

Spokane Neighborhoods Community Assembly
“Provide a vehicle to empower Neighborhood Councils’ participation in government”



Meeting Agenda for Thursday, February 7th, 2019
5:30 to 8:00 pm, City Hall - Lower Level, Briefing Center, 808
W Spokane Falls Blvd,

Proposed Agenda Subject to Change
** Please bring the following items:*



Community Assembly Minutes: January

AGENDA ITEM	PRESENTER	TIME	ACTION	PAGE #
Introductions	Facilitator	3 min - 5:30	Discussion	
Proposed Agenda (Include Core Values, Purpose and Rules of Order)	Facilitator	2 min - 5:33	Approve	1
Approve / Amend Minutes	Facilitator	5 min - 5:35	Approve	3
OPEN FORUM				
Reports / Updates / Announcements	Please sign up to speak!	10 min - 5:40	Oral Report	
LEGISLATIVE AGENDA				
City Council:	City Council Members	10 min - 5:50	Oral Report	
Administrative Committee- - CA committee goal review and approval - SAFETY - Meeting location discussion update	Kelly Lotze	10 min - 6:00	Discussion & Vote	7
CA Spring retreat (update)	Andrew Hoye	10 min - 6:10	Oral Report	8
Budget Committee Community Engagement Grant	Andrew Hoye	10 min - 6:20	Oral Report & Roll Call Vote	
Role of CACD moving forward	Kathryn Alexander	10 min - 6:30	Discussion & Vote	9
Neighborhood & Planning Services update	Heather Trautman	10 min - 6:40	Oral Report	
Roundtable		10 min - 6:50	Open Discussion	
OTHER WRITTEN REPORTS				
Plan Commission materials	https://my.spokanecity.org/bcc/commissions/plan-commission/			11
CHHS Monthly Update				13
PC / DRB Subcommittee Recommendations				18
Committee Reports- BSN, Land Use - 1st READING 2019 GOALS (p 92), Liaison				89
Liaison Reports & Documents - Liaison, Urban Forestry CAC,				98
NC - NRO				106
SCEO Packet				107
Updated Neighborhood Council & CA Staff Liaisons				128

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

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.

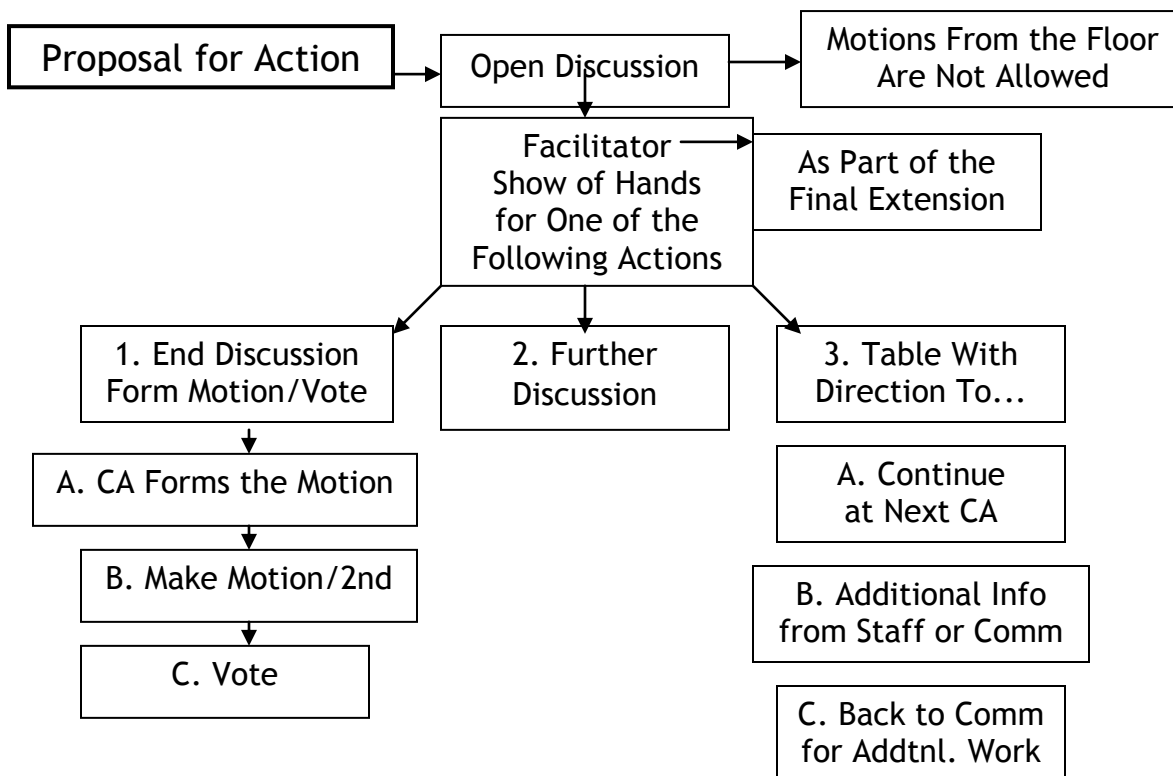
The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The 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.

[Return to Top](#)

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



[Return to Top](#)

Community Assembly Meeting Minutes

January 3, 2019

1. Agenda

- a. Amend agenda to add Paul Kropp, 5 minutes for Liaison Committee update.
 - i. Approved as amended.

2. Approve/Amend December Meeting Minutes

- a. Approve with below amendments to the CA Awards section.
 - i. Correction on list of Awards:
 - Pilgrim Lutheran Church: Good Neighbor Award.
 - Gretchen Chomas: Retreat Award.
 - ii. Meeting minutes approved as amended.

3. Reports/Updates/Announcements

- a. Cliff Winger, Shiloh Hills
 - i. Cliff's is recommending a book, How to Kill a City. This book can be rented from the public library or purchased online.
- b. Andy Hoye, Budget Committee
 - i. A total of \$18,600 was spent in 2018. Maren Murphy in ONS will be working with the committee going forward.

4. Liaison Committee

- a. Paul Kropp, Liaison Committee Update
- b. One of the two Community Assembly positions on the Urban Forestry Citizen Advisory Committee is now open. This position offers the opportunity to support the city's urban forest and the importance of trees to the health of our neighborhoods. Please promote this opportunity and actively recruit for applicants for this position at your neighborhood council meetings this month and in February. The application deadline is March 15. The Liaison Committee will distribute the information and application material about this position to the neighborhood councils tomorrow and make the information about this position and the application form available on the CA's main page, here:
<https://my.spokanecity.org/neighborhoods/community-assembly/>

5. City Council

- a. No Council member present

6. Policies and Procedures Committee

- a. Kathryn Alexander, Policy & Procedures Committee

Motion to approve the CA Policy and Procedures listed in the [January 2019 CA packet](#):

Approve: 19

Oppose: 0

Abstention: 0

7. Administrative Committee

- a. Kelly Lotze, Administrative Committee
 - i. Committee goals review and approval - all committee goals that are being voted on can be found in the [January 2019 CA packet](#).

- **Budget Committee 2019 Goals**

Motion to approve 2019 budget committee goals

Approve: Unanimous

- **PeTT 2019 Goals**

Motion to approve 2019 PeTT Committee Goals/focus areas

Approve: Unanimous

- **BSN Committee 2019 Goals**

Motion to approve BSN 2019 committee goals

Discussion: if CA decides to send reps to 2019 NUSA it is recommended that the ad-hoc committee that selects attendees to have a rep from each district. Remove the 2nd sentence from the 2nd bullet on #3 NUSA 2019, also strike the first bullet as well.

Reword #3 under BSN goals to:

Remove two current bullets on #3 and reword to:

New bullet: NUSA 2019 Budget request

New bullet: For funding three attendees, one from each district.

Approve as amended: Unanimous

- **Liaison Committee 2019 Goals**

Motion to approve Liaison Committee 2019 Goals

Approve: Unanimous

- **Neighborhood Safety Committee 2019 Goals**

First reading of these goals. They cannot be voted on until next month. Will the committee look into adding language of working with NRO's?

- i. CA Spring Retreat Discussion

Discussion: does the CA want to do a spring and fall retreat in 2019? Will NUSA attendees be planning the fall retreat? Who is currently on the retreat committee?

Motion to form a retreat committee to explore a spring retreat.

Approve: 13

Oppose: 4

Abstention: 1

Ken Kruz, Andy Hoye, and Melody Dunn volunteer to sit on this committee (Andy volunteers to be committee chair).

8. Role of CA/CD moving forward

- a. Kathryn Alexander, Bemiss and Andy Hoye, Southgate

Open Discussion Notes: Once this goes to a district level will Council be hosting meetings on this? This committee could potentially operate like the CA P&P committee? A committee is never going to fulfill the roll of a HUD expert. How do we hold the committee accountable to provide accurate information? City Council does have a legal and official role in this process but has not historically stepped in and taking roles in how neighborhoods choose to spend funding. CHHS has committed to continuously providing reports and updates on CA/CD funding and projects. Education needs to be provided by CHHS and not the committee. Because of the federal guidelines it is imperative that a subject matter expert is available for this program. A standing committee will allow the same folks to interact and pass down information to new standing committee members. There are challenges to having a committee meeting “as needed” – this could cause a lack of transparency and accountability. Let each district figure this out on their own and spend less time focusing on policy and procedures – then determine if a committee is needed and focus on the transition to the district model? Stay a standing committee and meet quarterly or as needed?

Motion: CA/CD committee to continue to refine the purpose and other elements and bring back to the CA by the February CA meeting for a discussion and a vote.

Approve: 17

Oppose: 0

Abstention: 2

9. Neighborhood & Planning Services Update

- a. Heather Trautman, Director
 - i. To review this presentation please go to [page 37 in the CA January Packet.](#)

10. Roundtable

- a. CA meeting location
 - i. Open discussion on moving the CA meeting to City Hall. There will be parking passes available to CA reps.

Motion: To relocate the CA meeting to City Hall pending meeting room and parking as well as timing of construction projects.

Approve: 13

Opposed: 4

Abstention: 1

19 Reps Present

In Attendance: Rockwood, Audubon/Downriver, Lincoln Heights, West Central, Northwest, Logan, Browne's Addition, East Central, Shiloh Hills, North Indian Trail, Bemiss, Southgate, Nevada Heights, Riverside, Emerson/Garfield, Manito/Cannon Hill, North Hill, Whitman, Hillyard.

Not in Attendance: Balboa/SIT, Chief Garry Park, Cliff/Cannon, Comstock, Five Mile, Grandview Thorpe, Latah/Hangman Valley, Minnehaha, Peaceful Valley, West Hills.

[Return to Top](#)

Neighborhood Safety Committee Goals for 2019

The Neighborhood Safety Committee will focus on monthly neighborhood safety themes throughout the year to promote neighbor engagement in proactive crime prevention and building social capital. Examples of themes will be Paws on Patrol, traffic calming, abandoned vehicles, neighborhood clean-up and Crime Prevention through Environmental Design (CPTED). The committee will promote ideas and suggested activities through Community Assembly and a variety of city resources to get the word out to neighbors. The calendar of ideas will align with city priorities and C.O.P.S. planned activities.

Report from the Ad-Hoc Committee on the Spring Retreat

Members: Andy Hoye, Southgate; Melody Dunn, Northwest; Ken Kruz, West Central

We called On Tina Luerssen for ideas also. The following topics seemed most important:

- 1) Forming a Nonprofit – 501-c(3)
- 2) Grant-writing
- 3) Partnering with Spokane Public Schools
- 4) Introduction / Training for the BSN on-line toolkit

BSN favors #4, and will do the work to plan this.

We felt that attendance was important and that those who vote for a Spring Retreat should also feel that a “yes” vote is a commitment to attend or send someone. We do not want to encourage a retreat that will not be attended.



Community Assembly Community Development Committee Policies & Procedures - District Model

Purpose: The CA Community Development Standing Committee (CA/CD) is to preserve the influence of the Community Assembly in the disbursement of CDBG funds for Spokane neighborhoods. The CA/CD will facilitate the District's discussions regarding CDBG funding and other community development funding, foster collaboration between and among the Districts and/or neighborhoods, coordinate training as needed, and make policy recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.

Membership:

The Committee shall consist of three members who are representatives of separate Neighborhood Councils, one from each of the three Council Districts.

Quorum: Consists of all three members.

Voting: One vote for each District. Proxies are allowed with prior notice to the chair.

Officers and Terms: Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

Chair: The Chair is responsible for communicating with the committee, setting and publicizing the agenda, and facilitating Committee meetings unless another team member or independent facilitator is designated.

Vice Chair: The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are officially signed in.

Recorder: The Recorder is responsible for taking official minutes for Committee meetings. The Recorder agrees to submit meeting minutes to the Committee Chair for review and distribution within two weeks of the meeting. The recorder will also send or provide a copy of the minutes, reviewed by the chair, to be sent

out by the committee's support staff to the committee members in advance of the next scheduled meetings, as well as a copy for the next Community Assembly monthly meeting .

Elections: Elections will take place once a year in December. The new officers will take office following their election.

