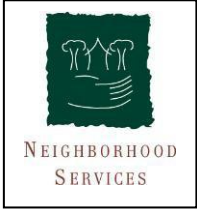


Spokane Neighborhoods Community Assembly

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

Meeting Agenda for Thursday, May 3, 2018

5:30 to 7:35pm – **West Central Community Center**, 1603 N Belt



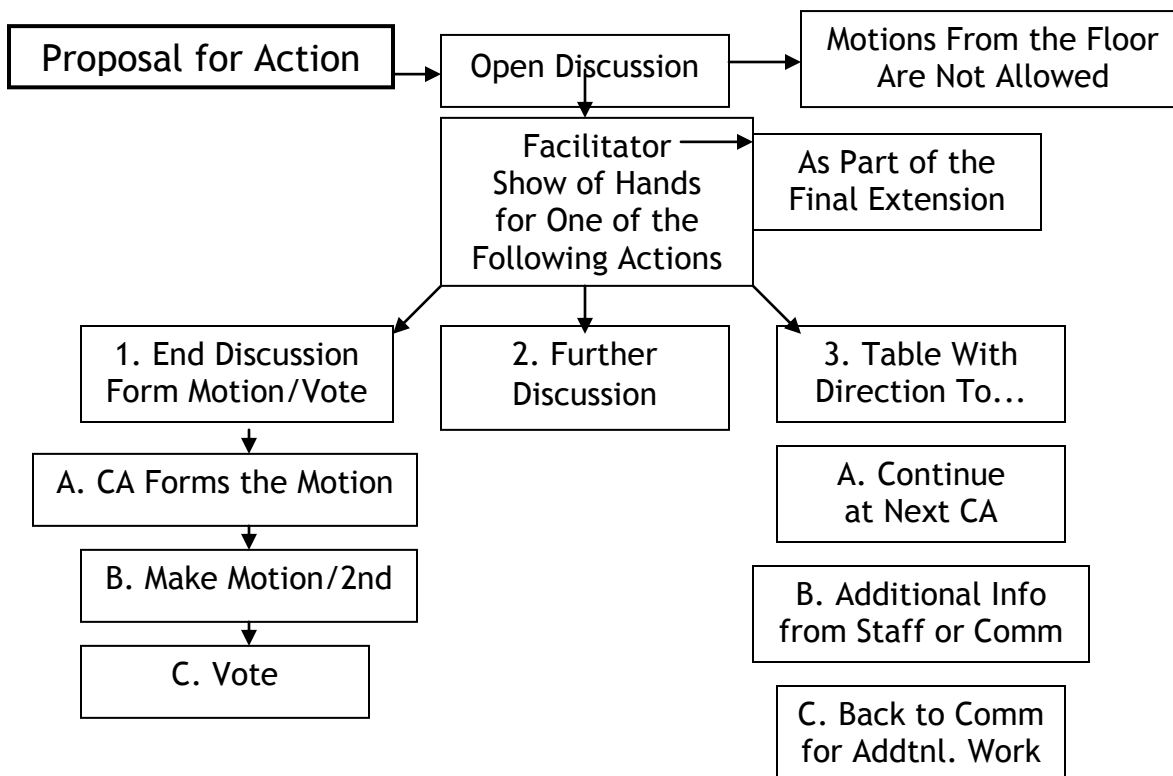
Proposed Agenda Subject to Change
Please bring the following items:
 *Community Assembly Minutes: April 2018

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min–5:30		
Proposed Agenda (incl. Core Values, Purpose and Rules of Order)	Facilitator	2 min–5:33	Approve	1
Approve/Amend Minutes ▪ April 2018	Facilitator	5 min–5:35	Approve	4
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	10 min-5:40		
LEGISLATIVE AGENDA				
City Council ▪ Update	City Council Members	5 min-5:50	Oral Report	
Liaison ▪ CHHS Board	Paul Kropp, Council Members Stratton & Fagan	20 min-5:55	Discussion	8
Admin ▪ Update	Tina Luerssen	5 min-6:15	Oral Report	
2018 Annual Comprehensive Plan Amendments	Tirrell Black, Planning	15 min-6:20	Oral & Written Report	33
Infill Housing ▪ Dimensional Standards for Multifamily ▪ Parking Area Setbacks	Nate Gwinn, Planning	15 min-6:35	Oral & Written Report	46
SRHD ▪ Walking School Bus info and how to get involved	Heleen Dewey	10 min-6:50	Presentation/ Q&A	
CA/CD application timeline ▪ Update	Kathryn Alexander	10 min-7:00	Discussion	110
ONS/Code Enforcement ▪ Update	Heather Trautman	10 min-7:10	Oral Report	
District 1 NRO workshop	Colleen Gardner	15 min-7:20	Presentation, Q+A, vote	69
Roundtable		10 min-7:35		
OTHER WRITTEN REPORTS				
Committee minutes				97
Kidicalmass flier				108
Sheriff flier				109
CA/CD materials				110
Urban Forestry report				118
Plan Commission Liaison report				123
City Council/CA schedule				125

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

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

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

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

Community Assembly Meeting Minutes

April 5, 2018

1. Proposed Agenda

- a. Amended to include Bonnie McInnis (West Central) to report for Liaison committee; Charles Hansen (Whitman) to report for PeTT; Andy Hoye (Southgate) to report on the Spokesman-Review coverage instead of liability insurance.
- b. Approved

2. Approve/Amend Minutes

- a. Approved

3. Reports/Updates/Announcements

- a. Cathy Gunderson, All In For Washington
 - i. Learn more about the group All In For Washington here:
<https://allinforwa.org/>
 - ii. There is a solution workshop May 31st from 6-8pm at the Unitarian Universalist church and all are welcome to attend!

4. City Council Update

- a. Council President, Ben Stuckart
 - i. Current City Council Updates:
 1. Infill changes are moving forward and the City would like to hear from you. The City has three options in terms of raising revenue: 1) raise taxes; 2) foster economic development; 3) grow the “pie” via increasing density. The Infill work gets us there by increasing density.
 2. Still working towards a 24/7 shelter solution. Funds have doubled for the low-income community although the current model still needs work including spreading out some of the intense concentration around House of Charity.
 3. Police negotiations got sent to mediation which makes budgeting a challenge now and for 2019.
 4. Discussion going for a two-pronged bond campaign for middle schools and upgrading the library system; both would need to pass.
 5. 44 new fire fighters were hired and right now there isn't funding for them to continue. Council is working on this.
 6. Work group has been formed to work on a housing levy, and the group is seeking a representative from the CA or a neighborhood to be joining this group and work in favor of getting ahead of a potential affordable housing crisis. The project will be about 1.5 years of planning with a goal of raising \$20-30 million for affordable housing. Email Council President Stuckart if you care for more information, bstuckart@spokanecity.org
 7. Discussion Barbara Ann Bonner (Logan) and Kathryn Alexander

(Bemiss) nominated to represent the CA at the stakeholder meetings on low income housing options and funding.

5. Admin

- a. Tina Luerssen, Chair
 - i. CA/CC consisted mostly of neighborhood updates to council and a discussion about safety in Parks;
 - ii. NUSA 2018, Birmingham- thanks to ONS, we'll be sending three representatives!
 - iii. Discussion regarding location of Community Assembly's monthly meetings- should we move back to City Hall in an effort to enhance our mission of influencing City government and hopefully increase attendance by elected officials and city staff or should we stay here out of parking ease and avoiding downtown congestion? Straw poll: 12 to stay at WCCC, 6 to move to City Hall, 3 abstentions. Discussion may resume at a later date, stay for now at WCCC.

6. Public Works

- a. Scott Simmons, Division head
 - i. 2018 Construction season update

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/04/2018-construction-updated-march-2018.pdf>

7. ONS

- a. Heather Trautman, Director

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/04/ca-presentation-april-2018.pdf>

8. Liaison

- a. Bonnie McInnis for Paul Kropp, Chair
 - i. Two weeks remaining for Liaison position- applications due April 20th, one application in thus far.

9. PeTT

- a. Charles Hansen for Paul Kropp, Chair
 - i. Relayed recent meeting regarding 20 miles/hour around parks and schools as a proposal. Heard from Officer John Griffin regarding only six traffic enforcement officers. Perhaps only certain parks should be included in this proposal?
 - ii. If you are experiencing issues with speeding traffic, you can contact Officer Griffin. Please include details like the time of day, frequency, etc. jgriffin@spokanepolice.org

10. CDBG

- a. Kathryn Alexander, Chair
 - i. Will have update next time.

11. Budget

- a. Andy Hoye, Chair
 - i. Two neighborhoods have applied; get your applications in! Remember they need minutes so your April meeting is important!
 - ii. Description of proposed resolution for Community Engagement grant funds to cover

Director and Officers insurance was in packet.

- iii. Spokesman Review reporter covering neighborhood council articles on Thursdays would like to cover the Community Assembly as well. They might be calling you as a representative of the CA and may attend a future meeting.
- iv. In current events, the environmental waste market has plummeted, going from \$100 per unit to \$18. Andy expressed interest in someone speaking to the CA about this.

12. Admin Committee- Committee Conversations

- a. Tina Luerssen, Chair
 - i. Attempted to utilize the template, but needed to modify it in some instances
 - ii. The committee is comprised of Tina, Chair; Andy Hoye (Southgate); Tom Powell(Emerson-Garfield); Luke Tolley (Hillyard); Kelly Lotze (Browne's Addition)
 - iii. People are eligible for Admin committee if they have attended six (6) CA meetings
 - iv. You may serve three consecutive terms, holding different positions
 - v. Committee meets two Tuesday prior to CA
 - vi. Chair is authorized to sign for CA
 - vii. Discussion regarding whether Admin needs to form adhoc committee to revise Policies and Procedures or can do it themselves. Resolved to revisit Policies and Procedures annually in the fall.
 - viii. How does Admin set agenda? How can someone get on the agenda? Why do some things not make it on? Requested items come to ONS and/or the committee Chair typically. Things to consider: How does this impact Neighborhood Councils? Is it timely? What's the requested outcome? For example, is this for information only, to be sent to a committee, up for a vote, part of an outreach campaign?
 - ix. As an example, All In For Washington, was a long discussion for Admin at our most recent meeting. We ultimately voted that it was political and wasn't for our actual agenda, but could fit in Open Forum as an announcement and then different councils can do what they will with the information presented.
 - x. If you make a request to be on the agenda, it's very helpful if you attend the Admin meeting and/or can make yourself available by phone in order to further explain and/or make your case.
 - xi. Please hold us accountable! We welcome your feedback!

13. Roundtable

- a. Heather Trautman, Neighborhood and Planning Services
 - i. Neighborhood Services brochures available
- b. Fran Papenleur (Audubon/Downriver)
 - i. Congratulations to Greg Francis on Plan Commission
- c. Question from Nevada Heights regarding sidewalk ADA corners. Appropriate contact information for that person is Joel Graff in Streets, jgraff@spokanecity.org
- d. Greg Francis, Rockwood, Plan Commission update:
 - i. Comprehensive Plan amendments are going through the process now for 17-18; At Land Use committee meeting there will be a presentation by Planning regarding North Hill, Cliff/Cannon, and West Hills; will be at Land Use meeting on the 19th
 - ii. April 25th plan commission hearing on Spokane Falls Blvd. building heights
- e. Kathryn Alexander, Bemiss, read the comprehensive plan and use to it ground your neighborhood's

work!

21 total neighborhoods present

In Attendance: Audubon/Downriver, Bemiss, Browne's Addition, Comstock, East Central, Emerson-Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Lincoln Heights, Logan, Manito/Cannon Hill, Minnehaha, Nevada Heights, North Hill, North Indian Trail, Peaceful Valley, Rockwood, Southgate, West Central, Whitman

Absent: Balboa/SIT, Chief Garry Park, Cliff/Cannon, Latah/Hangman, Northwest, Riverside, Shiloh Hills, West Hills

DRAFT

Title 04 Administrative Agencies and Procedures

Chapter 04.12 Plan Commission

Section 04.12.040 Liaison Members

- A. The city council shall appoint one city council member to serve as a liaison to the commission and shall also appoint an alternate city council member to serve in the absence of the liaison.
- B. The community assembly shall nominate a member of the assembly to serve as a liaison to the plan commission, subject to confirmation by the mayor and appointment by the city council.
- C. The liaison members shall be non-voting participants in commission business.

Date Passed: Monday, March 2, 2009

Effective Date: Wednesday, April 8, 2009

ORD C34403 Section 4



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

Date Stamp

POSITION APPLYING FOR: Community Assembly Plan Commission Liaison

Applicant's Name: Patricia Hansen

Residence Address: 1104 W 8th Avenue, Spokane, WA 99204

Mailing Address: 1104 W 8th Avenue, Spokane, WA 99204

Email: patricia@pahansen.com Home Phone: 509-838-2722 Cell Phone: 208-755-1925

How long have you been a continuous resident of the City of Spokane? 16 years

Are you registered to vote in the City of Spokane? Yes

Have you ever used or been known by any other name? No

EDUCATIONAL HISTORY

High School: Idaho Falls High School, Idaho Falls, ID Diploma Earned: Yes

Address: 601 S Holmes Ave, Idaho Falls, ID 83401

College/University: University of Oregon Degree Earned: B.S.

Address: 1585 E 13th Avenue, Eugene, OR 97403

EMPLOYMENT HISTORY

Present or Last Employer: Hansen & Associates Position: President Dates: 1/98-present

Address: 1104 W 8th Avenue Phone: 509-838-2722

Previous Employer: Dept of Health & Human Services Position: Social Science Research Analyst Dates: 4/16-3/17

Address: 7500 Security Boulevard, Baltimore, MD 21244 Phone: 410-786-5055

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Bob Scarfo, Ph.D Relationship: Professional Phone: 509-220-5113

Name: John Schram Relationship: Personal Phone: 509-828-8441



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.

Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community. Please refer to the Application's Supplemental Pages

Describe why you are interested in serving on this Committee/Board/Commission. Please refer to the Application's Supplemental Pages

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission. Please refer to the Application's Supplemental Pages

UNDERSTANDING OF APPLICATION

I, Patricia Hansen, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: Patricia Hansen, Ed.D. Digitally signed by Patricia Hansen, Ed.D.
Date: 2018.03.27 14:51:51 -0700' DATE: _____

PLEASE RETURN A HARD COPY OF THIS FORM TO THE MY SPOKANE SERVICE DESK



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: Community Plan Commission Liaison

Applicant's Name: Patricia Hansen

Sex: Female Male Date of Birth: 8-12-58

Ethnic Origin (please select one of the following):

Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

Black / African American (having origins in any of the black racial groups of Africa)

Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

Two or More Races (all persons who identify with more than one of the above)

Veteran Status:

Not a veteran Vietnam-era veteran

Disabled veteran Any other veteran

Disability Status:

Disabled Non-Disabled

APPLICATION FOR COMMITTEES/VOARDS/COMMISSIONS

EDUCATIONAL HISTORY (continued)

College/University Texas Woman's University
Address 304 Administration Drive, Denton, TX 76204
Degree Earned M.S. Marriage and Family Counseling

College/University Idaho State University
Address 921 S 8th Avenue, Pocatello, ID 83209
Degree Earned Ed.D. Counselor Education and Counseling

EMPLOYMENT HISTORY (continued)

Support Services International, Inc.
1927 38th Street NW
Washington, DC 20007
301-587-9000
Director, Tribal Resource & Recovery Division
July 2007 – August 2010

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community.

Since returning to the Inland Northwest in 2002, I have thoughtfully studied and engaged in City of Spokane, Community Assembly (CA), and Neighborhood Council issues. I accepted leadership positions in Neighborhood, City, and Community-wide organizations to best advocate for improvements and transparency with operations, policies and procedures. I continually sought out "best practices" that encouraged active involvement from Spokane citizens and Neighborhoods with City and County ventures to ensure responsible use of scarce public resources and create "out-of-the-box" solutions.

I have a successful history of leadership and volunteer contributions to the Spokane community including the CA Land Use and Pedestrian (LUC), Traffic and Transportation subcommittees (PeTT). Of significant importance was my leadership during the recent updates for the City's Wireless Communication Ordinance. Seven months prior to adoption, City Departments, Neighborhood Councils, and wireless communication representatives collaborated to rewrite the City's wireless communication ordinance. The conclusion of these efforts was successful and congenial. The City's new ordinance is a best practice model for other states and municipalities.

The media's acknowledgement of constructive contributions by the Neighborhood Stakeholder Team, which I co-lead, was unprecedented and humbling. The following links provide coverage clips describing the exceptional cooperation among all parties to draft a win-win ordinance and, specifically, the participation of the Neighborhood Stakeholders Team.

Spokane City Council, November 2, 2015

<https://my.spokanecity.org/citycouncil/meetings/2015/11/02/legislative-meeting/>
(56.30 – 1:10:00)

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<http://m.spokesman.com/stories/2015/nov/06/spokanes-cell-tower-moratorium-ends-with-stricter-/>

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<http://www.spokesman.com/stories/2015/nov/13/fruitful-tower-talks-avoided-lawsuits/>

Spokane-Coeur d’Alene Living Magazine, December 2015

<http://issuu.com/ksomday/docs/scl121> (Paste URL in the bar. Article starts on page 110.)

Included below is a list of additional community and civic organizations, and initiatives which describe my diverse and active involvement.

COMMUNITY / CIVIC

Cliff Cannon Neighborhood Council

- | | |
|---|----------------|
| 1. Neighborhood Council Member | 2002 - present |
| 2. Executive Committee Member | 2011 - present |
| 3. Executive Committee “Point of Contact” w/ the City | 2014 - present |

CA Sub Committees

- | | |
|---|-------------|
| 1. Land Use Committee: NC Representative & Leadership | 2011- 2016 |
| 2. PeTT Committee: NC Representative & Leadership | 2011 - 2016 |
| 3. PeTT Committee: Parking Revisions subcommittee | 2013 - 2014 |

Special Citywide / Neighborhood Initiatives

- | | |
|---|----------------|
| 1. Cliff Cannon Neighborhood: Downzoning of Neighborhood sub-area | 2003-2005 |
| 2. Lower South Hill Neighborhood Block Watch | 2007 - present |
| Block Party & Potluck: National Night Out Against Crime | |
| Neighborhood Email Newsletter (monthly) | |
| 3. Neighborhood Notification Ordinance | 2015 |
| 4. Reopening of Madison Street | 2013 - present |
| 5. Wireless Communication Ordinance: Stakeholders Team | 2013-2015 |

Describe why you are interested in serving on this Committee/Board/Commission.

My professional and volunteer leadership successes have earned me the mutual respect, support and cooperation among City departments, administrators and staff; CA and CA subcommittees; and Neighborhood Councils and Organizations. I am passionate and forward thinking about the future of our City by accurately applying provisions of the Comprehensive Plan and the Growth Management Act (GMA). Today’s Plan Commission proposals are increasingly complex and multi-faceted. The Plan Commission Liaison must accurately synthesize the primary components of these proposals and clearly communicate them between the CA and Neighborhoods, and the Plan Commission. I have the professional experience, skills and dedication required of a successful and valued Plan Commission Liaison.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission.

Since moving to Spokane, I have been both a leader and representative of CA subcommittees and my Neighborhood Council while familiarizing myself with their respective procedures and responsibilities. I am confident of my understanding for how these organizations work cooperatively with the City and Plan Commission. The contributions that make me uniquely qualified to serve as Plan Commission Liaison include my diverse professional career. I bring 20 years of experience as an independent contractor working primarily in Indian County as a Tribal-Federal negotiator for community development funding. As a business professional, I sharpened my ability to visualize potential impacts of a community proposal and bring about successful outcomes for all parties. Additional and complementary skill sets were gained through my education and professional training in qualitative, quantitative and policy research. As a negotiator, I developed the unique ability to comprehend large volumes of research information and accurately convey critical elements to an audience. These combined career experiences have prepared me for recommendation as the Plan Commission Liaison to the CA and Neighborhood Councils.

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Name: PATRICIA HANSEL

Date: 3-27-18

CITY OF SPOKANE PLAN COMMISSION APPLICATION SUPPLEMENTAL QUESTIONNAIRE

It is the policy of the City to utilize citizen boards, commission, committees and other groups to aid the process of effective, responsible and efficient government.

City Charter states that The Plan Commission shall:

Section 127. General Authority: The City Plan Commission shall perform such functions and have such powers as may be conferred upon it by the City Council by Ordinance. The City Council may, by a majority vote, direct the Plan Commission to perform specific actions in relation to potential or pending legislative action of the City Council. The Council shall have power to appropriate any moneys necessary in its judgment to further the work of the Commission, including the employment of necessary clerical assistants and experts, and to provide for the same in its annual budget and tax levy.

Section 128. Specific Powers: In addition to the powers that may be specially conferred upon the Plan Commission by Ordinance, it shall have power to investigate and make recommendations to the City Council in relation to all matters pertaining to the living conditions of the City; the betterment of facilities for doing public and private business therein; the elimination of slums; the correction of unhealthful housing conditions; the proper laying out, platting, and naming of streets, squares, and public places, and the numbering of buildings and houses therein; the location, planning, and architectural designing of public buildings; and generally, all things tending to promote the health, convenience, safety, and well being of the City's population, and to further its growth along consistent, comprehensive and permanent plans.

SMC Section 04.12.010:

In addition to exercising those powers granted to the Commission in Section 128 of the City's Charter, the Commission shall provide advice and make recommendation on broad planning goals and policies on whichever plans for the physical development of the City that the City Council may request the Commission's advice by Ordinance or Resolution.

Plan Commission duties are very time intensive. At a minimum, the Plan Commission meets monthly – Fall, Winter, Spring the commission typically meets twice monthly, on the second and fourth Wednesday, with meeting times ranging between two and four hours. Members are expected to prepare for upcoming meetings by reading and reviewing materials in order to gain an understanding of planning issues. Members may serve on one or more sub-committees. The Plan Commission meets 2-4 times per year jointly with the city council. The Commission also holds a half-day summer conference.

Plan Commission members are expected to attend all scheduled and special meetings.

Please read all of the following questions prior to starting:

Supplement for Community Assembly Plan Commission Liaison Application / 2018

Name: PATRICIA HANSEU

Date: 3-27-18

1. Why do you want to serve on the Spokane Plan Commission?
2. What is your understanding of the role of the Plan Commission?
3. Describe any experience working with a Plan Commission, similar board, or other public or civic group.
4. Describe your work experience or involvement in planning, development, engineering, architecture, or related field.
5. How will your education, experience, and community involvement guide your work on the Plan Commission and to the community?
6. How will you address the concerns of the entire community, particularly when public opinion is divided?
- ~~7. How would you attempt to resolve a variety of opinions among Commission members in order to develop recommendations for the City Council?~~
- ~~8. What do you think are the three most significant planning and development issues facing Spokane, and why?~~

NOTE: Items 7 and 8 are deemed not relevant to the Community Assembly's Plan Commission Liaison position.

**CITY OF SPOKANE PLAN COMMISSION APPLICATION
SUPPLEMENTAL APPLICATION**

1. Why do you want to serve on the Spokane Plan Commission?

As a semi-retired professional, I have significant available time and dedication to devote to the extensive responsibilities required of the Plan Commission Liaison to the Community Assembly (CA). I am passionate and committed to Spokane’s future as directed by the Comprehensive Plan and the Growth Management Act. I also have a strong family history of public service and see this as an opportunity to continue that tradition.

