Spokane Neighborhoods Community Assembly

"Provide a vehicle to empower Neighborhood Councils' participation in government"

Meeting Agenda for Thursday May 5, 2016

5:30 to ***8:15p.m.*** *–* **West Central Community Center**, 1603 N Belt

Proposed Agenda Subject to Change
Please bring the following items:
*Community Assembly Minutes: April 2016

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min–5:30		
Proposed Agenda (incl. Core Values and Purpose)	Facilitator	2 min–5:33	Approve	1
Approve/Amend Minutes ▪ April 2016	Facilitator	5 min–5:35	Approve	5
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	5 min-5:40		
LEGISLATIVE AGENDA				
City Council ▪ Update	Councilmember	5 min-5:45	Oral Report	
Admin ▪ Update	Jay Cousins	5 min-5:50	Oral Report	
ONS/Code Enforcement ▪ Update	Heather Trautman	15 min-5:55	Presentation/ Q&A	
Land Use/Planning ▪ Infill Development Project	Lisa Key	30 min-6:10	Presentation/ Q&A	10
PeTT ▪ Sidewalk Discussion	Paul Kropp	5 min-6:40	Oral Report/ Q&A	
CA/CD ▪ 2017 Applications and Timeline	Valena Arguello	10 min-6:45	Presentation/ Q&A	
Budget ▪ Applications and Disbursements	Kathryn Alexander	20 min-6:55	Discussion	
Retreat ▪ Report on Training ▪ Master Calendar	Committee Members	10 min-7:15	Oral & Written Report	23
Policy & Procedures ▪ Revised P&P Distribution	Valena Arguello	20 min-7:25	Distribution/ Discussion	28
CA Roundtable	CA Reps	30 min-7:45	Discussion	
OTHER WRITTEN REPORTS				
Liaison Committee	Paul Kropp		Written Report	39
Design Review Board	Colleen Gardner		Written Report	40
Building Stronger Neighborhoods	Tina Luerssen		Written Report	56
Land Use	Teresa Kafentzis		Written Report	60
Plan Commission Liaison	Greg Francis		Written Report	63
Kidicalmass – Chief Gary Park	Colleen Gardner		Flyer	65

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

UPCOMING IMPORTANT MEETING DATES

- ***May 10: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm***
- ***May 19: Land Use, West Central Community Center, 1603 N Belt, 5pm***
- ***May 23: Building Stronger Neighborhoods, Sinto Senior Center, 1124 W Sinto, 12pm***
- ***May 24: CA Administrative Committee (agenda item requests due. Please submit all written material to be included in packets two days prior to CA meeting date), ONS Office, 6Th Floor, City Hall, 4:45pm***
- ***May 24: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm***
- ***June 2: Community Assembly, West Central Community Center, 1603 N Belt, 5:30pm***

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 & REPS (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: Greg Francis, gfrancis1965@yahoo.com
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

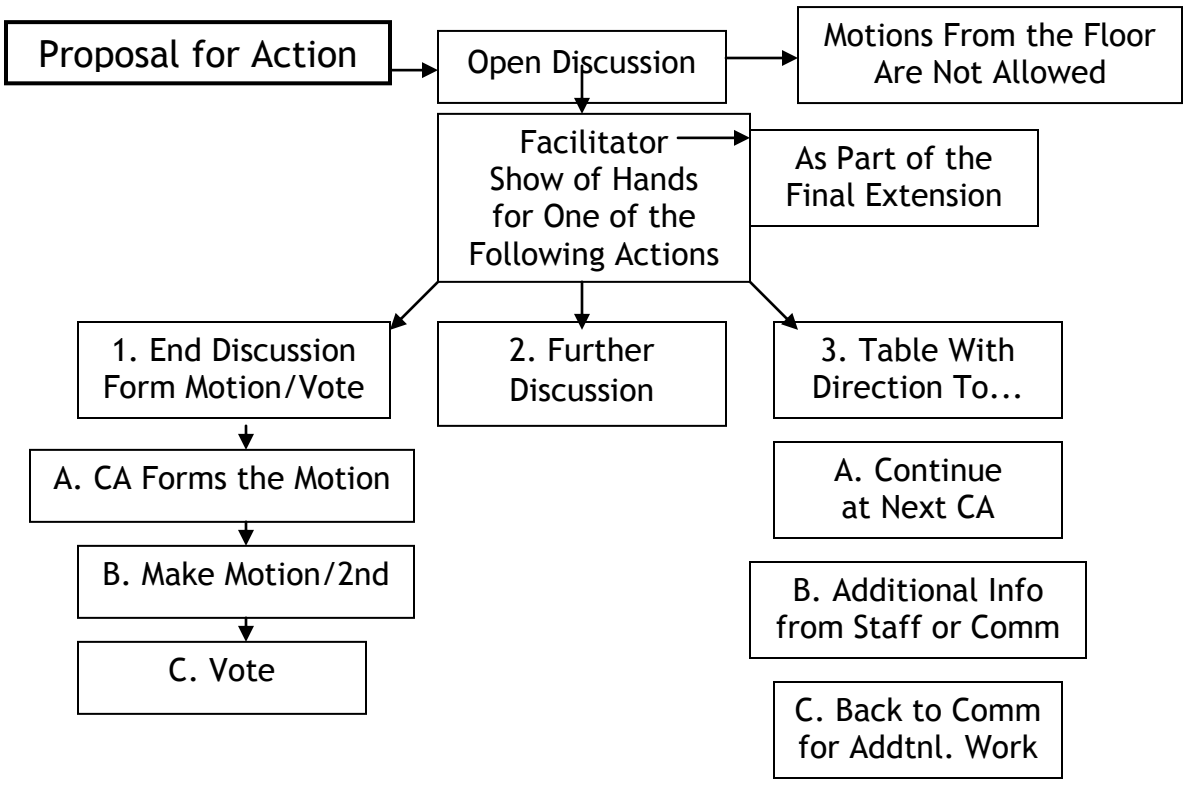
a. CA Rules of Order:

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 one minute. 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 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.

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 7th, 2016

1. Proposed Agenda
    a. Approved.
2. Approve/Amend March Minutes
    a. Approved as amended.
3. Open Forum
    a. Greg Francis, Planning Commission Liaison – infill housing stakeholder group and process.
        i. Diverse group of stakeholders which represents community well.
        ii. Will engage with CA and LUC
            1. Presentations to CA
            2. Recommendations from LUC
        iii. Design, Maintain, Encourage attractive neighborhoods – conform to neighborhood character
        iv. Will meet every two weeks for next 5-6 months & focus groups
    b. Andy Hoyt, Southgate – 10 minute breaks about 7pm for meetings
        i. 5 people vote yes in straw vote. Does not pass.
    c. Kelly Lotze, Browne's Addition – no 44% pay raise for City Council. Will take petition to NC.
        i. No campaigning at CA but can take to NCs.
4. City Council, Councilperson Stratton, District 3
    a. Catholic Charities – House of Charity
        i. Need funding to keep doors open during the day.
            1. Emergency funding sought is a band-aid, bigger discussion regarding better funding for 24/7 access to services.
            2. Working with community partners to find permanent funding.
            3. Councilpersons Fagan, Waldref, and Stratton investigating tiny houses to reduce homelessness.
    b. EMS levy will be Monday
    c. Spokane Housing Ventures Annexation scheduled for April 11, 2016.
5. Administrative Committee
    a. Kathryn Alexander, Bemiss
        i. Joint Community Assembly/City Council Recap
            1. Sidewalks discussion. Suggested that the community either need to work on small repairs or work on a bigger solution.
                a. Bond was discussed.
                b. LIDs for larger sections of the city at a time as opposed to smaller projects.
                c. Also discussed comprehensive plan amendments and tiny homes.
        ii. Community Assembly Attendance
            1. Will notify NCs when absent for two consecutive meetings.
            2. Will check to see if contact information is up to date.
            3. Will reach out to NCs to notify when not present and give opportunity to join.
        iii. Discuss Community Assembly Meeting Location
            1. Due to CSO tank at Bosch lot, new location necessary. Bosch lot closes this Saturday, April 9th. For City Council Chambers meetings, can park in further city lot on Howard.
            2. ONS checked with other facilities that may be available.

a. West Central Community Center has capacity for meetings and is available.
b. East Central Community Center stated a possibility, but no firm commitment.
c. Northeast Community Center had conflicts for number of dates.
d. Fire Training Center only has auditorium, so seating would only be auditorium style.
e. Waste Water Treatment Facility has brand new facilities with parking and meeting rooms.

3. May not be public transportation to Waste Water Treatment, but will be for West Central Community Center. Waste Water Treatment also has difficult road for winter access.
4. Motion to have West Central Community Center for the meeting of the Community Assembly starting in May – unanimous with 20 representatives present.
    a. CA will reevaluate in 12 months.

6. ONS Code Enforcement Update
    a. Heather Trautman, Director of ONS & Code
        i. The presentation is in the April Packet, available here: https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2016/04/community-assembly-agenda-packet-2016-04-07.pdf
    b. Upcoming Events
        i. Quotes for spending budget allocation to neighborhoods.
            1. For expenses less than $3000, need three estimates. For more than $3000, need formal quotes.
            2. Community Event supplies do not need a bid or estimate (e.g. – balloons, charcoal briquettes).
        ii. Temporary signs and copies for events permitted for budget request. See handout in packet. The Budget Committee is making a FAQ will be on website next to budget applications.
            1. Can only be signs on wires or sticks or community banners.
            2. Right of way – need permission for locations.
                a. Signs can be 5 square feet or less on right of way.
                b. Signs can be 16 square feet or less on private property.
                    i. Requires property owner's permission.
            3. Community Banners – need arts commission approval in advance. They meet once a month.
            4. Sandwich boards not permitted under the code.
        iii. Cleanup mailings.
            1. Delay due to glitch within city mailing system. Mailings have been reordered, but had to go back to 2015 list until glitch cause is determined for 2016 list.
            2. Only three neighborhoods caught in mail glitch. Other neighborhoods will be fine.

7. Retreat Committee
    a. Tina Luerssen, Grandview / Thorpe
        i. Training
            1. Signup sheets going around for CA Handbook trainings
                a. District 2: Thursday April 14th, 6:00-7:30pm, Southside Senior Center
                b. District 1: Wednesday, April 20th, 5:30-7:00pm, Northeast Community Center

c. District 3 : Wednesday, April 27th, 5:30-7:00pm, West Central Community Center
d. Anyone from neighborhood invited to attend. Not just for CA representatives. Bring people from NC or otherwise from neighborhood.
e. Hope to hold multiple trainings a year to educate new members how the CA works.
    i. Can also come to neighborhoods if necessary. Contact BSN to arrange.

8. Update on Ombudsman
    a. Bart Logue, Office of the Police Ombudsman (OPO)
        i. OPO has reconnected with City Hall, Commissioners, Police Department, and now reconnecting to CA.
        ii. Website updated with all complaints.
        iii. Tracking Complaints since body cameras implemented?
            1. No policy in place yet. Numbers have gone down, but only slightly.
        iv. Concern about commission members as some members have been dropped and now commission make up is mostly police force connected?
            1. Logue - Do not believe current committee has association with law enforcement.
            2. Commissioner Chair Deb Conklin – three people have been removed. Two were asked, one was voted off by City Council.
                a. Current make up - teacher, former teacher, third year law student, statistical analyst, and pastor.
    b. Office number for Ombudsman is 625-6743
9. Comp Plan Neighborhood Profiles Update
    a. Kevin Freibott, Planning and Development
        i. Starting in late 2014, city began Shaping Spokane outreach project.
            1. Seeks to find what is special about neighborhoods, what makes them unique.
            2. Put on hold in 2015 while work commenced in other areas of Comp Plan, now back to working on them. Have been edited, formatted. Will be emailed to Council Chairs and community representatives to get final approval and edits. Freibott asked Council Chairs to approve or provide edits by May 6.
            3. Planning will present to Planning Commission on May 25th.
        ii. Planning & Development can get PDFs for NCs to put on their websites.
            1. ONS can help get on websites.
        iii. Two neighborhoods have been created since project began and a new one will be created this summer. Will they have chance to make own profile?
            1. Northwest and Audubon/Downriver will have combined profiles for now.
        iv. What role or place in comprehensive plan will these profiles be?
            1. Being looked at now and will be connected to neighborhood chapter, but not yet sure how to integrate into wider body of the Comprehensive Plan.
            2. No significant changes other than formatting and grammar since focus groups.
        v. When looking for consistency with comp plan, will be able to use profiles for consistency?
            1. Not sure yet, will need to look at how these influence consistency and concurrency.
10. Budget Committee
    a. Kathryn Alexander, Bemiss

i. Thoughts on speakers and topics passed around for consideration.
ii. Survey regarding what CA representatives prioritized for funding was inconclusive.
iii. Standing Committees allowed to apply for funding from CA funds.
iv. Packet for this CA meeting has a list of Budget Committee Liaisons. Liaisons can help with budget questions, problems, or checking on applications. Send applications to liaisons. They will discuss received applications with the budget committee and send to ONS.
v. NUSA Conference. May 25-28 in Memphis, TN.
    1. Applications due April 15 for early prices. After that registration price goes up.
    2. Nominations
        a. Applicants could be nominated or submit paragraphs.
        b. Victor Frasier and Kathryn Alexander nominated to go.
        c. Discussion to send two individuals to NUSA.
        d. Motion:
            i. To choose one or two representatives to go to NUSA.
                1. Send One: 18 (Audubon/Downriver, Browne's Addition, Cliff/Cannon, Comstock, East Central, Emerson Garfield, Grandview Thorpe, Logan, Manito/Cannon Hill, Minnehaha, Nevada/Lidgerwood, North Hill, Northwest, Peaceful Valley, Riverside, Rockwood, Southgate, West Hills)
                2. Send Two: 1 (Bemiss)
                3. Abstain: None.
        e. Use a ballot method to vote between the two candidates.
            i. Victor Frasier had 9 votes.
            ii. Kathryn Alexander received 10 votes.
            iii. Katherine Alexander will represent the CA at the NUSA conference.

11. Policy and Procedure Committee
    a. Questions from Committee
        i. Clarify quorum definition.
            1. Neighborhoods are in good standing so long as they have not missed two consecutive meetings. Once NC has failed to maintain voting privilege (i.e. good standing), it is not counted in quorum count. Tina (Grandview / Thorpe) has kept track of attendance for this purpose. Good standing only applies to quorum purposes, if representative attends a meeting, they can vote regardless of neighborhood standing status. This will stay the same way and committee will wordsmith for clarity.
        ii. Clarify representative voting definition.
            1. CA Representatives should inform ONS that an alternate has right to vote for their NC.
        iii. Template for standing committees to create policies and procedures to provide consistency between committees. ONS should have a hard copy in the Policies and Procedures binder.
            1. ONS will look for electronic copy and hard copy of template.
            2. The template should act as a recommended decision making process for committees. The template should focus on the intent and philosophy of how discussions occur.
        iv. April 13th is next meeting for this Committee.

12. PeTT
    a. Sidewalks

i. Permission from CA to send query regarding comprehensive sidewalk program from packet to NCs to discuss and bring feedback to PeTT committee in May.
    1. PeTT Committee will email to leadership of NCs to distribute.
        a. No one opposed. PeTT will proceed with email.

13. CA Roundtable
    a. Southgate annexation – vote will be April 11, 2016 at City Council. The developer has declined to meet with the NC. The NC will go to City Council to voice that discussion fell apart and propose Center & Corridor zoning. Advice to other NCs, look at long range plans and see if it those plans are still accurate. Also get insurance for NCs to protect from liability.
    b. CDBG numbers passed around for neighborhoods that qualify. CA/CD will have longer report at next meeting.
    c. Everyone should go look at pedestrian bump out at Lincoln and Garland!