Reports: CA policies and procedures require that standing committees report to the Community Assembly at least once a quarter or as needed along with providing minutes to be included in the Community Assembly meeting packets. When an oral report is to be given, a committee member will be assigned to give the report.

Meeting Schedule: At least quarterly or as needed.

All members of Spokane Neighborhood Councils are welcome to attend and provide input to their District Representative.

[Return to Top](#)

Attendance

PC: Todd B, Diana P, Sylvia SC, Greg F, John D, Carole S, Chris B
Other: Tyrell Black (acting secretary), CM Burke, Patricia Hansen (CA)

Public Comment

Jay Larson - East Central - Against renaming of ECCC

Reports

CC - CM Burke

Infill Codes Passed - Wants to ensure future work on low income housing and gentrification
Pilot projects for denser housing around Monroe corridor

CA - Patricia Hansen

Back in full status
Some concerns about infill being passed

President - Todd B

Looking at PC applications in the near future (two vacant positions)
Monroe pilot not currently on PC work plan
Next PC/DRB meeting next Wednesday (1/30) @ 5:30pm

PCTS - John D

Reviews street standards draft at last meeting
Proposal on how money is distributed from the street levy
Currently: 1/2 to arterials and 1/2 to seed funds for major rebuilds (seed is typically 20% with grants being remaining 80%)
Loss of grant funds delaying projects
Proposing to shift some funds to maintenance
Grants can be state or federal and be years before distribution
Levy + utility match = \$10 million/yr. (includes bond payoff)

Secretary - Tyrell Black

2/13 - Six-year program (Brandon); manufactured homes (educational presentation)
2/27 - North River Bank, Downtown Parking Study final report
Comp Plan Docket update - 4 forwarded, 2 rejected, 1 deferred, 2 text amendments; total of six potentially on docket if CC approves
Comp Plan training to NCs (Melissa Wittstruck, Donna DeBit) - 1/30 6-7pm @ Salk MS
North Bank map available online
Sub-area plan can be done outside of Comp Plan amendment process and can include rezoning

Workshops

Shoreline River Vision Plan - Maren Murphy
Early in planning process

Will not be updating the Shoreline Master Plan as part of this
Done in conjunction with the Park Board
Part of Strategic Plan (Urban Experience - River Connection) (two-year action plan)
Goal to be done by Q1 2020
Project priorities are in the PC packet
Patricia suggested including CDA tribe in addition to Spokane tribe
Goal to enhance access opportunities and connection along Spokane river
Park & Rec allocates \$1m-\$1.5m to capital projects per year (needs to be associated with Park property)
Very open to wide engagement (wide range of stakeholders listed)
Will be engaging with a consultant (working on RFP now)

Design Standards Outreach Schedule - Brandon Blankenagel
Used by City staff, private development (developers, consultants)
Outreach targets: External - development community, boards & commissions, public, SRTC/TAC/WSDOT, disabled community
Draft to be shared with PC in February (hopefully)
Outreach two types: technical users vs general public (lay people)
Tied back to transportation chapter update to Comp Plan (2017)

Comp Plan Amendment Historic Info - Kevin Freibott
Next periodic update to the Comp Plan in 2025 (first adopted in 2001)
Public Applications: 23 (8410 acres, mostly C&C areas), Private: 38 (small acreage)
Almost 50% of land is RSF (68% is residential - all zones)

[Return to Top](#)

January 2019 Update

Neighborhood Council	Program Year 2016 7/1/16 - 6/30/17			Program Year 2017 7/1/17 - 6/30/18			Program Year 2018 7/1/18 - 6/30/19		
	Project	Allocation	Status	Project	Allocation	Status	Project	Allocation	Status
Audubon/Downriver	NA	-	-	Transitions Growing Hope Garden	\$ 10,200.00	Partially Complete	WCCC - Security Improvements	\$ 10,000.00	Complete
Balboa/South Indian Trail	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Bemiss	Hays Park	\$ 53,646.00	Partially Complete	Hays Park	\$ 28,000.00	Partially Complete	Courtland Park	\$ 30,000.00	Project design is complete and ready for bid
				Rochester Park	\$ 18,000.00	Complete			
Browne's Addition	CDA Park	\$ 2,933.42	Complete	CDA Park	\$ 2,700.00	Complete	No Application Received	-	-
Chief Garry Park	Single Family Rehab	\$ 20,000.00	Complete	Sidewalks	\$ 13,000.00	Summer 2019	CC - O'Malley Windows	\$ 12,000.00	Not enough funding to complete project - reallocation to other neighborhood projects
	Sidewalks	\$ 15,000.00	Complete	LCSNW Security Improvements	\$ 16,000.00	Complete	SNAP - Pacific Apt. Play Equip.	\$ 12,000.00	Complete
	Ash St. Station	\$ 10,000.00	Complete	Rochester Park	\$ 15,000.00	Complete	TLC - Flooring Improvements	\$ 11,000.00	Contracting
	Hays Park	\$ 7,000.00	Partially Complete						
Cliff-Cannon	Cowley Park	\$ 7,080.00	Complete	Sidewalks	\$ 35,700.00	Summer 2019	Polly Judd Park	\$ 25,000.00	Spring/Summer 2019
	Sidewalks	\$ 33,310.99	Complete						
Comstock	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
East Central	Southeast Daycare	\$ 35,000.00	Complete	Sidewalks	\$ 5,000.00	Summer 2019	CC - St. Anne's Roof	\$ 14,000.00	Complete
	SPEAR	\$ 29,900.00	Complete	MLK Family Outreach Center	\$ 40,000.00	A&E consultant procured	Napa Street Gateway	\$ 14,000.00	Not enough funding to complete project - reallocation to other neighborhood projects
	Fresh Soul	\$ 15,000.00	Complete	Rochester Park	\$ 5,100.00	Complete	Pacific Apt Play Equipment	\$ 22,000.00	Complete
				ECCC Flooring	\$ 20,000.00	A&E consultant procured			
Emerson\Garfield	Emerson Park	\$ 22,100.00	Parks Dept. working with NC	N. Monroe Gateway Sign	\$ 32,154.00	Architect Procured - AHBL	N. Spokane Dental Clinic	\$ 10,000.00	Summer 2019
	Ash St. Station		Complete	HOC Respite Beds	\$ 3,800.00	Complete			
	WCCC Garage		Complete	24/7 WCCC Library Kiosk	\$ 7,000.00	Complete	WCFR - HVAC Improvements	\$ 20,000.00	Bidding complete - construction this fall/winter
	N. Monroe Gateway Sign		Architect Procured - AHBL	WCFR Demonstration Kitchen	\$ 7,000.00	Complete			
				WCCC ADA Ramp	\$ 7,000.00	Complete			
Five Mile Prairie	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Grandview/Thorpe	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Hillyard	Rochester Park	\$ 20,000.00	Complete	NEYC Entry Vestibule	\$ 22,000.00	Complete	NECC - Senior Center Renovation	\$ 40,000.00	Project Complete
	Sidewalks	\$ 38,104.00	Complete	Rochester Park	\$ 10,000.00	Complete			
				Hillyard Senior Center	\$ 18,300.00	Complete			
Latah/Hangman	No Allocation	-	-	MLK Family Outreach Center	\$ 9,600.00	A&E consultant procured	No Allocation	-	-
Lincoln Heights	Altamont St.	\$ 27,077.76	Complete	24/7 WCCC Library Kiosk	\$ 23,600.00	Complete	N. Spokane Dental Clinic	\$ 20,000.00	Summer 2019
Logan	Mission Park	\$ 38,472.00	Complete	Mission Park	\$ 33,800.00	Complete	CC - O'Malley Windows	\$ 12,400.00	Not enough funding to complete project - reallocation to other neighborhood projects
							Sidewalks	\$ 12,600.00	Summer 2019
Manito/Cannon Hill	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Minnehaha	NECC	\$ 14,103.00	Complete	No Application Received	-	-	NECC - Senior Center Renovation	\$ 10,000.00	Project Complete
Nevada Heights	NECC	\$ 20,000.00	Complete	24/7 WCCC Library Kiosk	\$ 15,000.00	Complete			
	Lighthouse for the Blind	\$ 30,000.00	Complete	Glass Park	\$ 15,000.00	Design complete awaiting issuance to bid			
	Single Family Rehab	\$ 20,000.00	Complete	Women's Hearth	\$ 10,000.00	Complete	St. Anne's Roof	\$ 45,000.00	Complete
	Next Gen. Zone	\$ 10,000.00	Complete	HOC Respite Beds	\$ 10,000.00	Complete			
				WCFR Demonstration Kitchen	\$ 11,000.00	Complete			
	Ash St. Station	\$ 25,000.00	Complete	SNAP Alexandria Apartments	\$ 10,000.00	Complete			
	Sidewalks	\$ 29,895.00	Complete						
North Hill	N. Monroe Gateway Sign	\$ 32,154.00	Architect Procured - AHBL	N. Monroe Gateway Sign	\$ 25,500.00	Architect Procured - AHBL	Gathering House	\$ 10,000.00	Project Bidding
							N. Monroe Gateway	\$ 10,000.00	Architect Procured - AHBL
North Indian Trail	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Northwest	Shadle Park Amphitheater Demolition	\$ 23,693.04	Complete	Sinto Senior Center	\$ 9,600.00	Complete	Women's Hearth Facility Improvements	\$ 10,000.00	Contracting
Peaceful Valley	Riverwalk Park Lighting	\$ 10,154.00	Complete	HOC Respite Beds	\$ 8,300.00	Complete	N. Spokane Dental Clinic	\$ 10,000.00	Summer 2019
Riverside	Shalom Ministries	\$ 17,149.25	Complete	LCSNW Security Improvements	\$ 5,300.00	Complete	SNAP - Pacific Apt. Play Equip.	\$ 10,000.00	Complete
				Women's Hearth	\$ 10,000.00	Complete			
Rockwood	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Shiloh Hills	NA	-	-	WCCC ADA Ramp	\$ 30,960.00	Complete	Excelsior Roof Replacement	\$ 10,000.00	Complete
							Excelsior Fence	\$ 10,000.00	Reallocated to Roof
							N. Spokane Dental Clinic	\$ 10,960.00	Summer 2019
Southgate	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
West Central	WCCC Garage	\$ 25,000.00	Complete	WCFR Demonstration Kitchen	\$ 10,000.00	Complete			
	Sinto Senior Center	\$ 10,000.00	Complete	WCCC ADA Ramp	\$ 10,000.00	Complete			
	Ash St. Station	\$ 12,600.00	Complete	WCCC Newton Room	\$ 10,000.00	Complete			
	Dutch Jake's Park	\$ 15,000.00	In design bidding in September 2018 construction fall 2018-Spring 19	WCCC 24/7 Library Kiosk	\$ 10,000.00	Complete	Dutch Jake's Park	\$ 45,000.00	In design bidding in September 2018 construction fall 2018-Spring 19
	Sidewalks	\$ 5,545.00	Complete	Sinto Senior Center	\$ 15,000.00	Complete			
				Sidewalks	\$ 3,600.00	Summer 2019			
West Hills	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Whitman	Rochester Park	\$ 13,538.00	Complete	Rochester Park	\$ 10,200.00	Complete	Rochester Park	\$ 10,000.00	Complete

NEIGHBORHOOD COMMUNITY DEVELOPMENT PROGRAM

Application Briefing

Community, Housing and Human Services Department

February 2019 Update



OVERVIEW

CHHS is providing this Neighborhood Community Development Program (NCDP) Application briefing to the CA in an effort to increase transparency between CHHS and Neighborhood Councils. CHHS will provide a monthly briefing in the CA packet between January and May of 2019. For more information related to the NCDP, please visit <https://my.spokanecity.org/neighborhoods/programs/ncdp/>.

TIMELINE

Neighborhood Council Action	Important Dates
Program year 2019 Neighborhood Application Process Begins	Monday, October 1, 2018
Program year 2019 Neighborhood Application Process Ends	Monday, April 1, 2019
Program year 2019 Begins	Monday, July 1, 2019
Program year 2019 Ends	Tuesday, June 30, 2020

FEBRUARY UPDATE

On January 14, 2019, ONS/CHHS sent a reminder email to all neighborhood councils with a NCDP allocation. Below is a copy of the email that was sent reminding neighborhood councils of the April 1, 2019 due date

From: Myers, Kathleen
Sent: Monday, January 14, 2019 9:39 AM
To: Myers, Kathleen <kmyers@spokanecity.org>
Cc: Dahl, George <gdahl@spokanecity.org>; Keenan, Kelly <kkeen@spokanecity.org>; Trautman, Heather <htrautman@spokanecity.org>; Murphy, Maren <mmurphy@spokanecity.org>
Subject: FW: Neighborhood Community Development Program Reminder

To: Neighborhood Council Contacts, CA Reps & Alternates, And City Council

Hello Neighborhood Councils,

The Community, Housing and Human Services Department (CHHS) would like to remind Neighborhood Councils that the application period for the Neighborhood Community Development Program ([NCDP](#)) ends on April 1,

2019. CHHS must receive complete application packets no later than 5:00 PM on April 1st. CHHS will not accept late applications.