2. What is your understanding of the role of the Plan Commission?

My understanding of the role of the Plan Commission is to carefully and professionally review proposals submitted for consideration before making an informed recommendation to City Council. To initiate this review process, City departments prepare and present proposed projects and related components including potential amendments to the Spokane Municipal Code (SMC) and compliance with the City’s Comprehensive Plan and the Growth Management Act. This review process is initiated with informational workshops with follow up questions, queries, and expert testimony requested by the Plan Commission. When the Plan Commission has a full understanding of the proposed project, a hearing with public and written comment is scheduled. The conclusion of workshops, hearings, and discussion among Commissioners, results in a recommendation to City Council. Albeit, City Council is not required to accept the Plan Commissions recommendation, the Council primarily agrees that the Plan Commissions has thoroughly reviewed factors that support their recommendations.

3. Describe any experience working with a Plan Commission, similar board, or other public or civic group.

The following list describes related experiences working with similar boards and other public and civic groups. Not listed are my experiences observing Plan Commission hearings and workshops from 2007 to the present. Recently, I attended several Plan Commission workshops and hearings in anticipation of submitting my application for Plan Commission Liaison to the CA.

COMMUNITY/CIVIC

Cliff Cannon Neighborhood Council

- | | |
|---|----------------|
| 1. Neighborhood Council Member | 2002 - present |
| 2. Executive Committee Member | 2011 - present |
| 3. Executive Committee “Point of Contact” w/ the City | 2014 - present |

CA Sub Committees

- | | |
|---|-------------|
| 1. Land Use Committee: NC Representative & Leadership | 2011- 2016 |
| 2. PeTT Committee: NC Representative & Leadership | 2011 - 2016 |
| 3. PeTT Committee: Parking Revisions subcommittee | 2013 - 2014 |

Special Citywide / Neighborhood Initiatives

- | | |
|---|----------------|
| 1. Cliff Cannon Neighborhood: Downzoning sub-area | 2003-2005 |
| 2. Lower South Hill Neighborhood Block Watch | 2007 - present |
| Block Party & Potluck: National Night Out Against Crime | |
| Neighborhood Email Newsletter (monthly) | |
| 3. Neighborhood Notification Ordinance | 2015 |
| 4. Reopening of Madison Street | 2013 - present |
| 5. Wireless Communication Ordinance: Stakeholders Team | 2013-2015 |

4. Describe your work experience or involvement in planning, development, engineering, architecture or related field.

I have 20 years as an independent contractor working primarily in Indian Country on community development programs including land use proposals. The development of these programs required collaborating with Federal and state Departments and administrators to accurately apply statutes, policy, and procedures for Indian Country, Department of the Interior (DOI), and Bureau of Indian Affairs (BIA) standards.

Additionally, the Wireless Communication Ordinance, listed in question #3, provided opportunities to work closely with City and third-party business professionals in planning, development, and engineering to accurately apply updated Federal and state statutes, policy, and procedures.

5. How will your education, experience, and community involvement guide your work on the Plan Commission and to the community.

My Master's thesis and Doctoral dissertation were based on qualitative research principles. Similarly, my Master's and Doctoral degree curriculum included a strong emphasis on quantitative research principles. Both my graduate education and professional training influenced my 20-year career by including related quantitative and qualitative research principles into contracts "scope of work." By combining these two research models, ultimately I developed into a subject matter expert in policy development and implementation.

6. How will you address the concerns of the entire community, particularly when public opinion is divided?

First and foremost, if I am confirmed as Plan Commission Liaison to the CA, I will remain informed yet neutral throughout a proposals development and recommendation to City Council. When public opinion is divided, as Liaison I will advocate for both the community at-large and the public primarily with feedback from the CA and related subcommittees and Neighborhood Council and Organizations. It is crucial for the Liaison to avoid taking positions that could alienate one or more segments of our community.

Similarly, as Liaison I will be required to provide up to date written reports to the CA and related subcommittees regarding the stage of a proposals development in the Plan Commission recommendation process. These communications provide accurate information for the CA and related committees to communicate to their respective Neighborhood Councils. As Liaison, I will follow up with CA and related subcommittees to hear concerns directly to accurately report to the Plan Commission specific community concerns.

As Liaison I will also provide verbal reports to the Plan Commission which including reactions and follow up questions from the CA and related subcommittees obtained directly from their respective Neighborhood Councils, Neighborhood Organizations, and the public and community at large. In summary, I believe my success as Plan Commission Liaison when concerns and divided public opinion is to remain neutral and act as a conduit of factual information.

COMMUNITY ASSEMBLY

Application Supplement — Plan Commission Liaison Position

Send city application forms and this supplement to:

Office of Neighborhood Services
Attn: CA Liaison Committee / Jason Ruffing
808 W. Spokane Falls Blvd, Spokane WA 99201
or email applications to: jruffing@spokanecity.org

APPLICATION DEADLINE: April 20, 2018

PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY

Name: PATRICIA HANSEN

Residence Address: 1104 W. 8th AVENUE, SPOKANE, WA

Zip Code: 99204

Best Contact Phone: 208-755-1925 Email: patricia@pahansen.com

Educational Background

Higher Education; Major(s) and Degree(s): PLEASE REFER TO SUPPLEMENTAL PAGES

Other Education: _____

Experience and Employment History

Present Employer: PLEASE REFER TO SUPPLEMENTAL PAGES

Employment positions held and skills used or gained that relate to this position:

Civic and Organization Experience

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

Organization(s), and any skills or experiences gained that relate to this position:
PLEASE REFER TO SUPPLEMENTAL PAGES

Community project(s), and any skills or experiences gained that relate to this position:

PLAN COMMISSION LIAISON APPLICATION SUPPLEMENT

Page 2

Skills and Special Interests

Skills, interests and/or any other experiences gained that relate to this position:

PLEASE REFER TO SUPPLEMENTAL PAGES

Neighborhood Council Connection

Which neighborhood council do you relate to? CLIFF CANNON

Do you maintain voting member status in this neighborhood council? Yes X No

Please supply a neighborhood council reference.

Name: LAURA MINCKS

Phone: 842-6610 Email: LAURACCWC@SISWA.COM

Affirmation

I understand the Community Assembly's liaison position provides a conduit for information between the Community Assembly, its constituent neighborhood councils, and the City of Spokane's Plan Commission with the duty to serve as a voice both to and on behalf of the city's Community Assembly and neighborhood councils to ensure all voices are heard.

I understand the Plan Commission's city mission is to advise the mayor and city council principally as to matters of land use and property development policy under the comprehensive plan, and of capital facilities 6-year plans (streets, utilities, etc.) consistent with the comprehensive plan.

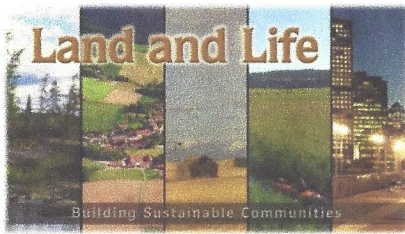
I understand the Community Assembly's liaison is an ex officio (non-voting) member of the Commission who participates in all Commission activities other than deliberations and voting on recommendations to the city council after public testimony is closed.

I understand the Community Assembly's liaison is expected to submit a written report for the Community Assembly monthly agenda packet and to provide a verbal report at Plan Commission meetings on Community Assembly activities relevant to the Plan Commission.

I am aware of the role and responsibilities of the Community Assembly's liaison position on the Plan Commission and of the time commitment required.

Signature: Patricia Hansen

Date: 3-27-18



514 West 25th Avenue
Spokane, WA 99203
bscarfo@landandlife.net
<http://landandlife.net>
509.220.5113

25 March 2018

I whole heartedly support Dr. Patricia Hansen's application for the Community Assembly Plan Commission Liaison position. I have known Dr. Hansen for six years. Our relationship as both professionals and friends has included:

1. Partnering to develop a federal NOAA grant application for K-12 youth across N. California, Oregon, Idaho, and Washington state school districts. As an integral part of the proposal, we worked daily for three months brokering partnerships across a wide range of private, public, and non-profit organizations and businesses and had frequent discussions with Spokane School District 81's Superintendent Dr. Shelly Redinger and her staff. I was extremely impressed by Patricia's practice of listening to people (and me). I was equally impressed with her ability to see both practical and political situations and ever so clearly, take what she heard and articulate her perceptions and interpretations in language that was both tactful and acceptable to all involved. Candidly, I want to make that latter point because I wish I had that ability.
2. Working with Mike Terrill and his MT-LA firm, Dr. Hansen, Mr. Terrell, and I responded to an invitation to submit a proposal to Airway Heights Lodging Tax Advisory Committee to produce a blended tourism and land-use long-term plan. Again, I was thoroughly impressed with Dr. Hansen's intimate understanding of the interplay of both the Kalispel Tribe of Indians and the Spokane Tribe of Indians, the cities of Airway Heights and Spokane, and the local businesses. Her participation in the proposal was invaluable.
3. Given all of Ms. Hansen's activities over the years as a citizen activist, providing neighborhood oversight, and given my 22 years as a Spokane resident and neighborhood project leader (for 19 years as faculty with WSU's Interdisciplinary Design Institute) we have had numerous informal consultations on matters ranging from potential neighborhood grants, to her work bringing transparency to cell tower protocols, to potential variances in land uses. All along the way Dr. Hansen's insights provided me with a deep understanding for City-neighborhood relations, thought processes that work to the benefit of most all involved, and again how to express often contentious matters in constructive ways that move decisions forward rather than stalling them.

March 25, 2018

Plan Commission Liaison Ltr 1

All of this is to say that I am convinced Ms. Hansen would bring a depth of background and understanding to the Plan Commission that respects and works for the health, safety, and welfare of the City's residents, the City's businesses, and the City as a citizen-sensitive governing body. Forty years as a professional designer in Canada and the United States and still I have to admit Dr. Hansen has taught me so much with regard to "doing my homework" in how to prepare for meetings at any level of neighborhood and city discussion. She is an integrative thinker capable of making often difficult matters understandable. Dr. Hansen would be a tremendous asset as a Community Assembly Plan Commission Liaison.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Scarfo". The signature is stylized with large, sweeping loops and a small dot at the end.

Bob Scarfo, PhD, Emeritus
Registered Landscape Architect

March 26, 2018

To: Spokane Plan Commission et al

Re: candidate Patricia Hansen letter of reference

I have known Dr. Patricia Hansen for many years in my capacity as a property owner, small business owner, and neighborhood volunteer within the Cliff/Cannon boundaries and can assertively vouch for her qualifications to be appointed as a replacement for community assembly liaison to the plan commission. The highest praise I can give to someone, in any capacity of public service, is to recognize their ability while under pressure and uncertainty to continually seek the feedback of and inspire the grassroots efforts from stakeholders. Dr. Hansen embodies those attributes to their fullest degree.

Her advanced counseling education and extensive private practice work background directly impacts how she purposefully interacts with those she connects with on a day to day basis. The ability to effectively interact, communicate, and resolve complex issues with other rational (and even irrational) human beings is an increasingly rare and valuable attribute. I would expect her, in the capacity of community assembly liaison, to bring her extensive personal, educational, and experiential strengths into every civic engagement.

While I have only experienced firsthand her local neighborhood advocacy and determination, her resume speaks for itself as to the deep level of support for those who have served us in the past and filled "minor" leadership positions over the years which allow our governing system to truly function. Dr. Hansen has, in my mind, brought to bear significant legislative reforms which have benefitted not only our immediate neighborhood but the entirety of Spokane. This has come to fruition through not only the conviction of mind, body and spirit but with the collaboration of believers and non believers alike. The delicate balance between free enterprise, civic and personal rights has been effectively bridged through Dr. Hansen's dogged determination. I would expect nothing less in her capacity as the newest representative to the Plan Commission.

Finally, while I may disagree personally, politically, and philosophically on any one particular position that Dr. Hansen is passionate about, I truly feel that she listens to, collaborates with, and seeks the best outcome for the greater good. Dr. Patricia Hansen is the most qualified by far to continue effective leadership in our city and I beseech you to vote accordingly.

Please feel free to contact me directly for any clarifications or additional details.

In your service,

John A Schram, CFP
917 S. Monroe St
Spokane, WA 99204
509-328-5627

CA Liaison Committee Meeting Notes

April 20, 2018

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

Staff Support

Jason Ruffing - Neighborhood and Housing Specialist
jruffing@spokanecity.org / 509.625.6529

Interview – Plan Commission Liaison Position

The three committee members and Jason Ruffing convened at Tom Sawyer Country Coffee in the West Central neighborhood to conduct an interview with Patricia Hansen, the only person who submitted an application for the Community Assembly's Plan Commission liaison position. Patricia Hansen is a member of the Cliff-Cannon neighborhood council.

The application package Patricia submitted included seven items: the three applicable forms (the standard city board and commission form, the Plan Commission's supplement to the city's form, and the Liaison Committee's supplementary form with an affirmation of responsibilities), two narrative attachments for each of the city's forms, and two letters of recommendation. Each of the documents is provided as an attachment to these notes, along with the municipal code provision for the position at SMC 04.12.040.

Committee members and Patricia reviewed the application information and her experiences on the Cliff-Cannon neighborhood council, including the drafting of development regulations to implement the comprehensive plan and accommodate neighborhood values. The group also reviewed the affirmation of responsibilities statement for the Community Assembly's Plan Commission liaison position:

I understand the Community Assembly's liaison position provides a conduit for information between the Community Assembly, its constituent neighborhood councils, and the City of Spokane's Plan Commission with the duty to serve as a voice both to and on behalf of the city's Community Assembly and neighborhood councils to ensure all voices are heard.

Spokane's Plan Commission with the duty to serve as a voice both to and on behalf of the city's Community Assembly and neighborhood councils to ensure all voices are heard.

I understand the Plan Commission's city mission is to advise the mayor and city council principally as to matters of land use and property development policy under the comprehensive plan, and of capital facilities 6-year plans (streets, utilities, etc.) consistent with the comprehensive plan.

I understand the Community Assembly's liaison is an ex officio (non-voting) member of the Commission who participates in all Commission activities other than deliberations and voting on recommendations to the city council after public testimony is closed.

I understand the Community Assembly's liaison is expected to submit a written report for the Community Assembly monthly agenda packet and to provide a verbal report at Plan Commission meetings on Community Assembly activities relevant to the Plan Commission.

I am aware of the role and responsibilities of the Community Assembly's liaison position on the Plan Commission and of the time commitment required.

Selection – Plan Commission Liaison Position

After a thorough discussion with this applicant, the committee members were in unanimous agreement to select Patricia Hansen for nomination to the Plan Commission liaison position provided by the municipal code at SMC 04.12.040 and to recommend the Community Assembly forward her application to the mayor and city council for their consideration.

Suggested Implementing Resolution for the Plan Commission Liaison Position Nomination

The Community Assembly accepts the Liaison Committee’s selection of Patricia Hansen for nomination to the Plan Commission liaison position provided by the municipal code at SMC 04.12.040 and instructs the Administration Committee to forward her application material to the office of the mayor and the office of the city council.

Next Committee Task – Community, Housing and Human Services (CHHS) Board Position Preparation

The committee reviewed the possible steps necessary to select a successor for Fran Papenleur on the CHHS board by the time her term expires the end of October. The key matter is reestablishing the provision for a Community Assembly member position on the CHHS board in the municipal code. Previously this year the CA requested this be done by the city council and we understand the two ex officio city council members on the CHHS board, Karen Stratton and Mike Fagan, are working on the language. The chair may request CA agenda time to further discuss the situation at the May CA meeting. The issue is that the CA member on the CHHS board be a full voting member, eligible to participate in all CHHS board functions including committee work, and not as a non-voting “liaison”.

Committee Staff Liaison

The committee understands Jason Ruffing may not continue as our staff liaison. Should that be the case the committee wishes to thank Jason for his thorough and careful attention in supporting the work of the committee.

Next Meeting Date, Time and Place

TBD

Briefing Paper
Community Assembly, Informational Presentation
May 3, 2018

Subject:

- This workshop will review the City of Spokane Annual Comprehensive Plan Amendment Process and the status of the review of proposed amendments for 2018 consideration.
- A summary report outlining the proposed amendments is attached.
- Neighborhoods with land use plan map changes proposed have been notified several times. These are Cliff/Cannon, West Hills, and North Hill.
- The four land use plan map proposals and one text amendment are currently undergoing agency and interested city department review (April 20 to May 7, 2018).
- Public Comment Period, which is 60-days, is likely to be late May to early July, 2018.

Background:

The City of Spokane accepts applications to amend the text or maps in the Comprehensive Plan between September 1 and October 31 of each year, per SMC 17G.020. All complete applications received are reviewed by a city council subcommittee and city council. Those placed on the Annual Comprehensive Plan Amendment Work Program for the City of Spokane will begin full review early in the calendar year. Anyone may make a proposal to amend the City's Comprehensive Plan.

The City of Spokane's Comprehensive Plan addresses many facets of city life, including land use, transportation, capital facilities, housing, economic development, natural environment and parks, neighborhoods, social health, urban design, historic preservation, and leadership. The City of Spokane is committed to conducting an annual process to consider amendments to the comprehensive plan. The Growth Management Act (GMA) specifies that amendments to a comprehensive plan cannot be made more frequently than once per year. The purpose for this is two-fold: it gives the plan stability over time, avoiding spontaneous changes in response to development pressures, and it groups all proposed amendments in a common process for consideration, providing the opportunity to examine their collective effects on the plan.

Following review by a City Council subcommittee, who sets the Annual Comprehensive Plan Amendment Work Program, Plan Commission consideration of each amendment proposal on the Work Program will be conducted at public workshops held during the public comment period, typically in the summer. Plan Commission will hold a public hearing and forward recommendations to the City Council. The City Council considers the amendment proposals, staff report, and Plan Commission's amendment recommendations within the context of its budget discussions, and acts on the amendment proposals prior to or at the same time as it adopts the City budget, usually late fall.

More Information:

- 2017/2018 Proposed Comprehensive Plan Amendment Page:
<https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>
- Spokane Municipal Code, Chapter 17G.020 Comprehensive Plan Amendment Procedure:
<https://my.spokanecity.org/smc/?Chapter=17G.020>
- Shaping Spokane: Comprehensive Plan:
<https://my.spokanecity.org/shapingspokane/comprehensive-plan/>

General Procedural Steps:

- Applications October 31, 2017
- Review Committee Meeting February 7, 2018
- City Council Set “Annual Amendment Work Program” March 26, 2018
- Agency and City Department Review April 20 to May 7, 2018 (may extend if requests for more info)
- Public Comment Period (likely late May to early July)
- Plan Commission Workshops (during public comment period)
- Plan Commission Public Hearing (Fall 2018)
- City Council Public Hearing & Action (late fall or early winter 2018)

Contact Information:

Tirrell Black, Associate Planner
City of Spokane, Planning Services
509-625-6185 tblack@spokanecity.org

2017/2018 Proposed Comprehensive Plan Amendment Page:

<https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>

Comprehensive Plan Annual Amendments 2017 - 2018

*Summary Report of Docket for City Annual Amendment Work
Program 2018*



Planning Services
Revised April 2018

Comprehensive Plan Annual Amendments 2017 - 2018

Summary Report of Docket for City Annual Amendment Work Program 2018

- *This is an abbreviated informational summary. Application materials and related documents are posted on the webpage [2017/2018 Proposed Comprehensive Plan Amendments](#).*
- *To view city land use plan map or zoning map, use the [MapSpokane](#) site.*
- *For additional information, contact Tirrell Black, Associate Planner, Planning & Development Services, 509-625-6300, tblack@spokanecity.org*

Comprehensive Plan Amendment Process

Once yearly, the City of Spokane accepts applications for the annual Comprehensive Plan Amendment process; the deadline for applications is typically October 31, per Spokane Municipal Code (SMC) [SMC 17G.020.010](#). Applications for annual amendments received from non-city applicants by October 31 are reviewed by an Ad Hoc Committee of the City Council and may be considered during the following year if they are added to the Annual Amendment Work Program.

For the 2017/2018 review cycle, five land use applications were received and forwarded to Ad Hoc City Council Committee for early threshold review. This review was completed on February 7, 2018. This committee recommended that the City Council move all five proposals onto the Annual Amendment Work Program. Additionally, at the February 7, 2018 meeting, the committee recommended that staff craft proposals to expand the geographic area of three of the proposed amendments and present these to the city council at time of Resolution setting the Annual Comprehensive Plan Amendment Work Program.

The City Council adopted the Annual Amendment Work Program for 2018 by resolution on March 26, 2018. The City Council adopted all of the five land use applications and included one expansion area for the "Plese & Plese" application. Also at that time, the Council added a city-sponsored proposals to the work program. Council Member Kinnear is the sponsor of a text amendment to Chapter 2, Section 2.1, to include a reference to the *Joint City Council-Administration Six-Year Strategic Plan*.

Following the City Council adoption of the Annual Amendment Work Program, the applicants are required to provide the full application materials and fees in order to begin review. One applicant, Ventura Land Holdings LLC on April 11, 2018 notified the Planning Department that

they decided to withdraw their application. Therefore the Annual Comprehensive Plan Amendment Work Program consists of four land use plan map applications/proposals (with one proposal modified with an expanded area for consideration) and one text amendment proposed.

The documents for each of these applications may be accessed by going to the [webpage](#).