In attendance:

20 Representatives Present

Audubon/Downriver, Bemiss, Browne's Addition, Cliff/Cannon, Comstock, East Central, Emerson Garfield, Grandview Thorpe, Lincoln Heights, Logan, Manito/Cannon Hill, Minnehaha, Nevada/Lidgerwood, North Hill, Northwest, Peaceful Valley, Riverside, Rockwood, Southgate, West Hills

Not in attendance:

Balboa/SIT, Chief Garry Park, Five Mile Prairie, Hillyard, Latah Hangman, North Indian Trail, West Central, Whitman

Public Participation Program

(Appendix B to INFILL DEVELOPMENT PROJECT CHARTER)
Version 4/29/2016

TABLE OF CONTENTS

Introduction

The City of Spokane is developing strategies and discussing issues and opportunities related to infill housing, which is intended to result in short- and mid-term recommendations for action. This public participation plan is a framework for activities to include input in developing strategic recommendations by a designated steering committee for potential programs, projects or regulations for infill development.

Meaningful public involvement is a key component of any planning process. Public involvement and investment in the process is crucial to the outcome. The City of Spokane is committed to engaging the public and targeted stakeholders throughout the project. It is the goal of this public participation plan to ensure all Spokane residents are aware of the process and have the opportunity to be active participants.

This public participation program outlines the public involvement goals and objectives for the Infill Development Project, as well as the strategies that will be used to fulfill the goals and objectives. It also shows general timeframes for public involvement, the exact timing of which will be contingent upon steering committee progress toward recommendation development.

The Infill Development Project

Project Purpose

- To identify tools that will enable and promote quality development on vacant and underdeveloped lots and parcels in developed areas of the city as well as within the city's urban growth boundary in a manner that:
    - Provides a desirable mixture of affordable housing options to people of all income levels, and sustainably realizes density objectives;
    - Is designed to maintain and encourage attractive neighborhood character;
    - Is consistent with the City of Spokane Comprehensive Plan, as well as adopted neighborhood plans and subarea plans; and,
    - Is consistent with existing neighborhood character, and/or the neighborhood character envisioned in adopted neighborhood plans.

Project Goals:

- Communicate and review today's development standards and tools with descriptive graphics to illustrate implementation potential.
- Develop recommendations to increase clarity and effectiveness of existing residential infill regulations.
- Explore opportunities to better promote and encourage infill housing development in desired locations through potential changes in policies, code amendments, education and promotion strategies, and/or incentive programs.
- Evaluate what, if any, further changes are needed to implement the City's Comprehensive Plan policies, and neighborhoods' visions as reflected in adopted neighborhood and subarea plans, for development of vacant or underdeveloped lots and parcels within an already built-up area.
- Establish a system to monitor trends in permit counts and valuation by area, and evaluate performance relative to the economy.

Desired Communication Outcomes

- Produce useful documents to describe today's development standards and tools.
- Increase public awareness of the infill tools and allowable development products.
- Dialogue with stakeholders that results in productive recommendations to increase opportunities for development and new housing on vacant or underdeveloped sites in built-up areas.
- Develop an easy-to-follow report and recommendations for future action based on the project's findings.
- Develop a plan for monitoring the effectiveness of infill development strategies developed through this process.

How the Report Will Be Used

- The final report and recommendations by the steering committee will be used to guide and monitor the development of changes in policies, code amendments, education and promotion strategies, and/or incentive programs, and their subsequent effectiveness in promoting infill development opportunities.

Public Involvement Objectives

Education/Information

- Actively engage the public in the planning and recommendation process by gathering public input.
- Promote key interest group participation in infill development.
- Leverage the key interest groups as advocates for public understanding, support, and funding.
- Inform stakeholders about the participation process.
- Generate awareness about involvement opportunities.
- Increase awareness of the interrelation between infill development and sustainability.

Engagement

- Ensure public input is considered throughout the planning and decision-making process.
- Engage the general public and key interest groups.
- Provide multiple and different types of input opportunities.

Public Involvement Activities

Opportunities for public comment will be provided at several public meetings and by email throughout the project. Public comments and recommendations, collected in the meetings and discussions described below, will be compiled in a comment log and general response summary to enable arranging by interest areas and topics, an example of which is attached as **Attachment A**. The final study report will include this log as a Comment/Response appendix to the report.

Outreach to Community Organizations

The project will reach members of various organizations in the community to promote awareness of the project and opportunities to participate. Throughout the project, project staff will provide presentations as requested to community and professional organizations. Such organizations include the Community Assembly Land Use Committee, Homebuilders, Realtors Association, Downtown Spokane Partnership, neighborhood business associations, and neighborhood councils.

Project staff will send a participation request by email to all neighborhood council chairs. The request will ask that each neighborhood council:

- discuss and document the opportunities and concerns associated with infill development, and
- coordinate with other neighborhood councils to designate two representatives from each City Council District to participate in the Neighbors/Community Groups focus group meeting, described below under the section "Meet with Stakeholder Focus Groups."

The City's Office of Neighborhood Services staff liaisons will also provide information at neighborhood council meetings to encourage involvement. Neighborhood councils will be encouraged to remain involved in phases of the project following the focus group meeting.

Create a Steering Committee

A steering committee that includes Plan Commission members and identified stakeholder representatives will be established to participate in multiple focus group meetings and workshops. Members of the committee will include:

Plan Commission Members	Patricia Kienholz, Commissioner
	Michael Baker, Commissioner
City Council Members	Ben Stuckart, Council President
	Lori Kinnear, District 2, Liaison to Plan Commission
Finance/Real Estate	Mike Ekins, Interface Commercial Capital
Development (non-profit)	Cindy Algeo, Spokane Low Income Housing Consortium
	Darryl Reber, Inland Empire Residential Resources
Development (for-profit)	Michael Cathcart, Spokane Home Builders Association
	Asher Ernst, Infill Developer
	Evan Verduin, Make Architecture & Design
Community Organizations/ Neighbors	Kathryn Burk-Hise, Spokane Preservation Advocates
	Greg Francis, Plan Commission Community Assembly Liaison
	Kitty Klitzke, Futurewise
	Gail Prosser, Business Owner, Neighborhood Resident
	Andrew Rolwes, Downtown Spokane Partnership
Project Staff (non-voting)	

The steering committee will hold meetings before and after discussing infill development opportunities with the four focus subgroups described below. Meetings held before the focus subgroup meetings will be concerned with the project approach, while meetings held after the focus subgroup meetings will be concerned with developing the recommendations. These meetings will be noticed and open to the general public.

Meet with Stakeholder Focus Groups

Infill housing stakeholders will be invited to engage in a discussion of infill development centered on perspectives of four subgroups. These meetings are intended to be small to maintain focus. In addition to including all steering committee members, emphasis in each of the focus group meetings will be on a greater number of participants from the various stakeholder groups.

1. Finance/Real Estate
   - Representatives of lending entities and real estate agents

2. Architecture/Development

   Includes two subgroups: Not-for-profit developers and for-profit developers
   - Development community
   - Design and construction consultants
   - Large property owners

3. Neighbors/Community Groups
   - Representatives of neighborhood councils, with two neighborhood councils targeted per City Council district plus the Riverside neighborhood council (seven total). The appropriate

representatives will be designated by the neighborhood councils as described above under "Outreach to Community Organizations."
- Community organizations
- Public agencies
- Other interested members of the public

4. Tiny Housing
   - Developers of tiny housing
   - Manufactured housing communities/manufactured housing representatives

Public Open House

After the steering committee has completed its stakeholder focus subgroup meetings, it will hold an open house meeting session, and participants will be asked to provide input on preliminary recommendations. Widespread public notice will be provided before the meeting. Draft documents that are being discussed by the steering committee will be available before the meeting. The steering committee will consider the public input during subsequent meetings as the committee develops a final report and recommendation.

Distribute Public Notices and Information

The City of Spokane will use a variety of methods to inform the public about public meetings, availability of draft reports, and important project milestones.

- **Internet**
  An interactive webpage with a broad range of capabilities to share information, facilitate public involvement online, and document project outcomes will be set up on the City of Spokane's project webpage at http://my.spokanecity.org/projects.

  The webpage will be capable of disseminating information such as news posts, event notices, documents, and meeting notes. Interactive maps and online engagement elements may be included. An intuitive user interface and search tools will be incorporated to help citizens locate relevant information quickly.

  Social media channels, including Twitter and Facebook, will be integrated into the webpage to allow for easy sharing of articles and project updates. The webpage will use the City's webpage format template with a mobile phone interface that allows the project team to share information and updates with demographics whose primary access to the Internet is via their Smartphone.

  The City of Spokane may provide related updates about the project and otherwise promote the project on its website, newsfeeds, and social media.

  Public information about existing methods of developing infill housing is available at the City's Development Options website, http://my.spokanecity.org/business/residential/development-options/. This webpage will be linked from the project website.

- **Email List**
  The Planning and Development Department will maintain a mailing list for notices of scheduled meetings. Notice will be provided by email. Individuals and organizations interested in being on the mailing list should email ngwinn@spokanecity.org or call at (509) 625-6893.

- **News Releases**
  To inform a broad audience of the project and/or final recommendation, the City of Spokane will issue one or more news releases to local media including, but not limited to: The Spokesman-Review, the Inlander, City Cable 5, and other TV and print media. New releases are also posted on the City's web site, emailed to subscribers, and published on the City's Facebook and Twitter accounts.

- **Other Methods**
  The project team may use other methods to reach a broad audience through a variety of channels. Examples of such other methods include, but are not limited to: neighborhood council status reporting and information gathering via City of Spokane Neighborhood Services staff liaisons at regular neighborhood council meetings; one or more status reports to the Friday Update weekly newsletter produced by City of Spokane Neighborhood Services, a one- or two-time direct mail brochure through utility billing inserts to City customers; media appearances; and short video productions for Web and TV Channel 5 to promote basic understanding by a broad audience on a number of relevant aspects of the project, such as webpage references, Comprehensive Plan goals, and challenges facing infill development in Spokane.

Spokane Infill Development Staff Contacts

Lisa Key, Project Lead Planning and Development	625-6187	lkey@spokanecity.org
Nathan Gwinn, Project Manager Planning and Development	625-6893	ngwinn@spokanecity.org
Omar Akkari Planning and Development	625-6146	oakkari@spokanecity.org
Kris Becker Development Services Center	625-6392	kbecker@spokanecity.org
Rob Crow Community, Housing and Human Services	625-6814	rcrow@spokanecity.org
Julie Happy Communications	625-7773	jhappy@spokanecity.org
Pradeep Hatcher Communications	625-6749	phatcher@spokanecity.org
Melissa Owen Planning and Development	625-6063	mowen@spokanecity.org
Heather Trautman Neighborhood Services and Code Enforcement	625-6854	htrautman@spokanecity.org

Infill Development

Steering Committee Meeting Schedule (Appendix C to INFILL DEVELOPMENT PROJECT CHARTER)

2016 Month	April	May					June				July				August					September				October					November				December				2017 January			
Monday of Week (meetings targeted any day of week)--->	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23
Full Plan Commission Workshop: Sub-Committee Charter, Public Participation Plan & Schedule	■																																							
Project Webpage		x																																						
Focus Group 1 Meeting - staff hosts and facilitates				■																																				
Focus Group 2 Meetings: Architecture/Development *(2a & 2b for- and non-profit initial subgroups)*				■	■																																		
Focus Group 3 Meeting: Neighbors/Community Groups							■																																	
Focus Group 4 Meeting: Tiny Housing					■																																		
Staff follow-up activity: Send notes, collect and validate comments					x	x	x	x	x	x	x	x	x	x																										
Steering Committee Workshop #1									★																															
Steering Committee Workshop #2											★																													
Public Open House (may be held virtually?)													■																											
Draft Report and Recommendation															x																									
Steering Committee Recommendation Meeting																★																									

Accessory Dwelling Unit: Overview

Planning & Development Services | P: 509.625.6300 | E: bdsinfo@spokanecity.org

Spokane Municipal Code § 17C.300

Definition

Accessory Dwelling Unit (ADU): A separate additional living unit, including separate kitchen, sleeping, and bathroom facilities, attached or detached from the primary residential unit, on a single-family lot. ADUs are known variously as: "Mother-in-law apartments,""Accessory apartments," or "Second units."

What zones can this tool be used in?

Zoning	RA	RSF	RSF-C	RTF	RMF	RHD
Accessory Dwelling Unit	✓	✓	✓	✓	✓	✓

What housing types are allowed?

Attached and detached accessory dwelling units are permitted with the following limitations:

1. Only one ADU is allowed per lot as an accessory use to a single-family home.
2. A detached ADU must either be combined with a garage or shall be the only detached structure in the rear yard setback area.

How do I apply for an ADU?

1. Submit an ADU application and fee.
2. Receive an ADU application approval letter
3. Submit this letter to be recorded at the County Auditor's Office as a deed restriction
4. Submit a conformed copy of the recorded letter to the City's Planning Dept. prior to the issuance of a building permit or safety inspection.
5. Obtain a building permit and certificate of occupancy

[Complete ADU Application Procedures]

Development Standards

Min. Lot Size: 5,000 sf.

Bulk Limitations: The ADU cannot be larger than the primary dwelling unit. The building coverage of all detached accessory structures may not exceed 15% of total lot area.

Development Standards Continued

ADU Size Requirements:

	Min. Size	Max. Size
Internal ADU*	250 sf.	800 sf.
Detached ADU	N/A	600 ft.

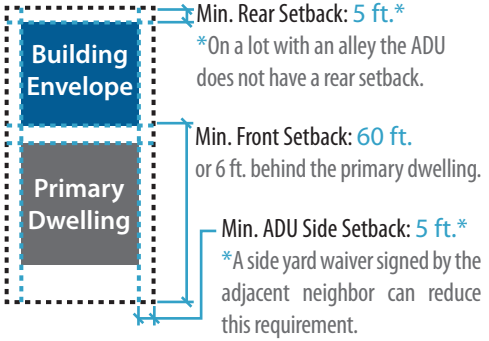
*The footprint of the principal structure, excluding an attached garage, must be not less than 800 sf. Internal ADUs may not exceed 50% of the total square footage of the principal structure's building footprint.

Max. Building Height:

	Max. Wall Height	Max. Roof Height
Detached ADU	10 ft.	20 ft.
Detached ADU Over Accessory Building	16 ft.	23 ft.

Parking: ADUs require one additional parking space. Existing required parking for the house (one space) must be maintained or replaced on-site.

Setbacks:



Occupancy: The owner of the property shall occupy one of the units as their principal residence and must occupy the dwelling unit for more than six months of each year. *[Occupancy Requirement]*

Other Development Standards: ADUs must adhere to Site Development Standards relating to Conversion of Existing Detached Structures, Windows, Floor Area Ratio, Entrances, Finishes, and Utilities. *[ADU Development Standards]*

▲ *Detached ADU | Courtesy of accessorydwellings.org*

▲ *Detached ADU Over Accessory Building | West Central - Spokane, WA*

References:

Spokane Municipal Code (SMC)

[Accessory Dwelling Units SMC § 17C.300]
[Accessory Structures SMC § 17C.110.225]

Design Inspiration

[City of Seattle - A Guide to Building a Backyard Cottage]
[AccessoryDwellings.org]

General standards are shown. Please refer to the Land Use Code for exceptions and specific regulations. Generally, all points of the building reviewed under the Residential building code will be required to be within 150 feet of a curb for fire access, or will require fire suppression sprinklers.

[Text] = Hyperlink

Attached Housing / Duplex: Overview

Planning & Development Services | P: 509.625.6300 | E: bdsinfo@spokanecity.org

Spokane Municipal Code § 17C.110.310

Definition

Attached Housing: Two or more dwelling units that are single-family residences on individual lots attached by a common wall at a shared property line. These include:Townhouses, Row houses, and other similar structures.

Duplex: A building that contains two primary dwelling units on one lot. The units must share a common wall or common floor/ceiling.

What zones can these tools be used in?

Zoning	RA	RSF	RSF-C	RTF	RMF	RHD
Attached Housing	✓	✓	✓	✓	✓	✓
Duplex	✗	✗	✗	✓	✓	✓

[Housing Types Allowed Table]

Lot Development Standards

Each house must be on a lot that complies with the lot development standards in the base zone as provided in *[SMC Table 17C.110-3]*.