For more information related to the NCDP, please refer to the following webpage: (<https://my.spokanecity.org/neighborhoods/programs/ncdp/>). This webpage contains a variety of information intended to assist Neighborhood Councils with their application process.

Please communicate with CHHS what activities your Neighborhood Council wishes to support. Doing so will allow CHHS communicate with Neighborhood Councils regarding funding gaps in [Menu](#) projects. At this time, CHHS has not received any indication of what projects Neighborhood Councils intend to support. Please refer to the monthly CHHS update included in the [CA Packet](#) for updates regarding the NCDP.

Please contact me with any questions you may have related to the NCDP application process.

This email only applies to the following Neighborhood Councils:

1. Audubon/Downriver
2. Bemiss
3. Browne's Addition
4. Chief Garry Park
5. Cliff-Cannon
6. East Central
7. Emerson\Garfield
8. Hillyard
9. Lincoln Heights
10. Logan
11. Minnehaha
12. Nevada Heights
13. North Hill
14. Northwest
15. Peaceful Valley
16. Riverside
17. Shiloh Hills
18. West Central
19. Whitman

See pages 6 & 7 of the [Application Guide](#) for allocation estimates by Neighborhood Council.



George C. Dahl | City of Spokane | Community, Housing & Human Services 509.625.6036 | fax 509.625.6315 | gdahl@spokanecity.org

At the time of this briefing (1/30/19 @ 10:00 AM), CHHS has received notice from the following neighborhood council:

- **Chief Garry Park (CGPNC)**
 - *NECC HVAC Improvements - \$25,000*
 - *Corbin Senior Center Security Improvements - \$5,000*
- **Lincoln Heights (LHNC)**
 - *Excelsior Youth Center Gym Roof Replacement - \$15,000*

The following table provides a funding summary of projects listed on the Menu Application. The table shows which neighborhoods are supporting menu projects, total allocation (all neighborhoods) and funding gap remaining. Please review and see if there would be interest in funding projects with a funding gap. Most projects require 100% funding to move forward. Partial allocation in the past have resulted in a reallocation of funds.

Agency	Project	Request	Neighborhood Council		Total Allocations	% Funded	Gap
			CGPNC	LHNC			
Catholic Charities	Myrtle Woldson Institute Roof	\$ 50,000.00	\$ -	\$ -	\$ -	0.0%	\$ (50,000.00)
Catholic Charities	House of Charity Shelter Beds	\$ 20,000.00	\$ -	\$ -	\$ -	0.0%	\$ (20,000.00)
Excelsior Youth Center	Gym Roof Replacement	\$ 125,000.00	\$ -	\$15,000.00	\$ 15,000.00	12.0%	\$ (110,000.00)
Northeast Community Center	HVAC Improvements	\$ 37,500.00	\$25,000.00	\$ -	\$ 25,000.00	66.7%	\$ (12,500.00)
Northeast Community Center	Security Improvements	\$ 50,000.00	\$ -	\$ -	\$ -	0.0%	\$ (50,000.00)
Northeast Public Development Authority	Rowan Avenue Improvements	\$ 650,000.00	\$ -	\$ -	\$ -	0.0%	\$ (650,000.00)
Corbin Senior Center	Security Improvements	\$ 12,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	41.7%	\$ (7,000.00)
MLK Family Outreach Center	Sign and Window Improvements	\$ 40,000.00	\$ -	\$ -	\$ -	0.0%	\$ (40,000.00)
Women & Children Free Restaurant	Volunteer Center & Restroom Improvements	\$ 27,066.00	\$ -	\$ -	\$ -	0.0%	\$ (27,066.00)

Please consult with CHHS (gdahl@spokanecity.org) for questions related to the NCDP.

Neighborhoods are encouraged to submit their applications (or intent to fund) early to avoid confusion as the application deadline nears. CHHS will not accept applications after April 1, 2019. Funds not allocated *will be reallocated* to other priority community projects that benefit low and moderate income individuals and families.


Agency	Project	Request	Neighborhood Council		Total Allocations	% Funded	Gap
			CGPNC	LHNC			
Catholic Charities	Myrtle Woldson Institute Roof	\$ 50,000.00	\$ -	\$ -	\$ -	0.0%	\$ (50,000.00)
Catholic Charities	House of Charity Shelter Beds	\$ 20,000.00	\$ -	\$ -	\$ -	0.0%	\$ (20,000.00)
Excelsior Youth Center	Gym Roof Replacement	\$ 125,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	12.0%	\$ (110,000.00)
Northeast Community Center	HVAC Improvements	\$ 37,500.00	\$ 25,000.00	\$ -	\$ 25,000.00	66.7%	\$ (12,500.00)
Northeast Community Center	Security Improvements	\$ 50,000.00	\$ -	\$ -	\$ -	0.0%	\$ (50,000.00)
Northeast Public Development Authority	Rowan Avenue Improvements	\$ 650,000.00	\$ -	\$ -	\$ -	0.0%	\$ (650,000.00)
Corbin Senior Center	Security Improvements	\$ 12,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	41.7%	\$ (7,000.00)
MLK Family Outreach Center	Sign and Window Improvements	\$ 40,000.00	\$ -	\$ -	\$ -	0.0%	\$ (40,000.00)
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[Return to Top](#)

Subcommittee Recommendations

Second Subcommittee Meeting

January 30, 2019

	<p>From : Joint Subcommittee of the Plan Commission and the Design Review Board</p> <p>c/o Dean Gunderson, Sr. Urban Designer Office of Neighborhood and Planning Services 808 W. Spokane Falls Blvd. Spokane, WA 99201</p>	<p>To : City of Spokane</p> <p>Plan Commission, and Design Review Board</p>	<p>CC : Heather Trautman, Planning Director Louis Mueller, Principal Planner Alex Mann, Urban Designer Kevin Freibott, Assistant Planner Melissa Wittstruck, Assistant Planner</p>
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The Joint Subcommittee of the Plan Commission and the Design Review Board (the Subcommittee), was created by the respective bodies in order to make recommendations back to the Plan Commission and the Design Review Board for procedural and process improvements related to regulations governing the built environment. It is understood that the Subcommittee's work is limited to the identification of priorities, as the work required to implement the priorities may involve a much more rigorous planning process that will likely require a broad public engagement effort, the identification and commitment of additional resources, and the involvement of a wide range of technical staff.

Based on the review of the pertinent materials and subsequent discussions by the Subcommittee (in meetings held on December 19, 2018 and January 30, 2019), the subcommittee makes the following recommendations to the full Plan Commission and the full Design Review Board:

1. A Shared Definition of Design

- The Subcommittee recommends to the Plan Commission and the Design Review Board that "design" is a subject broader than what is currently contemplated under code. Further, the Subcommittee recommends that there be congruency in how both the Plan Commission and Design Review Board understand the term.
 - Currently, the term "design elements" as mentioned in code, is not explicitly defined and the Subcommittee recommends that it should include the structures, environment, and full urban context.

2. Neighborhood Involvement

- The Subcommittee recommends that, presently, the current level of neighborhood involvement is adequately addressed for the Design Review Board.
 - There should be an effort to identify opportunities to map out the types of development the Plan Commission and Design Review Board sees, the ways in which neighborhoods can become involved, and at what points in the processes this involvement may take place.

3. “Full circle” Accountability and Enforcement of Design Review Board Recommendations

- The Subcommittee recommends that the Action Approving Authorities provide a greater level of feedback to the respective recommending entities when a departure from a recommendation is made.
 - The Subcommittee recognizes that there are opportunities to improve the adoptability of recommendations by writing actionable recommendations.

4. Improving Communication and Resolution of Issues between the Plan Commission and Design Review Board

- The Subcommittee recommends that the Plan Commission and Design Review Board explore mutual liaisons/representatives.

5. Modifications to Development Standards, Design Standards, and/or Design Guidelines

- The Subcommittee recommends that the Plan Commission and Design Review Board address these modifications through the present Downtown Plan updates and other Sub-Area planning efforts.

6. Modifications to Design Review Board Triggers and Thresholds

- The Subcommittee recommends that the respective bodies identify a set of thresholds, and a process, for projects of significance which may initiate a joint workshop held between the Plan Commission and Design Review Board.

Note: Supplementary information, audio recordings and meeting summaries are on file with the City of Spokane Office of Neighborhood and Planning Services.

DESIGN REVIEW

Joint Subcommittee Meeting #2

Identification of Stakeholders and Ordering of Priorities

January 30, 2018



Agenda

- 1) Re-cap of Scoping Meeting
- 2) Presentation of Survey Results
- 3) Discussion
- 4) Craft Recommendation(s)
 - 1) Ordering of Priorities (per Topic)
 - 2) Identify Possible Stakeholders
- 5) Vote on Final Recommendation

Re-cap of Scoping Meeting

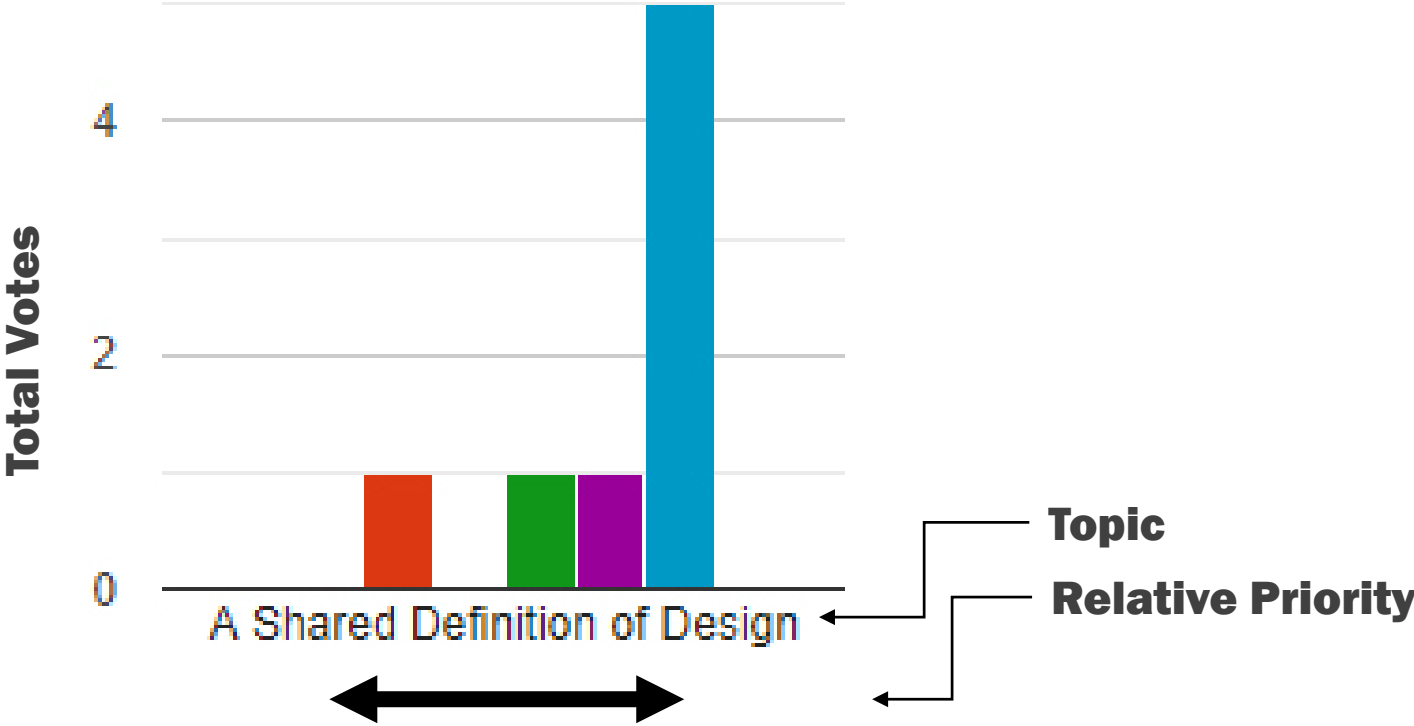
Topics Identified at Scoping Meeting

1. A Shared Definition of Design
2. Neighborhood Involvement
3. “Full circle” Accountability and Enforcement of DRB Recommendations
4. Improving Communication and Resolution of Issues between the PC & DRB
5. Modifications to Development Standards, Design Standards, and/or Design Guidelines
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Survey Results