Generalized Procedural Steps:

- City Council Process set Annual Comprehensive Plan Amendment Work Program
- Agency & Departmental Review
- Notice of Application & Notice of SEPA Review
- Public Comment Period
- Plan Commission Substantive Workshops
- SEPA Determination(s) issued prior to Plan Commission hearing
- Notice of Plan Commission Hearing & SEPA Determination(s)
- Plan Commission Hearing & Recommendation(s)
- City Council Public Hearing & Decision(s)

File Z17-612COMP, Clanton Family LLC

Cliff/Cannon Neighborhood

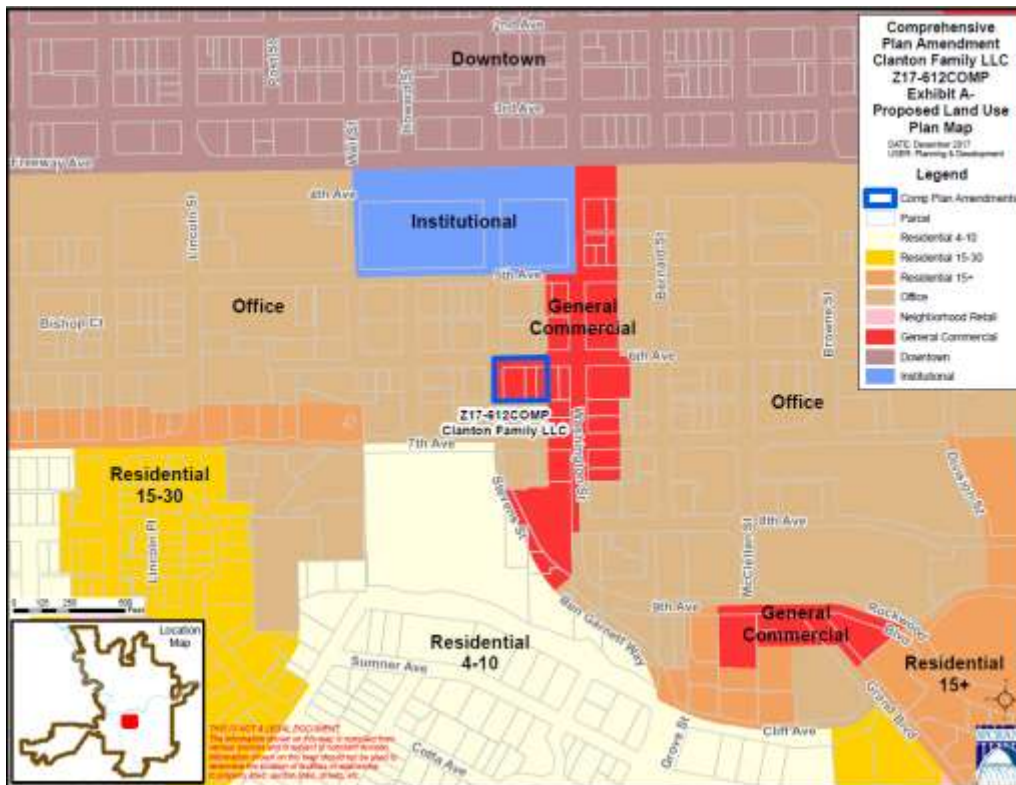
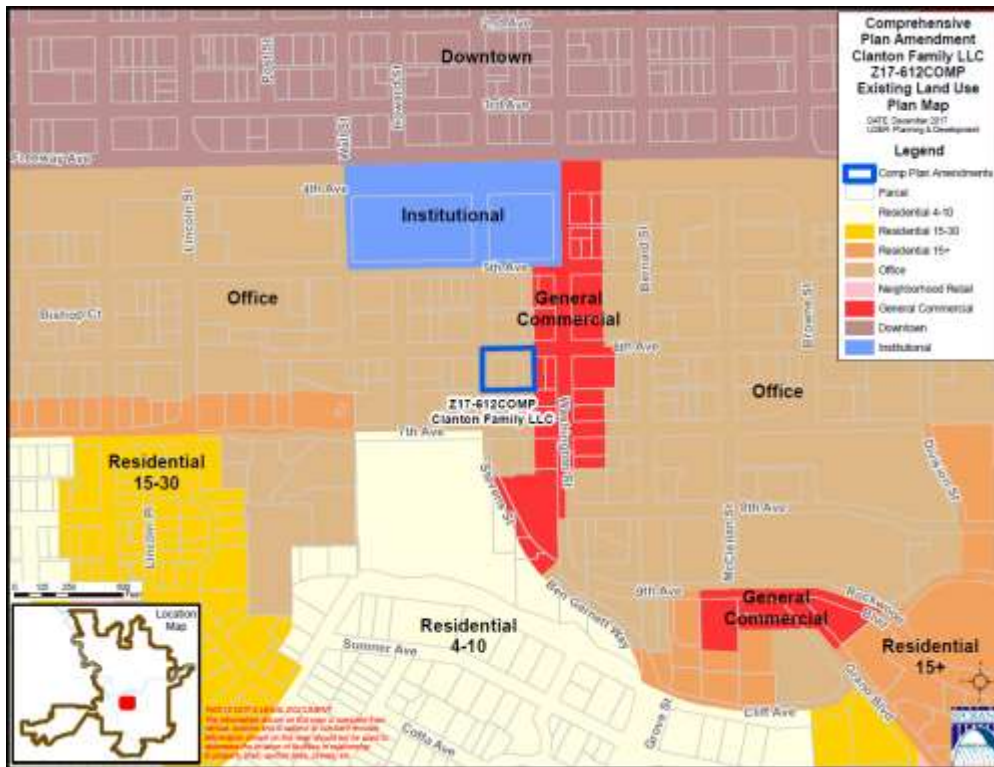
Proposed Map Amendment

Location: The subject site includes 3 parcels located on the southeast corner of W 6th Avenue and S Stevens St (parcels 35191.5101, .5102, and .5103). The concerned properties total approximately 0.68 acres.

Proposal: This proposal is to change the 3 parcels from Office Land Use and OR-150 zoning to Commercial Land Use and CB-150 zoning.

Agent: Dwight Hume, Land Use Solutions and Entitlement





(Revised April 2018) 4 •

Withdrawn April 11, 2018 by applicant

File Z17-622COMP, Ventura Land Holdings LLC West Hills Neighborhood

Proposed Map Amendment

Location: The subject site includes 2 parcels located at W 7th Avenue and S C St (parcels 25234.6501 & 25234.0902). The concerned properties total approximately 2.2 acres.

Proposal: This proposal is to change the 2 parcels from Residential 4-10 Land Use and RSF zoning to Residential 15-30 Land Use and RMF zoning.

Agent: Dwight Hume, Land Use Solutions and Entitlement



File Z17-623COMP, Kain Investments Cliff/Cannon Neighborhood

Proposed Map Amendment

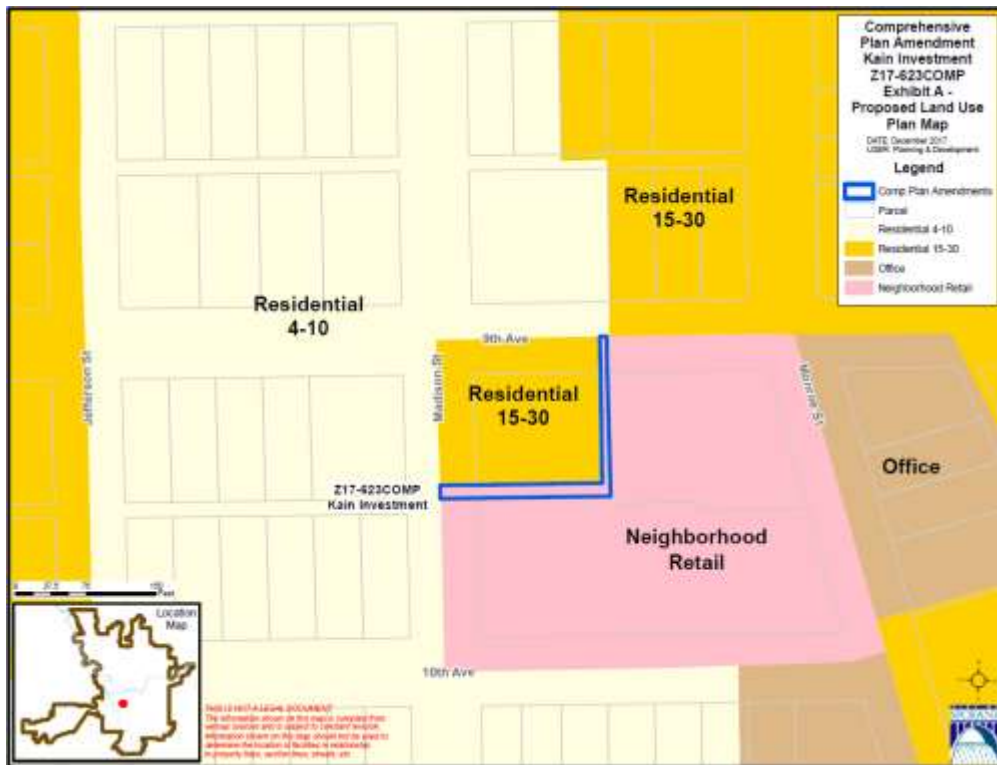
Location: The subject site includes 1 parcel located at 9th Ave and S Madison St (parcel 35193.9017). The concerned property totals approximately 0.11 acres.

Proposal: This proposal is to change a portion of 1 parcel from Residential 15-30 Land Use and RMF zoning to Neighborhood Retail Land Use and NR-35 zoning (same as adjacent commercial Ace Hardware and Huckleberry's).

Agent: Dwight Hume, Land Use Solutions and Entitlement



(Revised April 2018) 6 •



File Z17-624COMP, U Haul West Hills Neighborhood

Proposed Map Amendment

Location: The subject site includes 10 parcels located at 1616 S Rustle St, located south of Sunset Highway and west of S Rustle St (parcels 25262.0803, .0902, .0802, .0903, .0901, .0502, .0506, .0503, .0504, .0801, .0404, and .2212). The concerned properties total approximately 10.76 acres.

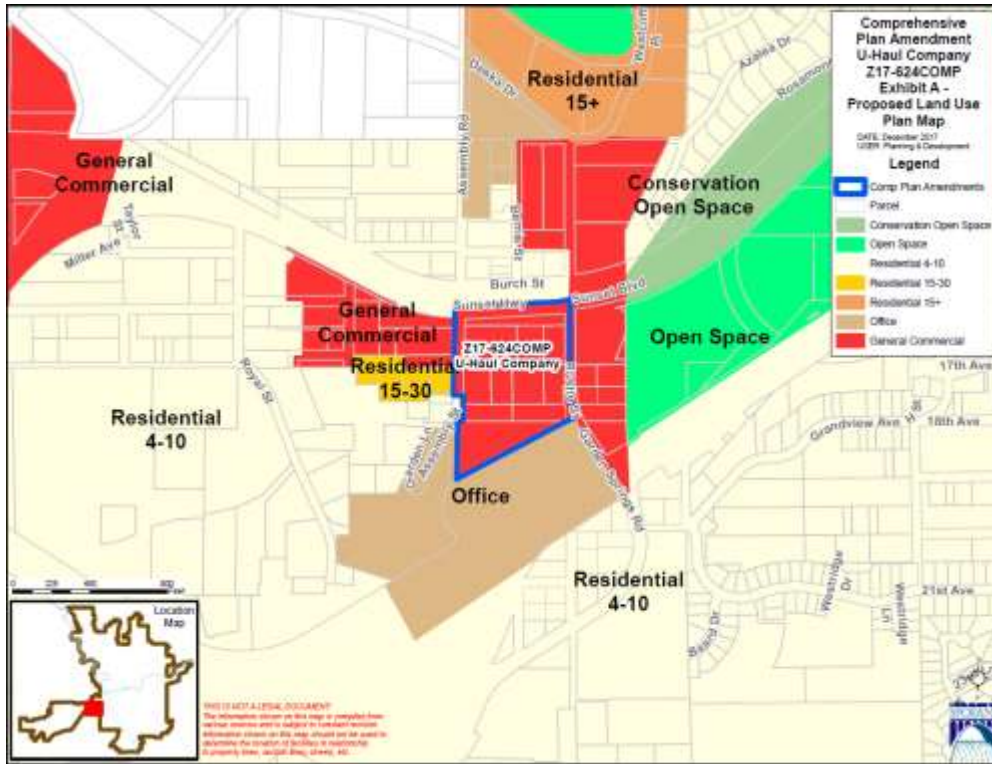
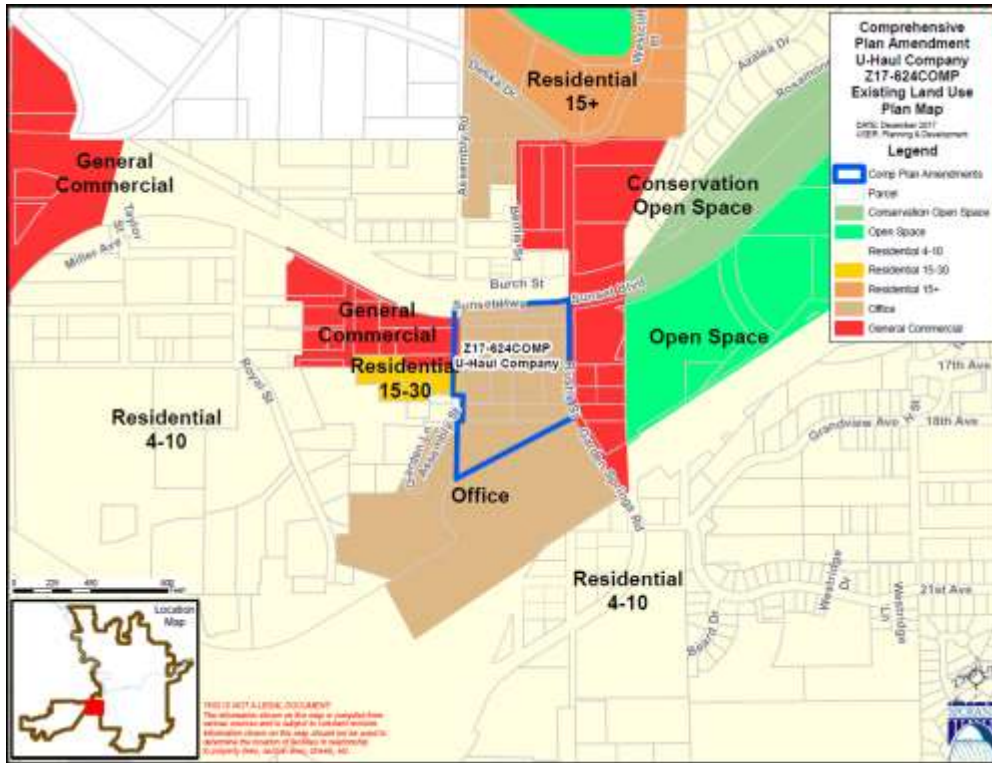
Proposal: This proposal is to change the 12 parcels from Office Land Use and OR-70 zoning to Commercial Land Use and GC-70 zoning.

Agent: Taud Hume, Parsons/Burnett/Bjordahl/Hume LLP

Committee Consideration for Expansion: See Exhibit B



(Revised April 2018) 8 •



File Z17-630COMP, Plese & Plese LLC North Hill Neighborhood

Proposed Map Amendment

Location: The subject site includes a portion of 1 parcel located at 6216 N Washington St, located south of Francis Avenue (a portion of parcel 36311.0517, which is currently split-zoned). The concerned portion of the property totals approximately 0.175 acres.

Original Proposal: This proposal is to change the portion of the 1 parcel from Residential 4-10 Land Use and RSF zoning to Office Land Use and OR-35 zoning.

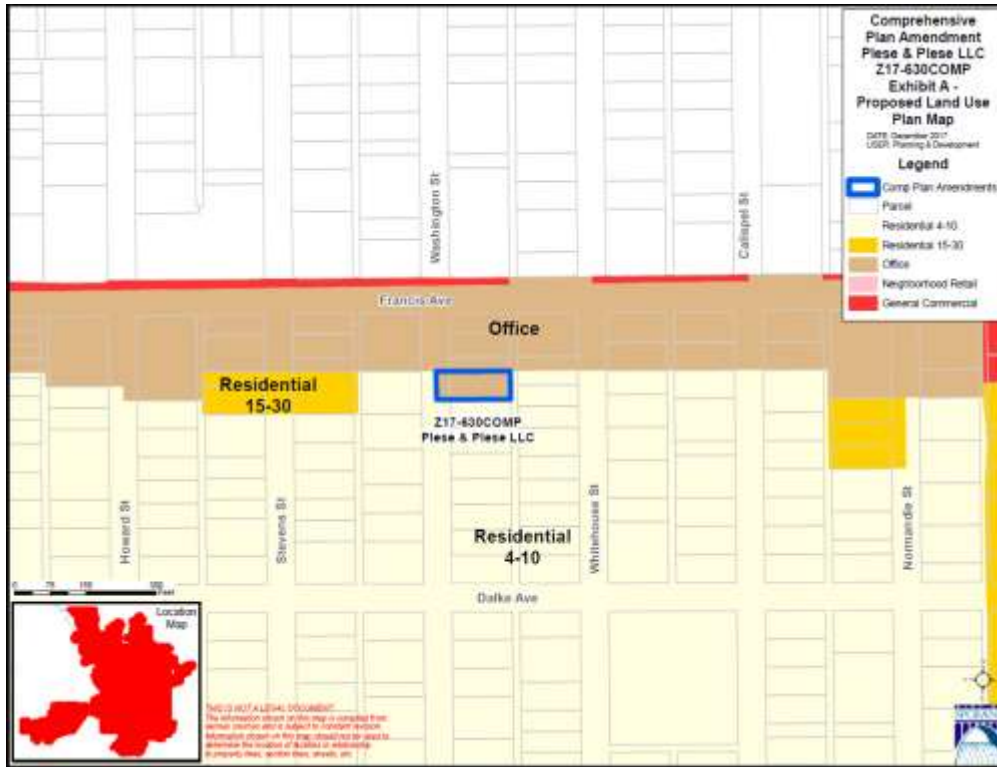
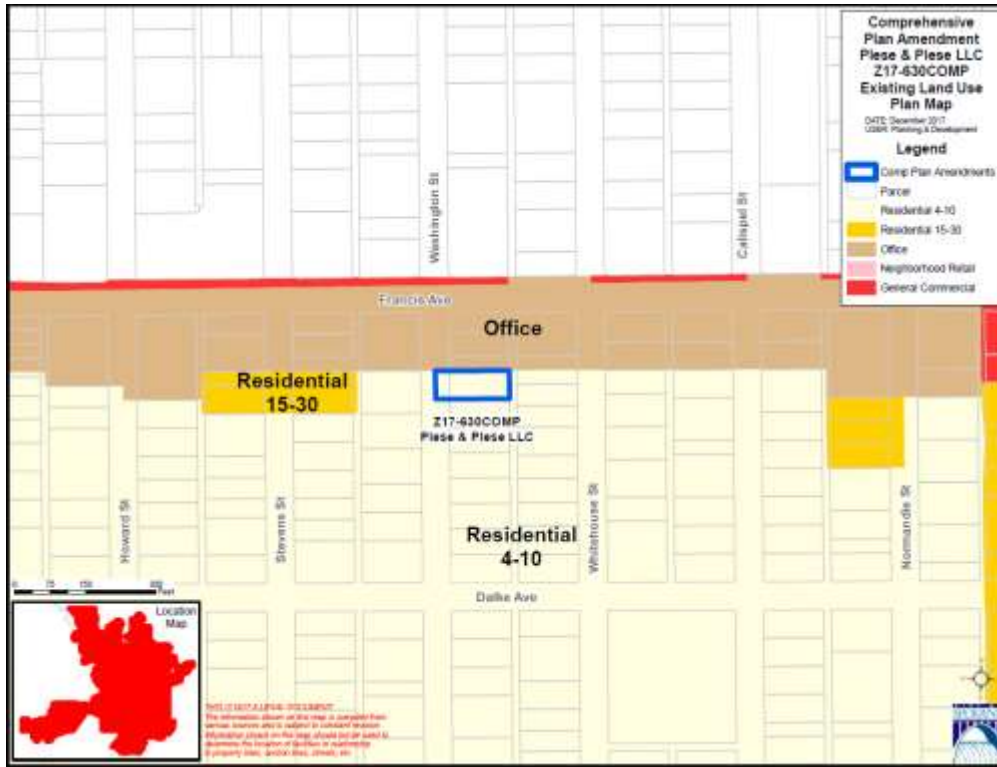
Expansion Location: Parcel to the east, across the alley, 36311.0503, address at 6217 N. Whitehouse Street. This parcel is also split-zoned RSF and Office and is proposed to be changed to the same category. Expansion would encompass approximately 3,851 square feet or 0.09 acres. Expansion is illustrated in last map (below).

Staff note: Current parcel configurations in this area make a "straight line" from east to west for a zone boundary impossible to stay purely within parcel lines. It is currently a "straight line" east to west.

Agent: Taud Hume, Parsons/Burnett/Bjordahl/Hume LLP

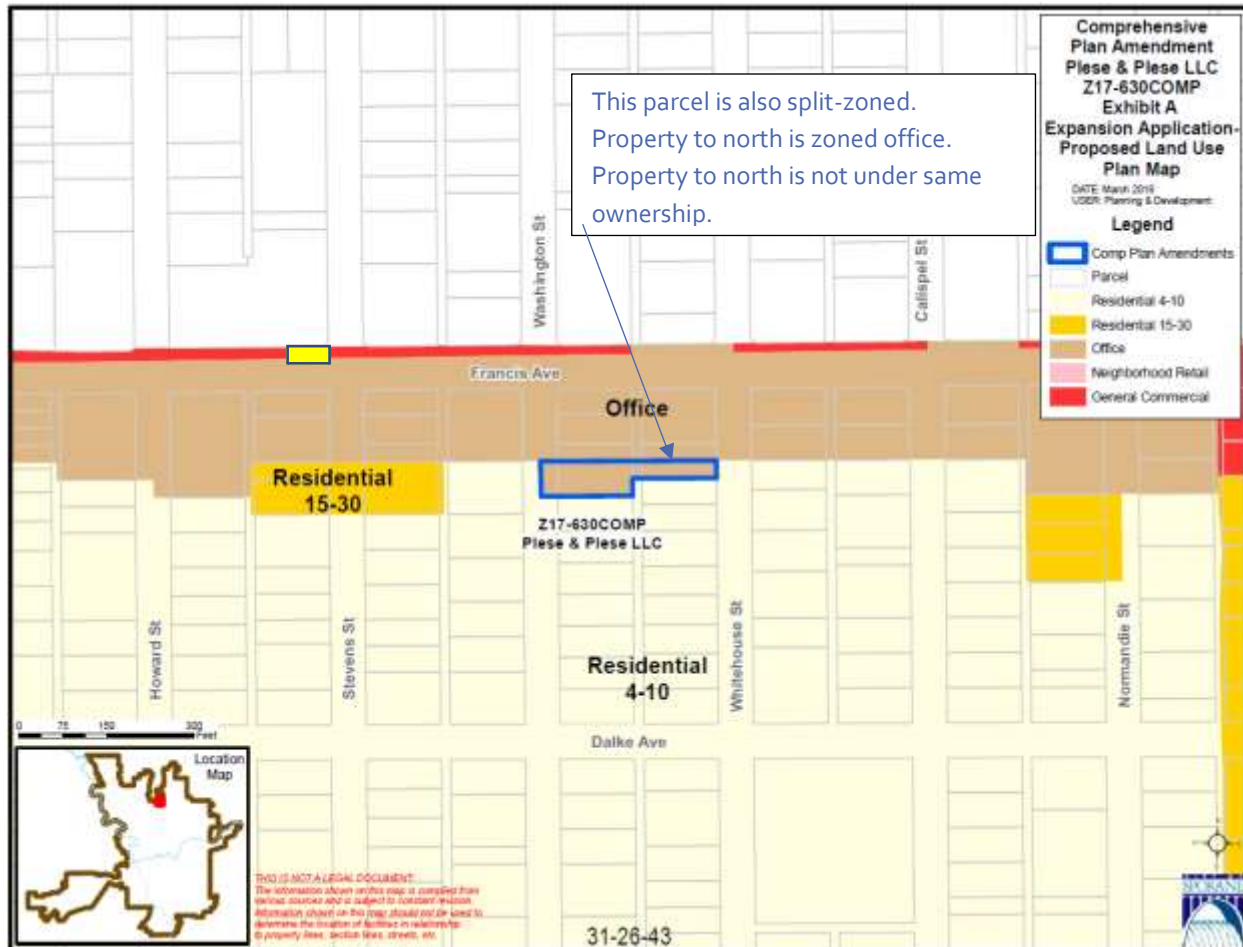


(Revised April 2018) 10 •



Proposal by Ad Hoc Committee to Amend File Z17-630COMP, Plese & Plese LLC; forwarded by City Council for Plan Commission Review North Hill Neighborhood

Proposed Map Amendment with Expanded Geographic Area



Committee Consideration for Expansion; Forwarded by City Council to Plan Commission:
Proposed expansion to include a parcel located to the east, across the alley, which is also “split zoned”. This is parcel 36311.0503. Parcel address is 6217 N. Whitehouse Street. This portion of the parcel would add 3,351 sq. ft. or 0.09 acres. Staff recommend that if this proposal is forwarded for consideration, the zoning map change considered be the same as for the other site – RSF to O-35 zoning.