Development Standards

Number of Attached Units:

RA, RSF and RSF-C Zones
>2 Requires a PUD

RTF Zone
>8 Requires a PUD

RMF and RHD Zones

No limit to the number of attached houses that may have common walls.

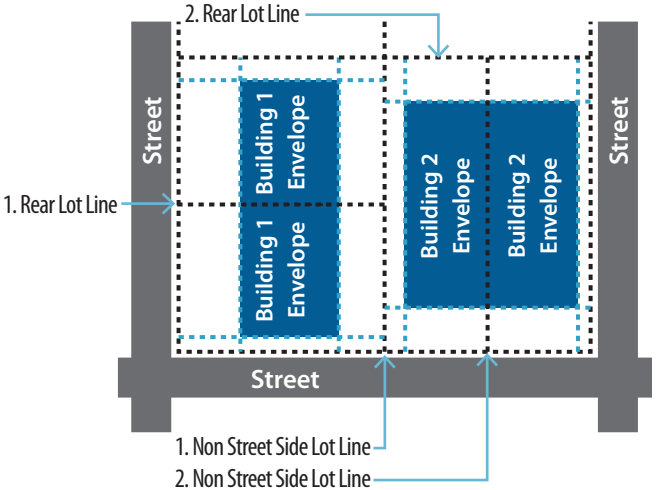
Development Standards Continued

Setbacks:

Interior lots - The side building setback on the side containing the common wall is reduced to zero. The side-building setbacks on the side opposite the common wall must be double the side setback standard of the base zone.

Corner lots - Either the rear setback or non-street side setback may be reduced to zero. However, the remaining street side lot line setback must comply with the requirements for a standard side or rear setback.

Example Site Setbacks:



Design Standards

Attached Housing and Duplexes: Attached Housing and Duplexes are subject to the design standards of *[SMC § 17C.110.310]*.

Multi-family: Multi-family residential buildings containing three or more units are subject to the design standards of *[SMC 17C.110.400-465]*.

Browne's Addition Townhouse Style Units | Spokane, WA

Kendall Yards Townhouse Style Units | Spokane, WA

References:

Spokane Municipal Code (SMC)

[Attached Housing, Detached Houses on Lots Less Than Forty Feet Wide, And Duplexes SMC § 17C.110.310]

Design Inspiration

[Portland - Infill Design Toolkit]
[Portland Courtyard Housing Design Competition]

General standards are shown. Please refer to the Land Use Code for exceptions and specific regulations. Generally, all points of the building reviewed under the Residential building code will be required to be within 150 feet of a curb for fire access, or will require fire suppression sprinklers.

[Text] = Hyperlink

Cottage Housing: Overview

Planning & Development Services | P: 509.625.6300 | E: bdsinfo@spokanecity.org

Spokane Municipal Code § 17C.110.350

Definition

Cottage Housing: A grouping of small, single family dwelling units clustered around a common outdoor space and developed with a coherent plan for the entire site. *[Link to Full Definition]*

What zones can this tool be used in?

Zoning	RA	RSF	RSF-C	RTF	RMF	RHD
Cottage Housing	✓	✓	✓	✗	✗	✗

In addition, cottage housing development lot sizes must be 1/2 acre or larger.

What housing types are allowed?

One- and two-story detached single-family residences.

Cottage housing shall be developed on a single site either as rentals or as condominiums.

How do I apply for Cottage Housing?

Cottage housing is allowed by Type II Conditional Use Permit in the RA and RSF zones, subject to compliance with the Site Development Standards and Building Design Standards.
[Type II Conditional Use Permit Procedures] / [Conditional Use Permit]

Density

Min. Lot Density: 6 Units Per Lot

Max. Lot Density: 12 Units Per Acre

Density Calculation:

$$\text{Density} = \left(\frac{\text{Number of Units}}{\text{Gross Development Area}}\right)$$

Design Standards

Cottage Housing developments must adhere to Design Standards relating to: Entrances, Building Facades, Building Form, and Porches. *[Cottage Housing Design Standards]*

Site Development Standards

Min. Lot Size: 1/2 acre
Max Unit Floor Area: 1000 sf.
Max. First Floor Size: > 50% of Units should be ≤ 650 sf.
< 50% of Units should be ≤ 1,000 sf.

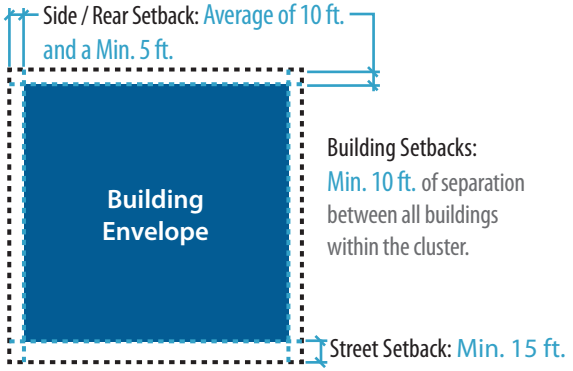
Max. Building Coverage: 40%
Max. Building Height: 18 ft.*

*Pitched Roofs may extend to 25 ft. with min. slope of 6:12.

Areas not included in the total floor area calculation:

- Unheated storage space under the main floor
- Architectural projections, such as bay windows, fireplaces;
- Utility closets no greater than 18 in. in depth or 6 ft. in width
- Attached roof porches (unenclosed)
- Detached garages or carports
- Spaces with ceiling height of 6 ft. or less measured to the exterior walls

Example Site Setbacks:



Pedestrian Connectivity: All buildings and common spaces shall be served by a pedestrian circulation system that connects to an existing or planned sidewalk, public sidewalk or trail system.

Other Site Development Standards: Cottage Housing developments must adhere to Site Development Standards relating to Landscaping, Open Space, Fences, and Parking. *[Site Development Standards]*

The Cottage Company | Conover Commons Homes - Redmond, WA

The Cottage Company | Greenwood Avenue Cottages - Shoreline, WA

References:

Spokane Municipal Code (SMC)
[Cottage Housing SMC § 17C.110.350]
[Land Use Application Procedures SMC § 17G.060.070]

Design Inspiration
[City of Portland - Infill Design Toolkit | Courtyard Housing]
[The Cottage Company Website]

General standards are shown. Please refer to the Land Use Code for exceptions and specific regulations. Generally, all points of the building reviewed under the Residential building code will be required to be within 150 feet of a curb for fire access, or will require fire suppression sprinklers.

[Text] = Hyperlink

Pocket Residential Development: Overview

Planning & Development Services | P: 509.625.6300 | E: bdsinfo@spokanecity.org

Spokane Municipal Code § 17C.110.360

Purpose

The purpose of Pocket Residential Development (PRD) is to:

- Stimulate new compact infill housing that is compatible in scale and character to established surrounding residential areas.
- Create broader range of building forms for residential development and allow for frontage on to a private drive or walkway.

What zones can this tool be used in?

Zoning	RA	RSF	RSF-C, RTF, RMF, RHD, O, OR, CC, CA, NR, CB, and GC
PRD	✗	✗	✓

[Zoning Map]

Minimum Development Size:
RSF-C Zone: 8,700 sf. RTF Zone: 4,200 sf.
RMF and RHD Zones: 2,900 sf.
O, OR, CC, NR, CB, and GC Zones: No minimum

Maximum Development Size: 1-1/2 acres
PRDs over one and a half acres must be approved as a planned unit development

What housing types are allowed?

The housing types allowed in a PRD are those allowed in the underlying zone. *[Housing Types Allowed Table]*

How do I apply for a PRD?

1. Attend a Predevelopment Conference
[Pre-Development Guidelines] / [Pre-development Conference Application]

2. Follow the processes outlined in the Predevelopment Conference to achieve your specific development goals.

Density

Min. and Max. Density: As allowed in the underlying zone.
Development Density Calculation:

$$\text{Density} = \left(\frac{\text{Number of Units}}{\text{Gross Development Area}} \right)$$

Development Standards

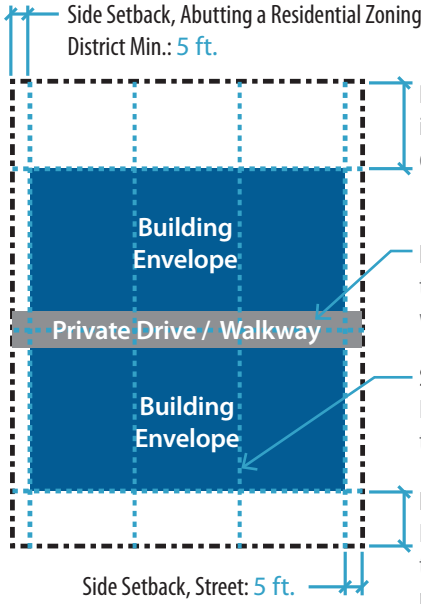
Min. Lot Size Within Development: No minimum lot size.

Max. Building Height: As allowed in the underlying zone.

Max. Building Coverage:
RSF-C and RTF: 40% RMF: 50% RHD: 60%
O, OR, CC, NR, CB, and GC: Unlimited

Required Outdoor Area:
PRDs shall comply with the required outdoor area standards as required by the underlying zone. *[Development Standards Table]*

Example Development Setbacks:



Design Standards

PRDs must adhere to design standards relating to: Ground Level Access, Parking Lots, Lighting, Fencing, and Residential Building Design. *[PRD Design Standards]*

Detached Residences with Frontage on Walkway | Kendall Yards - Spokane, WA

Attached Residences | Kendall Yards - Spokane, WA

References:

Spokane Municipal Code (SMC)
[Lot Size Requirements - SMC § 17C.110.200]
[Pocket Residential Development - SMC § 17C.110.360]

Design Inspiration
[Portland - Infill Design Toolkit]
[Portland Courtyard Housing Design Competition]

General standards are shown. Please refer to the Land Use Code for exceptions and specific regulations. Generally, all points of the building reviewed under the Residential building code will be required to be within 150 feet of a curb for fire access, or will require fire suppression sprinklers.

[Text] = Hyperlink

Residential Zoning: Overview

Planning & Development Services | P: 509.625.6300 | E: bdsinfo@spokanecity.org

Spokane Municipal Code (SMC) § 17C.110.030

[Text] = Hyperlink

The residential zones—RA, RSF, RSF-C, RTF, RMF, and RHD—allow a wide-range of residential building types. Below is a general summary of some of the basic regulatory parameters governing the intensity and scale of development allowed in each residential zone. [Characteristics of Residential Zones SMC § 17C.110.030]

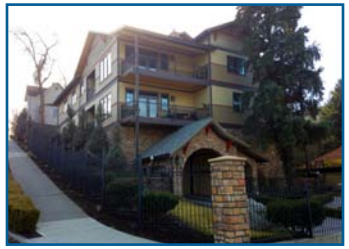
The images are examples of projects in each zone—the upper images highlighting development at the upper limit of allowed building scale and the lower images showing projects at the lower end of intended development intensity.












RA | Residential Agricultural	
Allowed Density (1)	
Max:	1 unit per 4,350 sf. or 10 units per acre
Min:	1 unit per 11,000 sf. or 4 units per acre
Min. Lot Size:	7,200 sf.
Max. Building Height:	35 ft.
Minimum Building Setbacks (2):	
Front / Side:	15 ft. / 5 ft.
Rear:	25 ft.
Building Coverage (3): 40%	
Outdoor Area Per Unit: 250 sf. Min. dimension: 12 ft. x 12 ft.	

RSF / RSF-C | Residential Single Family RSF-Compact	
Allowed Density (1)	
Max:	1 unit per 4,350 sf. or 10 units per acre
Min:	1 unit per 11,000 sf. or 4 units per acre
Min. Lot Size:	4,350 sf. / RSF-C 3,000 sf.
Max. Building Height:	35 ft.
Minimum Building Setbacks (2):	
Front / Side:	15 ft. / 5 ft.
Rear:	15 ft.
Building Coverage (3): 2,250 sq. ft. + 35% for portion of lot over 5,000 sq. ft.	
Outdoor Area Per Unit: 250 sf. Min. dimension: 12 ft. x 12 ft.	

RTF | Residential Two-Family	
Allowed Density (1)	
Max:	1 unit per 2,100 sf. or 20 units per are
Min:	1 unit per 4,350 sf. or 10 units per acre
Min. Lot Size:	Varies
Max. Building Height:	35 ft.
Minimum Building Setbacks (2):	
Front / Side:	15 ft. / 5 ft.
Rear:	15 ft.
Building Coverage [3]: 2,250 sq. ft. + 35% for portion of lot over 5,000 sq. ft.	
Outdoor Area Per Unit: 200 sf. Min. dimension: 12 ft. x 12 ft.	

RMF | Residential Multi-Family	
Allowed Density (1)	
Max:	1 unit per 1,450 sf. or 30 units per acre
Min:	1 unit per 2,900 sf. or 15 units per acre
Min. Lot Size:	Varies
Max. Building Height:	35 ft. Typ.
Minimum Building Setbacks (2):	
Front / Side:	15 ft. / 5 ft.
Rear:	10 ft.
Building Coverage (3): 50%	
Outdoor Area Per Unit: 200 sf. Min. dimension: 10 ft. x 10 ft.	

RHD | Residential High Density	
Allowed Density (1)	
Max:	No Maximum
Min:	1 unit per 2,900 sf. or 15 units per acre
Min. Lot Size:	Varies
Max. Building Height:	35 ft. Typ.
Minimum Building Setbacks (2):	
Front / Side:	15 ft. / 5 ft.
Rear:	10 ft.
Building Coverage (3): 60%	
Outdoor Area Per Unit: 48 sf. Min. dimension: 7 ft. x 7 ft.	

(1) *[Accessory Dwelling Units (ADUs)]* and *[Transitional Sites]* can exceed the maximum allowed density.
(2) Minimum required side setback for sites with less with than a 40 ft. lot width: 3 ft. Minimum | Garage setback: 20 ft.
(3) Maximum building coverage for small lots: Lots 3,000 - 4,999 sf. = 1,500 sf. + 37.5% for portion of lot over 3,000 sf. | Lots less than 3,000 sf. = 50%

[Development Standards Table SMC § 17C.110-3]
General standards are shown. Refer to the Land Use Code for exceptions and specific regulations.

Residential Single-family Compact Zoning: Overview

Planning & Development Services | P: 509.625.6300 | E: bdsinfo@spokanecity.org

Spokane Municipal Code § 17C.110.030

Purpose

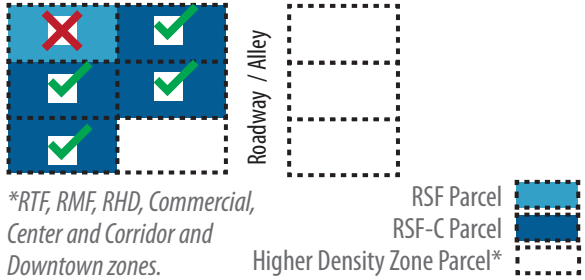
The purpose of Residential Single-family Compact (RSF-C) is to: Allow somewhat smaller lots in appropriate locations and to allow new development flexibility in achieving the maximum density of the residential 4-10 land use designation. This zone also allows Pocket Residential Development.

Where can this zoning be used?

Areas that are designated residential 4-10 on the land use plan map of the comprehensive plan and satisfy one of the conditions listed below. *[Land Use Map]*

Within .25 mile of a CC Core

Adjacent to or Across from a Higher Density Use



**RTF, RMF, RHD, Commercial, Center and Corridor and Downtown zones.*

What housing types are allowed?

One- and two-story attached and detached single-family residences. *[Housing Types Allowed Table]*

How to I apply for RSF-C Zoning?

1. Attend a Predevelopment Conference.
2. Conduct a community meeting regarding the proposed application.
3. Submit a Type III Land Use Application and fees.
4. Attend Public Hearing with the Hearing Examiner.

[Rezone Procedure for Type III Land Use Applications] / [Rezone Application]

Density

Min. Lot Size: 3000 sf.