8 Total Respondents

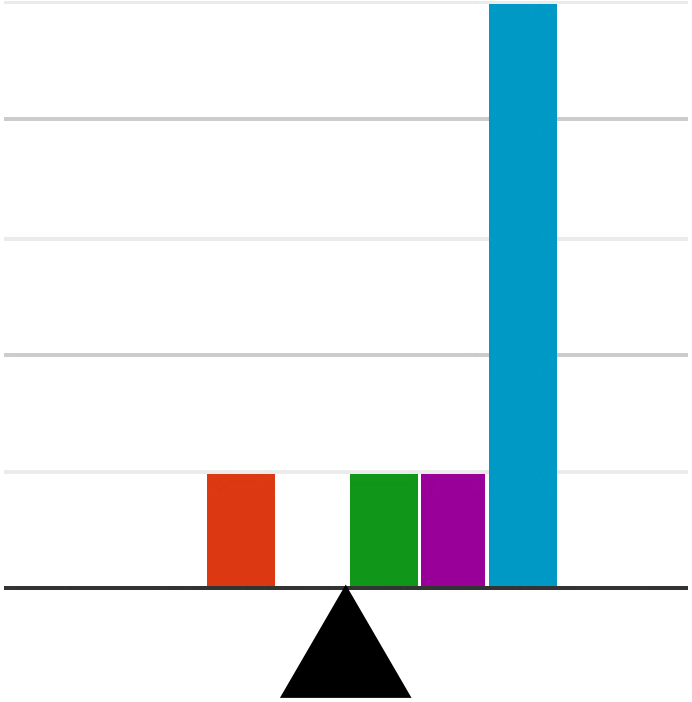
Thinking About Priority



Priority Level 1 (Highest) Priority Level 2 Priority Level 3 Priority Level 4 Priority Level 5 Priority Level 6 (Lowest)

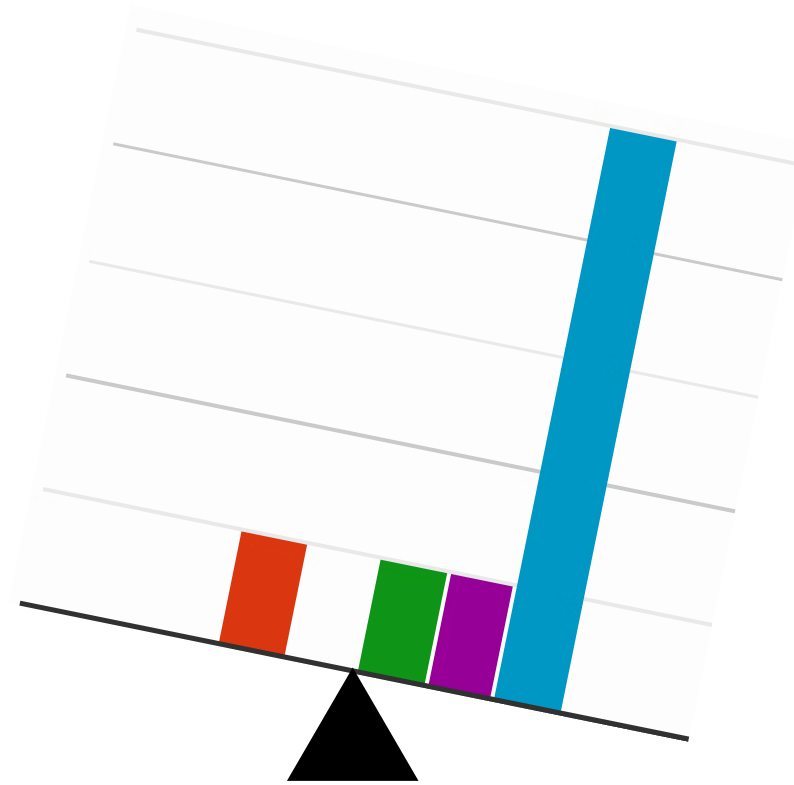


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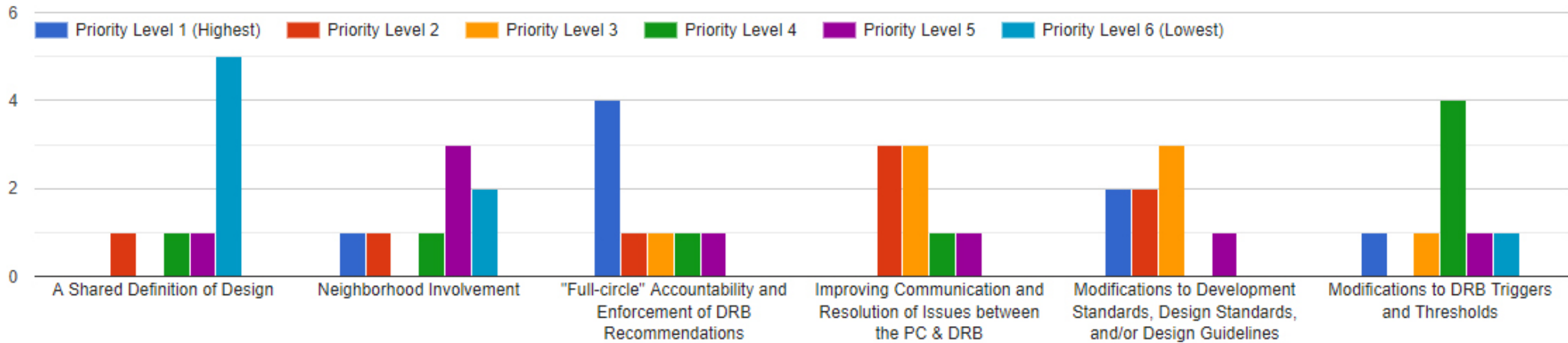
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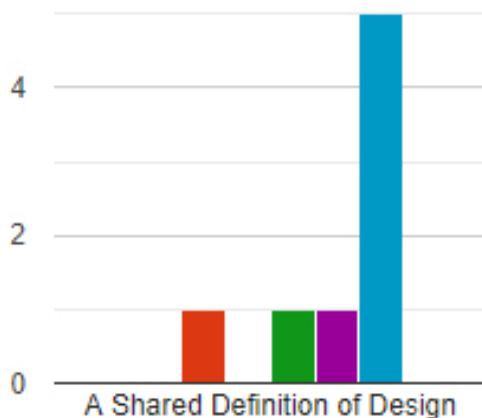
Prioritization of Topics



Discussion of Topics

Written Responses from Survey

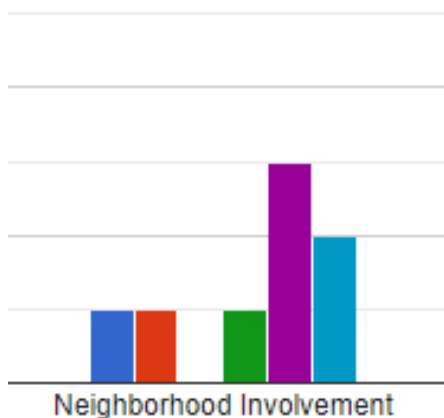
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- “On DRB we often would react to decision made by other entities having a shared goal would be important in making sure policies we implement can be properly carried out.”
- “I think there is already a fair definition of design so I didn't rank this very high.”
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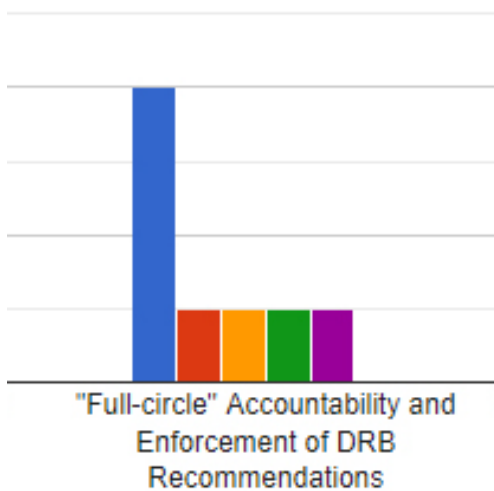
- “Neighborhoods have ample opportunity and avenues to be involved and voice opinions with the current structure. The Community Assembly liaison on DRB over the last 2 terms has done an exemplary job representing neighborhoods. We regularly hear from neighborhoods in writing and testimony during DRB meetings that typically center around controversial projects impacting their neighborhood. The issue appears to be educating the public/neighborhoods how they can get involved, and when there are opportunities for neighborhood input. During the Garden District review many neighbors offered testimony -- but it appeared that many were scrambling at the last minute to voice their opinion. I question whether they received the notice of DRB / Garden District meeting at the last minute, or had ample notice? ... This could be where some of the neighborhood frustration lies?”
- “Do not think the neighborhoods have sufficient knowledge or training in Design to be able to contribute”
- “I think the outreach is there—its on the neighborhood council members to communicate effectively.”

Topic #2: Neighborhood Involvement

- “I ranked this fairly low because I think that the opportunities for neighborhood involvement, to the extent that there should be, is pretty much already there. I would be concerned about giving neighborhoods too much power/control over development within their boundaries. Yes, they should have the opportunity to comment and ideally developers will be willing to meet with them, but if the developer is meeting all of the code and regulatory requirements for a project and meets DRB recommendations, then that is sufficient.”
- “The DRB Liaison and PC Liaison need to better communicate with the CA and neighborhood Chairs as to the types of development each board/committee sees, the ways in which neighborhoods can become involved, and at what points in the various processes that involvement takes place.”

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- “Based on subcommittee discussions, this may not be an accurate statement: ‘There is a perceived lack of record of neighborhood opinion of projects.’ Neighborhoods would strongly object based on current PC policies.”
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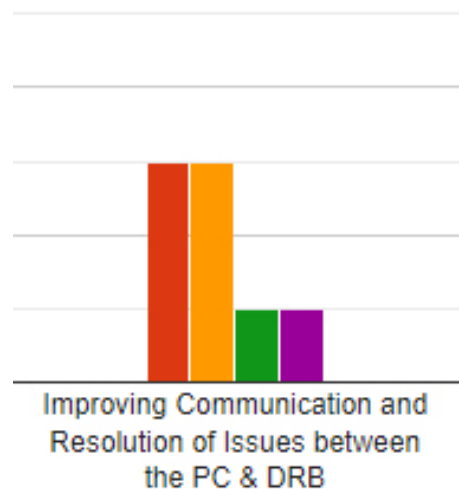
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- “It is extremely important that the DRB have more power.”
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- “I ranked this highly because I think the DRB should have greater strength in certain projects. The #1 example I can think of is The Davenport Grand, which has effectively eliminated any activation along Main. That blight will be with us for decades and will hurt the long-term planning for improvements along Main.”
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- “Does staff do field checks during or after the fact? If so, they might report back to the DRB.”

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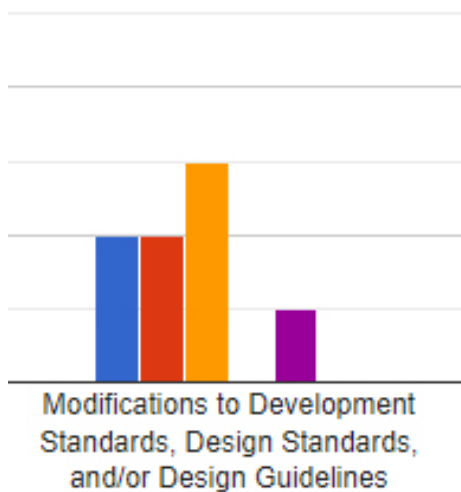


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- “This is a moderate level priority. It may make sense to have a member of DRB serve on the PC as well—much like the Arts Commission liaison.”
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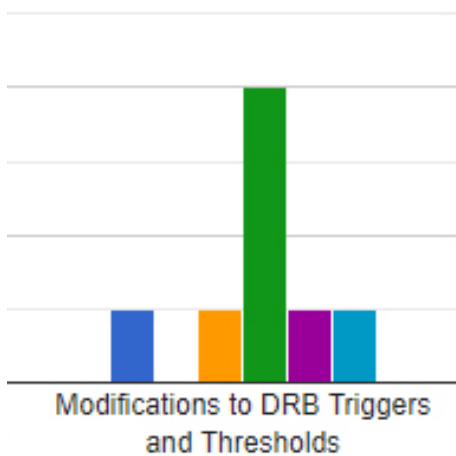
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1/30/2019