Text Amendment Added by City Council

Z2018-253COMP

Text Amendment Proposal, Chapter 2, Section 2.1

Sponsored by Council Member Lori Kinnear

This proposed amendment is Categorically Exempt from SEPA per WAC 197-11-800(19)

Proposed Text:

In addition to these regulatory tools city staff will implement the tenets of the plan in their projects and programs. Because the Comprehensive Plan is designed to help the community realize a shared vision of the future, as the community, environment, and legal framework changes over time so should the community's guiding document. To ensure that the Comprehensive Plan functions as a living document, evolving to meet the needs of the community, the Joint Administration-Council Strategic Plan will serve as a strategic implementation guide to help direct the actions and priorities of elected officials and city staff. The Strategic Plan is designed to direct attention to projects that implement the goals and policies of the Comprehensive Plan.



Infill Code Revisions Summary

Infill Code Revisions

Infill Development:

Development of vacant lots and parcels within an already built up area.



Why is infill important?

Housing Affordability^{1,2}

55,000 HOUSEHOLDS
IN THE SPOKANE AREA
PAID MORE THAN
30%
OF THEIR INCOME
ON HOUSING IN 2015

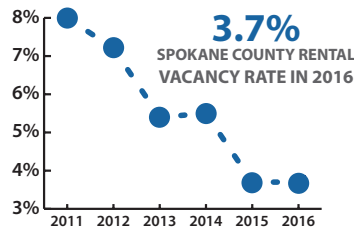


1 IN 3 HOUSEHOLDS
IN SPOKANE COUNTY
STRUGGLE FINANCIALLY

Housing Availability³



RECORD LOW RENTAL
VACANCY RATES IN 2016



Housing Diversity⁴

4 OUT OF 5 HOUSING UNITS
PERMITTED BETWEEN 2006 AND 2015
WERE EITHER SINGLE FAMILY UNITS
OR LARGE APARTMENTS
LIMITING CHOICES



Scheduled Open Houses:

- 05.03.2018 | 4-6pm West Central Community Center
- 05.09.2018 | 12-2pm Chase Gallery, City Hall

Plan Commission: Public Hearing, June 2018.

Citations:

- 1: Spokane County United Way's Asset Limited Income Constrained Employed (ALICE) Study
- 2: Washington Commerce Department's Housing Needs Assessment
- 3: American Community Survey 1-year estimates, 2016
- 4: City of Spokane Building Permit Data

Four project topics

This project addresses the following concerns:

Lot Width



Allows for smaller required distances around homes and fewer driveways across sidewalks.

Wall Heights



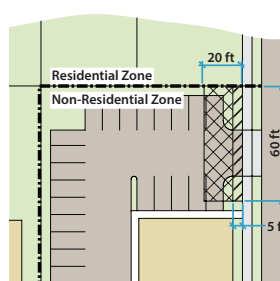
Allow greater building wall height to allow a full third story.

Attached Housing



Remove the requirement to double the distance between the building and the side lot line.

Parking Setbacks



Additional parking spaces near residential zoning, along the side lot line.

Contact: Nathan Gwinn
Planning & Development Services
P: 509.625.6893 | E: ngwinn@spokanecity.org



Proposed Updates to Attached Housing

Infill Code Revisions

Proposed Updates to Lot Width

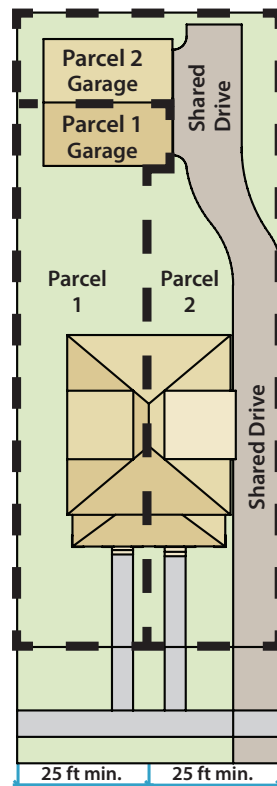
Duplexes in the RTF, RMF and RHD are currently already allowed to have a minimum lot width of 25 ft. Lot widths for detached houses in RTF, RMF and RHD zoning must be a minimum of 36 ft and attached houses must be a minimum of 36 ft or 16 ft with alley parking and no street curb cut.

Proposed Regulation | Changes shown in BLUE

The proposed regulation described in the table below changes the minimum lot widths from 36 ft to 25 ft in order to not favor one development type over another. The minimum front lot line standard for detached houses is also adjusted from 30 ft to 25 ft for the same reason.

Housing Type	Zoning District		
	RTF	RMF	RHD
Attached Houses Min. Lot Width	36 ft 25 ft	36 ft 25 ft	36 ft 25 ft
Detached Houses Min. Lot Width	36 ft 25 ft	25 ft	25 ft
Detached Houses Min. Front Lot Line	30 ft 25 ft	25 ft	25 ft

Example Lot Layout ▶
No Alley Access and Curb Cut
RTF | Attached Duplexes



Proposed Updates to Side Setbacks



▲ Attached Dwellings | West Central

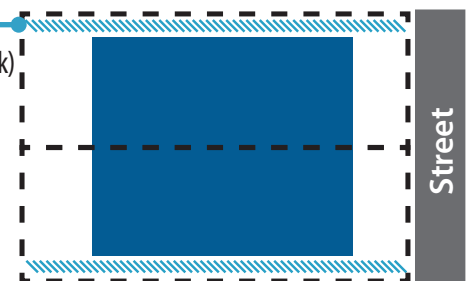
The code currently requires attached housing side setbacks on the side opposite the common wall to be double the side setback standard of the base zone. Attached houses are the only housing type required to double this setback. The proposed update removes the requirement to double the side setback allowing for more efficient use of land for this type of development.

Attached Housing Side Setbacks

Proposed Language

The side-building setback on the side containing the common wall is reduced to zero.

Side Setback Min. 3 ft
(Same as the standard setback)



KEY

- Property Line
- ▨ Side Setback, Opposite Common Wall
- Buildable Envelope

▲ Attached Dwelling | Manito Park

Townhouse-style dwellings have a property line splitting the building along a shared wall. Allowing narrower lot widths and smaller distances between building exteriors and property lines would encourage this type of development in desired areas.



Proposed Updates to Wall Heights and Parking Area Setbacks

Infill Code Revisions

Proposed Updates to Wall Heights

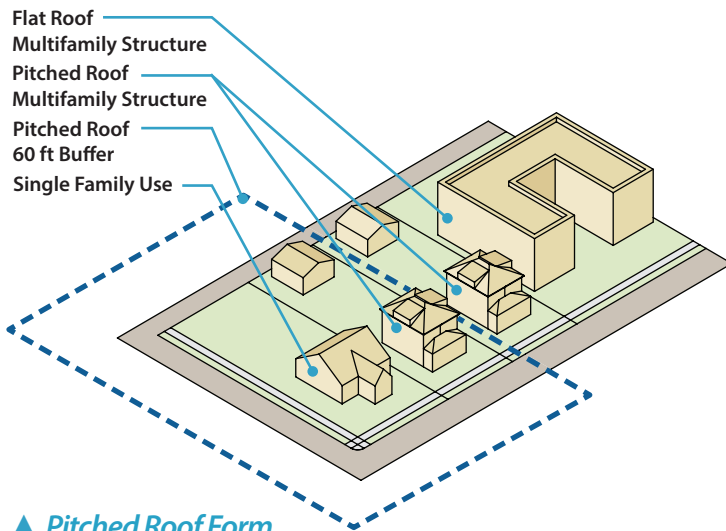
An update to Spokane's rules relating to the maximum wall height requirement for Residential Multifamily (RMF) zoning district. The proposed update would remove the maximum primary building wall height and require buildings within 60 ft of a single-family use to have a minimum of a 4:12 roof pitch.

Proposed Update to Primary Building Heights

Changes shown in **BLUE**

Primary Building Height

Zoning	RA,RSF, RSF-C, RTF	RMF	RHD
Maximum Roof Height	35 ft	35 ft	35 ft typ.
Maximum Wall Height	25 ft	30 ft ---	---



▲ Pitched Roof Form

On lots neighboring single-family uses, design standards, multi-dwelling structures require pitched roof forms within the first 60 feet. In other locations, removing the wall height requirement makes it easier to build a full third story, which saves space for other purposes.



▲ Contemporary Condos on Hillside | Browne's Addition

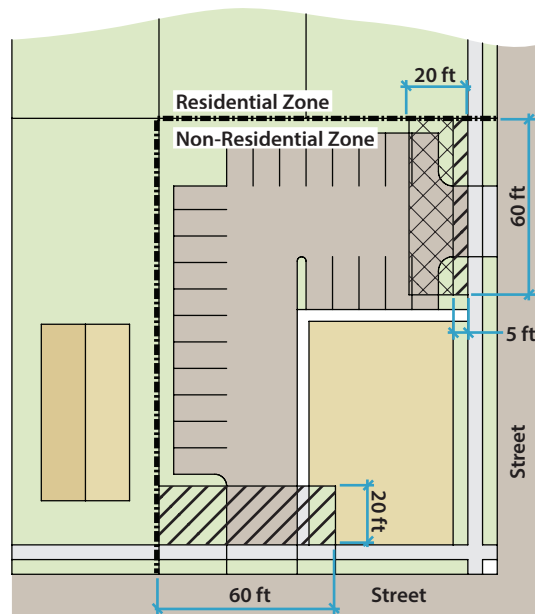
Under the proposal multi-dwelling buildings with alternative roof forms would be allowed to more easily add a third story in locations farther than 60 feet from a single-family use.

Proposed Updates to Parking Area Setbacks

The existing parking area setback on sites abutting residential zoning districts provides a transition adjacent to residential front yards. This parking area setback has a dimension 20 feet in depth from the street, with a width of 60 feet from the residential zoning district boundary.

The proposed setback would apply the side street lot line setback instead where there is not an adjacent front yard. This would allow parking spaces on a commercial or industrial site adjacent to the area where parking spaces are also allowed on the abutting residential lot.

▼ Parking Area Setbacks Diagram



KEY

- Zone Boundary Line
- ▨ Proposed Parking Area Setback
- ▩ Existing Parking Area Setback

BRIEFING PAPER
City of Spokane
Community Assembly
May 3, 2018

Subject: Infill Code Revisions – Dimension and Transition Standards

Background

In 2016, the Infill Development Steering Committee called for a review and potential regulatory update of development standards to support attached housing and more efficient use of land.

This package of text amendments supports attached housing, and other development that can achieve the densities established by the Comprehensive Plan, as viable options mainly in certain residential zones—RTF, RMF, and RHD (Residential Two-Family, Residential Multi-Family, and Residential High-Density).

The Comprehensive Plan emphasizes design guidelines in regulations as primary tools to ensure that infill and redevelopment projects are well-designed and compatible with their surroundings, while allowing more compact and affordable housing (LU 2.2, LU 3.6, LU 5.5). A plan policy review packet is available [online](#). The revisions align with the Strategic Plan’s Urban Experience Initiative by encouraging high-quality and diverse residential investment, while strengthening residential character and encouraging adequate usable open space.

Impact

The proposal may enable some sites in multifamily zones to be developed with additional units and make development of attached housing in all residential zones more likely. Increasing the supply of housing stock helps preserve housing affordability, and helps to meet the housing demand for the city’s growing population, while local businesses and existing residents benefit from the investment in vacant and underutilized properties within their neighborhoods. The number of housing units per acre designated by the Comprehensive Plan would not be changed by this proposal.

Key draft amendments to chapter 17C.110 SMC ([attached](#)):

- **Lot width/front lot line in RTF, RMF, RHD zones**
Reduce the minimum [lot width](#) and front [lot line](#) for attached housing without alley parking in the RTF, RMF, and RHD zones, from 36 feet, to the same minimum as for duplexes (25 feet). Also, reduce these standards for detached houses in the RTF zone to match the minimum of 25 feet required for duplexes in that zone (p. 5 of draft).
- **Number of curbcuts/driveways**
A limitation on one curbcut per each two dwellings is proposed for lots narrower than 40 feet, related to the reduction in front lot line where development provides vehicular access to the lot via curbcut (p. 10).

- **Setbacks**

Remove the requirement to double the [side setback](#) on the side of an attached house that is opposite a common, shared wall. This change would result in attached housing, where the units are owned separately, having the same setback as a duplex or other development in the zone (p. 8).

- **Wall height in the RMF zone**

Remove the 30-foot maximum exterior [wall height](#) for the primary structure in the Residential Multifamily (RMF) zone, resulting in the same maximum wall height of 35 feet as accessory structures and the [roof height](#) of 35 feet for all structures (p. 5).

- Design guidelines and standards for multi-family structures would continue to incorporate pitched roof forms where adjoining a single-family use to assist blending new buildings with surrounding development ([SMC 17C.110.450](#)). Additionally, in established and historic neighborhoods, housing types such as homes on narrow lots, duplexes, and attached housing would continue to incorporate forms from nearby buildings ([SMC 17C.110.310](#)).
- Height transition compatibility with surrounding RSF and RTF zones would continue to be provided at the zoning district boundary, maintaining a building height lower than 35 feet within ten feet of any RSF or RTF zone as provided under [SMC 17C.110.215\(C\)\(3\)](#).

Key draft amendment to chapter 17C.230.145 ([attached](#)):

- **Parking area setbacks**

The parking area setback on sites abutting residential zoning districts provides a transition adjacent to residential front yards under SMC 17C.230.140(F). This parking area setback has a dimension 20 feet in depth from the street, with a width of 60 feet from the residential zoning district boundary. The proposal would apply the side street lot line setback instead where there is not an adjacent front yard. This would allow parking spaces on a commercial or industrial site adjacent to the area where parking spaces are also allowed on the abutting residential lot (pp. 5-6 of 17C.230.145 draft).

Upcoming Meetings

- Open House 4:00 – 6:00 PM, Thursday, May 3, 2018
West Central Community Center
1603 North Belt Street, Spokane, WA
- Open House 12:00 – 2:00 PM, Wednesday, May 9, 2018
Spokane City Hall – Lower Level
808 West Spokane Falls Boulevard, Spokane, WA
- Plan Commission workshop 2:00 PM, Wednesday, May 9, 2018
Spokane City Hall – Lower Level
808 West Spokane Falls Boulevard, Spokane, WA
- Plan Commission public hearing 4:00 PM, June 13, 2018
Spokane City Hall – Lower Level
808 West Spokane Falls Boulevard, Spokane, WA

ORDINANCE NO. _____

An ordinance relating to relating to development standards for attached housing and multifamily development standards, amending Spokane Municipal Code (SMC) sections 17C.110.200 and 17C.110.310.

The City of Spokane does ordain:

Section 1. That SMC section 17C.110.200 is amended to read as follows:

17C.110.200 Lot Size

A. Purpose.

The standards of this section allow for development on lots, but do not legitimize lots that were divided in violation of [chapter 17G.080 SMC](#), Subdivisions. The required minimum lot size, lot depth, lot width and frontage requirements for new lots ensure that development will, in most cases, be able to comply with all site development standards. The standards also prevent the creation of very small lots that are difficult to develop at their full density potential. Finally, the standards also allow development on lots that were reduced by condemnation or required dedications for right-of-way.

B. Existing Lot Size.

1. Development is prohibited on lots that are not of sufficient area, dimension and frontage to meet minimum zoning requirements in the base zone. Except:
 - a. one single-family residence may be developed on a lot that was legally created under the provisions of chapter 58.17 RCW, Plats – Subdivisions – Dedications, or applicable platting statutes;
 - b. a PUD lot may be less than the minimum size of the base zone, if such lot is delineated on a PUD plan, which has been approved by the hearing examiner. All use and development standards of the zone wherein such lot is located, shall be complied with, unless modified through the PUD process by the hearing examiner. A PUD shall comply with the requirements of subsection (C) of this section.
2. No lot in any zone may be reduced so that the dimension, minimum lot area, frontage or area per dwelling unit is less than that required by this chapter, except as modified through the PUD process by the hearing examiner.
3. Lots Reduced by Condemnation or Required Dedication for Right-of-way. Development that meets the standards of this chapter is permitted on lots, or combinations of lots, that were legally created and met the minimum

size requirements at the time of subdivision, but were reduced below one or more of those requirements solely because of condemnation or required dedication by a public agency for right-of-way.

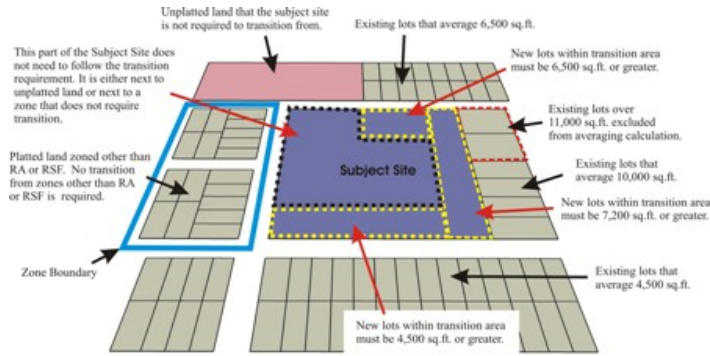
C. Land Division.

All new lots created through subdivision must comply with the standards for the base zone listed in Table 17C.110-3.

1. Transition Requirement.

For sites two acres or greater, transition lot sizes are required to be included as a buffer between existing platted land and new subdivision subject to the requirements of this section. The purpose of this section is to transition lot sizes between the proposed and existing residential developments in order to facilitate compatible development and a consistent development pattern. In the RA and RSF zones, the minimum lot size is subject to transitioning of lots sizes. Lots proposed within the initial eighty feet of the subject property are required to transition lot sizes based on averaging under the following formulas:

- a. Transitioning is only required of properties adjacent to or across the right-of-way from existing residential development. "Existing residential development" in this section shall mean existing lots created through subdivision or short plat.
- b. Lot size in the transition area is based on the average of the existing lot size in subdivisions adjacent to, or across the street from, the subject property. Lots greater than eleven thousand square feet are not counted in the averaging.
- c. If the existing average lot size is greater than seven thousand two hundred square feet, then the lot size in the transition area can be no less than seven thousand two hundred square feet.
- d. If the existing average lot size is less than seven thousand two hundred square feet, then the lot size in the transition area can be equal to or greater than the average.
- e. If the subject site shares boundaries with more than one subdivision, the minimum lot size in the transition area shall be based on the average lot sizes along each boundary. When two boundaries meet, the lot size shall be based on the larger of the two boundaries. See example below; and



- f. If the subject site shares a boundary with property zoned other than RA or RSF, then there are no transition requirements along that boundary.
 - g. After the first set of lots in the transition area, lot sizes may be developed to the minimum lot size of the base zone, i.e., four thousand three hundred fifty square feet in the RSF zone.
2. Planned unit developments, combined with a subdivision, may reduce the minimum lot size, lot width, lot depth and frontage requirements in the RA and RSF zones pursuant to [SMC 17G.070.030\(C\)\(1\)](#), except in the transition area required by subsection (C)(1) of this section.
- D. **Ownership of Multiple Lots.**
Where more than one adjoining lot is in the same ownership, the ownership may be separated as follows:
1. If all requirements of this chapter will be met after the separation, including lot size, density and parking, the ownership may be separated through either a boundary line adjustment (BLA) or plat, as specified under [chapter 17G.080 SMC](#), Subdivisions.
 2. If one or more of the lots does not meet the lot size standards in this section, the ownership may be separated along the original plat lot lines through a boundary line adjustment (BLA).
- E. **New Development on Standard Lots.** New development on lots that comply with the lot size standards in this section are allowed subject to the development standards and density requirements of the base zone as required under Table 17C.110-3.
- F. **Lot Frontage.** All residential lots shall front onto a public street and meet the minimum lot frontage requirements of Table 17C.110-3. Except, that frontage on a public street is not required for lots created through alternative residential subdivision under [SMC 17G.080.065](#), and lots approved in a planned unit

development or a manufactured home park may have lots or spaces fronting onto private streets, subject to the decision criteria of [SMC 17H.010.090](#).

TABLE 17C.110-3 DEVELOPMENT STANDARDS [1]					
DENSITY STANDARDS					
	RA	RSF & RSF-C	RTF	RMF	RHD
Density - Maximum	4,350 (10 units/acre)	4,350 (10 units/acre)	2,100 (20 units/acre)	1,450 (30 units/acre)	--
Density - Minimum	11,000 (4 units/acre)	11,000 (4 units/acre)	4,350 (10 units/acre)	2,900 (15 units/acre)	2,900 (15 units/acre)
MINIMUM LOT DIMENSIONS LOTS TO BE DEVELOPED WITH:					
Multi-Dwelling Structures or Development					
	RA	RSF & RSF-C	RTF	RMF	RHD
Minimum Lot Area				2,900 sq. ft.	2,900 sq. ft.
Minimum Lot Width				25 ft.	25 ft.
Minimum Lot Depth				70 ft.	70 ft.
Minimum Front Lot Line				25 ft.	25 ft.
Compact Lot Standards [2]					
Minimum Lot Area [3]		3,000 sq. ft.			
Minimum Lot Width		36 ft.			
Minimum Lot Depth		80 ft.			
Minimum Front Lot Line		30 ft.			
Attached Houses					
Minimum Lot Area [3]	7,200 sq. ft.	4,350 sq. ft.	1,600 sq. ft.	1,600 sq. ft.	None
Minimum Lot Width	40 ft.	40 ft.	((36)) 25 ft. or 16 ft. with alley parking and no street curb cut	((Same)) 25 ft. or 16 ft. with <u>alley parking and no street curb cut</u>	((Same)) 25 ft. or 16 ft. with <u>alley parking and no street curb cut</u>
Minimum Lot Depth	80 ft.	80 ft.	50 ft.	25 ft.	25 ft.

Minimum Front Lot Line	40 ft.	40 ft.	Same as lot width	Same as lot width	Same as lot Width
Detached Houses					
Minimum Lot Area [3]	7,200 sq. ft.	4,350 sq. ft.	1,800 sq. ft.	1,800 sq. ft.	None
Minimum Lot Width	40 ft.	40 ft.	((36)) 25 ft.	25 ft.	25 ft.
Minimum Lot Depth	80 ft.	80 ft.	40 ft.	25 ft.	25 ft.
Minimum Front Lot Line	40 ft.	40 ft.	((30)) 25 ft.	25 ft.	25 ft.
Duplexes					
Minimum Lot Area			4,200 sq. ft.	2,900 sq. ft.	None
Minimum Lot Width			25 ft.	25 ft.	25 ft.
Minimum Lot Depth			40 ft.	40 ft.	25 ft.
Minimum Front Lot Line			25 ft.	25 ft.	25 ft.
PRIMARY STRUCTURE					
Maximum Building Coverage					
	RA	RSF & RSF-C	RTF	RMF	RHD
Lots 5,000 sq. ft. or larger	40%	2,250 sq. ft. +35% for portion of lot over 5,000 sq. ft.	2,250 sq. ft. +35% for portion of lot over 5,000 sq. ft.	50%	60%
Lots 3,000 - 4,999 sq. ft.	1,500 sq. ft. + 37.5% for portion of lot over 3,000 sq. ft.				
Lots less than 3,000 sq. ft.	50%				
Building Height					
Maximum Roof Height [5]	35 ft.	35 ft.	35 ft.	35 ft. [6]	35 ft. [6]
Maximum Wall Height	25 ft.	25 ft.	25 ft.	((30 ft. [6])) =	--
Floor Area Ratio (FAR)					
FAR	0.5	0.5 [4]	0.5 [4]	--	--
Setbacks					
Front Setback [7, 8]	15 ft.				
Side Lot Line Setback – Lot width more than 40 ft.	5 ft.				