Min. Density: 4 Units/Acre Max. Density: 10 Units/Acre

Density Calculation:

$$\text{Density} = \left(\frac{\text{Number of Units}}{\text{Gross Development Area}}\right)$$

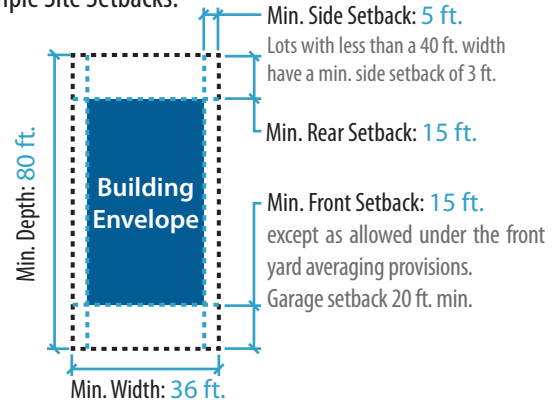
Site Development Standards

Max. Roof Height: 35 ft. Max. Wall Height: 25 ft.
Floor Area Ratio (FAR): 0.5
FAR Attached Housing Development: 0.65

Max. Building Coverage:

Lots ≥ 5,000 sf.	2,250 sq. ft. +35% for portion of lot over 5,000 sq. ft.
Lots 3,000 - 4,999 sf.	1,500 sq. ft. + 37.5% for portion of lot over 3,000 sq. ft.
Lots < 3,000 sf.	50%

Example Site Setbacks:



Design Standards

Some development within the RSF-C Zoning must adhere to design standards relating to: Entrances, Building Facades, Building Form, and Landscaping. *[RSF-C Design Standards]*

Small Lot Detached Home | Kendall Yards - Spokane, WA

Attached Dwelling | Manito Park - Spokane, WA

References:

Spokane Municipal Code (SMC)

[Lot Size Requirements - SMC §17C.110.200]
[Characteristics of Residential Zones - SMC §17C.110.030]

Design Inspiration

[Portland - Infill Design Toolkit]

General standards are shown. Please refer to the Land Use Code for exceptions and specific regulations. Generally, all points of the building reviewed under the Residential building code will be required to be within 150 feet of a curb for fire access, or will require fire suppression sprinklers.

[Text] = Hyperlink

CA Master Calendar

CA Calendar

January:	Awards Committee formed
February:	Retreat
	Formulate next year's goals
March:	
April:	Select NUSA Reps
May:	Retreat Follow-up
June:	NUSA Report
July:	
August:	Awards/Recognition picnic
September:	Create Nominating Committee for Admin
October:	Present Slate for Admin
	Set CA/CC meeting dates
November:	Vote on Admin slate
	Grievance committee selected
	Policy & Procedures committee selected
December:	Standing committee goals accepted and approved

Budget Committee Calendar

January:	Report to CA/CC on the NC achievements/challenges
	Elects officers

February:	RFPs open to NCs
March:	CA Budget request to CC
April:	RFP soft deadline
May:	
June:	
July:	RFP hard deadline
August:	
September:	Final budget spending plan
October:	Formulate next year's goals – Set Calendar
	Submit any website changes
	New member nominations
November:	Officer nominations
December:	Officers elected

Retreat Committee Calendar

January:	
February:	Retreat
March:	
April:	
May:	Retreat follow-up
June:	
July:	
August:	Initial retreat planning
	Facilitator RFP sent out

September:	
October:	Formulate next year's goals
	Set next year's Calendar
	Submit any website changes
November:	Facilitator selected/contracted
December:	First facilitator planning meeting

Admin Calendar

January:	Set CA Calendar
	Retreat on CA agenda
February:	Budget on CA agenda
March:	Retreat report on CA agenda
April:	
May:	Retreat follow-up on CA agenda
June:	
July:	
August:	
September:	
October:	Formulate next year's goals
	Submit any website changes
November:	Goal acceptance/approval on CA agenda
December:	New officers take over

BSN Calendar

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

Dec: Officer elections

Land Use Calendar

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

Dec: Officers elections

Liaison Calendar

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

Dec: Officer elections

CA/CD Calendar

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

PeTT Calendar

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

Public Safety Committee Calendar

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

Community Assembly (CA) Policies and Procedures

Draft, May 2016

I. Purpose: The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood council representatives or designated alternates (hereinafter referred to as "representatives"), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.

II. Duties and Responsibilities: As outlined in the City Charter, the CA shall:

A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;

B. Support and promote citizen participation and neighborhood enhancement;

C. Promote and facilitate open communication between the City and neighborhood councils and provide a primary means of communication between individual neighborhood councils;

D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;

E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.

III. Membership:

A. Membership in the Community Assembly is available to neighborhood councils, as recognized in Article VIII, Section 73 of the City Charter.

B. Each neighborhood council shall have one representative and an assigned alternate to operate in the absence of the representative.

C. Each neighborhood council must submit in writing or by email, the names of their representative to the Office of Neighborhood Services as changes occur.

D. Each neighborhood council representative has one vote.

E. A representative may only vote on behalf of one neighborhood at a CA meeting.

IV. Meetings:

A. A minimum of ten regular meetings shall be held annually.

B. Meetings with the City Council shall be held a minimum of three times annually.

C. Electronic recording of Community Assembly and Community Assembly committee meetings shall be allowed. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the meeting facilitator prior to the beginning of that meeting's business.

D. Decision-making process: (See figure below for a graphical depiction of what follows.)

1. An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an Office of Neighborhood Services representative may preside. The facilitator shall act in accordance with the procedures outlined herein.

2. To speak at a meeting, a person must be recognized by the facilitator and 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.

3. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.

4. As part of the final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:

a. End discussion and move into forming the motion and voting,

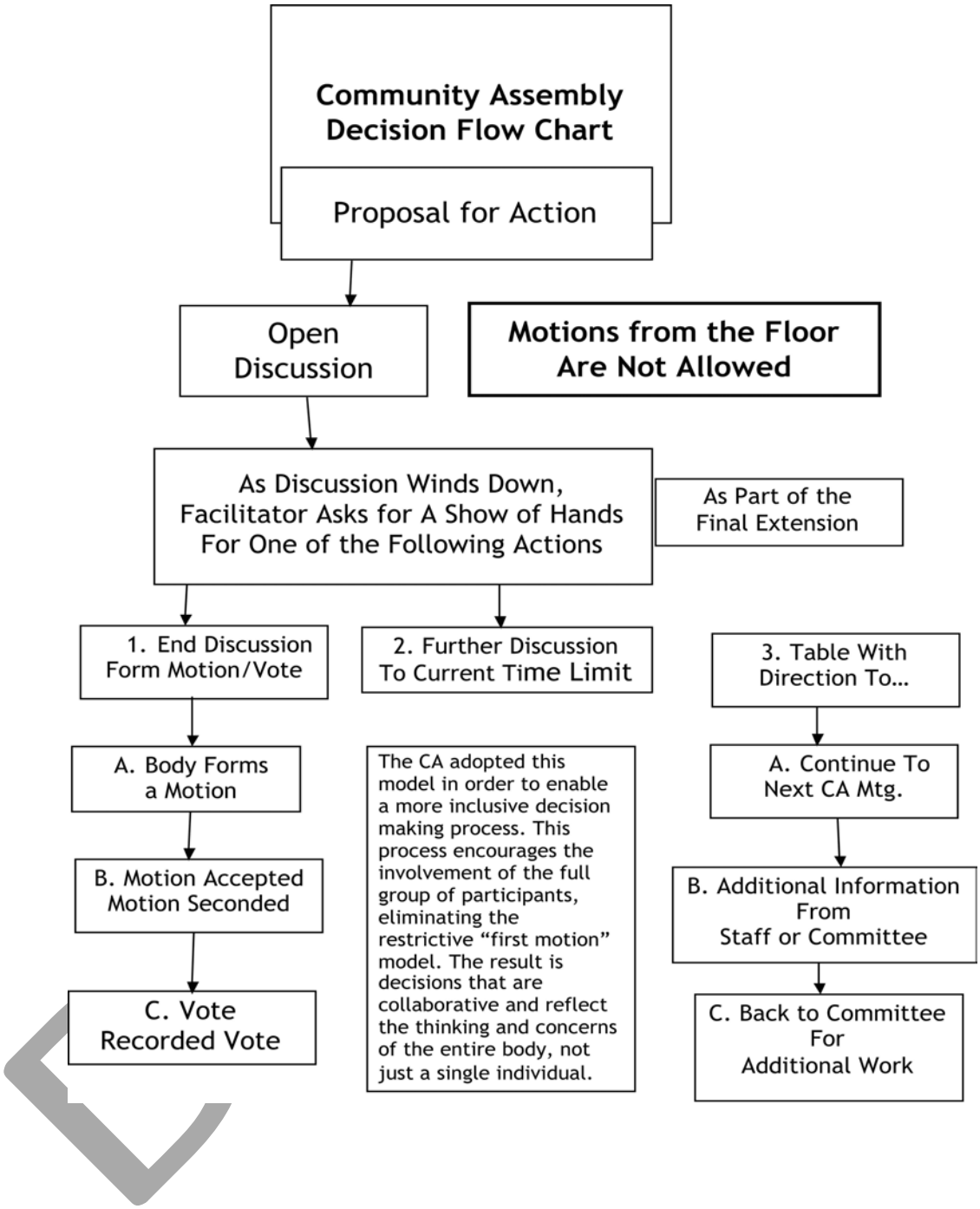
b. Further discussion,

c. Table discussion with direction,

d. Request time to continue discussion at next CA meeting,

e. Request additional information from staff or CA committee, or

f. Send back to the appropriate CA committee for additional work.



5. All other questions regarding the running of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator can rule that person out of order. If anyone objects to any decision by the facilitator, that person can challenge the ruling of the facilitator. When this occurs, each representative and the facilitator, can speak to the challenge once and for only one minute. Then debate is ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

6. Meeting timetable protocol:

a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate a verbal notice.

b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.

c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.

d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.

e. After two (2) extensions, if a motion is on the table, the facilitator shall call for a vote on the motion. The CA can approve, not approve, or table the discussion.

f. If there is no motion on the table, a request may be made to either reschedule the presenter to a later meeting, or ask the presenter to stay and finish at the end of the agenda.

g. When the allotted time has expired, a red card and verbal notice shall be given.

7. Quorum and attendance:

a. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.

b. If the representative is absent for two consecutive meetings, the Administrative Committee shall notify the Neighborhood Council of his/her absence. (See Section VI.3.)

c. Attendance is defined as the representative or designated alternative's presence for the duration of the agenda.

d. Absent neighborhood council representatives shall be noted in the CA minutes.

V. CA Committees

A. The function of CA committees shall be to research issues designated by the CA and report their findings and to propose recommendations to the CA for appropriate action.

B. All committees must include a minimum of three (3) assigned representatives in order to have standing.

C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.

D. Membership

1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.

2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chairperson and secretary.

3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.

4. Each officer of the committees must be a member of a neighborhood council.

E. Types of committees:

1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.

2. *Ad hoc* committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. The *ad hoc* committees shall sunset after their work has been completed.

F. Standing Committees

1. Administration

2. Budget

3. Building Stronger Neighborhoods

4. Community Assembly/Community Development (CA/CD)

5. Grievance

6. Land Use

7. Liaison

8. Pedestrian, Traffic and Transportation (PeTT)

9. Public Safety

G. Standing Committee Policies and Procedures:

1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting.

2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See Section XI.)

H. Committees shall follow the CA's decision-making process. (See Section IV. D.)

I. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Each standing committee shall be encouraged to present a report in person to the CA at least once a year.

J. Recommendations from a committee shall be presented to the CA for the CA to determine appropriate action.

VI. Administrative Committee:

A. Duties: The Administrative Committee shall:

1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through an email discussion.

2. Sign CA communications.

3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.D. 7. b.)

4. Keep and maintain a yearly calendar of recurring CA business and events.

5. Manage the use of the City Council placeholder position.

6. Create the Grievance Committee each year in November and oversee the CA grievance process. (See Grievance Committee Policies and Procedures.)

B. Positions

1. There shall be five positions. An individual may serve only two terms in any one position.

2. The Chairperson shall serve as the contact person, spokesperson and signatory for the CA.

3. The Vice Chairperson shall act as the Chairperson in the absence of the chairperson.

4. The Secretary shall record minutes and keep attendance for both administrative committee meetings.

C. Qualifications: Members of the CA Administrative Committee must:

1. Be a currently serving CA representative

2. Have attended at least six (6) regular CA meetings within the last two (2) year.

3. Agree to serving at least one full term.

D. Nominations and Elections:

1. Nominating Committee shall be composed of three (3) representatives selected by the CA.

2. Representatives are not eligible to be nominated for the Administrative Committee while serving on the Nominating Committee.

3. Assumption of duties: The newly elected Administrative Committee members will assume office and duties immediately upon election.

4. Nominating Election Time Frame:

a. First month – September – form Nominating Committee.

b. Second month – October – bring back a qualified pool of potential candidates

c. Third month – November – vote by CA for Administrative Committee members.

E. Term Limits:

1. An Administrative Committee member may serve for a maximum of three (3) consecutive one-year terms.

2. A one year break in service from the Administrative committee will allow qualified candidates to be nominated.

F. Replacement of Administrative Committee members:

1. In the case of a vacancy, the CA shall elect a replacement at the earliest convenience from a qualified pool of candidates. (See Section VI. D.)

2. If the vacated position is the chairperson, the vice chairperson shall assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.

VII. Logo:

A. The Community Assembly logo is only to be used under the following circumstances:

1. By the chair of the Administrative Committee for official CA business,

2. By a vote of the CA,

3. By Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or

4. By CA committee chairs and secretaries for CA committee minutes and agendas.

B. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.

C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

VIII. CA Placeholder on the City Council agenda

A. The Community Assembly placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.

B. Any committee or group of neighborhoods who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.

C. The Administrative Committee will notify the City Council of the use of the placeholder.

D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

IX. Boundary Changes: The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.

X. Amendments

A. Establish an *ad hoc* CA Policies and Procedures Review Committee in November of each year.

B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.

C. A vote to approve any amendments will occur at the following regularly scheduled meeting.

D. Amendments require a 2/3 affirmative vote.

E. The formal amendment process described herein does not apply to the Committee Policies and Procedures documents.

XI. Committee Policies and Procedures Document

A. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See Grievance Committee Example)

Open Meeting Act?? To be determined.

Addendum - Standing Committees Policies and Procedures:

A. Grievance Committee Policies and Procedures Example

I. Charge: The Grievance Committee is responsible for the consideration and recommendation for all grievances to the CA. The grievance process provides a mechanism to ensure that the CA and its members are accountable to the community it works to represent. Grievances shall only address violations of the CA Policies and Procedures by the CA or its representatives.

II. Goals. N/A

III. Membership: The following individuals will make up the Grievance Committee:

1. One member of the CA Administrative Committee (this member will serve as the Grievance Committee chairperson).

2. One CA representative from each City Council district

3. One neighborhood council chairperson who is not also serving as a CA representative.

4. In the event of a conflict of interest in a particular grievance, a member of the committee must recuse him/herself and the Administration Committee replaces that member for the purposes of that grievance only.

IV. Meeting Times: As needed. All meetings shall be considered executive sessions.

V. Officers and Terms:

A. The officers shall be a Chair, Vice-Chair and Secretary.

B. The CA Administrative Committee member will serve as chair.

C. The term of service shall be one year.

VI. Reporting: As needed.

VII. Decision-Making Process: Refer to the CA Policies and Procedures.

A. A grievance must be submitted in writing to the Grievance Committee, including the following information:

1. Name(s), address(es), email(s) and phone number(s) for the individual(s) submitting the grievance.

2. Name(s) of the party being grieved.

3. Description of the violation with specific reference to Community Assembly Policies and Procedures.

B. The Grievance Committee meets to determine if the grievance has merit in accordance with the CA Policies and Procedures.

C. If there is merit, the Grievance Committee gives all parties involved notice of a meeting to address the grievance. The meeting shall be set no sooner than ten (10) working days from declaring that the grievance may have merit.

D. All parties meet and discuss the grievance. Each party has equal opportunity to address the Grievance Committee.

E. The Grievance Committee then meets in closed session to make their determination and recommendation regarding the solution.