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- “The current triggers and thresholds for DRB are ample. I don't see a need for this to change.”
- “It is important that these changes be made.”
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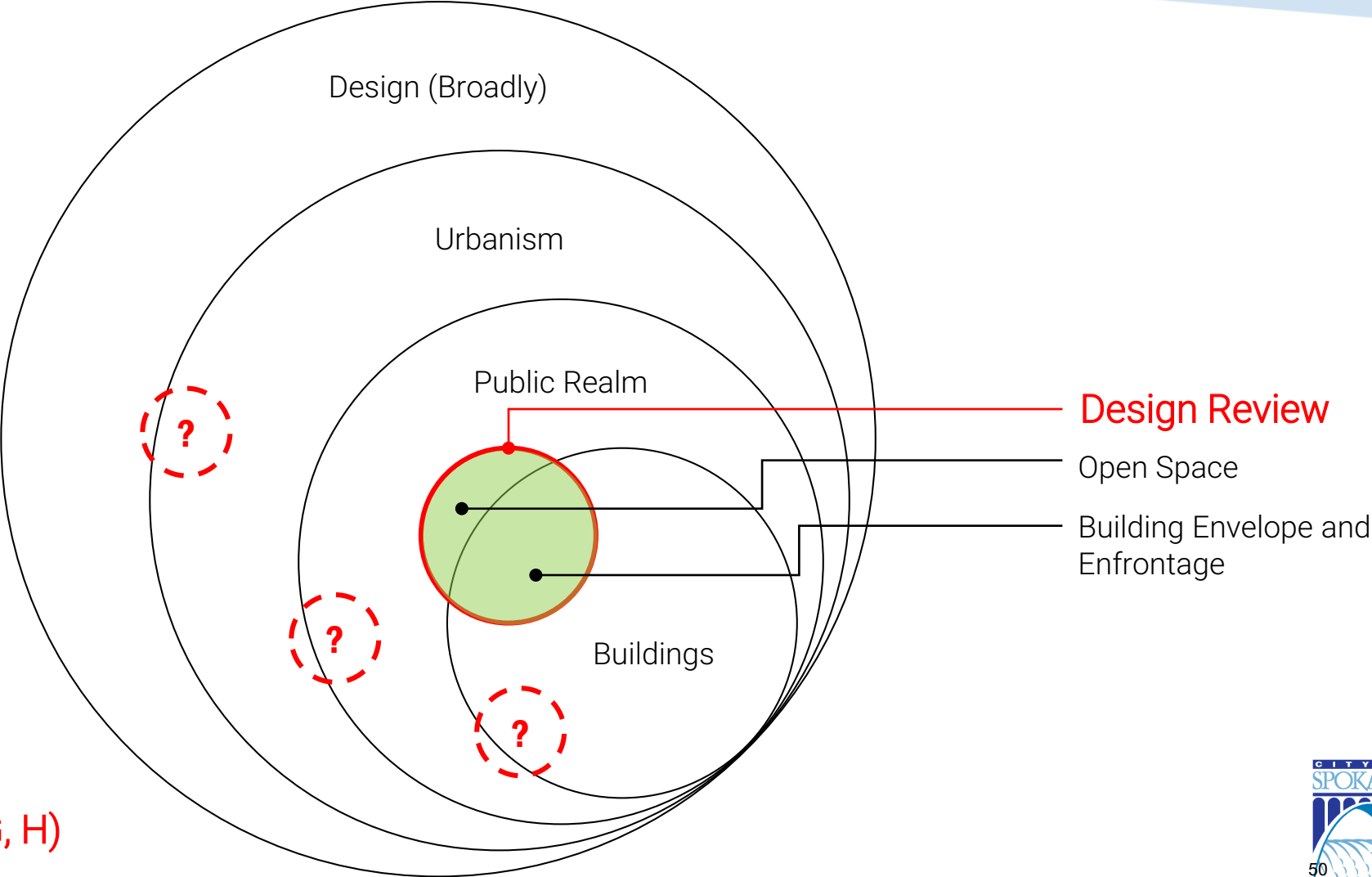
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- “Is it possible for neighborhoods to trigger a review of the DRB when certain changes are proposed? Such as changes brought on by in-fill, roof heights increases, reductions in parking. These types of changes can be painful for the neighborhoods. If not a DRB trigger, is there another process that offers partnership between the City and the neighborhood focused on guiding the neighborhoods through changes?”
- “I am not familiar with DRB thresholds.”
- “Again, if a trigger or threshold isn't working and needs to be modified, I should think that it would be referred to the DRB and/or the PC.”

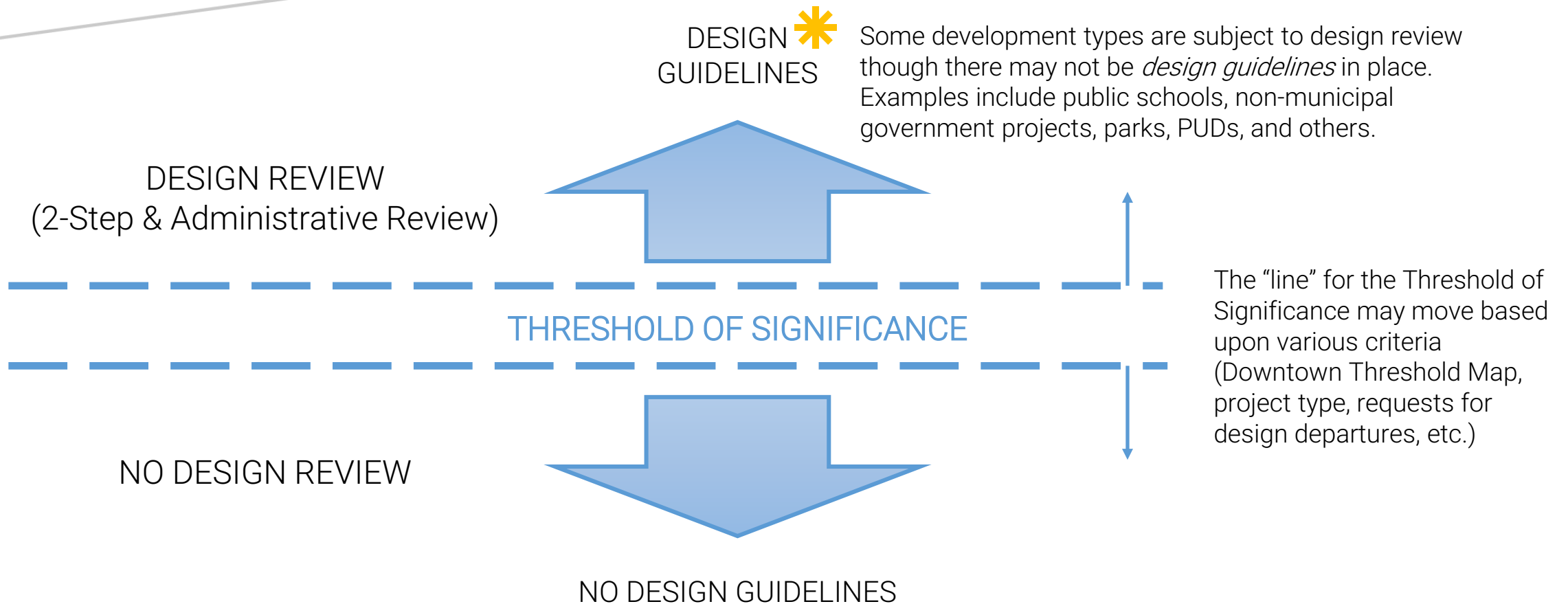
Additional Comments (Other Priority Topics)

- “I'd stress again the importance of giving DRB "teeth". As such, there must be consequences to developers who intentionally thwart the recommendations. Perhaps rather than DRB acting as an advisory board -- they have more authority?”
- “How do we create a comprehensive city wide standard for good and how do we promote urban districts that are neighborhood defining not just car-oriented. We should strengthen our definitions of pedestrian-oriented developments...Look at [the] Regal [corridor]—it's becoming a disaster because there is not an urban principle guiding the developments. They are all car-oriented.”
- “FYI, the National Park Service has a relatively recent set of new guidelines for sustainability for historic buildings. Looks like it will be accessible after the shutdown is over!”

Scope of Design Review (today)



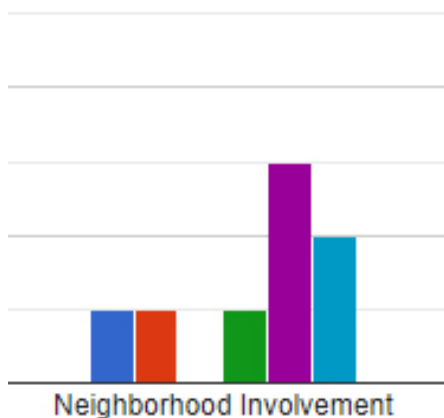
? SMC 17G.040.020 (G, H)



NOTE: All developers seeking a permit may request Design Review regardless of whether their project exceeds the Threshold of Significance. Likewise, the Plan Commission, Planning Director, or Hearing Examiner may request the Design Review Board’s advice on the design elements for any development proposal or planning study regardless of whether the development or study exceeds the Threshold of Significance.

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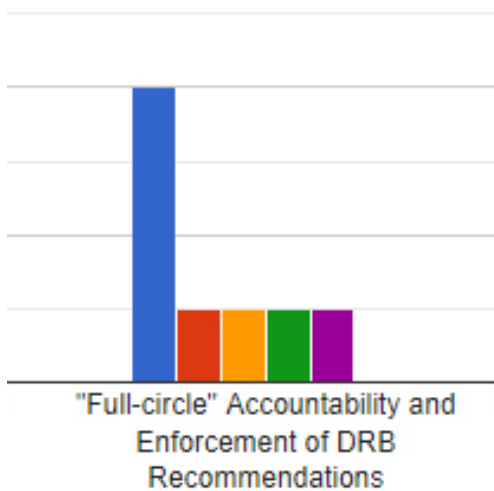
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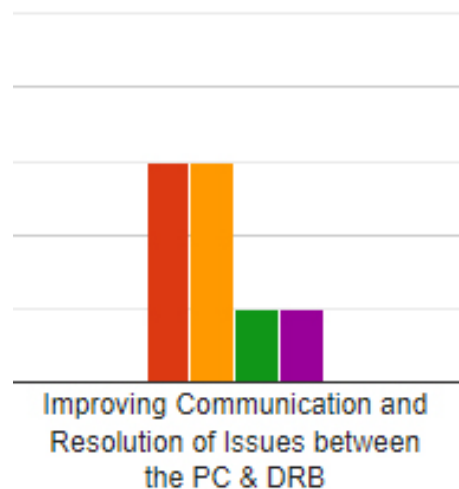
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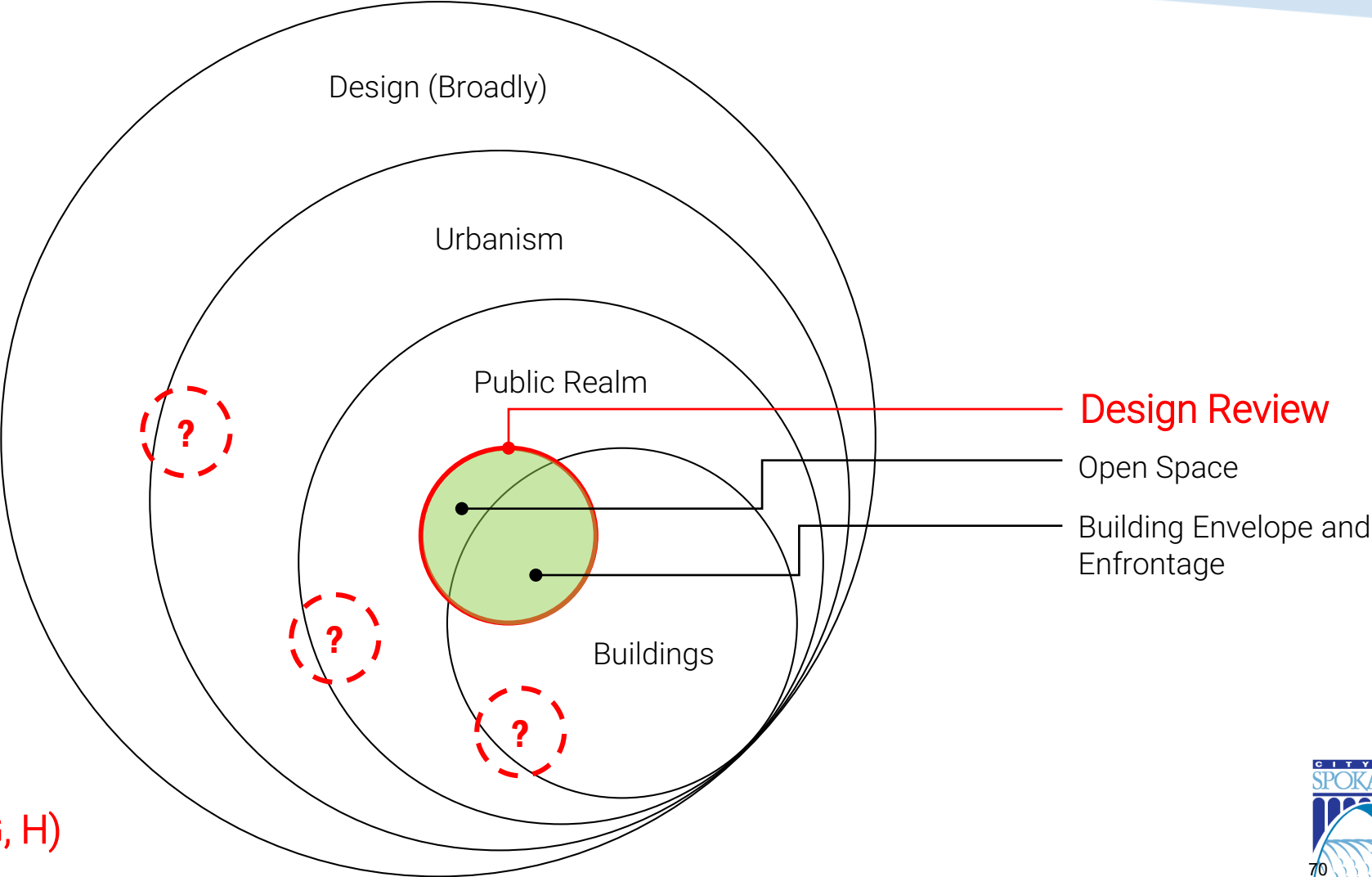
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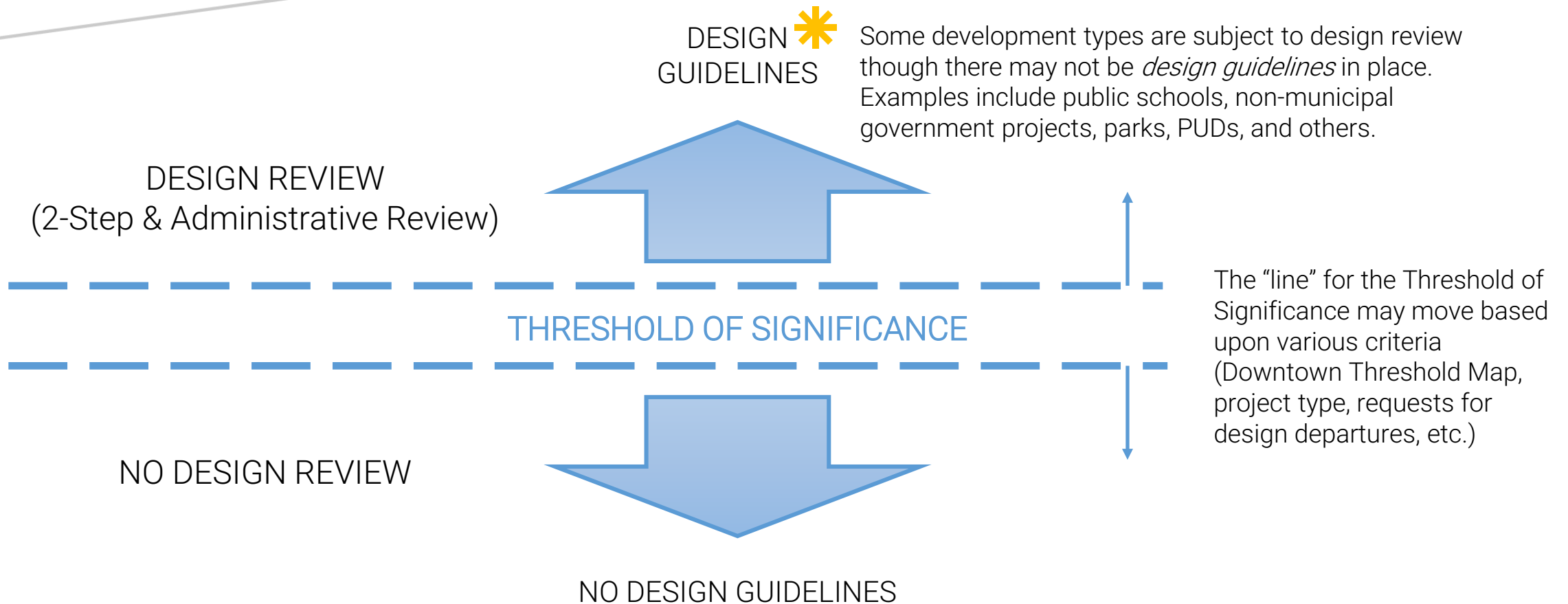
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Scope of Design Review (today)