Side Lot Line Setback – Lot width 40 ft. or less	3 ft.				
Street Side Lot Line Setback [7]	5 ft.				
Rear Setback [9, 10]	25 ft.	25 ft. [11]	15 ft.	10 ft.	10 ft.
Required Outdoor Area					
Required Outdoor Area for attached and detached houses. Minimum dimension (See SMC 17C.110.223)	250 sq. ft. 12 ft. x 12 ft.	250 sq. ft. 12 ft. x 12 ft.	250 sq. ft. 12 ft. x 12 ft.	200 sq. ft. 10 ft. x 10 ft.	48 sq. ft. 7 ft. x 7 ft.
ACCESSORY STRUCTURES					
	RA	RSF & RSF-C	RTF	RMF	RHD
Maximum Roof Height	30 ft.	20 ft.	20 ft.	35 ft.	35 ft.
Maximum Wall Height	30 ft.	15 ft.	15 ft.	35 ft.	35 ft.
Maximum Coverage [12]	20%	15%	15%	See Primary Structure	See Primary Structure
Front Setback	20 ft.				
Side Lot Line Setback – Lot width 40 ft. or wider [13]	5 ft.				
Side Lot Line Setback – Lot width less than 40 ft. [13]	3 ft.				
Street Side Lot Line [14]	20 ft.				
Rear [13]	5 ft.				
Rear with Alley	0 ft.				

Notes:

-- No requirement

[1] Plan district, overlay zone, or development standards contained in SMC 17C.110.310 through 360 may supersede these standards.

[2] See SMC 17C.110.209, Compact Lot Standards.

[3] For developments two acres or greater, lots created through subdivision in the RA, RSF and the RSF-C zones are subject to the lot size transition requirements of SMC 17C.110.200(C)(1).

[4] In the RSF-C and RTF zones, and sites in the RSF zone qualifying for compact lot development standards, described in SMC 17C.110.209, FAR may be increased to 0.65 for attached housing development only.

[5] No structure located in the rear yard may exceed twenty feet in height.

[6] Base zone height may be modified according to SMC 17C.110.215, Height.

[7] Attached garage or carport entrance on a street is required to be setback twenty feet from the property line.

[8] See SMC 17C.110.220(D)(1), setbacks regarding the use of front yard averaging.

[9] See SMC 17C.110.220(D)(2), setbacks regarding reduction in the rear yard setback.

[10] Attached garages may be built to five feet from the rear property line except, as specified in SMC 17C.110.225(C)(6)(b), but cannot contain any living space.

[11] In the RSF-C zone and sites in the RSF zone qualifying for compact lot development standards, described in SMC 17C.110.209, the rear setback is 15 feet.

[12] Maximum site coverage for accessory structures is counted as part of the maximum site coverage of the base zone.

[13] Setback for a detached accessory structure and a covered accessory structure may be reduced to zero feet with a signed waiver from the neighboring property owner, except, as specified in SMC 17C.110.225(C)(5)(b).

[14] The setback for a covered accessory structure may be reduced to five feet from the property line.

Section 2. That SMC section 17C.110.310 is amended to read as follows:

17C.110.310 Attached Housing, Detached Houses on Lots Less than Forty Feet Wide, and Duplexes

A. Purpose.

Attached housing, detached houses on narrow lots and duplexes allow for energy-conserving housing and a more efficient use of land. See definition of attached housing under chapter 17A.020 SMC.



B. Qualifying Situations.

Sites located in the ((RSF)) RA through the RHD zones. All lots must be under the same ownership or a signed and recorded agreement to participate in an attached housing development must be submitted to the City by all property owners at the time of building permit application.

C. Lot Development Standards.

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

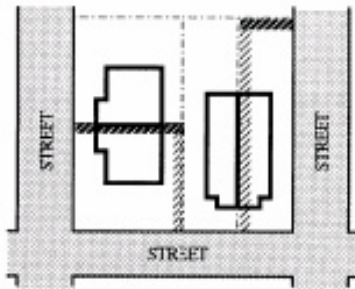
D. Building Setbacks for Attached Housing.

1. Interior Lots.

On 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.))~~

2. Corner Lots.

On 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.



On corner lots, either the rear setback or the nonstreet side setback can be reduced to zero. However, the remaining nonstreet setback must comply with the requirements for a standard rear setback.

////// Rear lot line
//// Nonstreet side lot line

E. Design Standards.

This section is subject to the provisions of SMC 17C.110.015, Design Standards Administration.

1. A multi-family residential building of three or more units is subject to the design standards of SMC 17C.110.400.
2. For detached houses on lots forty feet or less wide and attached housing and duplexes in the RSF, RSF-C, RTF, RMF and RHD zones, the following design standards must be met:

- a. All street-facing facades must have landscaping along the foundation. There must be at least one three-gallon shrub for every three lineal feet of foundation. (R)
- b. Sixty percent of the area between the front lot line and the front building line must be landscaped. At a minimum, the required landscaped area must be planted with living ground cover. Up to one-third of the required landscaped area may be for recreational use, or for use by pedestrians. Examples include walkways, play areas, or patios. (R)
- c. **((Generous))** Use of planting materials and landscape structures such as trellises, raised beds and fencing to unify the overall site design is encouraged, with plantings consistent with L3 open area landscaping standard of SMC 17C.200.030. (P)
- d. Front facade.
Fire escapes, or exterior stairs that provide access to an upper level are not allowed on the front facade of the building. (R)
- e. Duplexes and attached houses on corner lots should be designed so each unit is oriented towards a different street. This gives the structure the overall appearance of a house when viewed from either street. (R)
- f. Detached houses on lots forty feet or less wide and both units of a duplex or attached houses must meet the following standards to ensure that the units have compatible elements. Adjustments to this paragraph are prohibited, but modifications may be requested through a design departure. The standards are:
 - i. Entrances. Each of the units must have its address and main entrance oriented toward a street frontage. Where an existing house is being converted to two units, one main entrance with internal access to both units is allowed. (R)
 - ii. Each unit must have a covered, main entry-related porch or stoop area of at least fifty square feet with no dimension less than five feet. (R)
 - iii. Buildings must be modulated along the public street at least every thirty feet. Building modulations must step the building wall back or forward at least four feet. (R)
 - iv. Reduce the potential impact of new duplex and attached housing development on established and historic neighborhoods by incorporating elements and forms from nearby buildings. This may include reference to architectural

details, building massing, proportionality, and use of high-quality materials such as wood, brick, and stone. (P)

v. Create a human scale streetscape by including vertical and horizontal patterns as expressed by bays, belt lines, doors and windows. (P)

g. Garages are subject to the garage limitation standards of SMC 17C.110.208(E). (R)

h. Where off-street parking for two or more dwellings will be developed on abutting lots that are each less than 40 feet in width, only one curbcut and sidewalk crossing for each two lots may be permitted, to promote pedestrian-oriented environments along streets, reduce impervious surfaces, and preserve on-street parking and street tree opportunities. (P)

F. Number of Units.

1. RA, RSF and RSF-C Zones.

A maximum of two houses may be with a common wall. Structures made up of three or more attached houses are prohibited unless approved as a planned unit development.

2. RTF Zone.

Up to eight attached houses may have a common wall. Structures made up of nine or more attached houses are prohibited unless approved as a planned unit development.

3. RMF and RHD zones.

There is no limit to the number of attached houses that may have common walls.

PASSED BY THE CITY COUNCIL ON _____

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

DRAFT

ORDINANCE NO. _____

The City of Spokane does ordain:

Section __. That SMC section 17C.230.140 is amended to read as follows:

17C.230.140 Development Standards

- A. Purpose
The parking area layout standards are intended to promote safe circulation within the parking area and provide for convenient entry and exit of vehicles.
- B. Where These Standards Apply
The standards of this section apply to all vehicle areas whether required or excess parking.
- C. Improvements
 - 1. Paving.
In order to control dust and mud, all vehicle areas must be surfaced with a minimum all-weather surface. Such surface shall be specified by the city engineer. Alternatives to the specified all-weather surface may be provided, subject to approval by the city engineer. The alternative must provide results equivalent to paving. All surfacing must provide for the following minimum standards of approval:
 - a. Dust is controlled.
 - b. Stormwater is treated to City standards; and
 - c. Rock and other debris is not tracked off-site.

The applicant shall be required to prove that the alternative surfacing provides results equivalent to paving. If, after construction, the City determines that the alternative is not providing the results equivalent to paving or is not complying with the standards of approval, paving shall be required.
 - 2. Striping.
All parking areas, except for stacked parking, must be striped in conformance with the parking dimension standards of subsection (E) of this section, except parking for single-family residences, duplexes, and accessory dwelling units.
 - 3. Protective Curbs Around Landscaping.
All perimeter and interior landscaped areas must have continuous, cast in place, or extruded protective curbs along the edges. Curbs separating landscaped areas from parking areas may allow stormwater runoff to pass

through them. Tire stops, bollards or other protective barriers may be used at the front ends of parking spaces. Curbs may be perforated or have gaps or breaks. Trees must have adequate protection from car doors as well as car bumpers. This provision does not apply to single-family residence, duplexes and accessory dwelling units.

D. Stormwater Management

Stormwater runoff from parking lots is regulated by the engineering services department.

E. Parking Area Layout

1. Access to Parking Spaces.

All parking areas, except stacked parking areas, must be designed so that a vehicle may enter or exit without having to move another vehicle.

2. Parking Space and Aisle Dimensions.

a. Parking spaces and aisles in RA, RSF, RSF-C, RTF, RMF, RHD, FBC CA4, O, OR, NR, NMU, CB, GC, and industrial zones must meet the minimum dimensions contained in Table 17C.230-3.

b. Parking spaces and aisles in Downtown CC, and FBC CA1, CA2, CA3 zones must meet the minimum dimensions contained in Table 17C.230-4.

c. In all zones, on dead end aisles, aisles shall extend five feet beyond the last stall to provide adequate turnaround.

3. Parking for Disabled Persons.

The city building services department regulates the following disabled person parking standards and access standards through the building code and the latest ANSI standards for accessible and usable buildings and facilities:

a. Dimensions of disabled person parking spaces and access aisles.

b. The minimum number of disabled person parking spaces required.

c. Location of disabled person parking spaces and circulation routes.

d. Curb cuts and ramps including slope, width and location; and

e. Signage and pavement markings.

4. A portion of a standard parking space may be landscaped instead of paved, as follows:

- a. The landscaped area may be up to two feet of the front of the space as measured from a line parallel to the direction of the bumper of a vehicle using the space, as shown in Figure 17C.230-3. Any vehicle overhang must be free from interference from sidewalks, landscaping, or other required elements.

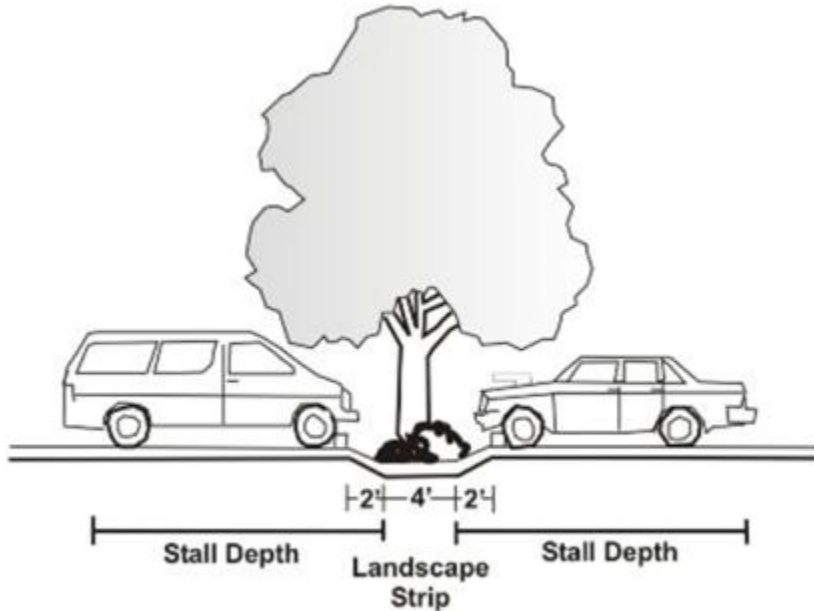


Figure 17C.230-3 Landscaped area at front of parking space

- b. Landscaping must be ground cover plants; and
 - c. The landscaped area counts toward parking lot interior landscaping requirements and toward any overall site landscaping requirements. However, the landscaped area does not count toward perimeter landscaping requirements.
5. Engineering Services Department Review
 The engineering services department reviews the layout of parking areas for compliance with the curb cut and access restrictions of [chapter 17H.010 SMC](#).

Table 17C.230-3 RA, RSF, RSF-C, RTF, RMF, RHD, FBC CA4, O, OR, NMU, CB, GC and Industrial Zones Minimum Parking Space and Aisle Dimensions [1, 2]					
Angle (A)	Width (B)	Curb Length (C)	1-way Aisle Width (D)	2-way Aisle Width (D)	Stall Depth (E)
0° (Parallel)	8 ft.	20 ft.	12 ft.	22 ft.	8 ft.

30°	8 ft. 6 in.	17 ft.	12 ft.	22 ft.	15 ft.
45°	8 ft. 6 in.	12 ft.	12 ft.	22 ft.	17 ft.
60°	8 ft. 6 in.	9 ft. 9 in.	16 ft.	22 ft.	18 ft.
90°	8 ft. 6 in.	8 ft. 6 in.	22 ft.	22 ft.	18 ft.

Notes:

[1] See Figure 17C.230-4.

[2] Dimensions of parking spaces for the disabled are regulated by the building code. See [SMC 17C.230.140\(E\)\(3\)](#).

**Table 17C.230-4
Downtown, CC, NR, FBC CA1, CA2, and CA3 Zones
Minimum Parking Space and Aisle Dimensions [1, 2]**

Angle (A)	Width (B)	Curb Length (C)	1-way Aisle Width (D)	2-way Aisle Width (D)	Stall Depth (E)
0° (Parallel)	8 ft.	20 ft.	12 ft.	20 ft.	8 ft.
30°	8 ft. 6 in.	17 ft.	12 ft.	20 ft.	15 ft.
45°	8 ft. 6 in.	12 ft.	12 ft.	20 ft.	17 ft.
60°	8 ft. 6 in.	9 ft. 9 in.	16 ft.	20 ft.	17 ft. 6 in.
90°	8 ft. 6 in.	8 ft. 6 in.	20 ft.	20 ft.	16 ft.

Notes:

[1] See Figure 17C.230-4.

[2] Dimensions of parking spaces for the disabled are regulated by the building code. See [SMC 17C.230.140\(E\)\(3\)](#).

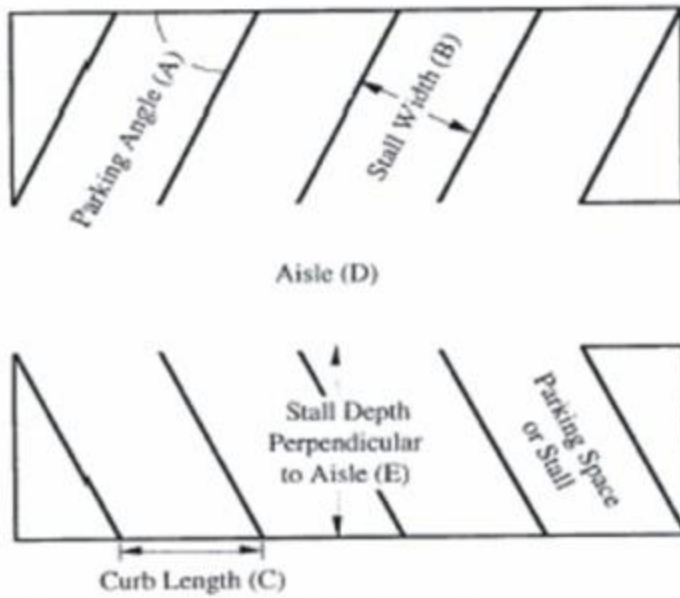
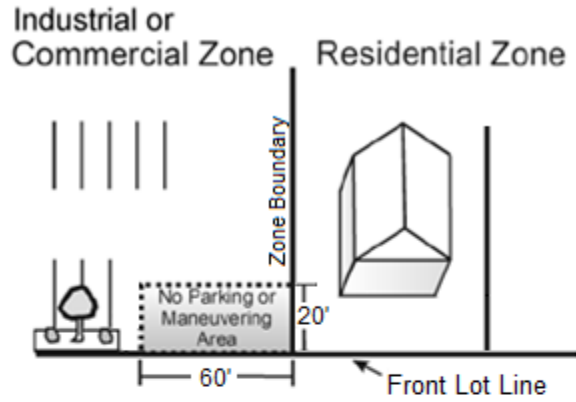


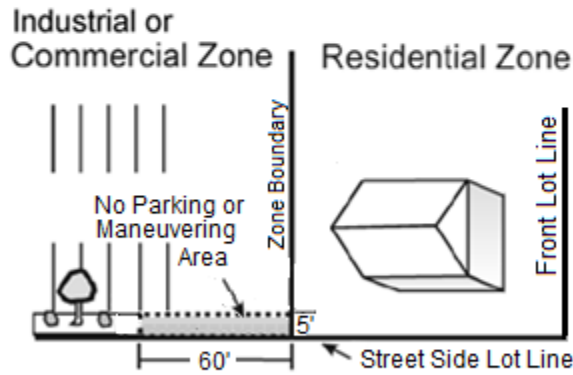
Figure 17C.230-4 Parking Dimension Factors

F. Parking Area Setbacks and Landscaping

1. For parking areas on sites abutting residential zoning districts, parking spaces or maneuvering areas for parking spaces, other than driveways that are perpendicular to the street, are ~~((not allowed within the first twenty feet from a street lot line for the first sixty feet from the boundary of))~~ required to be setback a distance equal to the setback of the adjacent residential zoning district for the first sixty feet from the zoning district boundary (Figure 17C.230-5).



A. Setback adjacent to front lot line.



B. Setback adjacent to street side lot line.

Figure 17C.230-5 Parking Area Setback

[Note: Add the graphic above.]

2. All landscaping must comply with the standards of [chapter 17C.200 SMC](#), Landscaping and Screening.

PASSED BY THE CITY COUNCIL ON _____

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

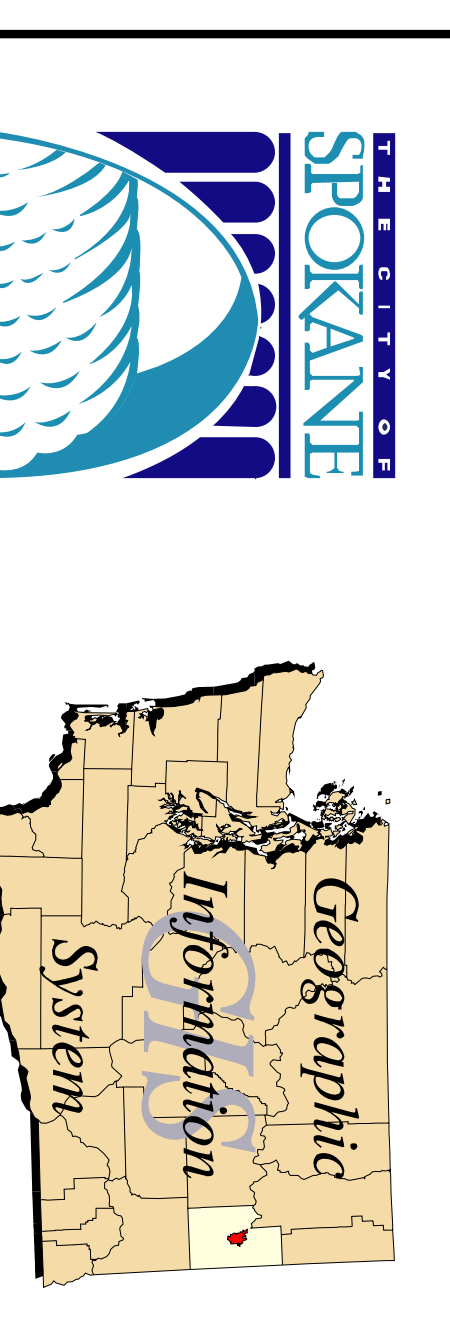
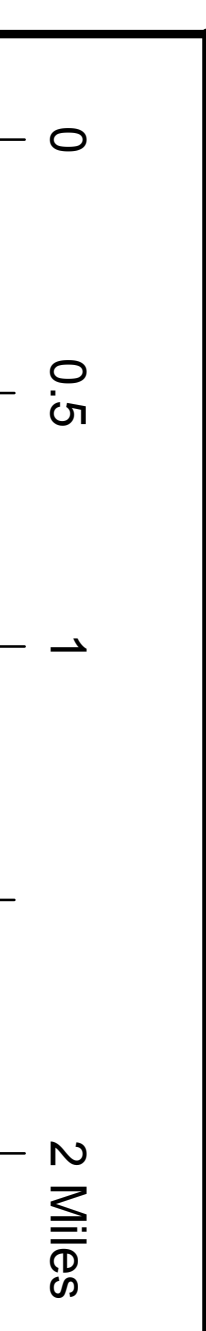
DRAFT

NRO Boundaries & COPS Shops

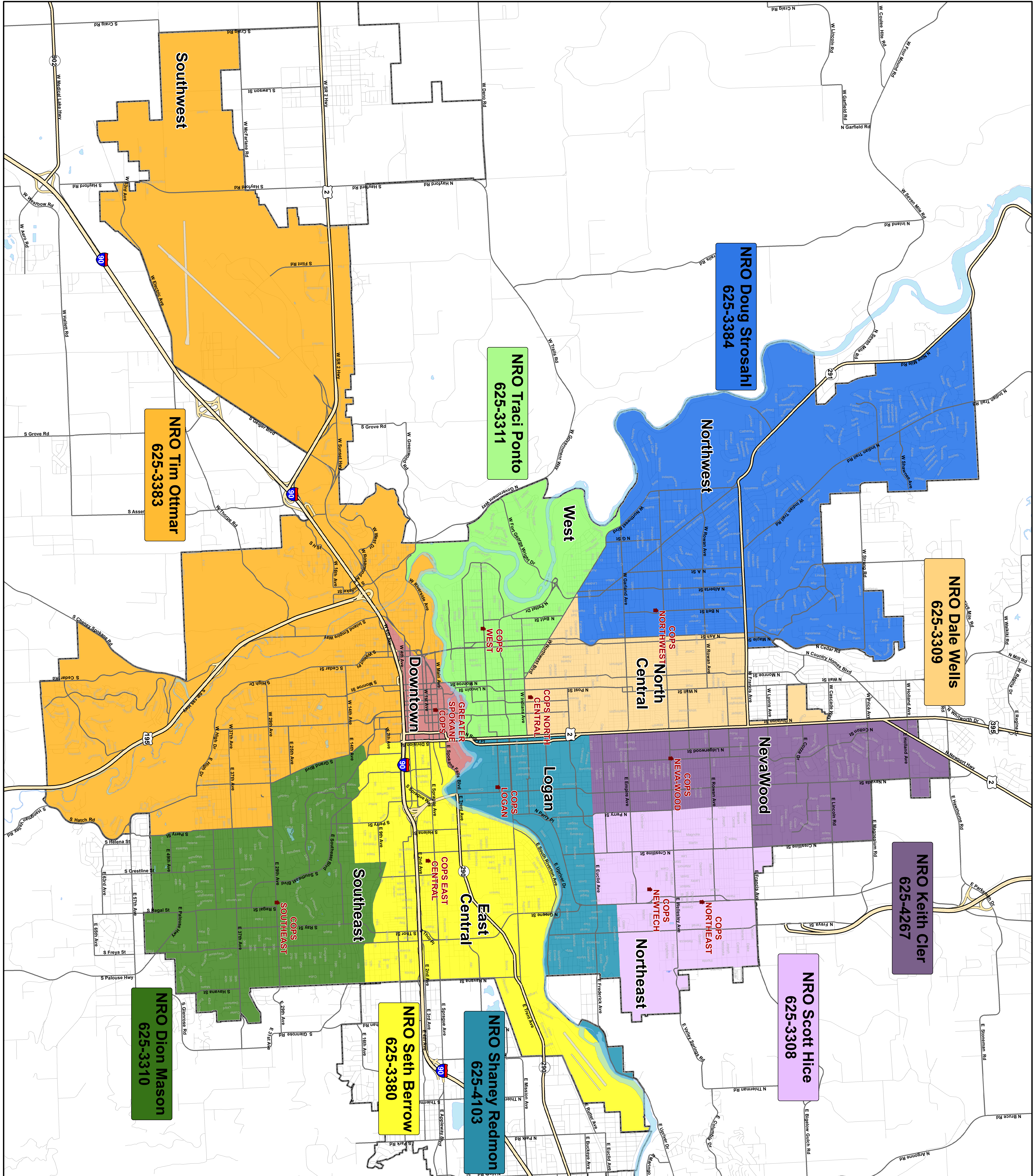
Prepared By:
SPD Crime Analysis Unit
June 2017

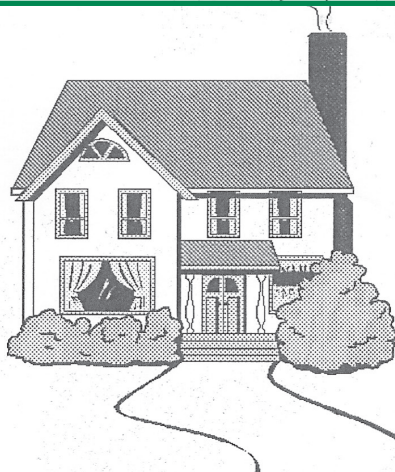
COPS SHOP LOCATIONS

COPS East Central	625-3330	2116 E 1st Ave
COPS Logan	625-3333	802 E Sharp Ave
COPS Neva-Wood	625-3353	4705 N Addison St
COPS NewTech	354-7447	4141 N Regal St
COPS North Central	625-3348	630 W Shannon Ave
COPS North Hill	625-3336	Mobile Unit
COPS Northeast	625-3343	5208 N Market St
COPS Northwest	625-3336	2215 W Wellesley Ave, Suite D
COPS Southeast	625-3326	2809 E 29th Ave
COPS West	625-3340	1901 W Boone Ave
Greater Spokane COPS	755-COPS	169 S Stevens St, #102



THIS IS NOT A LEGAL DOCUMENT.
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used as a basis for any legal action or in relationship to property lines, section lines, streets, etc.