F. The chair of the Grievance Committee will provide written notification of the committee's recommendation to all parties involved within one week of the determination and recommendation.

G. The determination and recommendation will be presented to the CA at its next regularly scheduled meeting for an up or down vote.

VIII. Calendar.

A. A grievance must be submitted in writing to the Grievance Committee, including the following information:

1. Name(s), address(es), email(s) and phone number(s) for the individual(s) submitting the grievance.

2. Name(s) of the party being grieved.

3. Description of the violation with specific reference to Community Assembly Policies and Procedures.

B. The Grievance Committee meets to determine if the grievance has merit in accordance with the CA Policies and Procedures.

C. If there is merit, the Grievance Committee gives all parties involved notice of a meeting to address the grievance. The meeting shall be set no sooner than ten (10) working days from declaring that the grievance may have merit.

D. All parties meet and discuss the grievance. Each party has equal opportunity to address the Grievance Committee.

E. The Grievance Committee then meets in closed session to make their determination and recommendation regarding the solution.

F. The chair of the Grievance Committee will provide written notification of the committee's recommendation to all parties involved within one week of the determination and recommendation.

G. The determination and recommendation will be presented to the CA at its next regularly scheduled meeting for an up or down vote.

B. Budget Committee

.

CA Liaison Committee Meeting Notes
April 4, 2016
Paul Kropp, Chair

Committee Roster

Susan Burns - Peaceful Valley NC
susaniburns@comcast.net / 509.701.0888
Paul Kropp - Southgate NC
pkropp@fastmail.fm / 509.638.5854
Bonnie McInnis - West Central NC
bonniemci@comcast.net / 509.327.0369

Neighborhood Services Support

Charlie Kline - Neighborhood and Housing Specialist
ckline@spokanecity.org / 509.625.6858
Melissa Wittstruck - Neighborhood and Housing Specialist
mwittstruck@spokanecity.org / 509.625.6087

ONS Report

- Charlie has used software to convert as many of the existing PDF documents to an editable format.
- Charlie also presented a good start on a master reference table for all the key information on each representative and liaison position. This will be the basis for an update of the profile for each position with regard to terms and term limits, etc.

Action Item
The committee members voted to revise the Liaison Committee mission statement (below).

Liaison Committee Mission Statement (revision 2016)

The Community Assembly Liaison Committee will facilitate continuity of service in city-authorized Community Assembly liaison and representative positions, support the liaisons and representatives in their duties, and maintain their relationship with the Community Assembly.

The committee will keep profiles of the current liaison and representative positions up to date, manage as necessary new liaison and representative appointments and reappointments according to term limit provisions, engage in periodic evaluations of liaison and representative activities, and monitor their timely reporting to the Community Assembly.

Design Review Board Candidate Search
Colleen Gardner visited the committee to begin to set up a specific process for replacing her in the Design Review Board position that the municipal code allots to the Community Assembly. This is a two term position of three years each. Colleen is in her second term and thus a neighborhood council-related person, vetted and recommended by the Community Assembly, needs to be in place by December as her successor. The first step in finding people who may be interested in serving on the Design Review Board will be a presentation on the roles and responsibilities of the Design Review Board by the city's planning director, Lisa Key, at a Community Assembly meeting before summer. The general idea is that those interested in the position would be required to visit several, perhaps at least four, Design Review Board sessions before making application.

Next Meeting
The group will work to complete its review of the committee's mission statement, meeting rules and liaison/representative support procedures at its next meeting on Friday, May 13.

May Meeting Date, Time and Place
Friday, May 13, 1 PM, Cassano's, Mission Ave. (to be confirmed)

DRB
Colleen Gardner

Please find attached the DRB recommendations for the workshops heard in March & April

- The Ice Rink at Riverfront Park
- Resurfacing of Wall Street
- LHM
- Kendall Yards additional phase
- Riverfront Park Mater Plan
- Loof Carousel

Upcoming reviews:

May 11th- Franklin School & Larry H Miller
May 25th- Towner 14, Peaceful Valley
Questions/concerns let me know

FILE NO.DRB 1612_1602

DESIGN REVIEW BOARD

Riverfront Park Ice Rink and Sky Ride Facility

1 - Recommendation Meeting

April 28, 2016

From: **Design Review Board** Austin Dickey, Chair c/o Julie Neff, DRB Secretary Planning & Development 808 W. Spokane Falls Blvd. Spokane, WA 99201	**To:** Berry Ellison City of Spokane Parks and Recreation	**CC:** Lisa Key, Planning Director Tami Palmquist, Associate Planner

Based on review of the materials submitted by the applicant and discussion during the April 27, 2016 Recommendation Meeting the Design Review Board recommends the following:

Neighborhood

- Continue conversations with Berger and BWA to look at opportunities for coordinated elements between Wall Street, the park, and adjacent public spaces, to avoid a break in design language.

Building

- Explore additional options of creating more expansive glazing areas on the south side of the seating area within the rotunda.
- Further develop the west and north elevations to meet expectations for a building without a backside.
- Explore additional options of creating an overhanging canopy or roof to cover outdoor seating on the south side of the rotunda, and break up the similarities with the carrousel building.

Austin Dickey, Chair, Design Review Board

Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane Design Review Board.

FILE NO.DRB 1614_1604

DESIGN REVIEW BOARD

Wall Street Resurfacing

1 - Recommendation Meeting

April 28, 2016

From:	To:	CC:
Design Review Board Austin Dickey, Chair c/o Julie Neff, DRB Secretary Planning & Development 808 W. Spokane Falls Blvd. Spokane, WA 99201	Jonathan Adams, P.E. Design Engineering Services Marcia Davis, P.E. City of Spokane Integrated Capital Programs	Lisa Key, Planning Director Tami Palmquist, Associate Planner

Based on review of the materials submitted by the applicant and discussion during the April 27, 2016 Recommendation Meeting, the Design Review Board recommends the following:

Neighborhood

- Continue conversations with Berger to look at opportunities for coordinated elements between Wall Street and the Park, to avoid a break in design language.

Site

- Explore refinement to surface treatments to better unify the street/de-emphasize the driving lane. *Downtown Design Guidelines D-1.*

Austin Dickey, Chair, Design Review Board

Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane Design Review Board.

FILE NO.DRB 1609

D E S I G N R E V I E W B O A R D

1 - Program Review/Collaborative Workshop

March 25, 2016

F r o m : **Design Review Board** Chris Batten, Chair c/o Julie Neff, DRB Secretary Planning & Development 808 W. Spokane Falls Blvd. Spokane, WA 99201	**T o :** Miller Family Real Estate 9350 S. 150 E., Suite 1000 Sandy, UT 84070 c/o Jennifer Smithey John Mahoney Architect, LLC 850 W. Elliot Rd., Suite 108 Tempe, AZ 85284	**C C :** Nathan Gwinn, Assistant Planner Tami Palmquist, Associate Planner Lisa Key, Planning Director

Based on review of the materials submitted by the applicant and discussion during the March 23, 2016 Collaborative Workshop the Design Review Board recommends the following:

Neighborhood

- The applicant show the intent for the carwash facility. Explore options to locate the carwash directly adjacent to the sidewalk to better address neighborhood context.

Site

- Applicant to consider how landscaping and sidewalks communicate with the West Downtown Historic Transportation Corridor National Historic District.
- Investigate ways to acknowledge secondary and tertiary pedestrian routes through the site.
- Consider ways to emphasize pedestrian routes to the entry tower.

Building

- Consider adjusting green screen size to integrate with the building module.
- Explore opportunities for the spandrel glazing sections along 3rd and Adams to incorporate art related to the district's automotive history or otherwise enliven the corner.

For the following reasons

- The policies and guidelines listed in the staff report.

Chris Batten, Chair, Design Review Board

Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane Design Review Board.

FILE NO.DRB 1605

DESIGN REVIEW BOARD

Kendall Yards 6th Residential Addition and 3rd Commercial Phase

March 9, 2016

From:	To:	CC:
Design Review Board Chris Batten, Chair Julie Neff, DRB Secretary Planning & Development 808 W. Spokane Falls Blvd. Spokane, WA 99201	Greenstone Homes Mike Tirrell, MTLA	Lisa Key, Planning Director Tami Palmquist, Associate Planner

Kendall Yards 6th Residential Addition

Based on review of the materials submitted by the applicant and discussion during the March 9, 2016 Collaborative Workshop the Design Review Board recommends the following:

- Approve the proposal with the contingencies noted by staff in the February 17, 2016 staff report recommendations.
- Look at opportunities to improve the pedestrian connection at the SW corner over Tract A.

Kendall Yards 3rd Commercial Phase

Based on review of the materials submitted by the applicant and discussion during the March 9, 2016 Collaborative Workshop the Design Review Board recommends the following:

- Approve the proposal with the contingencies noted by staff in the February 17, 2016 staff report recommendations.
- Please take steps to maintain elements that imply a visual promenade and a coordinated vision from the north to the south end, consistent with the approved illustrative plan.

Chris Batten, Chair, Design Review Board

Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane Design Review Board.

Kendall Yards 6th Addition Residential

Design Review Staff Report February 17, 2016

Staff:
Julie Neff, Associate Planner
Planning & Development Services Department

Applicants:
Greenstone LLC

c/o Michael Terrell, MTLA
Landscape Architects

Design Review Board Authority

Spokane Municipal Code **Chapter 04.13** Design Review Board
The Design Review Board is an advisory board responsible for making recommendations regarding the design elements of a proposal to the appropriate action-approving authority. Please see **Section 17G.040.080 Design Review Board Recommendations.**

Design Review and comment of each phase prior to filing the final plat of that phase is required per Condition 3 of the Hearing Examiner's May 27, 2010 decision.

Background

5/24/06 - The Design Review Committee reviewed Blackrock Development Company's concept plans for Kendall Yards Planned Unit Development (PUD). Under the Design Review Enabling ordinance SMC section 4.13.020 (in effect in 2006) planned unit developments are subject to design review. As stated in the SMC: *The planned unit development regulation is intended to provide a process whereby a land development project can be planned comprehensively as an entity, by use of an unitary site plan which permits some flexibility in the regulations of the underlying zoning so that the resulting design will more closely fit the site and the project and meet more fully the comprehensive plan goals than would otherwise be possible. The result should be a more desirable development in the general public interest.*

9/21/06 - The City of Spokane Hearing Examiner issued a decision approving Blackrock's application for a PUD. Conditions include review by the DRB.

5/27/10 - Greenstone Homes' amendments to the proposed Kendall Yards project were approved by the Hearing Examiner. Residential Phase I was excluded from design review by the Hearing Examiner.

10/29/10 - the Design Review Board reviewed the preliminary plat proposal for the Commercial Plat located generally between Maple Street and Monroe Street.

2/9/11 – DRB review of the Courthouse Mall View Corridor.

2/9/11 and 7/13/11 – DRB review of KY 2nd Addition.

2/22/12 – DRB reviewed the first phase of the Centennial Trail.

4/11/12 – DRB reviewed the second phase of the Centennial Trail.

5/23/12 – DRB reviewed the third phase of the Centennial Trail. The DRB recommended approval of the Centennial Trail Phase III plan as presented excluding Olmsted Green and the intersection of Ohio and Nettleton, recognizing the these areas will be reviewed at a later date. Kendall Yards 3rd and 4th Addition is located directly north of this phase of the Centennial Trail.

6/27/12 – DRB reviewed and approved with conditions the Cedar Street Plaza and Centennial Trail Phase I Overlooks. Kendall Yards Bridgeway Commercial Plat was approved as submitted. The first draft of the Kendall Yards Overall PUD Design Guidelines was continued to a future date.

3/13/13 – DRB reviewed and recommended approval of Kendall Yards 3rd and 4th Addition Residential. The DRB recommended approval with staff recommendations.

3rd Addition Residential.
Staff suggests the DRB's recommendation address the following:

1. The proposed PUD complies overall with the previously approved PUD master plan.
2. The final plat and PUD plans should include the planned location of the Centennial Trail.
3. The intent of the 23 foot wide strip of land east of lots 33-37 needs clarification as a part of the review of the final plat and PUD.
4. The DRB will review the plans for tract "A" located west of lots 33-37 and any other planned public plazas and public spaces at a later date.

4th Addition Residential.
Staff suggests the DRB's recommendation address the following:

1. The proposed final plat complies overall with the previously approved PUD master plan. Staff will review the PUD plan for compliance with the Hearing Examiner approval at the time of submittal of the final plat and PUD application.
2. The final plat and PUD plans should include the planned location of the Centennial Trail.
3. The DRB will review the plans for Olmsted Green and any other planned public plazas and public spaces at a later date.

5/8/13 – DRB reviewed Kendall Yards 5th Addition Commercial (moved to approve as presented) and Kendall Yard Commercial PUD and Final Plat (moved to approve as submitted).

5/8/13 – Kendall Yards Overall PUD Design Guidelines – Overview. No DRB Motion.

12/10/14 – Kendall Yards PUD Design Guidelines – DRB Motion to recommend approval of the Kendall Yards Design Guidelines with modifications and requested signage restrictions.

2/13/15 – Kendall Yards 5th Addition Residential Final Plat Guidelines – Overview.
No DRB Motion.

2/25/15 – Kendall Yards 5th Addition Residential Final Plat – The DRB Motion to recommend approval of the 5th Addition, including Tract A, assuming it remains similar to the Chestnut Tract.

Additional information is on file and may be viewed at City Hall.

Hearing Examiner's Decision, May 27, 2010

Excerpts related to the Design Review Board's role in conditions of the Hearing Examiner's approval of minor amendments to the Preliminary Plat and PUD application are included below.

http://static.spokanecity.org/documents/projects/kendallyards/05-27-2010-hearing-examiner-decision-amendment.pdf

Condition 1 (pg. 16) states that the project is approved for approximately 720,000 SF of commercial and office uses. "The property will be developed substantially in accordance with the modified application and site plans which are in the record as Exhibit #3. The number of lots, layout of streets and other site features shall be substantially as depicted on those site plans except where these conditions modify those placements. The design and location of streets, access points, pedestrian circulation, bicycle circulation, the Centennial Trail extension, and all other open space shall be substantially as depicted on the plan."

Condition 3 (pg. 16). "Each phase is to be submitted to the Design Review Board for review and comment prior to the filing of the final plat for that phase. If the Design Review Board determines that the phase does not comply overall with the PUD Master Plan then the plan for the phase shall be forwarded to the Hearing Examiner for review."

Condition 4 (pg. 17). "The applicant shall also submit to Design Review for review and comment, the overall project design guidelines of the PUD Master Plan including the signage standards as well as the design of all public plazas and public spaces within each phase of the PUD at the time each PUD phase is finalized."

Project Description:

Please see applicant's submittal information.

Location & Context

Kendall Yards is located within the boundaries of the West Central Neighborhood Council.

The proposed 6th Residential Addition is west of Olmsted Brothers Green Park on Nettleton and south of Summit Parkway and 5th Residential Addition (reviewed by the DRB on 2/25/15). Nearby landmarks include the Centennial Trail, just south of the site. To the south and west of the Centennial Trail are the Hamblen Overlook and Spokane River Gorge. The nearest public transit route is Route 21 along West Broadway Avenue, three blocks north of the site.

Regulatory Analysis

Development Requirements

Preliminary plats and planned unit developments (PUDs) are allowed in accordance with the current land use regulations. Subdivisions are allowed and governed by SMC 17G.080.050. The Kendall Yards PUD is governed by SMC 11.19.361 through .3691 (since repealed). The codes contain certain restrictions and requirements for subdivisions and PUDs. Some of those requirements such as lot size, height and building setbacks can be varied through the PUD process. The Hearing Examiner decision approved variations to the development standards.

The Kendall Yards Illustrative Plan was approved by the Hearing Examiner, subject to conditions, and provides the framework for development of the site.

Kendall Yards Design Guidelines

The guidelines were approved by the Hearing Examiner in 2015 and serve as the development requirements for the PUD.

Recommendations of the Design Review Board must be consistent with adopted regulations. The DRB may not waive any code or approval requirements.