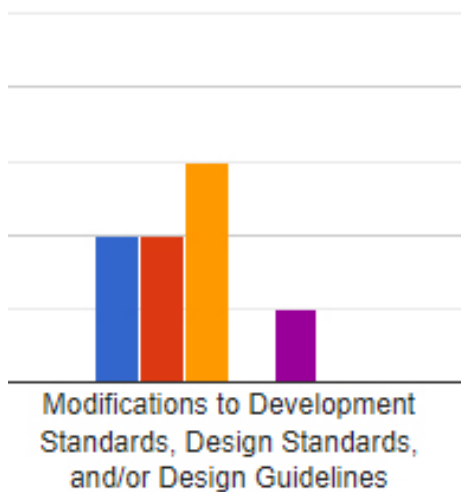
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Topic #4: Improving Communication and Resolution of Issues between the PC & DRB

- “I think that PC should reach out to DRB for their comments when they are considering code or comp plan changes that would have an impact on the aesthetics/design of the built environment. The recent decision on building heights along Spokane Falls Blvd is a great example where the input of the DRB would have been very beneficial. DRB has a level of expertise in design that PC may or may not have depending upon PC's current membership. I don't know if that means that DRB should have a liaison to PC since there are a lot of decisions we make that don't necessarily impact DRB but I think there could be better coordination. PC really needs to understand the impact of its decisions on the DRB and DRB's mission.”
- “Creating a DRB Liaison to the PC should also create a PC Liaison to the DRB. Voting privileges should be considered in both cases.”



1. A Shared Definition of Design
2. Neighborhood Involvement
3. “Full circle” Accountability and Enforcement of DRB Recommendations
4. Improving Communication and Resolution of Issues between the PC & DRB
5. **Modifications to Development Standards, Design Standards, and/or Design Guidelines**
6. Modifications to DRB Triggers and Thresholds

Topic #5: Modifications to Development Standards, Design Standards, and/or Design Guidelines

- “This is the most critical priority. Modification to development and design standards, code, and guidelines are where "teeth" are created. It forces the developer and design team to execute the standard demanded by code. Involving at least 2 members from DRB and PC, in the committee responsible for developing the new standards is strongly encouraged. This approach was used in the 2008 update and was successful ... It's just time for another robust process with the next update.”
- “We need our guidelines to be 21st Century guidelines. We should be able to mix old and new design concepts as necessary. All buildings should show how they are being environmentally responsible and there should be prerequisites.”

Topic #5: Modifications to Development Standards, Design Standards, and/or Design Guidelines

- “There is definitely importance here but we also need to realize that what are good standards and guidelines today may not be suitable in the future. How can we create standards and guidelines that are appropriate to today, flexible for the future, and are reasonable such that development can actually move forward. I'm concerned about creating too many rules around what a developer can do because it can ultimately deter development, which I don't believe is our goal.”

Topic #5: Modifications to Development Standards, Design Standards, and/or Design Guidelines

- "Design Standards: Performance could include quantitative and qualitative metrics. "Could" revised to "Should" include outside professionals with expertise in designing quantitative and qualitative metrics. My preference is to address "sustainability" in future meetings, rather than form more committees. If the topic is too large, a separate Joint Committee meeting or meetings could be devoted to this topic."
- "I should think that if this is necessary, it would be something that would be referred to the PC and DRB as appropriate."

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- “I think there should be some consideration of DRB review of C&C development but perhaps there should be a project size threshold for when DRB gets involved. There are already design standards for C&C so perhaps those are sufficient with current development staff input. I don't think we want to over-analyze development to the point of paralysis.”

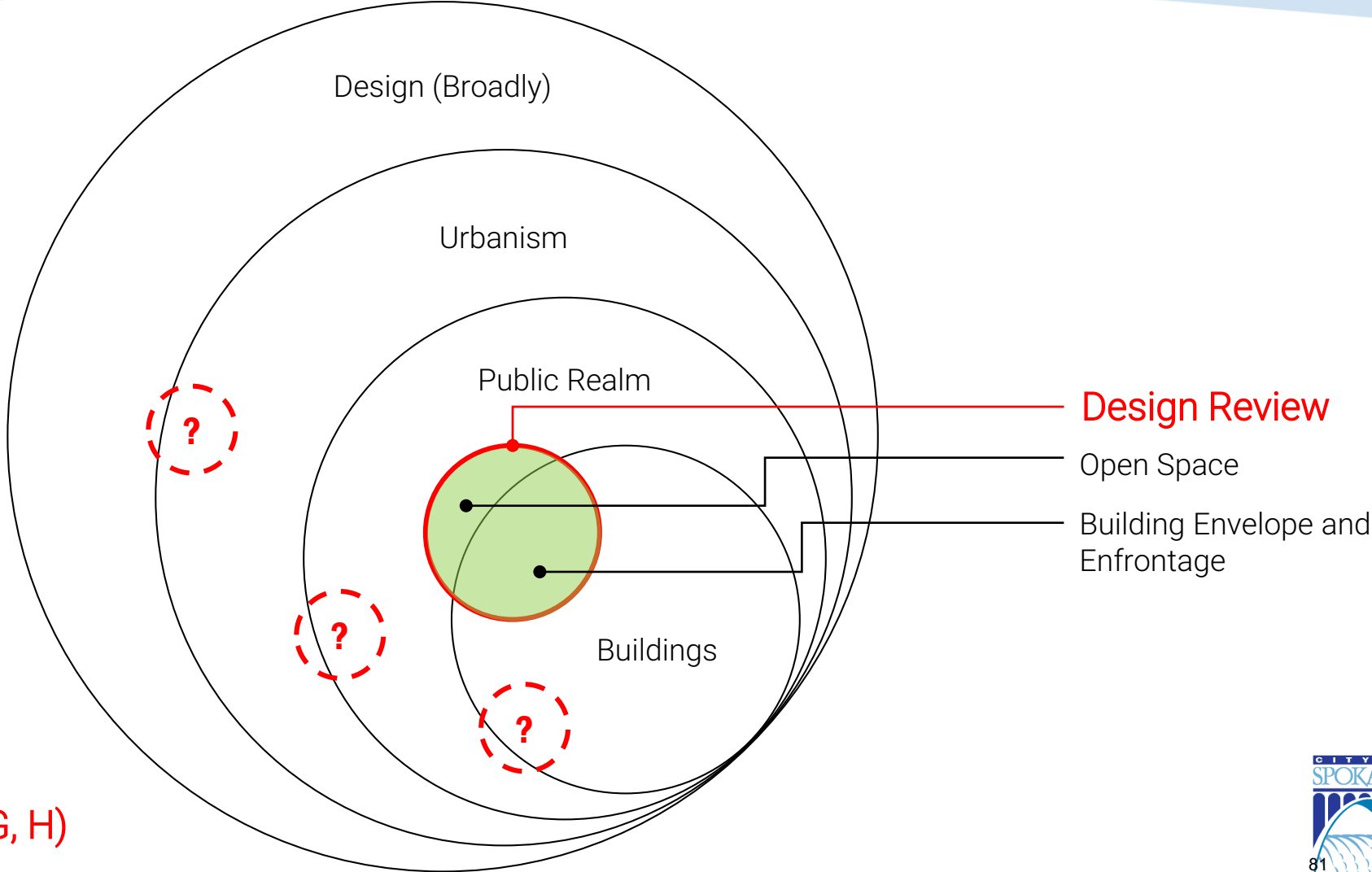
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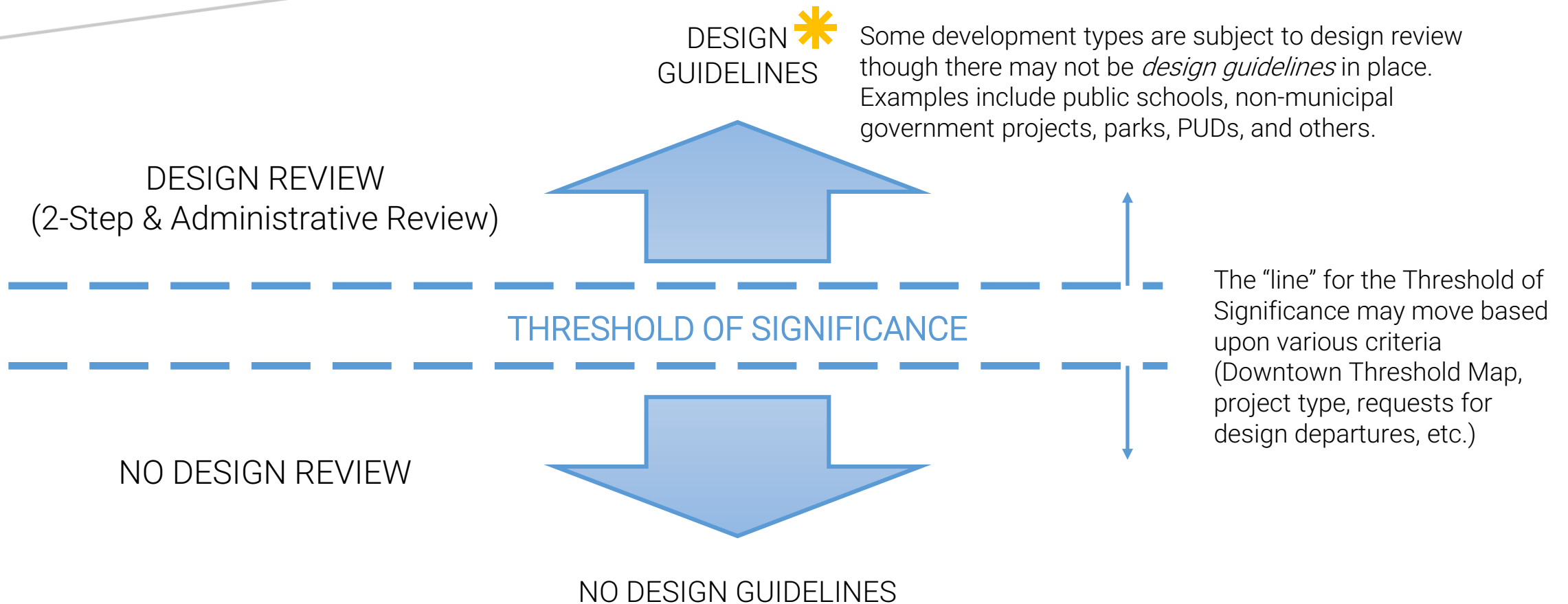
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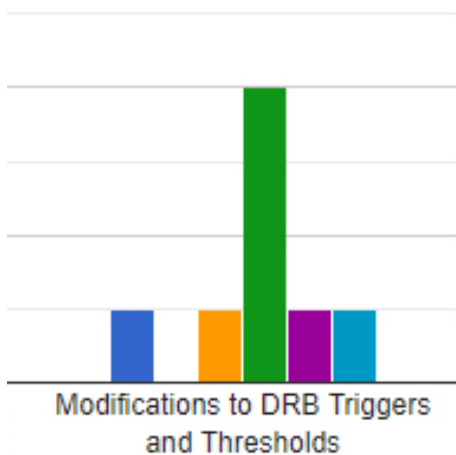
Scope of Design Review (today)