**100 IDEAS
THAT WILL MAKE
YOUR HOME
(ALMOST)
BURGLAR PROOF**

SPOKANE C.O.P.S.

50% of burglaries are committed
through unlocked doors and windows.

The best protection against home invasion
is to use your locks at all times.



The Spokane Police Department strongly
suggests that you consider the methods
and devices listed within this booklet for
use on your residence to protect your
property.



Produced by
Spokane C.O.P.S.
6107 N Astor
Spokane, WA 99208
(509) 625-3300

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DOORS

Most forced entry burglaries occur through rear doors and windows.

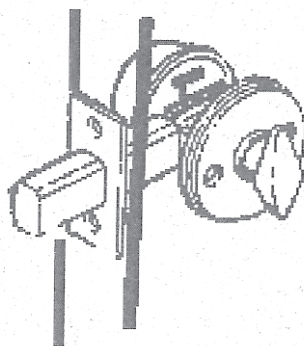
The most common ways of forcing entry through a door is by kicking the door, twisting off the doorknob, or prying a door open. When evaluating your security, consider the following recommendations:

ENTRANCE DOORS

- * Solid Core Wood or Metal Door
- * Dead Bolt Locks

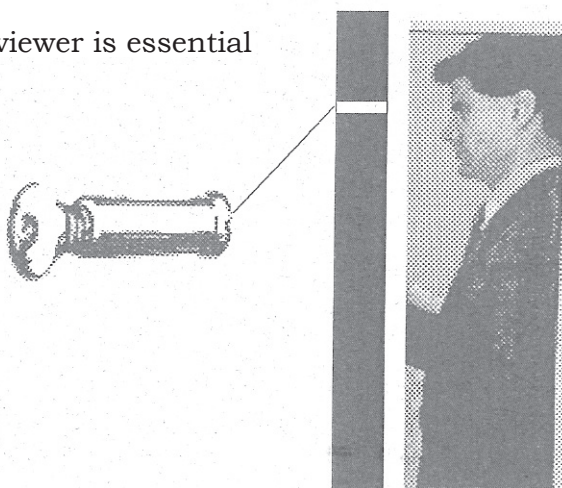
A good dead bolt lock should include:

- 1" long bolt throw
- Rotating or beveled collar
- Case - hardened steel



Single-Cylinder Dead Bolt

- * Door viewer is essential



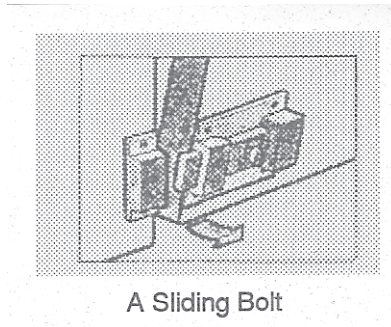
Door Viewer

DOORS WITH WINDOWS

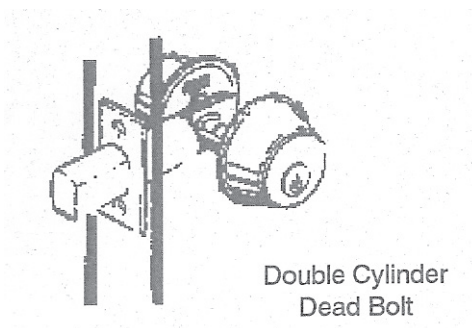
Burglars will break the glass to reach the lock. Of course, replacing the door or windows is the best way to avoid this break-in. Otherwise, the following methods can help protect against this type of entry.

* Floor Lock

* Sliding Bolt Lock



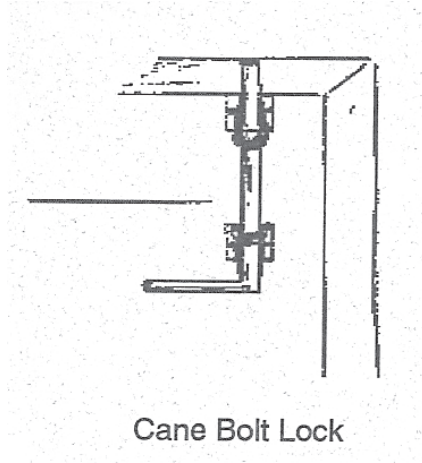
* Double Cylinder Dead Bolt (keyed on both sides)



* Wire mesh glass or metal grill work over window

DOUBLE OR FRENCH DOORS

1" flush bolts or "cane bolt locks" at the top and bottom of inactive door.



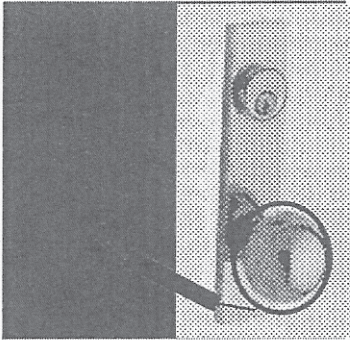
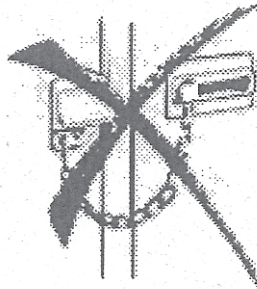
Cane Bolt Lock

DOOR LEADING FROM GARAGE OR BASEMENT INTO HOUSE

- * Entry into the garage or basement offers concealment and time to a burglar.
- * Garage and basement doors should also have a dead bolt lock.

INTERIOR LOCKING DEVICES

A chain lock is NOT a security device. With force, it can easily be pulled out.



Ring Guard Lock

A type of interior ring guard lock installed into the frame of the door with a bolt offers better security.

Strike plate and hinges should be installed with 3" screws. Existing hardware should be checked and small screws should be replaced with 3" screws.

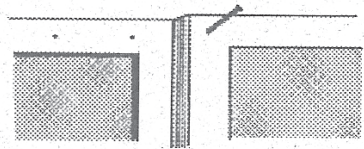
A larger screw will go into the stud behind the frame of the door which makes it more difficult to kick in the door or compromise the lock. There are also metal plates which can be installed between the strike plate and the stud or wrap-around strike plates which will reinforce the door as well.

SLIDING DOORS AND WINDOWS

Most doors and windows have a small latch, not a lock, and are easily entered by using a screwdriver, pry bar or lifted out of their tracks. A dowel in the track can be effective if it fits in tight and is solid enough to withstand prying or force. There are other inexpensive ways to secure these points of entry with devices available at any hardware store.

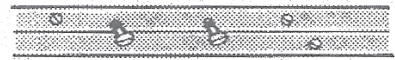
* Track locks - slide bolt across track

* Metal Pins - a nail can be inserted into a small hole drilled into both frames.



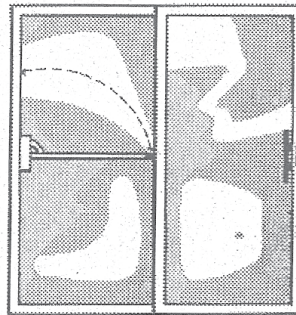
Metal Pins

* Screws installed in upper track will prevent window from being lifted out.



Screws Installed In Upper Track

* Charlie Bars

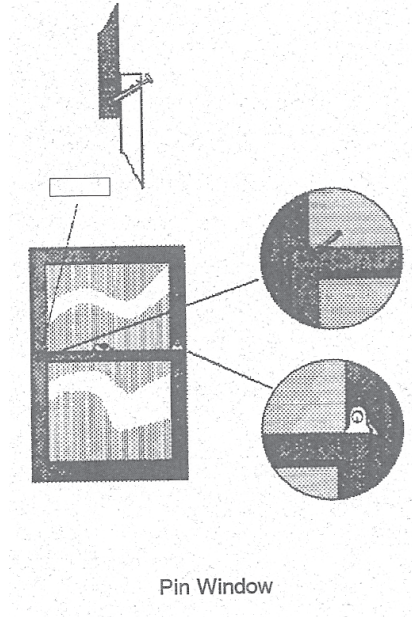


Charlie Bar

WINDOWS

Double-Hung Sash Windows

- * Pin window
- * Install lock covers
- * Window wedges which prevent window from being opened



Louvered, Multi-Panel, Casement

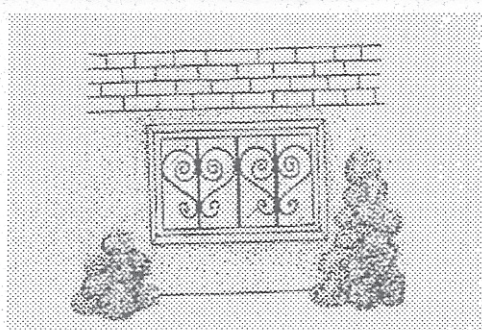
- * Ornamental grillwork
- * Bars
- * Cane Bolt Lock
- * Remove opening crank

BASEMENT WINDOWS

These windows are points of entry because they are often not well secured and may be partly concealed.

WARNING: If window is to be used for exit in case of fire, make certain security measures on these windows allow for escape.

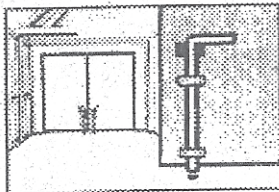
- * Polycarbon or acrylic coverings - there are several types on the market which reinforce the glass and prevent breakage.
- * Bars
- * Grillwork
- * Bar across inside of hinged window



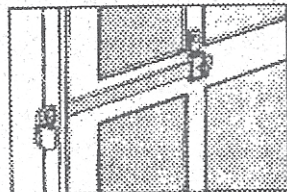
Grillwork

GARAGES

- * ALWAYS keep the door closed, even when you are home.
- * Cover windows - prevent burglars from “taking inventory”. Also, an empty garage tells the burglar the home is probably not occupied.
- * Use dead bolt on all doors.
- * Side doors should also be solid core or metal.
- * Automatic garage door openers
 - Use multifrequency type
 - Disconnect for vacations or periods of time when away from house.
 - Do not leave opener in unattended car in your garage, driveway or on the street.
- * Insert padlock in holes in track to prevent door from being raised.
- * Use barrel bolts, cane locks or sliding bolts on each door that swings out or up.



Cane Locks

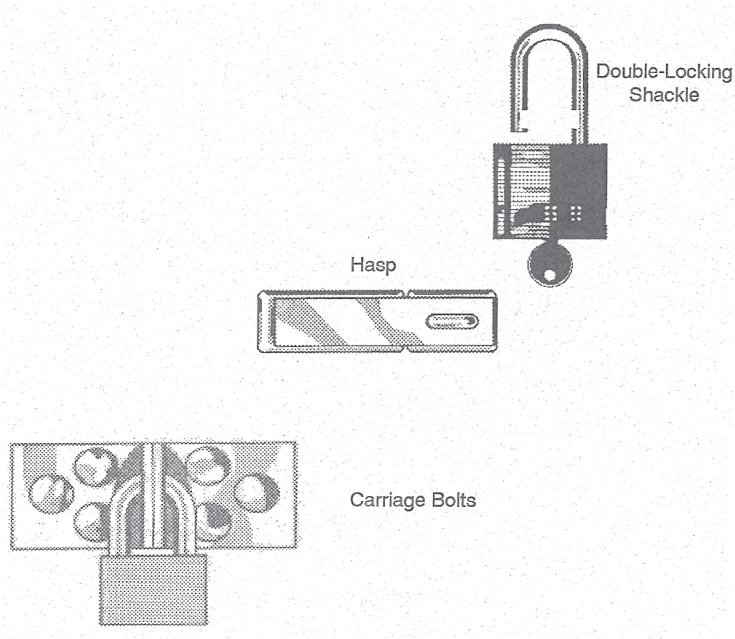


Sliding Bolt

STORAGE SHEDS

- * Padlocks and hasps on storage shed doors
 - Case-hardened steel
 - Double locking shackle
 - 9/32 shackle
 - Hasp needs to be bolted, not screwed to surface.
 - Screws should not be visible when hasp is in place.

- * Cover all windows



ALARMS

Don't depend on alarms to protect you - always use locks.

REMEMBER

50% of all burglaries in Spokane occur through unlocked doors and windows.

There are different types of alarms available. Always check with a reputable company and get at least three bids before purchasing a system.

Some things to consider when inquiring about a system:

- * Backup in case of power failure
- * Fire sensing capability
- * Read-out ability to check system in case of problems
- * Loud sounding warning device
- * Monitored by security company

Is concern for your safety inside the house or when you are away? There are types that address one or both of these concerns.

LIGHTS

TIMERS

- * Timers should be set to several lights to establish a look of occupancy.
- * Timers should be set to turn on the lights so a resident doesn't have to enter a dark house.
- * Porch lights should be on from dusk to dawn every night. Do not leave lights on during the day - this only tells everyone that residents are gone.

Consider the following devices for keeping outside lights on at night and off during the day:

- * Timers on a switch
- * Auxiliary photo sensitive outlets which attach to fixture.
- * Solar light fixtures

FLOOD LIGHTS

- * Used to light up yards, driveways and garages
- * When installing, make certain the area the floodlight illuminates is not disturbing to neighbors.
- * Often, several residents can get together and purchase one light for a common area, such as an alley or back yards.

MOTION DETECTORS

Used in low traffic areas - alerts resident and neighbors that someone is in the area.

CRIME PREVENTION..

THROUGH ENVIRONMENTAL DESIGN

- * Discourage a potential burglar by making him uncomfortable when approaching your property.
- * Make him feel exposed at every step using lighting, landscaping, fencing and your neighbors.
- * Give him nowhere to conceal himself.
- * Make him feel nervous and exposed!



LANDSCAPING

- * Trim shrubs around house to prevent a place for concealment by burglars.
- * Trim trees up approximately 4 feet for the same reason.
- * One possible deterrent to vulnerable first floor windows is to plant low, thorny bushes around these windows.

FENCING

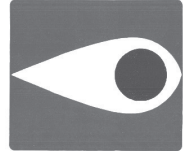
- * Fences establish boundaries and offer privacy for the homeowner. However, they can also offer concealment for a burglar.
- * Gates should be well locked
- * Cyclone-type fencing offers less concealment.

OPERATION ID

Operation ID is an important security measure in burglary prevention. To protect your valuables, engrave your driver's license number on the item with an electric engraver. These are available at hardware stores and all of your local C.O.P.S. Substations.

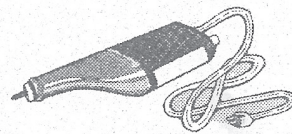
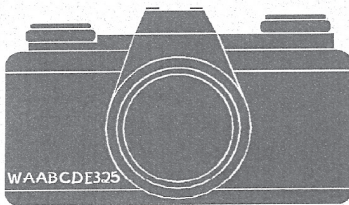
When items are marked, stickers are available to display in windows or on doors to let potential burglars know that items have been marked. Marked items are not usually taken because they are difficult to pawn, fence or sell.

WARNING



OPERATION I.D.

An inventory of all valuables will be important should you be the victim of burglary, fire or other destructive incidents. A record of serial numbers will help in recovery of stolen items as well. Keep any list of valuables in a safety deposit box or some other safe location so it isn't left for a burglar to discover.



ITEM	MAKE & MODEL	SERIAL NUMBER	VALUE	MARKED? Y/N	PHOTO? Y/N

SAFETY TIPS

- * Address numbers should be visible from the street. This aids emergency vehicles in finding addresses.
- * Don't put your name on house or mailbox. The less information about you, the more difficult it is to find out your routines.
- * Do not leave ladders outside where they can be used as an aid to a burglar.
- * When moving to a new residence, have locks rekeyed.
- * If you do not have a Block Watch on your street, get one started. A curious neighbor is one of the best deterrents against burglary.

To find out about your local Block Watch,
call 835-4572.

- * If you do have a Block Watch, continue to have meetings at least once a year to update your neighbors and involve new residents.
- * Do not put boxes which contain expensive merchandise such as computers, TVs or microwaves out for garbage collection without breaking them down so no one knows these new valuables are in your home.

VACATION

When away from the home for extended periods, the best security procedures will make your residence appear occupied. A neighbor or friend watching the house, opening and closing curtains, etc., is the preferable choice, but there are other things you can do to make your house less of a target.

- * Use timers on several lights such as living room and bedroom.
- * Use timer on stereo. TV stations are picked up on the FM band and sound to someone outside as if the TV is on.
- * If there is no one to change the curtains for you, leave them open just a little so neighbors can see if someone is in the house, but not open enough for a potential burglar to watch for any signs of occupancy.
- * Ask a neighbor to put one of their garbage cans out at your curb on collection day. Also, have them park one of their cars in your driveway occasionally.
- * Ask neighbors to pick up any circulars that have been left at your door. Cancel the paper and mail deliveries.
- * Inside the home, leave newspapers out, shoes in the living room, etc., whatever will give a “lived in” appearance to the home. Leave the home as you do when you are just leaving for a quick errand.
- * An obvious indicator that a residence is empty is when there is normally a recreational vehicle parked at the home and it is gone. These vehicles should be stored off premises or occasionally moved when the house is occupied.

NEIGHBORHOOD C.O.P.S. SHOPS

- C.O.P.S. East Central.....625-3330
2116 E. 1st Ave. 99202
- C.O.P.S. Logan625-3333
802 E. Sharp Ave. 99202
- C.O.P.S. NEWTECH354-7447
4141 N. Regal St. 99207
- C.O.P.S. Neva-Wood625-3353
4705 N. Addison St. 99207
- C.O.P.S. North Central.....625-3348
630 W. Shannon Ave. 99205
- C.O.P.S. Northeast..... 625-3343
5208 N. Market St. 99217
- C.O.P.S. Northwest625-3336
2215 W. Wellesley Ave. 99205
- C.O.P.S. Southeast.....625-3326
2809 E. 29th Ave. 99223
- C.O.P.S. West.....625-3340
1901 W. Boone Ave. 99201
- Greater Spokane C.O.P.S.....755-2677
169 S. Stevens 99201



SPOKANE C.O.P.S. MAIN OFFICE
6107 N. Astor St.
Spokane, WA 99208
625-3300

CRIME CHECK - 456-2233

NEIGHBORHOOD C.O.P.S. SHOPS

C.O.P.S. East Central.....	625-3330
2116 E. 1 st Ave.	99202
C.O.P.S. Logan	625-3333
802 E. Sharp Ave.	99202
C.O.P.S. Neva-Wood	625-3353
4705 N. Addison St.	99207
C.O.P.S. North Central.....	625-3348
630 W. Shannon Ave.	99205
C.O.P.S. Northeast.....	625-3343
5124 N. Market St.	99217
C.O.P.S. Northwest.....	625-3336
2215 W. Wellesey Ave.	99205
C.O.P.S. Southeast.....	625-3326
2809 E. 29 th Ave.	99223
C.O.P.S. West.....	625-3340
1901 W. Boone Ave.	99201
Greater Spokane C.O.P.S.....	755-2677
169 S. Stevens	99201



SPOKANE C.O.P.S. MAIN OFFICE
6107 N. Astor St.
Spokane, WA 99208
625-3300
CRIME CHECK - 456-2233

HOW TO AVOID BECOMING A VICTIM



This brochure can help you reduce your chances of becoming a victim of crime at home, in your car and in public.

SPOKANE C.O.P.S.

INSIDE HOME

- ✦ Keep doors and windows locked. ALWAYS use an in-the-door viewer. Even if alone, have lights on throughout the home.
- ✦ Check ID with door closed or window locked.
- ✦ If solicited, ask to see a business license.
- ✦ NEVER allow a stranger in your home to use the phone!
- ✦ Keep a phone by the bed.
- ✦ If you hear a suspicious noise outside, let the potential intruder know someone is home in some way. Burglars don't like surprises! Call 911 immediately!
- ✦ If you hear noises inside the home, it is best to remain silent, but call 911! If need be, call 911 and hang up. They will call back immediately.
- ✦ Keep an eye out for any suspicious vehicles or persons in the area.
- ✦ Think about listings in the phone book, mailbox or city directory. How much information is being given?



HOME SECURITY

- ✦ Home should ALWAYS appear occupied.
- ✦ Outside lights should be on at dusk, off at dawn EVERY day. Use timers or photocell fixtures.
- ✦ Shrubbery should be kept trimmed to a height of 3' or less and tree foliage up to 7' to prevent concealment.
- ✦ Entranceway to doors should be kept visible from street.
- ✦ Light bulbs should be checked often. If they are loose or removed, be extra cautious.
- ✦ Don't rely on dogs for protection; consider them an alarm system.