City of Spokane Comprehensive Plan

http://static.spokanecity.org/documents/planning/2012/01/comprehensive-plan-revised-edition.pdf

- **Urban Design and Historic Preservation Policy DP 3.8 Infill Development** – *Ensure that infill construction and area redevelopment are done in a manner that reinforces the established neighborhood character and is architecturally compatible with the surrounding existing commercial and residential area.*
- **Urban Design and Historic Preservation Policy DP 6.3 Transit and Pedestrian-Oriented Development** – *Encourage attractive transit and pedestrian-oriented development.*
- **Natural Environment Policy NE 5.6 Barrier Free Environments** – *Create barrier free walking and bicycling environments throughout the city in order to make alternative transportation a viable option.*
- **Natural Environment Policy NE 6.1 Native and Non-Native Adaptive Plants and Trees** – *Encourage the use of and develop standards for using native and non-native adaptive plants and trees in landscape designs for public and private projects.*
- **Natural Environment Policy NE 15.5 Nature Themes** – *Identify and use nature themes in large scale public and private landscape projects that reflect the natural character of the Spokane region.*
- **Transportation Policy TR 4.3** – *Build streets with the minimum amount of street width needed to serve the street's purpose and calm traffic.*
- **Transportation Policy TR 7.3 Street Trees** – *Plant street trees wherever possible to enhance the transportation environment. Large trees with overhanging canopies of branches are especially desirable.*
- **Neighborhoods Goal N 4 Traffic and Circulation** – *Provide Spokane residents with clean air, safe streets, and quiet, peaceful living environments by reducing the volume of automobile traffic passing through neighborhoods and promoting alternative modes of circulation.*
- **Neighborhoods Policy N 4.6** – *Establish a continuous pedestrian and bicycle network within and between all neighborhoods.*
- **Neighborhoods Policy N 4.13 Pedestrian Safety** – *Design neighborhoods for pedestrian safety.*

Staff Recommendation

It appears that the plat submitted for review is in substantial conformance with the approved PUD using the measures outlined in SMC 17G.060.230. Additional staff review, using the Kendall Yards Design Guidelines, will take place at time of final platting and review of building permits.

Tract A is consistent with the Cochran Centennial Trail Connection shown on the Centennial Trail, Parks and Open Space Plan. However, the submittal materials and plans do not show a public access easement or what is planned for this tract.

Staff suggests the DRB's recommendation address the following:

1. The proposed phase complies overall with the previously approved PUD master plan.
2. The intent of tracts "A," "B" and "C" needs to be clarified and dedications as appropriate should be reflected on the final plat.
3. The DRB will review the plans for tract "A" located west of lots 1-8 and any planned public plazas and public spaces at a later date.
4. The plat map will identify a public access easement on tract "A."

Note

The recommendation of the Design Review Board does not alleviate any requirements that may be imposed on this project by other City Departments including the Current Planning Section of Planning and Development Services.

Policy Basis

Spokane Municipal Codes
City of Spokane Comprehensive Plan

Kendall Yards 3rd Addition Commercial

Design Review Staff Report February 17, 2016

Staff:
Julie Neff, Associate Planner
Planning & Development Services Department

Applicants:
Greenstone LLC

c/o Michael Terrell, MTLA
Landscape Architects

Design Review Board Authority

Spokane Municipal Code **Chapter 04.13** Design Review Board
The Design Review Board is an advisory board responsible for making recommendations regarding the design elements of a proposal to the appropriate action-approving authority. Please see **Section 17G.040.080 Design Review Board Recommendations.**

Design Review and comment of each phase prior to filing the final plat of that phase is required per Condition 3 of the Hearing Examiner's May 27, 2010 decision.

Background

See Residential 6th Addition Staff Report for more information.

10/29/10 - the Design Review Board reviewed the preliminary plat proposal for the Commercial Plat located generally between Maple Street and Monroe Street.

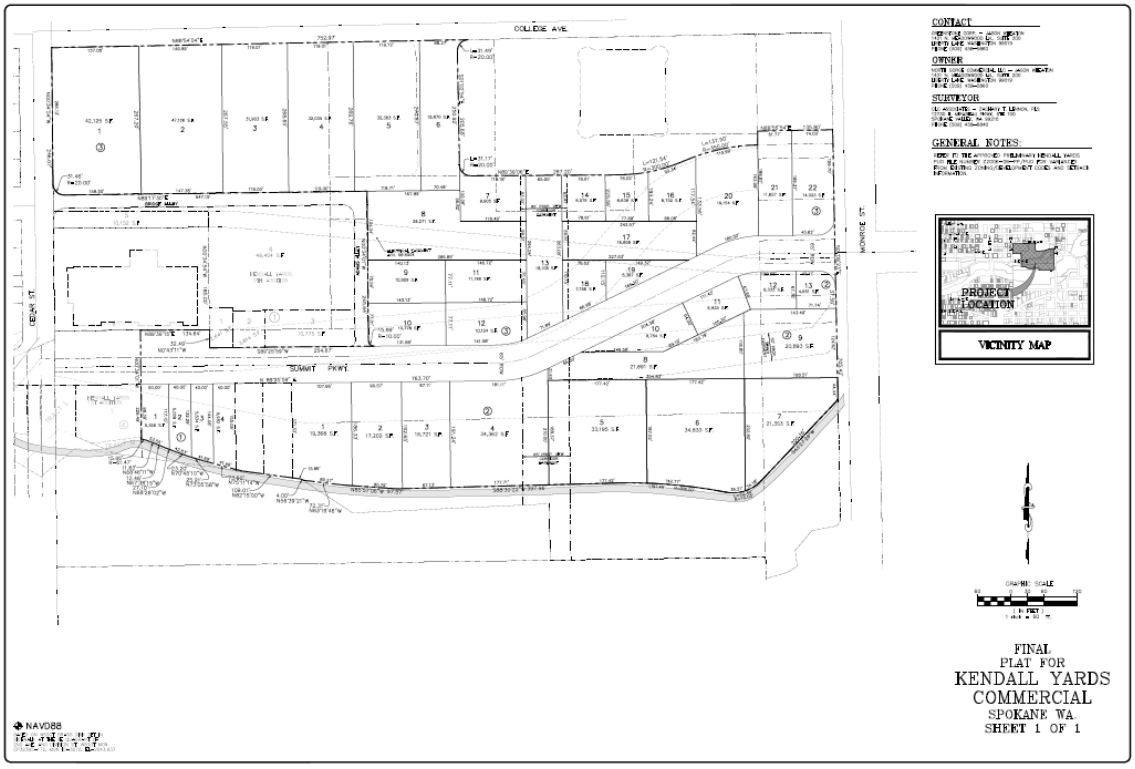
2/9/11 – DRB review of the Courthouse Mall View Corridor (DRB recommendation attached).

5/8/13 – DRB reviewed Kendall Yards 5th Addition Commercial (moved to approve as presented) and Kendall Yards Commercial PUD and Final Plat (moved to approve as submitted). Please see Exhibit C and Attachment #1 below.

Site Context SUMMARY

Exhibit C

Attachment #1



Additional information is on file and may be viewed at City Hall.

Hearing Examiner's Decision, May 27, 2010

Excerpts related to the Design Review Board's role in conditions of the Hearing Examiner's approval of minor amendments to the Preliminary Plat and PUD application are included below.

http://static.spokanecity.org/documents/projects/kendallyards/05-27-2010-hearing-examiner-decision-amendment.pdf

Condition 1 (pg. 16) states that the project is approved for approximately 720,000 SF of commercial and office uses. "The property will be developed substantially in accordance with the modified application and site plans which are in the record as Exhibit #3. The number of lots, layout of streets and other site features shall be substantially as depicted on those site plans except where these conditions modify those placements. The design and location of streets, access points, pedestrian circulation, bicycle circulation, the Centennial Trail extension, and all other open space shall be substantially as depicted on the plan."

Condition 3 (pg. 16). "Each phase is to be submitted to the Design Review Board for review and comment prior to the filing of the final plat for that phase. If the Design Review Board determines that the phase does not comply overall with the PUD Master Plan then the plan for the phase shall be forwarded to the Hearing Examiner for review."

Condition 4 (pg. 17). "The applicant shall also submit to Design Review for review and comment, the overall project design guidelines of the PUD Master Plan including the signage standards as well as the design of all public plazas and public spaces within each phase of the PUD at the time each PUD phase is finalized."

Project Description:

Please see applicant's submittal information. Please note that the Commercial 3rd Plat Revised replaces the plat included in the January 18, 2016 submittal.

Location & Context

Kendall Yards is located within the boundaries of the West Central Neighborhood Council.

The proposed Commercial 3rd Addition Plats on the north side of Summit Parkway east of the Court of Appeals building, west of Monroe Street and south of College Ave. To the south and west of the Centennial Trail are The Nest Overlooks and Spokane River Gorge. The Kendall Yards 5th Commercial Addition is located adjacent to the site both to the south and west. The Court of Appeals is adjacent to the site to the southwest and the Spokane County Public Health Department is adjacent to the northeast. The iconic Spokane County Courthouse building is located two blocks to the north.

Regulatory Analysis

Development Requirements

Preliminary plats and planned unit developments (PUDs) are allowed in accordance with the current land use regulations. Subdivisions are allowed and governed by SMC 17G.080.050. The Kendall Yards PUD is governed by SMC 11.19.361 through .3691 (since repealed). The codes contain certain restrictions and requirements for subdivisions and PUDs. Some of those requirements such as lot size, height and building setbacks can be varied through the PUD process. The Hearing Examiner decision approved variations to the development standards. The Kendall Yards Illustrative Plan was approved by the Hearing Examiner, subject to conditions, and provides the framework for development of the site.

Kendall Yards Design Guidelines

The guidelines were approved by the Hearing Examiner in 2015 and serve as the development requirements for the PUD.

Recommendations of the Design Review Board must be consistent with adopted regulations. The DRB may not waive any code or approval requirements.

City of Spokane Comprehensive Plan

http://static.spokanecity.org/documents/planning/2012/01/comprehensive-plan-revised-edition.pdf
See Residential 6th Addition Staff Report for a list of relevant policies.

Staff Recommendation

It appears that the plat submitted for review is in substantial conformance with the approved PUD using the measures outlined in SMC 17G.060.230. Additional staff review, using the Kendall Yards Design Guidelines, will take place at time of final platting and review of building permits.

Staff suggests the DRB's recommendation address the following:

1. The proposed phase complies overall with the Kendall Yard Commercial PUD and Final Plat reviewed by the DRB on 5/8/13, and the approved PUD.
2. The DRB will review the remaining commercial phases at a later date per the Hearing Examiner's decision, Condition 3.
3. The DRB will review the plans for the Courthouse View Corridor shown in the 3rd Addition Commercial and any planned public plazas or public spaces at a later date.

Note

The recommendation of the Design Review Board does not alleviate any requirements that may be imposed on this project by other City Departments including the Current Planning Section of Planning and Development Services.

Policy Basis

Spokane Municipal Codes
City of Spokane Comprehensive Plan

FILE NO.DRB 1610

DESIGN REVIEW BOARD

Riverfront Park Master Plan

1 - Program Review/Collaborative Workshop

April 13, 2016

From:	To:	CC:
Design Review Board Austin Dickey, Chair c/o Julie Neff, DRB Secretary Planning & Development 808 W. Spokane Falls Blvd. Spokane, WA 99201	Berry Ellison City of Spokane Parks & Recreation	Lisa Key, Planning Director Tami Palmquist, Associate Planner

Based on review of the materials submitted by the applicant and discussion during the April 13, 2016 Collaborative Workshop the Design Review Board recommends the following:

Neighborhood

Continue relationship with Bernardo Wills with regard to Wall Street improvements to avoid a break in design language.

Site

Consider removal of hardscape element in green space on north bank of river to allow for greater opportunities of programming in a large, flat lawn space.

Maintain or establish purposeful entry points into the park along Spokane Falls Boulevard and minimize unnecessary hardscape to articulate the transition from urban to park environments.

Consider a set of site element standards that feel like Spokane but are unique to Riverfront Park to help establish the unique identity of the Park.

Austin Dickey, Chair, Design Review Board

Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane Design Review Board.

FILE NO.DRB 1611

DESIGN REVIEW BOARD

Looff Carrousel Building

1 - Program Review/Collaborative Workshop

April 13, 2016

From: **Design Review Board** Austin Dickey, Chair c/o Julie Neff, DRB Secretary Planning & Development 808 W. Spokane Falls Blvd. Spokane, WA 99201	**To:** Berry Ellison City of Spokane Parks & Recreation	**CC:** Lisa Key, Planning Director Tami Palmquist, Associate Planner

Based on review of the materials submitted by the applicant and discussion during the April 13, 2016 Collaborative Workshop the Design Review Board recommends the following:

Site

Examine the pinch point at the south end of the building and Spokane Falls Boulevard with possible alterations to the building footprint or landscape treatment to improve the pedestrian experience so people don't feel that they're being directed away from the park.

Building

Look at options to reduce the height of the support building to open views to the Carrousel from Spokane Falls Boulevard.

Look at the transparency of the support building as it engages with Spokane Falls Boulevard to allow for a stronger visual connection when people are moving from east to west.

Look at how the foundation will be treated on the north side of the building so it interacts with the wetland in a more natural way per the shoreline design guidelines.

Consider operable windows on the north side of the building in the Carrousel volume perDowntown Design Guidelines A-1.

Austin Dickey, Chair, Design Review Board

Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane Design Review Board.

Building Stronger Neighborhoods
4/25/2016 12:00PM
Sinto Senior Center

Members present: EJ Iannelli (Emerson/Garfield), Elaine Thorne (Comstock), Tina Luerssen (Grandview/Thorpe), Barbara Ann Bonner (Logan), Dixie Zahniser (Manito/Cannon Hill), Mary Carr (Manito/Cannon Hill)
ONS staff liaison: None present
Guests: Mikaela Price, Kayla Saunders: from Five Mile Prairie High School

- Housekeeping
    - Minutes were not approved, as we did not have a printed copy and they were not emailed to committee members.
- Committee Business
    - No ONS Rep present, still unsure who will be the ONS liaison for this committee.
- Education & Outreach
    - CA Handbook Trainings: Final training is this week, there has been limited turnout for the first two trainings, but good discussion held at each. The committee discussed videotaping trainings; this training has been more of a "discussion" so the format wouldn't lend well to videotaping for repeated use. After the final training this week, the CA and/or BSN will discuss scheduling future Handbook trainings.
        - Community Minded Enterprises has recording ability. Barbara Ann said for a $10/year fee, CME will film a vignette to play on television. EJ will invite a CME representative to the next BSN meeting to discuss possibilities.
    - Future Trainings:
        - Postcard training was put off because of ONS staff changes. EJ will ask ONS to schedule this training.
        - "Online Toolkit" training discussed: including Slack, Facebook, Wiggio, SurveyMonkey, Doodle, MailChimp, etc.
            - The Spark Center in Kendall Yards may be able to help with this?
- Announcements & Upcoming Events
    - June 21st 6-9pm Summer Parkways at Comstock & Manito Neighborhoods. Anybody can have a free booth if they have an activity for children. BSN should be here.
    - Kidical Mass: Chief Garry Park in May, Kendall Yards in August. BSN will probably not have a booth here.
    - August 20th: Unity in the Community. BSN has had an unsuccessful booth in the past. Barbara Ann will have a booth for Inland Empire

Disabilities Parade, and offered to share space with BSN if there is interest.
    - July 16th: Perry Street Fair. East Central should have a booth here. Comstock is also interested.
    - August 12th: Garland Street Fair. North Hill should have a booth here.
    - Gonzaga Neighbor Days, Logan booth?
- Other Discussion:
    - Elaine Thorne brought up the Garbage Pickup Route Optimization Study, which the city has requested Neighborhood reps to participate in. Although this may not be our "area of expertise", the fact that the city reached out to include Neighborhood representation in this project is a positive example of the Community Assembly's BHAG: Working to become an equal partner in city government!
    - Barbara Ann Bonner discussed having more media involvement, because people don't know about the Neighborhood Councils and Community Assembly. This is something to continue working on, to get the word out.
    - There have been many attempts in the past to use students for social media "interns" for NCs, but nobody has seen much success from this. Barbara Ann has a professor from EWU and 2 students working with the Disabilities Parade, perhaps this can be a lead for us to open up this relationship.