? SMC 17G.040.020 (G, H)



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1/30/2019

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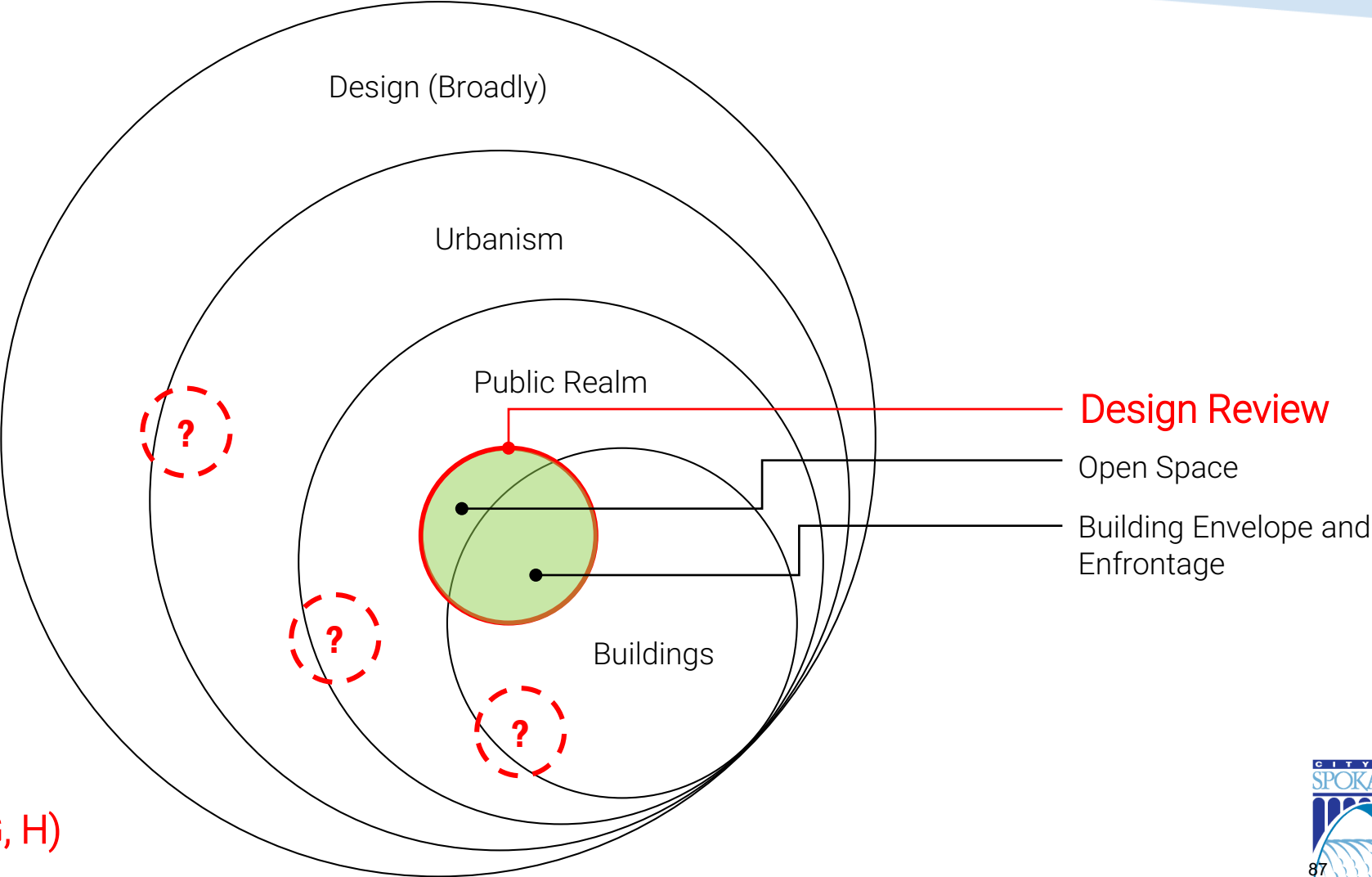
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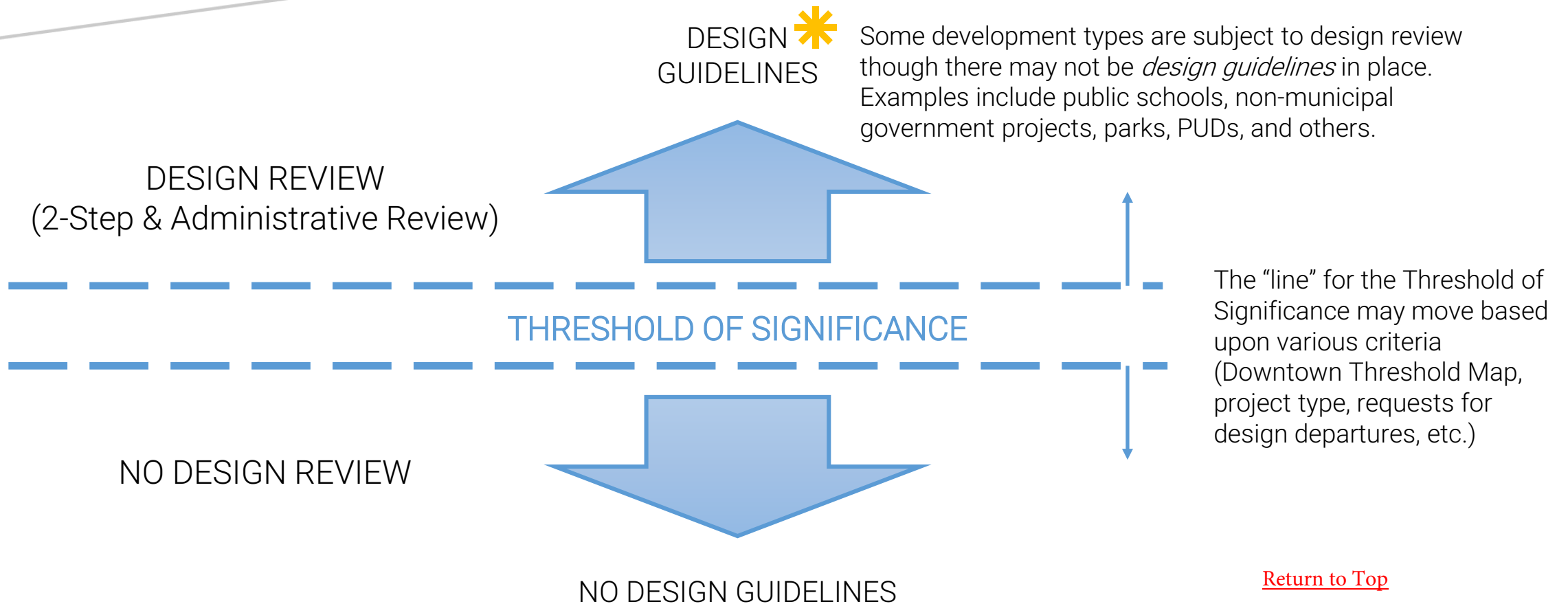
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Community Assembly Committee: Building Stronger Neighborhoods
1/28/19 12:00PM South Hill Library

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Anne Luttrull (Emerson-Garfield), Chris Flanagan (Manito/Cannon Hill), Fran Papenleur (Audubon-Downriver), Dave Lucas (Rockwood), Abby Walthall (Spokane COPS).
City staff: Katie Myers (ONS), Gabby Ryan (ONS)

- Committee Housekeeping
 - November 26nd meeting minutes approved (date corrected).
- Committee Business
 - NUSA Budget Request. \$5000 additional allocated from City Council to the CA Budget, with the idea that this could help cover 3 NUSA attendees (1 from each council district).
 1. Luke Tolley (Hillyard) and Lauren Schubring (Logan) have been accepted to present a workshop at NUSA on Inclusive Community Organizations: How and Why. There is no discount/travel voucher provided by NUSA, so they have asked for financial sponsorship by CA through BSN recommendation.
 2. Committee proposal to CA attached on final page of Minutes. Proposal approved unanimously by committee.
 - 2019 Officers: Gabby will be the new ONS liaison to BSN (Katie will be liaising to Neighborhood Safety committee).
 1. Tina will remain Secretary.
 2. Kelly will remain Chair.
 3. Dave will become Vice Chair.
- Announcements & Upcoming Events:
 - Meeting location: The Gathering House charges \$50 for the private room, it's only free if the meeting is before/after business hours.
 1. Other thoughts: West Central COPS Shop (Abby could let us in)? There is a full kitchen; we could bring/provide lunch/coffee for our noontime meeting. We will try this for February.
 2. Stay at South Hill library? Committee attendance has been best at Vessel and South Hill library.
 3. My Fresh Basket has a private room, but the cost is \$50 to reserve.
 - CFTC Spring date: Saturday, April 27th 2019. Location will be in District 1, in Nevada Heights, Hillyard or Logan neighborhood. Target for neighborhood selection: deadline Feb. 8th. Last year began a great partnership with Spokane Arts, which will be continued with this spring event, along with intensive cleaning and assistance to elderly/disabled individuals to clean their property. Gabby, Maren and Katie will be working together on this event.
- Education & Outreach
 - Marketing Toolkit: Title change: Resources for Building Stronger Neighborhoods. Katie formatted and submitted the test webpage, which the Communications Team had some push-back on regarding

formatting. Gabby will be taking over this project, and she has a background in graphic design which will be helpful for this.

1. Perhaps this could be the focus of a Spring CA Retreat? The Retreat committee formed at the January CA meeting is having difficulty, but Tina suggested that BSN could take over planning for the Retreat. We will make this suggestion at CA next week.
- Topics for next meeting:
 - Resources for Building Stronger Neighborhoods Retreat.
 - CFTC Update
 - Budget Update
 - Meeting location
 - Next meeting: Next regular meeting will be on Monday, February 25th 2019. 12pm at **1901 West Boone, West Central COPS Shop**. Parking is available in the lot, but do not park in the spot Reserved for NRO.

2019 NUSA Budget Proposal:

- Request CA Budget funds to send 3 attendees to NUSA 2019 (1 from each council district), at a maximum expense of \$5000.
 1. NUSA Attendee Qualifications:
 - Must be an active member of a Neighborhood Council
 - Must present a (maximum) 1-page letter of recommendation from a current Neighborhood Council Executive Committee member (i.e. Chair, CA Rep, etc).
 - Must present a (maximum) 2-page letter of intent, detailing relative experience and ideas for passing along the information learned at the Conference.
 - Must commit to help plan and lead the CA Retreat in September or October of 2019.
 2. Applications will be received by NUSA ad-hoc committee through February 22nd, 2019. The committee will review applications and select 3 attendees (1 per council district), with 1 alternate per council district, to recommend for CA approval at March 7th CA meeting.
- NUSA Ad-hoc Committee Requirement: at least 3 representatives, 1 from each Council District. Committee will receive and review applications, and recommend 1 attendee from each council district, plus 1 alternate from each council district, for CA approval.

From: Terry Black <terrylb@comcast.net>

Subject: Land use minutes. December 20, 2018

Date: December 20, 2018 at 6:45:15 PM PST

To: terrylb@comcast.net

Land use minutes. December 20, 2018

In attendance. Tirrell Black: City, Nicole Payette: Cliff Cannon, Greg Francis: Rockwood, Toni Sharkey: Rockwood, Sylvia St.Clair: West Central, Terry Black: Comstock, Teresa Kafentzis: Southgate, Timothy Dike: Emerson Garfield.

Tirrell Black - Comprehensive Plan. 7 requests to amend Land Use Plans.

Sub Committee will review. Only have applications.

Jan 15 Committee will review requests.