"Anything that makes you feel unsafe makes a burglar happy and anything you do to feel safer makes a burglar uncomfortable!"

ARRIVAL

- ✦ Enter the garage with car doors locked.
- ✦ Check garage interior before getting out.
- ✦ Have your house key ready.
- ✦ Don't leave the house door open when carrying in packages between house and car.
- ✦ Act as though someone is home: "Hi, I'm home!"
- ✦ Timers should provide lights when you arrive.

WALKING

- ✦ Walk assertively.
- ✦ Make eye contact with strangers.
- ✦ Keep purse/wallet inside your coat, if possible.
- ✦ Walk down the center of the street. If possible, avoid areas that provide cover to potential muggers.
- ✦ Be aware of your surroundings at all times.
- ✦ Avoid phone booths, ATMs and other dark areas.

PHONE

- ✦ Obscene call? Hang up immediately! Disconnect phone or turn off ringer. Call the phone company to trace the call. Then call Crime Check at 456-2233 to file a report.
- ✦ Do not give out information for surveys, contests or any type of solicitation. Most are phony.
- ✦ Use answering machine and always use "we"; "We are not taking calls right now..." Never say "We are not home."

KEYS

- ✦ Don't put any kind of ID on key ring.
- ✦ Keep ignition key and house key separate.
- ✦ Leave a spare key with a neighbor.
- ✦ Do not put spare keys in obvious places.
- ✦ Re-key locks if you lose your keys or when moving into a new house.

BUS STOPS

- ✦ Stand where you can be easily seen.
- ✦ Walk to the next stop if you feel threatened.
- ✦ Go to a nearby business.
- ✦ Don't go through your purse; have your money/pass ready.
- ✦ Sit close to the driver.
- ✦ Don't get off at a lonely stop if you feel threatened.
- ✦ Be careful who you talk to.

PARKING LOTS

- ✦ Park in areas with adequate lighting.
- ✦ Check the area; if nervous, repark in another area.
- ✦ Leave **NOTHING** visible inside the car. Put anything of value in the trunk before you arrive.
- ✦ Vehicle registration and garage door openers should be hidden away.
- ✦ Leave only ignition key with attendant.
- ✦ Keep keys in hand - they can be used as a weapon.
- ✦ Do not put purse in shopping cart.
- ✦ Check interior of the car and those parked nearby. If concerned, enter the car on the passenger side.
- ✦ With a child, get in, lock the doors and then secure the child.
- ✦ Ask someone to check the parking lot or accompany you to your car.
- ✦ Never be forced into the car.
- ✦ Check around: is someone else being victimized? **REPORT IT!**

VACATION

- ✦ Leave information with a trusted neighbor - dates, locations and license number of car.
- ✦ Postpone delivery of mail and paper.
- ✦ Use timers on lights and radio.
- ✦ Leave curtains partially open.
- ✦ Have a neighbor occasionally park in your driveway.
- ✦ Have someone put your trash container out.

INTERNET

- ✦ Guard your personal information.
- ✦ Don't provide your credit card or bank account number unless you are actually paying for something.
- ✦ Your social security number should not be necessary unless you are applying for credit.
- ✦ Be especially suspicious if someone claiming to be from a company with whom you have an account asks for information that the business already has.
- ✦ Be cautious about unsolicited emails. They are often fraudulent. Instead of responding to the email asking to be removed from their email list, the best approach may simply be to delete the email.
- ✦ Think twice before entering contests operated by unfamiliar companies.
- ✦ Beware of "dangerous downloads". In downloading programs to see pictures, hear music, play games, etc., you could download a virus that wipes out your computer files.

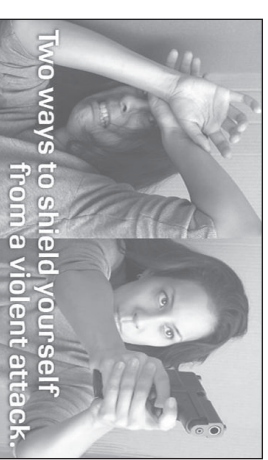
FIREARMS



The decision to carry a firearm has significant implications for citizens. Washington State laws are very specific about who may have a permit for a weapon, where and how they may be carried, and places where a citizen may **NOT** carry a weapon even with a permit. Spokane Police strongly advise citizens to take a certified gun safety course. There are civil and criminal liability concerns that affect anyone with a weapon.



For information, contact the concealed weapon permit desk at the Spokane Public Safety Building, 1100 W. Mallon Ave. Records Information is available at 625-4030.



Two ways to shield yourself from a violent attack.



North Precinct Sergeant



Assignment

The North Precinct Sergeant will be assigned to work out of the North Precinct and report to the North Precinct Lieutenant.

Areas of Responsibility

The North Precinct Sergeant will be tasked with many of the same supervisory duties of other SPD Sergeants.

In addition, the North Precinct Sergeant will directly supervise Neighborhood Resources Officers (NRO) as well as Detectives.

The NRO is responsible for understanding the dynamics of the districts they serve and the specific crimes and quality of life issues that are present in those neighborhoods. Some of these specific crimes and quality of life issues are:

1. Drug Houses
2. Chronic Noise Complaints/Loud Parties
3. Unsafe/Unkempt Properties (Chronic Nuisance Locations)
4. Calls that require a repeated patrol response or burdens to other Departments which could Crime Check, 911, and the Fire Department
5. Chronic Offenders living in their assigned area
6. Specific requests from business owners
7. Other crimes that appear to be geographically specific (Crime Trends), such as:
 - a. Assaults
 - b. Robberies
 - c. Burglaries
 - d. Property Damage
 - e. Graffiti

Liaison with Other Department and City Resources

The NRO is expected to be proactive in identifying the above issues and coordinating their efforts with other Department and City resources. As a result, the NRO must be open to non-traditional police responses and able to develop working relationships with other entities. Some of these additional resources and entities may include:

1. Other NROs
2. Patrol Officers
3. Patrol Anti-Crime Team
4. Detectives (SIU, TCU)
5. Crime Analysis
6. Code Enforcement
7. Park Department
8. Schools (District 81)
9. Department of Corrections (Probation Officers)
10. Property Owners
11. Spokane C.O.P.S.
12. Department Administration
13. City Officials
14. Outreach Agencies

Public Contacts

The NRO is a liaison for the Department. As a result, they are in a high visibility position and will be the “face” the citizens of their neighborhood recognize. The NRO is expected to represent the Department in a positive light and be available for public contacts. These contacts may be in the form of the following:

1. Availability at their COP Shops
2. Attendance at monthly COP Shop meetings
3. Attendance at Neighborhood Council Meetings
4. Providing crime prevention presentations
5. Assisting with the Crime Free Multi-Housing Program
6. Availability for specific community events in their assigned area
7. Participation in Block Watch events
8. Participation in National Night Out

Expectations

In addition to handling the above responsibilities, the NRO is expected to work within the following expectations and guidelines:

1. Adhere to Department Policy
2. Work independently and without direct supervision
3. Be responsive and timely to demands and inquiries from Department Administrators and City Officials
4. Maintain working case files on chronic nuisance locations and when appropriate coordinate those efforts with the City Prosecutor and City Attorney
5. Be willing to work a flexible schedule when necessary
6. Provide timely information on crime trends and other concerns that develop within their assigned neighborhoods (compstat)
7. Review compstat items, address those items that are identified in their assigned area, and provide timely feedback on the results
8. Wear the appropriate patrol uniform when working unless assigned to a specific detail that requires alternate attire
9. Utilize their assigned patrol vehicle. The vehicle shall be stored at their residence and driven to and from work per policy.
10. Be willing and able to become bicycle certified
11. Maintain accurate stats of their work product
12. Utilize Telestaff in the appropriate manner and advise the supervisor of requests that need approval
13. Use social media resources as a means to inform the public of the positive impact NCOs are having in the community

Summary

The Neighborhood Resource Officer is in the unique position of making a positive impact within their community through both traditional and non-traditional police services. The nature of the position allows the NRO time to identify and address specific criminal and quality of life issues in their assigned area. This in turn gives them the opportunity to work collectively with other entities in order to successfully address those concerns. As a result, their final work product becomes a chance to share the professionalism and constructive effects the Spokane Police Department has on the citizens it serves.

NRO/District 1 Leadership
Workshop Summary
April 18th, 2018

We had 10 folks participate. 5 SPD Officers, 5 Neighborhood leaders

As I facilitated the group I did not include an evaluation for the workshop therefore the numbers add up to 9

To see the questions that coordinates with the feedback see the attached.

#1=9 yes

2=5 quarterly, 3 yearly, 1 twice a year

3=5 open it up to a full City wide discussion, It might be helpful to have media present, create a plan to share info and SPD successes, Have an agenda with NC concerns to better facilitate the discussion,

4= Send dates and times for NC meetings/events to NRO, Great communication, If you have not seen your NRO give them a call, let the NRO know if you would like them to address a specific topic for the NC meeting

Some of matters that we agreed would help us work better as a team and that we could incorporate quickly

- Send NRO dates/times of meetings/events
- Give the NRO a reminder call a couple days in advance
- NRO send a crime status report to the primary NC contact if unable to attend meeting
- Notify NC primary contact when not available due to vacations, illness, or training
 - NC leaders stay informed of changes to the Precinct leaders and NRO
 - Primary NC contact meet with NRO on as needed basis to keep lines of communication open

We all agreed the more proactive we can be as leaders the better we can help educate our neighbors.

SPD Feedback
NRO/Neighborhood Leaders
Workshop April 18th, 2018

1. Did you find this worth your time Yes No
2. Would you like to see this happen on a Yearly Quarterly
twice a year basis Not needed (Circle you preference)
3. What would you do differently if you support doing again
(skip if no interest in doing
again)_____

4. Additional comments _____
- _____
- _____
- _____

7 Tips to Prevent Vehicle Prowling



Don't have a backup key on your car.
Keep it elsewhere, like a purse or wallet.



Never leave windows open.



Remove portable electronic devices and
mounts or suction cups.



Never leave valuables in plain sight.



Never leave car running or keys in
ignition when you are away from it.



Don't have garage door opener in plain
view.



Don't leave car unlocked.

Draft minutes - CA Administration Committee Meeting – 3rd Floor Conf Room – April 24, 2018

Present: Tina Luerssen-Chair, Grandview-Thorpe; Kelly Lotze, Browne’s Addition; Andy Hoyer, Secretary, Southgate, Abby Martin, ONS; Tom Powell, Emerson-Garfield; Luke Tolley, Hillyard; Colleen Gardner, guest – Chief Garry Park

CA/CC Meeting May 31 – East Central. ---- CA/CC Meeting August 31 – West Central

Proposed Schedule for the May 3 Meeting – to be facilitated by Bart Logue?

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min-5:30		
Proposed Agenda (incl. Core Values, Purpose and Rules of Order)	Facilitator	2 min-5:33	Approve	1
Approve/Amend Minutes ▪ April 2018	Facilitator	5 min-5:35	Approve	5
OPEN FORUM				
Reports /Up dates /Announcements	Please Sign Up to Speak!	10 min-5:40		
LEGISLATIVE AGENDA				
City Council ▪ Up date	City Council Members	5 min-5:50	Oral Report	
Liaison ▪ CHHS Board	Paul Kropp, Council Members Stratton & Fagan	20 min-5:55	Discussion	
Admin ▪ Up date	Tina Luerssen	5 min-6:15	Oral Report	
2018 Annual Comprehensive Plan Amendments	Tirell Black, Planning	15 min-6:20	Oral & Written Report	
Infill Housing ▪ Dimensional Standards for Multifamily ▪ Parking Area Setbacks	Nate Gwinn, Planning	15 min-6:35	Oral & Written Report	
SRHD ▪ Walking School Bus info and how to get involved	Heleen Dewey	10 min-6:50	Presentation/ Q&A	
ONS/Code Enforcement ▪ Up date	Heather Trautman	10 min-7:00	Oral Report	
District 1 NRO workshop	Colleen Gardner	15 min-7:10	Presentation, Q+A, vote	
Roundtable		10 min-7:25		
OTHER WRITTEN REPORTS				
Committee minutes				
Kidralmass flyer				
Sheriff flyer				

Audubon-Downriver will send Fran Papenleu to NUSA. Heather’s talk will likely cover Rod’s replacement, re-distribution of duties and new offices.

Colleen Gardner would like to fill the CC Placeholder time for topics she will present (see Agenda).

Andy will talk about the status of the Budget Committee Applications in the Open Forum.

New meeting time for this committee will be at Noon!! – May 29 is next meeting.

West Hill has a new CA rep. Andy will send a notice to Councils who have been absent from the CA.

Reminder to us to review planned changes to the CA Policies and Procedures for a topic at the November CA Meeting.

Meeting adjourned at 5:40PM



PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE

* A Committee of the Community Assembly of Spokane Neighborhood Councils *

MEETING NOTES

April 24, 2018

West Central Community Center – 1603 N. Belt Street

6:00 – 7:30 PM

CALL TO ORDER AND INTRODUCTIONS

12 neighborhood councils represented

2 Community School guests

2 neighborhood council guests

1 city staff member

DISCUSSION: Car Speeds Adjacent to a Middle School

Patricia Hansen introduced Savana Clark and Shea Handelman, students at the Community School, to discuss the findings of a research project by themselves and two other high school students that involved measuring with a speed gun vehicle speeds on 33rd Avenue at Tekoa Street in the vicinity of Sacagawea Middle School. The purpose of their project was “to determine the average speed of cars at the four-way uncontrolled intersection of East 33rd and Tekoa in Spokane, Washington. The hypothesis was that the average speed of the cars would decrease as they approached the intersection if there was a pedestrian present.” Their data show “that cars at the uncontrolled four-way intersection of East 33rd and Tekoa are far more likely to go over the speed limit if there are no pedestrians present.” (Data chart attached.)

DISCUSSION: Traffic Calming Policy Revision

The 2011 traffic calming policy referred to in the municipal code at SMC 17H.010.160 (attached) is out of date and is effectively superseded by the Neighborhood Services “toolbox” with its accompanying application form. PeTT proposed a draft for the 2011 version and PeTT is now undertaking the drafting of suggested revisions. This will require both a policy revision and an amendment to the municipal code that specifically refers to the policy.

The Institute of Transportation Engineers (ITE) definition of traffic calming includes this statement:

By design, traffic calming is a self-enforcing traffic management that forces motorists to alter their speed or direction of travel. The purpose of traffic calming is to improve safety, especially for pedestrians and bicyclists, and to improve the environment or 'livability' of streets for residents and visitors.

Paul Kropp (Southgate) will join the subcommittee including Michael Harves (Browne’s Addition), Randy McGlenn (East Central), and Bonnie McInnis (West Central) who will continue to work with staff to draft recommendations for updating the 2011 traffic calming policy.

NEXT MEETING

May 22, 2018



Spokane Municipal Code

[Home](#)[Title 17H](#)[Chapter 17H.010](#)[Section 17H.010.160](#)

[Title 17H Engineering Standards](#)

[Chapter 17H.010 Street Development Standards](#)

[Section 17H.010.160 Traffic Calming](#)

- A. Allowable traffic calming features include traffic circles, chicanes, curb extensions, medians, entry-way treatments, landscaping, turn or access restrictions and other traffic calming features set forth in the Traffic Calming Policy for Residential Streets.
- B. Installation of traffic calming features on existing streets requires a public meeting and a petition representing at least fifty percent plus one of the households in the petition area. This process is outlined in the Traffic Calming Policy for Residential Streets.
- C. Installation of traffic calming features on new streets will be evaluated on a case by case basis and approved by the director of engineering services and the director of streets.
- D. All proposed traffic calming features will be evaluated based on posted speed, traffic volumes, pedestrian generators within the project area, roadway geometry, residential density and collision history as applicable.
- E. Traffic calming features shall not create a street maintenance, safety or parking enforcement problem.

Date Passed: Monday, November 28, 2011

Effective Date: Saturday, January 7, 2012

ORD C34803 Section 1

The Speed of a Car With and Without a Pedestrian

Created by: Savanna Clark, Audrey Cox, Shea Handelman, and Cierra Morris

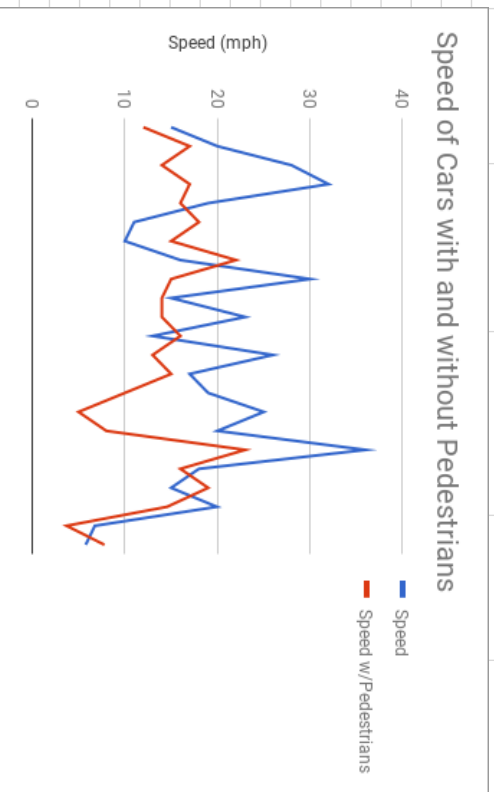
East 33rd and Tekoa

Cars	Speed	Cars	Speed w/Pedestrians
1	15	1	12
2	20	2	17
3	28	3	14
4	32	4	17
5	19	5	16
6	11	6	18
7	10	7	15
8	16	8	22
9	30	9	15
10	15	10	14
11	23	11	14
12	13	12	16
13	26	13	13
14	17	14	15
15	19	15	10
16	25	16	5
17	20	17	8
18	36	18	23
19	18	19	16
20	15	20	19
Average	19.9375	Average	14.5625
Standard Deviation	6.75740347	Standard Deviation	3.705289013
Standard Error	5.770339128	Standard Error	7.792561074

Cannon Park

Cars	Speed	Cars	Speed w/ Pedestrians
1	17	1	15
2	18	2	15
3	13	3	12
4	20	4	23
5	22	5	16
6	13	6	18
7	23	7	19
8	16	8	11

	Standard Deviation	Average Speed
No Pedestrians	6.8	19.9375
With Pedestrians	3.7	14.5625
Cars Over the Speed Limit Without Pedestrians /7/20		
Cars Over the Speed Limit With Pedestrians /2/20		



	Standard Deviation	Average Speed
No Pedestrians		
With Pedestrians		
Cars Over the Speed Limit Without Pedestrians /30		
Cars Over the Speed Limit With Pedestrians /30		

Community Assembly Committee: Building Stronger Neighborhoods
4/23/2018 12:00PM Vessel Coffee, 2823 N Monroe

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Anne Luttrull (Emerson-Garfield), Seth Knutson (Cliff-Cannon), Chris Flanagan (Manito/Cannon Hill), Fran Papenleur (Audubon-Downriver), Abby Walthall (West Central COPS).
ONS staff liaison: Katie Myers.

- Committee Housekeeping
 - March meeting minutes approved.

- Committee Business
 - Facebook Advertising Training Recap: Kelly reported that the training had about 10 attendees, most of whom brought their own devices to access the Internet/Facebook. Great information was shared, and Kelly later did a "boosted post" for his NC meeting, and had 3 attendees who came because they saw the post.
 - NUSA Update: Katie reported that all travel/lodging arrangements have been booked for herself, Tina, Gretchen and Karen. Katie will be planning a Training after the Conference, and the CA attendees will be planning the Fall Retreat for the CA.
 - Fran Papenleur will also be attending NUSA, funded by her neighborhood council and donations!
 - Budget: Nothing to report at this time, Grant Applications are being turned in and reviewed, BSN will touch base with Budget Committee after the application deadline to see what funds may be remaining for marketing opportunities.
 - CFTC application process: Planning to rotate through Districts, working with Planning, Code Enforcement and Neighborhoods to determine which areas need the most attention.
 - This spring, West Hills and Peaceful Valley were chosen to apply, and then ONS requested proposals from each Neighborhood asking what the NC can do to help the effort and identify projects, and Peaceful Valley was chosen this way.
 - Over 150 volunteers registered so far. Events at Glover Field informing people how to keep the river clean, and gathering to work on projects: trash cleanup, painting, cleaning up homeless camps (with help of SPD), etc. Community School students will be painting a mural under Maple St Bridge.
 - Fall 2018 will focus on District 1, Neighborhood TBD.

- Education & Outreach
 - 2018 Marketing Toolkit Plan: Where can we put this on the website? Individual download links for every topic/how-to. Suggest adding a tab under the Community Assembly section, with the whole table of contents of topics.
 - How-to's for Movie Nights, Block Party, Neighborhood Yard Sale, Concerts in the Park, National Night Out, other events.

- Social Media and Print Marketing. How to write a press release/where to send it.
 - Establishing relationships with businesses/other services.
 - Tina will start a Table of Contents which can be shared online/Slack for editing, after next meeting perhaps we can invite City Web to discuss layout.
 - Tina attended the CA Neighborhood Safety (fmr. Public Safety) Committee meeting to hear about their proposed changes to the City Website, and shared these changes with BSN.
- Announcements & Upcoming Events:
 - Cleaning From the Corridor—April 28th, 2018 9am-noon.
 - NUSA Conference—May 22-27th, 2018 (Birmingham, AL).
- Topics for next meeting: ***Next meeting will be a week later than usual, due to Memorial Day being on the 4th Monday of May***
 - Marketing Toolkit plan.
 - CFTC recap.
 - NUSA recap.
 - Budget update.
- Next meeting: Next regular meeting will be on Monday, June 4th 2018. 12pm at Vessel Coffee Roasters, 2823 N. Monroe. ***note*** Monroe will be under construction at this time, but we will continue to meet at Vessel to help support these businesses affected by the construction. Use alternate routes and plan for a few extra minutes to find parking or walk to Vessel.

Marketing Toolkit Table of Contents

1. Press Releases:
 - a. How-to Write a Press Release
 - b. List of print media contacts
 - c. List of radio media contacts
 - d. List of TV media contacts
2. Social Media:
 - a. Maintaining a Neighborhood Facebook Page
 - i. Using Facebook Advertising
 - b. Maintaining a Neighborhood NextDoor Presence
 - c. Maintaining a Neighborhood Twitter Account
 - d. Using MailChimp/How-to Write a Neighborhood e-Newsletter
3. Print Marketing:
 - a. How-to Create a Neighborhood Brochure/Door Hanger
 - b. Maximizing your Neighborhood Clean-Up Mailer
4. Neighborhood Event How-Tos:
 - a. Hosting an Outdoor Movie Night
 - b. Hosting Concerts in the Park
 - c. Hosting a Neighborhood Yard Sale
 - d. Hosting a Block Party
 - e. National Night Out Against Crime events
5. Building Capacity:
 - a. Suggestions for connecting your Neighborhood Council with businesses/non-profits in your Neighborhood
 - b. Reaching out to new neighborhood residents

Draft Minutes – CA Budget Committee Meeting – April 26, 2018 – Firehouse 4

Call to order at 6:40PM

Present: Mary Winkes, Andy Hoye, AbbEy Martin, Mark Davies, Patricia Hansen

Minutes from the March 22 meeting were reviewed and approved.