Next meeting: Monday, May 23rd. 12pm at Sinto Senior Center

Building Stronger Neighborhoods
3/28/2016 12:00PM
Sinto Senior Center

Members present: EJ Iannelli (Emerson/Garfield), Elaine Thorne (Comstock), Seth Knutson (Cliff/Cannon), Kelly Lotze (Browne's Addition), Tina Luerssen (Grandview/Thorpe)
ONS staff liaison: Jackie Caro

- Housekeeping
  - Minutes from February meeting approved unanimously.
- Committee Business
  - Tina Luerssen was appointed Secretary for the committee.
  - EJ has been Chair for 3 years and would like to "pass the torch". Committee P&P state that offices are held for the calendar year, so in December we will elect a new Chair. Work on recruiting committee members before then.
  - ONS Liaison: Jackie is leaving the department. Melissa or Charlie might be the new liaison, or a new employee. Stay tuned!
- Education & Outreach
  - CA Handbook Trainings are coming up April 14th, 20th and 27th. Tina passed around a sign-up sheet for which training each member will attend; this sheet will be passed around at the next CA meeting as well.
  - For future Handbook Trainings, Admin will funnel new members to BSN. The plan is for BSN to hold multiple trainings each year, to keep new members up-to-speed.
  - CA Budget application is online for NCs. The app is in a .pdf, Elaine requested that it be an editable document. April 30th is the deadline to apply for funds. Tina suggested that committees might apply for funds for outreach (i.e. folding table, chairs, booth fees, etc).
  - Elaine suggested BSN have booths at Neighborhood farmer's markets, street fairs and Summer Parkways events. These smaller events are more effective than big Riverfront Park events.
  - Planned Trainings: At the moment, the Postcard training is the only thing on-deck and it is currently unscheduled. On hold now that Jackie is leaving until May or later, depending on ONS capacity.
  - Future Training idea: Band, Slack, etc. collaborative apps for extra-meeting communication.
- Announcements & Upcoming Events
  - June 21st 6-9pm Summer Parkways at Comstock & Manito Neighborhoods
  - April 23rd 8am-noon Cleaning From the Corridor, East Sprague. Painting, clean-up, home improvements, temporary park setup happening in this

district. The event has changed to a Neighborhood focus instead of Downtown like it has been in the past. Looking at Monroe for future location. Sign up to volunteer at Volunteerspokane.org.

- Elaine announced that her neighborhood has been holding Building Stronger Comstock meetings, in addition to their monthly NC meeting. They meet the 2nd Tuesday at the South Hill Library at 1:30, working to revise the corridor from 29th-38th Avenues along Grand Blvd. Working on pedestrian safety and connectivity.

Next meeting: Monday, April 25th. 12pm at Sinto Senior Center

Land Use Committee (LUC)

Minutes for April 21, 2016

Facilitator: Teresa Kafentzis

Secretary: Teresa Kafentzis

Executive Committee: Kelly Cruz, Patricia Hansen, Teresa Kafentzis, Margaret Jones, Barbara Biles

Draft

April 21, 2016

Minutes

D R A F T

PRESENT:

- Curtis Fackler (CF) – N Indian Trail
- Teresa Kafentzis (TK)– Southgate
- Greg Francis (GF) – Rockwood, PC Liaison
- Elaine Thorpe (ET)– Comstock
- Kellly Cruz (KC)– West Central
- Max Bunting (MB) – East Central
- Barb Biles (BB)– Emerson-Garfield
- Nathan Gwinn (NG) – City Planning Services
- Lisa Key (LK)– City Planning Services
- Melissa Wittstruck (MW) – ONS

Infill Housing Overview . . . Continued from March meeting

Cottage Housing:

Two developments built to date (both by same developer):

- One in progress on 5 Mile
- One completed on SE Blvd in Lincoln Hts

Smaller dwellings clustered together, shared parking, limitations to size of development, minimum site size is half-acre, 12 units per acre, available in most zones.

Obstacles: Developers want to build subdivisions for bigger profits, opposition by neighbors in developed neighborhoods, design not matching surrounding neighborhoods. Concern about renters. Maximum lot size.

Residential Single-family Compact zoning:

Not used to date.

Allow somewhat smaller lots, expensive and time intensive re-zoning is required. Consider an overlay in zoning around center that would only require a conditional use permit.

PARKING LOT ITEMS Regarding In-Fill Housing:

- Comment on In-Fill Housing Codes:
    - Consider in-fill for moving existing homes from lots, evaluate for historical value, viable building, rather than infill just for new builds.
    - In some older neighborhoods, there are multiple vacant lots available. "Single lot" in-fill option to allow three small houses on a city lot Challenges: Cost of moving home, timing for gaining control of property, zoning set backs,
- Design standards need to be updated for in-fill housing (not approved previously). Also apply to outbuildings
- Fee-simple lots to promote home ownership.

Public Participation Program for Infill Housing – Nathan Gwinn

- Reviewed plans for current process
- Outlined how the public will provide input to the review of in-fill housing with four different focus groups from various interest groups. Selected from across the city in the three council districts, limit number of members to make group manageable
- Steering committee will meet to review comments obtained during focus groups
    - 15 stakeholders from plan commission, city council, finance/real estate, development (both for profit and non-profit), community organizers and neighbors.
- Work Shops will be open to public near the end of the process
- Focus Groups will be open to the public with opportunity for 3-minute comments/questions.

Discussion:

- We are not following the neighborhood council model because need to keep focus group size manageable (LK)

- Other groups that may not be represented may have an option to meet with them and give their comments (LK)
- Will obtain common themes versus distinct details for a particular neighborhood (LK)
- Contact South Hill Coalition since they represent 6 neighborhoods who have just completed neighborhood planning. (ET)
- Include members with experience with planning to avoid having to spend a lot of time educating members (KC)
- Want to balance competing interests (LK)
- Happy to come to individual groups such as neighborhood councils to present information (LK)
- Implementation strategy is not well laid out in the Comprehensive Plan and pressed for time to complete. How do we create a path between aspirational neighborhood plans and how to implement them? (LK)
- Concern that the broad diversity between neighborhoods will require a lot of data collection and different characteristics in neighborhoods that people want to see. Suggest two different focus groups, one with only neighbors (GF)
- Consider each neighborhood to have its own focus group to funnel information to steering committee members (KC)
- If we want to get the recommendations from this steering group we have to wrap this up by September and we won't be able to feed it into the document. Maybe we could handle neighborhoods differently. What are concerns and issues? How do we dive into more detail? (LK)
- Feel that the neighborhoods will be disenfranchised (TK)
- Public open house would find out what the neighborhoods think. (NG)
- We still need to have a focus group that digs into specific concerns (LK)
- Will run into roadblocks from the neighborhoods by not getting their involvement up front at the beginning of the project. (KC)
- Focus groups run over 5 weeks, consider collecting neighborhood focus groups at beginning and at the end of 5 weeks. (LK)
- Suggest that Nathan Gwinn send out an email to neighborhood leadership outlining project to obtain neighborhood input, neighborhood gather comments and forward to Nathan Gwinn via email. (TK)
- Let the city districts select their own two representatives. (GF)
- Concern that the neighborhoods won't understand what the project is about and not send back quality feedback. (LK)
- Send out a concise, clear, bulleted message with clear questions to neighborhood councils, ONS liaisons could help (MW)
- Ability to ask clarifying questions (LK)
- In parallel with information sent out to neighborhoods, give a presentation to the CA (GF)
- LUC to request CA Executive to get this on agenda. Nathan Gwinn will send agenda points to Teresa to forward to Rod Minarek to send to CA Admin Committee with request to be on May CA agenda.
- Send out an email to the Steering Committee outlining the neighborhood involvement.

Meeting adjourned at 6:45 pm

- Next meeting May 19, 2016 at 5:00 pm

Plan Commission Liaison Report

May 5, 2016
Greg Francis

The Plan Commission provides advice and makes recommendations on broad planning goals, policies, and other matters as requested by the City Council. It meets the second and fourth Wednesday of each month at 2pm in the Council Briefing Center in city hall with hearings typically starting at 4pm if there are any scheduled for that session. All Plan Commission meetings are open to the public.

Hearings

Building Code Changes – The state adopts periodic changes to both the building and fire codes. Cities must adopt these changes with a specified period of time with the ability to require more restrictive codes if desired. The Plan Commission recommended the approval of the updated state codes with some local revisions by a vote of 6-0 on May 13th.

Family Code Amendment – This is a code amendment to the definition of what constitutes a family and is being revised to count foster children as family members for the purposes of determining the maximum people that can reside in a single residence. The Plan Commission voted 10-0 to recommend approval of this change.

Workshops

Six Year Transportation Program Update Consistency Review – This is a review to ensure that the updated Six Year Transportation Program is consistent with the transportation goals in city's Comprehensive Plan. One additional component of this review is to work to align projects with the Central City Line project that is being considered in the future.

Citywide Capital Improvement Program – The purpose of this program is visit the six-year planning document that oversees the financial costs of the city's capital improvement program. New this year is that the Finance department will be managing the document. More information is available at **http://myspokanebudget.org**.

2017 Comprehensive Plan Updates – The Plan Commission was updated on the progress of the eight-year update to the Comprehensive Plan that is required by the state's Growth Management Act (GMA). This update must be completed by June 30th, 2017 and has been worked on for several years. One of the new editions to the Comprehensive Plan will be neighborhood profiles, which have been sent to the neighborhood's for final review. These profiles are scheduled to come before the Plan Commission on May 25th.

2016 Comprehensive Plan Amendments – The Plan Commission had its first look at the 2016 Comprehensive Plan amendments, which are separate from the 2017 Comprehensive Plan update process. All three of this year's requested amendments are rezoning requests.

The three proposed land use changes are located in the North Indian Trail, Logan, and Southgate neighborhoods and range from fairly small (1.2 acres) to large (45.5 acres). Details about these proposed amendments are available at **https://my.spokanecity.org/projects/comprehensive-plan-amendment-cycle-2015-2016/**.

Note: Because of the complexity of GMA mandated Comprehensive Plan update process that is due in June 2017 and the restriction that the Comprehensive Plan can only be updated once per year, the Planning Department is recommending to the City Council that no Comprehensive Plan Amendments can be allowed for the 2017 calendar year.

Infill Housing – The full Plan Commission reviewed and approved the Infill Housing Subcommittee project charter, public participation plan, and project schedule with some changes including the moving of the neighborhood focus group meeting from May 25th to June 7th to provide neighborhoods more time to provide feedback and the inclusion of affordable housing as a component of the project. More information about this project will be presented at the May Community Assembly meeting and e-mailed directly to the neighborhood executive boards. There is a lot to this project so I encourage anyone that is interested in infill housing to go to **https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/** for more information.

Upcoming Hearings (Known)

Six Year Transportation Program Update Consistency Review – May 11th at 4pm. See above for more information.

Other

Plan Commission Membership – The Plan Commission is now at a full ten members with the recent confirmation of four new commissioners: Christy Jeffers, Todd Beyreuther, Michael Baker, and Christoper Batten.

Please join Chief Garry Park on May 21st for our 3rd annual Kidicalmass bike ride

1pm SE corner of Chief Garry Park

Great family event, free helmets provided by Progressions CU, Bike Raffle
Refreshments & prises

We hope you will come visit our Neighborhood and enjoy this event

Community Assembly

May 5, 2016

Guest Login

- Wi-Fi Options :**Wi-Fi 1, 2 or 3**
- Password: **wcccguest1603**

Upcoming Events

www.spokaneneigborhoods.org select "Meetings and Events" tile to view Google Calendar

New: Events Added to ONS website! Do you have an event you want let the community know about?
www.spokaneneighborhoods.org

What's New

• • •

New Community Program Coordinator

- **Kathleen (Katie) Marie Myers**
  - Native of Spokane relocating after working on the West side
  - Worked with non-profits in Spokane Community
  - Maters in Public Administration – EWU
  - Base in the neighborhood services program
  - She loves the Spokane Community and excited to work with neighborhoods!

Neighborhood Liaisons

Katie Myers

- Browne's Addition
- West Central
- Peaceful Valley
- Riverside
- PeTT Committee
- Building Stronger Neighborhoods

Charlie Kline

- N. Hill
- Emerson/Garfield
- Logan
- Chief Gary Park
- Liaison Committee
- Budget Committee

Neighborhood Liaisons

Melissa Wittstruck

- East Central
- Lincoln Heights
- South Gate
- Comstock
- Rockwood
- Land use Committee

Suzanne Tresko

- West Hills
- Grandview/Thorpe
- Latah Valley
- Manito/Cannon Hill
- Cliff/Cannon
- Public Safety Committee

Neighborhood Liaisons

Rod Minarik

- Nevada/Lidgerwood
- Whitman
- Hillyard
- Bemiss
- Minnehaha
- Admin Committee
- PeTT Committee

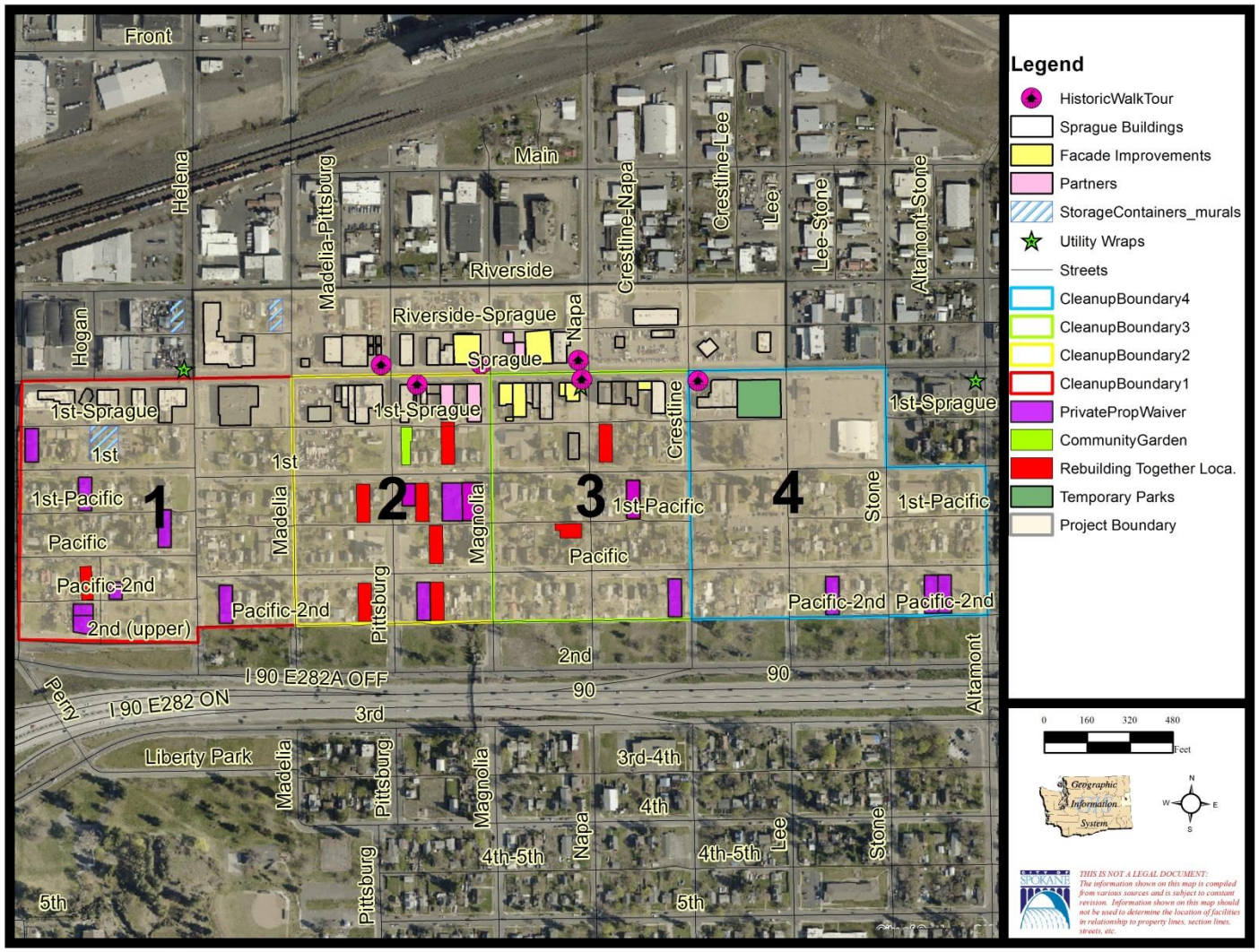
Heather Trautman

- North Indian Trial
- Five Mile
- Balboa /South Indian Trail
- Northwest
- Audubon/Downriver
- CA/CD

Updates

...

