authority</td>
<td>Planning</td>
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<td>PeTT</td>
<td>CA Pedestrian Transportation &amp; Traffic Committee</td>
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<tr>
<td>RCW</td>
<td>Revised Code of Washington</td>
<td>State</td>
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<tr>
<td>RES</td>
<td>City Council Resolution</td>
<td>City Council</td>
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<tr>
<td>SCA</td>
<td>Spokane Clean Air, short for Spokane Regional Clean Air Agency</td>
<td>Outside Agency</td>
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<tr>
<td>SCAPCA</td>
<td>Former acronym for Spokane Regional Clean Air Agency</td>
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<td>SCC</td>
<td>Spokane Community College</td>
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<td>SEPA</td>
<td>State Environmental Protection Agency</td>
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<td>SFCC</td>
<td>Spokane Falls Community College</td>
<td>Education</td>
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<td>SFD</td>
<td>Spokane Fire Department</td>
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<td>SMC</td>
<td>Spokane Municipal Code</td>
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<td>SNAP</td>
<td>Spokane Neighborhood Action Partners</td>
<td>Outside Agency</td>
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<td>SNEDA</td>
<td>Spokane Neighborhood Economic Development Alliance</td>
<td>Outside Agency</td>
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<td>SPD</td>
<td>Spokane Police Department</td>
<td>City</td>
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<td>SPFD</td>
<td>Spokane Public Facilities District</td>
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<td>SPS</td>
<td>Spokane Public Schools</td>
<td>Education</td>
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<td>SRCAA</td>
<td>Spokane Regional Clean Air Agency</td>
<td>Outside Agency</td>
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<td>SRCVB</td>
<td>Spokane Regional Convention and Visitor’s Bureau</td>
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<td>SRHD</td>
<td>Spokane Regional Health District</td>
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<td>University District (east of Downtown Spokane)</td>
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<td>West Central Community Center</td>
<td>Other Neighborhood Org</td>
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<tr>
<td>WSDOT</td>
<td>Washington Department of Transportation, pronounced &quot;wash dot&quot;</td>
<td>State</td>
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<td>WSU</td>
<td>Washington State University</td>
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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
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