Grant applications from Comstock, Grandview-Thorpe, Cliff-Cannon, Chief Garry Park, and Manito-Cannon Hill were received and approved. The Committee thanks these neighborhoods for their careful attention to the application requirements.

We also reviewed the Browne’s Addition Application which was prepared with great care and detail. However it included a request for printing done by a private vendor, not the City Printing/Reprographics Department, and was rejected for that reason only. We understand that AbbEy and the neighborhood are working on an alternate use for the Engagement Grant.

Either Councilman Beggs or Andy Hoye will present the previously Committee-approved Draft City Council Resolution to the CA soon, but not in May.

AbbEy and Andy are working on the 2017 year report summary.

We understand that Heather and Kathryn Alexander have worked out a reasonable compromise regarding printing of magnets by the Bemiss Neighborhood Council which had been viewed as “awards” and not approved by this committee.

Meeting adjourned at 7:20 PM

Respectfully submitted,

Andy Hoye, Chair



**Neighborhood Safety Committee of the Community Assembly
Minutes April 10th, 2018-3:30 pm to 5:00 pm**

YMCA Corporate Office, 1126 N Monroe

Chair: Julie Banks

Present: Julie Banks, Mella Harmon, Tyler Henthorne, Terryl Black, Charles Hansen, Tina Luerssen, Jason Ruffing.

- **Greetings & Welcome**
- **Approval of March 2018 Minutes**
 - Motion: Mella Harmon motions to approve the March minutes. Charles Hansen seconds the motion.
- **Website recommendations: Discussion with Tina Luerssen from the Building Stronger Neighborhoods Committee**
 - The group went over the draft of web recommendations that may assist with neighborhood involvement and improve user experience.
 - Tina said that she would take the list of recommendations to the BSN committee for further discussion.
- **Neighborhood Survey**
 - Jason provided some background on the survey and went over the results on Survey Monkey with the group. Over 300 responses were received. The group briefly looked over some of these responses while discussing the most efficient way to make this data easier to grasp.
 - Because the majority of the responses are text box responses, the group will be categorizing responses into groups, i.e. “infrastructure, traffic, crime, Code Enforcement” etc. Julie and Jason will be meeting to work on the categories.
 - The goal of the survey is to make sure that helpful information for these concerns will be covered by the committee’s FAQ.
- **The next meeting will be May 8, 2018 at 3:30 pm at the usual location.**

DRAFT



Join us May 12th, 2018 1pm (SW Corner) of
Chief Garry Park for a great family event

Bike Raffle
Free Ice Cream
Prizes

Kidicalmass is a legal, safe, and fun 3 mile ride
thru the Neighborhood for the entire family

Kidicalmass is brought to you by the Chief
Garry Park Neighborhood Council
We meet the 3rd Thurs of each month (except
July, Aug, & Dec) 6:30pm 2103 E Mission

Community Conversation

Sheriff Ozzie

May 7th, 2018

3151 E 27th



630:-8pm

**Bring a friend and join
the conversation**





Community Development (CA/CD) Committee Meeting Agenda

May 1, 2018

5:30 – 7:00 PM

West Central Community Center

- | | |
|---|--------|
| I. Welcome/Introductions – Kathryn | 10 min |
| a. Approve April 2018 Minutes | |
|
 | |
| II. Review CA/CD Timeline for 2019 | 30 min |
| George- Kathryn | |
|
 | |
| III. CA 2018 meeting schedule | 20 min |

Handouts:

- April meeting minutes
- 2019 Timeline/Schedule

Next Meeting 2018 TBD



**Community Assembly/Community Development (CA/CD) Committee
Meeting Minutes
Tuesday, April 3rd, 2018, 5:30-6:15 p.m.
West Central Community Center, Don Kelly Room**

Present: Chair Kathryn Alexander (Bemiss), Vice Chair Gabby Ryan (East Central), Charles Hansen (Whitman), Fran Papenleur (Audubon-Downriver), Valena Arguello (North Hill), Dawn Spickler (Browne's Addition), Karen Kearney (Balboa-South Indian Trail). From Emerson-Garfield: Taylor Phillips, Tim Musser, Tom Powell, Mella Harmon.

City Staff: Luis Garcia, ONS/Code Enforcement

I. Welcome and Introductions

Chair Kathryn Alexander opened the meeting. Minutes from March 6, 2018 were reviewed and approved.

II. Topics of Discussion

A. Project Menu

Luis reported that George Dahl is still working on the Project Menu. He indicated some items to be offered will help support CDBG-eligible projects that come from *Spokane Matters 2.0*.

B. District Model Support

1. Kathryn distributed a draft District Contact Sheet (see attached). The group suggested a few changes regarding contact information. This sheet is a communication tool for the Team Leader to submit to the CA/CD Committee Chair.
2. Kathryn will share the decision matrix created by District 1 to assist the other [new] district teams in developing their decision-making process.

C. Time Line Schedule

A White Paper was distributed describing the Program Year 2019 Neighborhood Application Timeline (see attached). A significant change to move the timeline out an additional six months was noted, and discussed. Following is an excerpt from the document:

NOTE: applications submitted by Neighborhood Councils last year (2017) was for Program Year 2018 (7/1/18 – 6/30/19).

N.C. Action	Important Dates	Notes
Program Year 2019 Neighborhood Application Process Begins	Monday, October 1, 2018	CHHS will provide application process training to Neighborhood Councils. Training dates and times not yet decided.
Program Year 2019 Neighborhood Application Process Ends	Monday, April 1, 2019	Neighborhood Councils will have 6 months to discuss and select projects for funding.
Program Year 2019 Begins	Monday, July 1, 2019	Earliest opportunity to start CDBG funded projects (dependent on HUD authorization and funding availability)
Program Year 2019 Ends	Tuesday, June 30, 2020	Neighborhood projects may continue beyond end of program year.

The official launch of the District Allocations will not occur until Program Year 2020 (7/1/20 – 6/30/21).

III. Follow Up Items

- A. Luis will follow up with George about creating a colored gantt chart to illustrate planning, funding, and reporting timelines/deadlines for the next 2-3 years.
- B. Kathryn has five minutes on the CA’s April 5 meeting agenda. She will announce the revised time line, and encourage Districts 2 and 3 to begin forming leadership teams for CDBG projects.

IV. New Business

Kathryn reported that the purchase of community development reference materials [to be available to all neighborhood councils] is eligible for Community Engagement Grant funds. The CA/CD Committee passed a unanimous motion to approve a request for the purchase of two reference books based on *PlaceMaking* concepts: “Seeing the Better City,” and “The Great Neighborhood Book.” Kathryn will follow up with the purchase of five each, to be housed in ONS (thank you!).

V. Upcoming Meetings:

- Executive Team Meeting - Wednesday, April 11, 5:30 p.m., Forza Coffee
- CA/CD Committee – Tuesday, May 1, 5:30-7 p.m., WCCC

Recorded by Fran Papenleur

District Decision-Making

Each NC to provide at least one project for the District menu with NCs allocating their percentage of funds

NCs coming together to vet criteria for ranking projects. NCs submitting projects. Highest ranking project chosen.

District Name:

Contact:

Email:

Phone:

Participating Neighborhoods and their contact Information:

Neighborhood	Contact Info

Meeting Schedule:

District Decision-Making Process Description

(Example) Each NC to provide at least one project for the District menu with NCs allocating their percentage of funds

NCs coming together to vet criteria for ranking projects. NCs submitting projects. Highest ranking project chosen.

NEIGHBORHOOD COMMUNITY DEVELOPMENT PROGRAM

Application Timeline Briefing

Community, Housing and Human Services Department

May 2018



SUBJECT: Timeline for neighborhood councils to allocate funds toward eligible community development activities.

BACKGROUND: Select neighborhood councils receive funding allocations from the Community, Housing and Human Services Department to support community development activities that directly benefit low and moderate income individuals throughout Spokane. Total allocation amounts by neighborhood council are provided later in this briefing paper.

Neighborhood councils have three (3) methods for making their allocations. The first method is by selecting a prepopulated project from a menu application that has been deemed eligible by the program manager. The second method is by submitting a new project application where the project sponsor is either a nonprofit organization that provides direct service to low and moderate income individuals, or an implementing City of Spokane department such as Parks, or Integrated Capital. The third option is to select site specific sidewalk locations within a defined eligible geographic area for replacement, or installation.

The last time neighborhood councils submitted community development applications to the Community, Housing and Human Services Department was in June of 2017. Neighborhood councils that submitted applications at that time were submitting applications for program year 2018.

A program year is set 12 month duration determined by the funding agency. This program is funded with federal funds that are passed through the Department of Housing and Urban Development (HUD) to the City of Spokane to primarily benefit low and moderate income individuals. For the purpose of this program, a program year begins on July 1st and ends on June 30th. The 2018 program year begins July 1, 2018 and ends on June 30, 2019.

The next round of applications that will be submitted by neighborhood councils will be for program year 2019. The program year 2019 will begin on July 1, 2019 and end on June 30, 2020.

TIMELINE: The table below illustrates the neighborhood community development application timeline for program year 2019.

Neighborhood Council Action	Important Dates	Notes
None	August 2018	CHHS will issue a request for proposals to local service providers to submit applications for consideration on the neighborhood menu application.
Program year 2019 Neighborhood Application Process Begins	Monday, October 1, 2018	CHHS will provide application process training to Neighborhood Councils. Training dates and times to be determined.
Program year 2019 Neighborhood Application Process Ends	Monday, April 1, 2019	Neighborhood Councils will have 6 months to discuss and select projects for funding.
Program year 2019 Begins	Monday, July 1, 2019	Earliest opportunity to start CDBG funded projects (dependent on HUD authorization and funding availability)
Program year 2019 Ends	Tuesday, June 30, 2020	Neighborhood projects may continue beyond end of program year.

IMPACT: Revising the application timeline to make neighborhood applications due on April 1, 2019 will allow project applications to better align with the program year for which application was made. The current process requires neighborhood councils to submit their applications 18-24 months prior to the program year start and funds being available. This has caused confusion as to when the neighborhood council can expect to see their project complete. It has also lead to significant variations in project costs as costs increase significantly between the original estimate and actual bidding. Neighborhood councils will be in a better position to explain project timelines to members and avoid the frustration of reporting their application will not lead to an actual project for another 18-24 months.

ACTION NEEDED: Discuss this revision with your neighborhood council. Refer folks that have questions to George Dahl (gdahl@spokanecity.org) with the Community, Housing and Human Services Department. Attend as often as possible the monthly CA/CD Committee meetings that take place the 1st Tuesday of each month from 5:30 to 7:00 at the West Central Community Center.

BUDGET: The following table shows which neighborhood councils receive a community development allocation and their total amount. Minimum allocations by neighborhood council are set at \$10,000.00 and maximum allocations are capped at \$40,000.00.

Neighborhood Council	Estimated Allocation
Audubon/Downriver	\$ 10,000.00
Balboa/South Indian Trail	\$ -
Bemiss	\$ 25,000.00
Browne's Addition	\$ 10,000.00
Chief Garry Park	\$ 30,000.00
Cliff-Cannon	\$ 20,000.00
Comstock	\$ -
East Central	\$ 40,000.00
Emerson\Garfield	\$ 30,000.00
Five Mile Prairie	\$ -
Grandview/Thorpe	\$ -
Hillyard	\$ 30,000.00
Latah/Hangman	\$ -
Lincoln Heights	\$ 15,000.00
Logan	\$ 20,000.00
Manito/Cannon Hill	\$ -
Minnehaha	\$ 10,000.00
Nevada Heights	\$ 40,000.00
North Hill	\$ 15,000.00
North Indian Trail	\$ -
Northwest	\$ 10,000.00
Peaceful Valley	\$ 10,000.00
Riverside	\$ 10,000.00
Rockwood	\$ -
Shiloh Hills	\$ 30,000.00
Southgate	\$ -
West Central	\$ 35,000.00
West Hills	\$ -
Whitman	\$ 10,000.00

All totals are estimates and subject to change depending on final CDBG allocation as determined by HUD. Actual funding allocations will not be determined by HUD until mid to late 2019.

Meeting Minutes

The meeting was called to order at 3:03pm January 31st, by Chairperson Tim Kohlhauff.

Attendees: Guy Gifford, Juliet Sinisterra, Cindy Deffe', Joe Zubaly, Carrie Anderson, Tim Kohlhauff, Angel Spell, and Nancy MacKerrow

Ceremonies, Appointments, Announcements

Consent Agenda: Cindy Deffe' moved and Guy Gifford seconded that minutes from the January meeting be accepted. The motion passed.

Citizen Comments Nancy MacKerrow reported that the Susie Forest is planning tree plantings for the new season. Carrie Anderson expressed concern about the impact on trees from the recent Infill Development ordinance revision, which changes compact (housing) lot standards.

Reports

- **Heritage trees:** The city of Spokane hosts a news blog, and Angel will make one of her scheduled contributions in 2018 about the heritage tree program.
- **Downtown Street Trees:** The Downtown Spokane Partnership (DSP) will present the Green Area Tree Maintenance Fund for downtown street trees at a future meeting. Juliet will also forward a link for the committee to give input to proposed redesigns of the Riverside corridor. While street trees are not part of the survey, some redesigns may be more tree-friendly than others
- **Ponderosa Pines:** Carrie passed around a copy of the certificate naming the Ponderosa pine the official tree for the city of Spokane.
- **Community Assembly:** no report.
- **Staff Report:**
 - **Finch Arboretum:** The new park caretaker position has been filled but not all applicants have been informed so no announcement until the March meeting. The park caretaker is a full-time position and the new hire will begin in February.
 - All committee members are encouraged to publicize and attend the Open House planned for Feb. 20 at the Finch Woodland center to invite public input on the Finch Master plan in development
 - **Urban Forestry:** 500 Neighborhood trees will be given out this spring to homeowners in the city. The city will meet with stakeholders in Palisades park to

discuss stewardship plans. Stakeholders include neighbors, & park-user groups, like mountain bikers.

- **Arbor day celebration** will be Saturday, April 28th at Finch
- **Susie Stephens trail** planning is moving ahead as quickly as possible. Angel distributed a preliminary timeline and draft map. Branding and design of signs, kiosk and bike furniture will start in February, and take 2-3 mos.
- **Storm Recovering tree plantings:** 45 trees will be planted in four storm damaged parks in NW Spokane. Joe asked which tree species would be planted. Neighbors asked for large shade trees so deciduous varieties including oak, linden, beech, and others will be planted.

Old Business

- **Finch Master Plan update.** An Open House at the Finch Woodland Center is planned for the evening of February 20th. Angel asked CAC members to help publicize the event to maximize public participation.
- **Palisades Park Forest Stewardship** Guy distributed an executive summary for the Dishman Hills Conservancy Management plan as a model for Palisades. The committee discussed the Angel's draft language of the park management goals. Angel will refine the language based on committee input.
- **CAC Work Plan 2018** The following were identified as goals for the year: input and support for the Finch Master plan; the Susie Stephens trail; and the Palisades forest management plan; input on the DSP tree maintenance plan; encouraging/publicizing the heritage tree program and evaluating applications as appropriate. Field trips to Palisades &/or Riverfront parks.

New Business

- CAC note taker: Cindy Deffe' agreed to take notes for the March meeting.
- April meeting: Joe Zubaly will fill in as chairperson on April 3rd, in Tim's absence.
- Carrie Anderson asked for a discussion about Infill Development at the March meeting
- Evergreen Bike Club has asked the city about thinning trees near Camp Sekani.

Adjournment

The committee adjourned at 4:10 pm.

Meeting Minutes

The meeting was called to order at 3:04pm February 27th, by Chairperson Tim Kohlhauff.

Attendees: Guy Gifford, Beth La Bar, Cindy Deffe', Tim Kohlhauff, Angel Spell, and Nancy MacKerrow

Ceremonies, Appointments, Announcements

Angel reported that Juliet Sinisterra has taken a new job and will be leaving the committee. Andrew Rowels will be taking her place.

There are two open positions on the committee and Angel will look for a city staff person to fill one of the vacancies.

Consent Agenda: Since there was not a quorum present there was no vote on the minutes from the previous meeting.

Reports

- **Heritage trees:** No report.
- **Downtown Street Trees:** The Downtown Spokane Partnership (DSP) give a presentation on Downtown Street Tree Maintenance at our April meeting.
- **Ponderosa Pine Group:** Tim reported that Carrie Anderson is concerned about a proposed development in the Quail Run area that will impact Ponderosa Pines. Angel said this if for an expansion of the Touchmark facility and a Greenstone project. She said there will be a public meeting on the project coming up this spring. The Ponderosa Pine Network will meet on Sunday, March 10th at 4:00 at the Rocket Bakery at 1301 W 14th.
- **The Susie Forest:** Nancy MacKerrow reported that the next Susie Forest tree planting will be on March 21st at Loren Kondo Park. A second tree will be planted on April 16th to commemorate Susie's birthday. Nancy is also scheduled to talk to the SCC AgHort Club meeting on Monday April 9th at 11:30.
- **Community Assembly:** no report.
- **Staff Report:**
 - **High Drive Bluff:** Angel reported that the Park Board approved the purchase of a 50 acre parcel of land at their last meeting. The purchase should be finalized at their next meeting. The land would join the two park areas on the bluff. The city will pay \$270,000 for this land. A donation of \$135,000 for conservation will be used to

help pay it. The appraised value of the land is \$480,000. There will be some settlements with the owners to bring the property to this value. The city has tried to purchase this parcel for 15 years.

- **Finch Arboretum:** On February 20th 30 to 35 people attended the Open House on the Master Plan for the arboretum.
- Angel and the Arbor Day Foundation put on a Webinar for Community Canopy on Sustainability with Trees. 150 people watched live.
- **Urban Forestry:** The Neighborhood Tree Program is about to launch. 500 trees will be given out this spring to homeowners in the city. Reservations are taken in March and trees will be delivered in April.
- Angel reported that the Spokesman Review mentioned that Spokane City Council member Lori Kinnear is interested in looking at the Urban Tree Ordinance later this year. The CAC should invite her to a meeting to find out what her plans are. The City Council makes the laws, the Park Board provides the funding.
- The proposed change in building height for land immediately south of Riverfront Park was going to be discussed at the Planning Commission meeting on February 28th. It is still in the comment period.
- **Arbor day celebration** will be Saturday, April 28th at Finch

Old Business

- **Finch Master Plan update.** An Open House was held at the Finch Woodland Center on February 20th. Angel said they had good input from the 30 to 35 people who attended. There will be a second open house later in the spring.
- **Palisades Park Forest Stewardship:** Angel will plan a meeting with the students collecting the data in the park. She also mentioned that she was contacted by a lady looking for an Urban Forestry type of position. The lady has a BA in Communications and a MS in Forestry. She may be helpful in some way with this project. Leroy is interested in the Park Board purchasing some of the private lots held in the middle of the park.
- CAC note taker: The committee needs someone to take notes for the April meeting.
- April meeting: Joe Zubaly will fill in as chairperson on April 3rd, in Tim's absence.

New Business

- Carrie Anderson is concerned about the impact on trees from the new ordinance allowing for more structures on small residential lots that the City Council implemented on March

8th. Angel said the builders must get a permit to build. The impacts include reduced green space and reduced urban sprawl.

Adjournment

The committee adjourned at 4:00 pm.

Plan Commission Liaison Report

May 3, 2018

Greg Francis – gfrancis1965@yahoo.com

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. All agendas and materials are available at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

Hearings

Spokane Falls Blvd Building Heights (DTC-100 Zone) – At the 4/25 Plan Commission meeting, there was a hearing on removing the 100’ building heights along Spokane Falls Blvd. The draft code would allow for heights above 100’ using towers that had a floor plate of no more than 12,000 square feet, were separated by 75’, and had a 15’ setback from the street lot line. Use in the towers was proposed to be restricted to residential or hotel with the option for the developer to use space below 100’ to meet this requirement. Street level was required to be 50% retail. Nineteen people testified at the hearing with the majority representing Downtown Spokane Partnership with the general position of removing all restrictions on the properties although some were supportive of some restrictions. Only three people that testified were completely opposed to eliminating the height restrictions. After hearing testimony and deliberating, the Plan Commission voted unanimously to remove the 100’ height restriction, increased the maximum tower size from 12,000 square feet to 18,750 square feet (the original recommendation of the building height subcommittee), reduced the tower separation requirement from 75’ to 50’, and eliminated the 15’ setback requirement. Plan Commission’s recommendation retained the 50% retail requirement on the ground floor and the residential/hotel requirement in the towers. While there was some discussion about requiring some affordable housing, no one proposed an amendment to include this as a requirement. The recommendation will now go to city council for a final vote. For those wishing to review the code, the project page is available at <https://my.spokanecity.org/projects/building-heights-on-spokane-falls-boulevard/>.

Workshops

Six Year Transportation Program Update – The six-year transportation program gets updated annually with new projects being added as priorities dictate and funding allow and removed as projects are completed. Priorities are based upon multiple criteria and are scored against the Comprehensive Plan. One criteria is coordinating with planned utility improvements under the streets so that we don’t rebuild a street and then cut into it a short time later to do underground improvements. The draft program is titled “2019 – 2024 DRAFT Six Year Street Program” and is available for download at

<https://my.spokanecity.org/projects/capital-programs/>. The draft program will go to hearing before the Plan Commission on May 9th.

Infill Dimensional and Transitional Requirements – Phase two of the Infill Development project continues to move forward with a hearing on the latest round of changes planned for May 23rd. There have been two Plan Commission workshops in the past month with a focus on altering dimensional and transitional standards in higher density residential zones (RTF, RMF, RHD) as well as some commercial zones where residential development may occur. The focus is on tweaking the standards to enable more easily achieving the higher density goals of these denser residential zones by reducing some setback requirements, increasing maximum wall height (not changing maximum roof height though), and reducing lot width for some zones from 36' to 25'. There are a lot of small changes that require some study to fully understand. There will be an open house at West Central Community Center on May 3rd from 4-6pm, just prior to the Community Assembly meeting. There will be another open house in the Chase Gallery in City Hall on May 9th from Noon to 2pm. There is also additional info on the project page at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>.

Six Year Capital Improvement Program – Similar to the six year transportation program, the capital improvement program is updated annually. The capital improvement program includes larger non-transportation projects. This first workshop was just an initial introduction of the process with more details to follow later in the summer and a planned PC hearing in October. While nothing is posted yet, the draft plan will eventually be made available at <https://my.spokanecity.org/projects/capital-programs/>.

Upcoming Hearings (Tentative)

- 5/9 – Code Amendment for Electric Fencing in Light Industrial Zones
- 5/9 – Six Year Transportation Program Update
- 5/23 – Transportation Impact Fee System Update
- 5/23 – Infill Dimensional and Transitional Standards

2017 Neighborhood Community Assembly City Council Liaison Schedule

1st Thursday each month starting at 5:30 PM held at West Central Community Center – 1603 N Belt

Council Member	Month
CM Beggs	January 4
CM Kinnear	February 1
CM Burke	March 1
CP Stuckart	April 5
CM Mumm	May 3
CM Fagan	June 7
CM Burke	July 5
CM Kinnear	August 2
CM Beggs	September 6
CM Mumm	October 4
CM Stratton	November 1
CM Stratton	December 6

Council Community Liaison presents City Council update allotted 5 minutes in the agenda for a brief report on issues or items of neighborhood interest or importance.