Project Area-East Sprague TIP



Cleaning from the Corridor

Thank you to the Spokane community for making this year's event a huge success!

- **500+** volunteers.
- Over **35 partnership** agencies and volunteer groups.
- Over **$40,000** of in-kind contributions.
- **7 home rehabilitation** projects by Rebuilding Together & SNAP.
- **38.26 tons** of trash removed.
- **4 new murals** in the neighborhood.
- **2 storefronts** with new signage & branding.
- **3** commercial buildings painted.
- **3** utility box mural wraps installed along Sprague Ave.
- **40 trees** given away for free to residents

- To read the blog and review the final report visit the www.SpokaneCity.org

2016 Programs

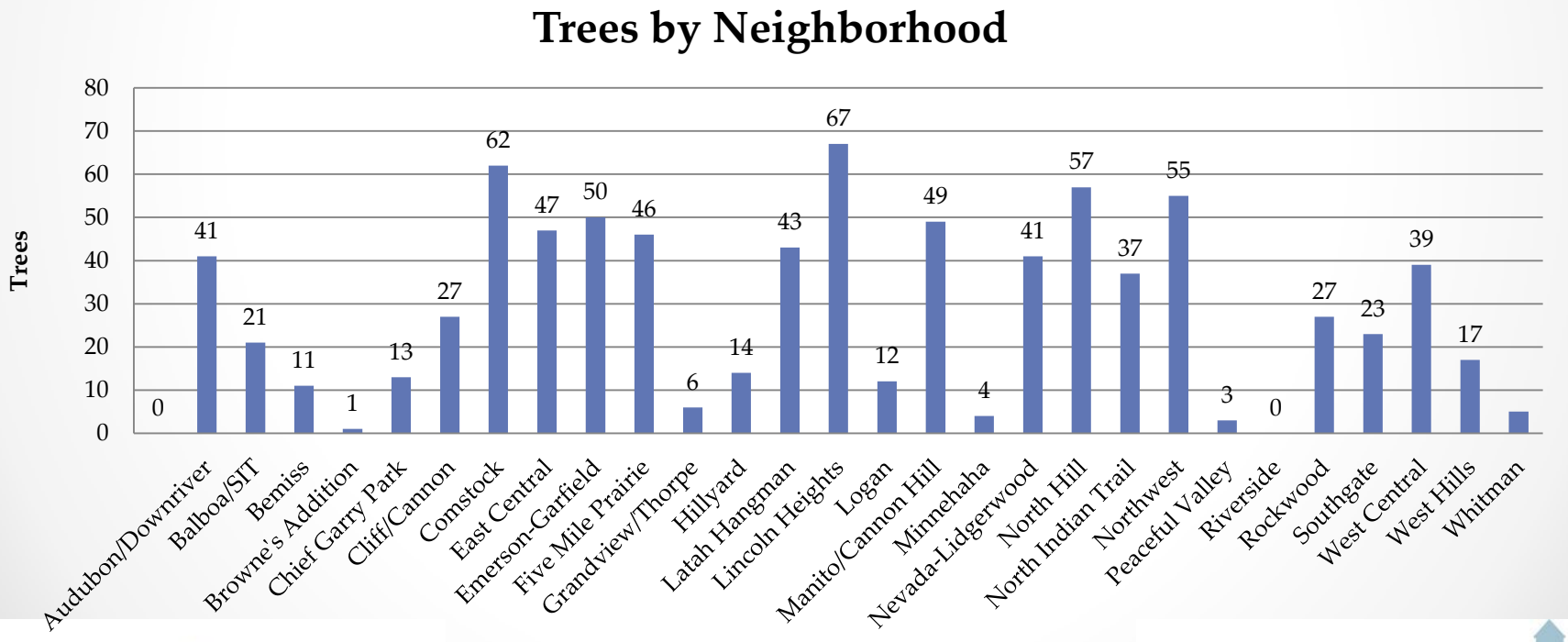
…

2016 Proposed Program Application Dates

- January 7th to March 7th : Traffic Calming Applications
- January 7th to March 7th : Mobile Speed Feedback
- **February 18th to June 1st: Clean-Up Application**
- March 1st to Mid April: Forrest Spokane - Residential Tree Program

Residential Tree Program

- 1,000 trees given away to Spokane residents
- All tree locations have been updated on the Forest Spokane Tree Map: www.SpokaneNeighborhoods.org
  > Programs > Forest Spokane Initiative



Community Assembly

Infill Development Kickoff Conversation

May 5, 2016

Project Overview

- Why This Project?
  - Minimal Use of Infill Development Tools
  - Infill Growth Can Help Achieve Comprehensive Plan Goals
- What Does It Do?
  - Plan Commission Subcommittee Review
  - Final Report and Recommendations

Project Overview

- Purpose
  - To Identify Development Tools for Vacant and Underdeveloped Land in Developed Areas
    - Housing Options, Density Objectives
    - Consistent with Adopted Plans
    - Consistent with Neighborhood Character

Project Goals

- Communicate and review today's standards.
- Increase clarity of residential infill regulations and opportunities.
- Explore opportunities to promote infill development in desired locations.
- Evaluate what, if any, further changes are needed.
- Monitor trends and evaluate performance.

What is Infill Development?

- Development of vacant lots and parcels within an already built up area.
- There is no single technique to implement infill development.

Cottage-style courtyard development, Kendall Yards

COMMUNICATING CURRENT INFILL TOOLS

Accessory Dwelling Unit: Overview

Detached ADU

Detached ADU over Accessory Building

Pocket Residential Development: Overview

Detached Residences with Frontage on Walkway

Attached Residences

Attached Housing / Duplex: Overview

Townhouse Style Units

Cottage Housing: Overview

Cottage Housing
The Cottage Company

Residential Single-family Compact Zoning: Overview

Small Lot
Detached Home

Attached Dwelling

Public Participation Program

Key Elements:

- Representative Steering Committee
- Stakeholder Focus Groups
- Outreach to Organizations
- Public Notices and Information
- Project Website
- Comment Tracking Log - Attachment “A”

PROJECT STEERING COMMITTEE

Project Steering Committee

Plan Commission Members	Patricia Kienholz
	Michael Baker
City Council Members	Ben Stuckart, Council President
	Lori Kinnear, District 2, Council Liaison
Finance/Real Estate	M. Ekins, Interface Commercial Capital
Development (non-profit)	C. Algeo, Low Income Housing Consort.
	D. Reber, Inland Empire Res. Resources
Development (for-profit)	M. Cathcart, Spo. Home Builders Assoc.
	Asher Ernst, Infill Developer
	E. Verduin, Make Architecture & Design
Community Organizations/ Neighborhoods	K. Burk-Hise, Spokane Pres. Advocates
	G. Francis, Community Assemb. Liaison
	Kitty Klitzke, Futurewise
	Gail Prosser, Business Owner
	A. Rolwes, Downtown Spo. Partnership

FOCUS GROUPS

Focus Group Meetings
Draft Schedule

1. Finance/Real Estate
   - Tuesday, May 17
2. Architecture/Development
   - (for-profit) Tuesday, May 17
   - (non-profit) Week of May 23
3. Tiny Housing
   - Week of May 23
4. Neighbors/ Community Groups
   - **Tuesday, June 7**

Steering Committee Draft Schedule

- Workshop #1 Mid-June
- Workshop #2 Early July
- Public Open House Mid-July
- Recommendation Meeting Early August
- Full Plan Commission Workshop: Aug. 24
- Plan Commission Public Hearing: Sept. 14

Draft Meeting Schedule

2016 Month	May					June				July				August					September				Oct.	
Monday of Week (meetings targeted any day of week)--->	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10
Finance/Real Estate Focus Group																								
Architecture/Development Focus Group																								
Tiny Housing Focus Group																								
Neighbor/Community Focus Group																								
Staff follow-up activity				x	x	x	x	x	x	x	x	x	x											
Steering Committee Workshop #1																								
Steering Committee Workshop #2																								
Public Open House (held virtually?)																								
Draft Report and Recommendation														x										
Steering Committee Rec. Meeting																								
Final Report and Recommendation															x									
Full Plan Commission Workshop Aug. 24																	24							
Plan Commission Public Hearing Sept. 14																				14				
City Council Briefing September 26																						26		
City Council Resolution Adoption Oct. 3																							3	

Meeting Key:

- Plan Commission
- Focus Group
- Steering Committee
- Open House
- City Council
- x — product occurrence target by week

Other Outreach

- Community Assembly
  - Land Use Committee
- Neighborhood Councils
- Community Organizations
  - Greater Spokane Incorporated
  - Downtown Spokane Partnership
  - Business Associations
  - Spokane Preservation Advocates
  - Spokane Home Builders Association
  - Association of General Contractors
  - Others?

Links to Information about Project & Current Tools

- Link to Project Website:
  - http://my.spokanecity.org/projects/infill-housing-strategies-infill-development

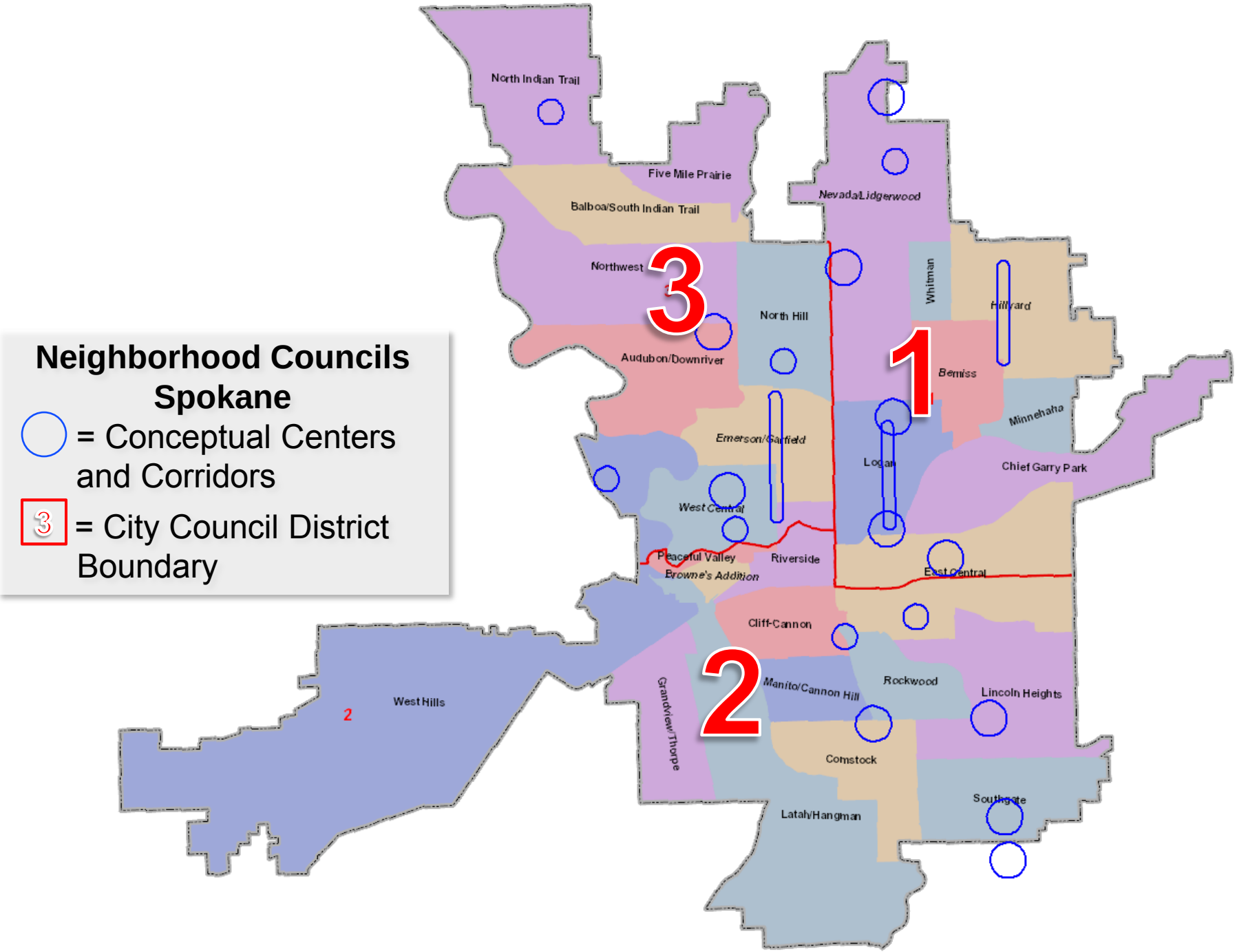
- Link to Spokane Infill Housing Toolkit Documents:
  - http://my.spokanecity.org/business/residential/development-options/

Engaging Neighborhoods

- Understand different neighborhoods' perspectives on infill development
- Frame context-sensitive infill development tools and recommendations
- Maintain unique neighborhood character
- Implement Comp Plan policies & neighborhoods' visions

Requested Neighborhood Actions

1. Identify Neighborhood Council reps to participate in Community Focus Group
   - 2-3 neighborhood council representatives from each City Council District
   - Identify the participants by May 19th
   - Focus Group Meeting to be held on June 7th


Neighborhood Councils
Spokane
= Conceptual Centers and Corridors
3 = City Council District Boundary
North Indian Trail
Five Mile Prairie
Balboa/South Indian Trail
Northwest
3
Audubon/Downriver
North Hill
Nevada/Lidgerwood
Whitman
Hillyard
1
Bemiss
Minnehaha
Chief Garry Park
Logan
Emerson/Garfield
West Central
Peaceful Valley
Browne's Addition
Riverside
East Central
Cliff-Cannon
2
Manito/Cannon Hill
Rockwood
Lincoln Heights
Grandview/Thorpe
Comstock
Southgate
Latah/Hangman
West Hills
2

Community/Neighbors

Steering Committee	K. Burk-Hise, Spokane Preservation Advocates		
	G. Francis, Plan Comm. Community Assembly Liaison		
	K. Klitzke, Futurewise	Gail Prosser, Business Owner	A. Rolwes, Downtown Spokane Partnership

Neighborhood Council Reps. (10)

City Council District 1 - Northeast
- Representative 1
- Representative 2
- Representative 3

City Council District 2 - South
- Representative 1
- Representative 2
- Representative 3

City Council District 3 - Northwest
- Representative 1
- Representative 2
- Representative 3

- Districts 2 & 3: Riverside Neighborhood Council - *Regional Center* (G. Pollard)

Community/Neighbors

(23+ Total)

Other Invitees (11)

Business Associations

- Garland Business District
- East Spokane Business Association
- Greater Hillyard Business Association

Public Agencies

- Regional Health District
- Spokane County
- Spokane Transit Authority
- University District Public Development Authority

Former Infill Task Force and Others

- Jim Hanley
- Paul Kropp
- Larry Swartz
- Keith Kelley

Requested Neighborhood Council Actions

2. Conduct a “Kickoff Conversation” on infill development with your Neighborhood Council or subcommittee

   – Meeting kit includes discussion guide, infill tool descriptions, public participation plan

   – By June 16, provide summary of your meeting ngwinn@spokanecity.org

Questions?