Also working on Central City overlay. Land Use policy - Looking to amend. LU 1.8. Amended in 2003. General Commercial Containment policy. Growth towards centers.

Land Use Plan map, there is a zoning of general commercial OR general commercial General Commercial is more permissive.

1. 6204 N. Nevada St. Is Residential 4-10 change to General Commercial, CB 55. General Commercial exists on the North boundary.
2. 15 E. Walton Ave. Change from residential 15-30 to General Commercial. General Commercial on W. Border.
3. 701 and 707 S. Sherman. Residential 15-30 to Office. Want to build for a physical Therapy Office.
4. SE Corner of Monroe and Wellesley. Residential 4 - 10 to Office. Department fo Ecology.
5. 5025 N Mile Road. Mini Center to General Commercial
6. 8109 - 8201 N. Indian Trail Rd. Residential 4-10, 10-20 to General Commercial
7. NW corner of Sunset Hwy and Government Way. Residential 4-10 to Residential 15-30.

Council will set the docket and then review process will start. City has 60 day comment period.

Last year, all Land Use requests to amend the Comprehensive Plan passed.

Land Use Committee Goals for 2019

1: (Remains the same as 2018)

Reach out to neighborhoods that don't have LUC representatives to recruit representatives.

2: It is believed that there is not enough outreach or information provided to the neighborhoods regarding Land Use.

Change # 2 to:

Create educational materials that explain how to engage with the Planning Commission and City Council regarding Land Use Development.

3: Follow changes to the 2019 Comprehensive Plan Amendments process to be able to formulate a recommendation to CA and Neighborhood Councils.

Robyn Sleep has resigned from Land Use Committee.

Meeting Adjourned early!

Minutes by Terryl Black



Land Use Committee (LUC)

Agenda for January 17, 2019

5:30—7:30 p.m. West Central Community Center—Don Kelly Room

Facilitator: Recording Secretary:

Executive Committee: Patrick Rooks, Sylvia St. Clair, Toni Sharkey, Gene Brake

5:30

1. Introductions, select meeting facilitator and recording secretary
2. Review/Approve Current Agenda
3. Review/Approve December 2018 Minutes
4. Presentation—None

5:45

5. Reports

- Plan Commission- Greg or Sylvia
 - Planning Department- Tirrell
- Review of Comprehensive Plan, Chapter 3 Land Use, Review of Goal 1, Citywide Land Use Goals & Policies

6:15

6. Prior Business- Greg, Toni

- Create PowerPoint Slides, not to exceed 5, for Neighborhood Council Presentations (continuing on Neighborhood Recruitment work)

6:30

7. New Business

7:00

8. New LUC member outreach, recruitment, and orientation

9. Proposed agenda items for Next Meeting: March 17, 2019.

Nate Gwinn could present on Development Factors Map (Ms. Sharkey request)

Other ideas?

7:30

10. Adjourn

January 2019 Eligible Voting Neighborhoods:

Cliff-Cannon, Comstock, Emerson-Garfield, Rockwood, W Central, W Hills

To vote, a Neighborhood Council representative must have attended two of the last four meetings. October eligibility is based on May, July, August and September attendance. (June meeting was cancelled.)

CA Liaison Committee Meeting Notes January 25, 2019

Committee Roster

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

Staff Liaison

Melissa Wittstruck - Assistant Planner II
mwittstruck@spokanecity.org / 509.625-6087

The committee convened at 10:30 AM this date in the conference room of Tom Sawyer Coffee in Kendall Yards, everyone listed above being present.

Open Position Status: Citizen Advisory Committee for Urban Forestry (CAC-UF)

As of this date it appears we may have as many as four applicants for this position. To date there are three in hand with one more expected. (The application material for this position is posted on the CA's web page in the right-hand column: <https://my.spokanecity.org/neighborhoods/community-assembly/>.)

The committee decided to schedule interviews after the application period ends on March 15 for Thursday and Friday, March 21 and 22, so that an applicant selection can be forwarded to the Community Assembly's April 4th meeting.

"Liaisons" on the Community Assembly Web Page

On Tuesday of this week Paul, as LC chair, visited the Administration Committee's CA agenda meeting to get their view on some of the subtleties of the Liaison Committee's responsibilities in general, and to ask for some advice in particular for the Plan Commission liaison position. After the meeting it was apparent that too few folks even realize there is a diversity of situation among the CA's "liaisons" because in the course of the conversation the CA's web page was brought up so we could take a look at the list of all the positions. It became clear the web page would benefit from a more refined presentation of these positions, so Paul drafted example language for a web page update to discuss with this committee: "CA web page draft for LC positions" (Attachment 1)

Plan Commission Liaison Update

The chair regularly observes Plan Commission meetings, so he reported that on Wednesday of this week Patricia Hansen attended the regular Plan Commission session and announced "I am back".

Position Description Drafts per Committee P&P B. (1)

LC P&B: "B. Functions - The committee will (1) keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities" First draft ideas for the Plan Commission liaison position was discussed by the committee on the basis of the attached text: "Draft CA PC Liaison StDutResp". (Attachment 2)

Page 2

CA Liaison Committee Meeting Notes January 25, 2019

The “Liaisons” and the Community Assembly

The chair rehearsed a rationale for the Community Assembly to become more acquainted with the responsibilities and activities of the representatives to various advisory boards and committees as outline by a thought piece prepared by Kathryn Alexander late last year: “Exploring the Relationship Between the Community Assembly and Its Liaisons.”. (Attachment 3)

Next Meeting Date, Time and Place

TBD

Attachments

- 1 - CA web page draft for LC positions
- 2 - Draft CA PC Liaison StDutResp
- 3 - Relationship Between the CA and Liaisons [K Alexander]

<https://my.spokanecity.org/neighborhoods/community-assembly/>

[existing web page text]

Community Assembly Liaisons

- [Liaison Committee Policies and Procedures](#) (PDF 25 KB)
- Citizens Transportation Advisory Board (PeTT): Randy McGlenn, 509.953.7500, rjmcglenn@infosmart.us
- Community, Housing and Human Services (CHHS): Fran Papenleur, 509.326.2502, papenleurf@yahoo.com
- Design Review Board: Kathy Lang, klang0132@gmail.com
- Plan Commission: Patricia Hansen, patricia@pahansen.com
- Urban Forestry Citizens Advisory Committee: Karen Carlberg, 509.624.6989, karencarlberg@comcast.net
- Plan Commission Transportation Advisory Committee (PeTT): Charles Hansen, 509.487.8462, charles_hansen@prodigy.net

[DRAFT ONLY - replacement text, with explanatory language etc.]

Community Assembly-Related Positions on City Advisory Committees

The City Council has allocated positions on certain city advisory boards to individuals selected by the Community Assembly and by its Pedestrian, Traffic and Transportation Committee (PeTT).

There is a liaison (non-voting) position to the Plan Commission, a member position each on the Community, Housing and Human Services Board (CHHS) and the Design Review Board (DRB), and two member positions on the Urban Forestry Citizen Advisory Committee (UF-CAC).

In addition, the City Council has provided member positions on two transportation-related advisory groups for regular members of the Community Assembly's Pedestrian, Traffic and Transportation Committee (PeTT), who serve on behalf of the neighborhoods and the Community Assembly. These are the Citizen Transportation Advisory Board (CTAB) to the Transportation Benefit District Board (TBD) and the Plan Commission Transportation Subcommittee (PCTS). Individuals serving in these positions are selected by the PeTT Committee and acknowledged by the Community Assembly.

CA Positions

- Plan Commission: Patricia Hansen (liaison): [phone #], patricia@pahansen.com
- Community, Housing and Human Services (CHHS) (member): [Melody Dunn, when confirmed]
- Design Review Board: Kathy Lang (member): [phone #], klang0132@gmail.com
- Urban Forestry Citizen Advisory Committee (members): Karen Carlberg, 624.6989, karencarlberg@comcast.net; and [tbd - vacant position]

PeTT/CA Positions

- Citizens Transportation Advisory Board (member): Randy McGlenn, 509.953.7500, rjmcglenn@infosmart.us
- Plan Commission Transportation Subcommittee (member): Charles Hansen, 509.487.8462, charles_hansen@prodigy.net

The Community Assembly Liaison Committee manages the CA positions above. See its entry on the Standing Committee page.

- [Liaison Committee Policies and Procedures](#) (PDF 25 KB)

[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.

Dictionary definition example:

[Liaison definition and meaning | Collins English Dictionary](#)
<https://www.collinsdictionary.com/us/dictionary/english/liaison>

*If someone **acts** as **liaison** with a particular group, or between two or more groups, their job is to encourage co-operation and the exchange of information.*

[initial thoughts]

... participant observer for the purpose of coordination between the CA and the PC in the consideration of land use and development regulation matters and of monitoring ongoing planning projects on behalf of the neighborhoods and the CA ...

... participates at a minimum in all PC meetings and may also involve him/herself in PC subcommittees, joint agency study groups, or outside activities engaged in by PC members, such as planning trainings, workshops, and conferences ...

[outline/draft]

The CA's Plan Commission Liaison ...

... serves as a participant observer whose responsibilities are

- 1) to attend regularly scheduled PC meetings and optionally to involve him/herself in PC subcommittees, joint agency study groups, and/or outside activities engaged in by PC members, such as planning trainings, workshops, and conferences*
- 2) to ensure coordination among the CA, the PC, and the neighborhoods for the consideration of land use and development regulation changes*
- 3) to monitor and report on ongoing planning projects to the CA and the neighborhoods*
- 4) to report to the PC any pertinent activities of the CA [ensure PC understands CA]*

=> What about a term of service for the liaison?

Possible addition to LC P&P?

Note: All other CA-related positions have terms and term limits.

=> What are the removal provisions for the CA liaison?

Presumably by the community assembly, but presently not defined. Will seek further advice.

Note: All other CA-related positions have removal provisions per their advisory board/committee rules.

Compare Greg Francis's description (2018):

General Description – The CA Liaison to Plan Commission is the official representative of the Community Assembly to Spokane's Plan Commission. The CA Liaison is an ex officio (non-voting) member of the Plan Commission and participates in all Plan Commission activities other than final deliberations and voting. The liaison is nominated by the Community Assembly, confirmed by the mayor, and appointed by the city council. The CA Liaison is expected to attend all regular Plan Commission workshops and hearings and participate on Plan Commission ad hoc subcommittees as time and availability allow. The liaison position is intended to provide the primary conduit of information between the Community Assembly, its constituent neighborhood councils, and the Plan Commission and is expected to provide a written report in each CA agenda packet and a verbal report to the Plan Commission on CA activities relevant to the Plan Commission.

- => Is "ex officio" applied appropriately here?
Yes, see SMC 04.12.040 at C. The CA liaison is termed a "liaison member".
- => What are the removal provisions for liaison members?
Presumably by the city council and the community assembly, but TBD.

Exploring the Relationship Between the Community Assembly and Its Liaisons.

City Charter created the Community Assembly as an advisory board to the City Council. This established the neighborhood councils as the first level of city governance with a direct line of communication to City Council.

Representatives to the Community Assembly are in the unique position of being able to sit on key city committees, and in some cases actually vote. This gives the neighborhoods a heads up on what is happening in time for us, as a body, to have input and even impact.

This opportunity affords us the unique chance to gain a depth of knowledge about how the city works that gives us the ability to directly impact what our city looks like and how it is run. As active citizens we become resources for others as we strive to make Spokane a wonderful place to call home.

Committee liaisons serve the CA and the neighborhoods in tremendously important ways. They are our eyes and ears into the inner workings of city policy making. They are the ones who keep all of us aware of issues and new developments that will have an impact on our life, here in Spokane.

Our Community Assembly Liaisons

- Citizens Transportation Advisory Board (PeTT): Randy McGlenn
- Community, Housing & Human Services (CHHS): Open
- Design Review Board: Kathy Lang
- Plan Commission: Patricia Hansen
- Urban Forestry Citizens Advisory Committee: Carol Bryan, Karen Carlberg
- Plan Commission Transportation Advisory Committee (PeTT): Charles Hansen

These people keep us informed on transportation (STA), streets, downtown building, zoning, building codes and ordinances, our living forest of trees, and – if filled, our affordable housing and CDBG investments.

We, at the CA, need to make much better use of these resources. Like our standing committees these experts can add a vast level of knowledge and insight into issues that affect all of the neighborhoods.

We have been talking about how the CA, as a whole, works with its standing committees, we should have that same conversation about our liaisons as well.

[Kathryn Alexander – 10/28/2018]

Meeting Minutes

The meeting was called to order at 3:02 pm December 4th, by Chairperson Tim Kohlhauff.

Attendees: Hilary Nickerson, Karen Carlberg, Beth La Bar, Joe Zubaly, Guy Gifford, Tim Kohlhauff, Angel Spell, Katie Kosanke, Nancy MacKerrow, Cadie Olsen, and Larry Lee

Ceremonies, Appointments, Announcements

Preceding the meeting, a Susie Tree was planted in the Arboretum in honor of the late President, George Herbert Walker Bush, who died on November 30th.

Consent Agenda: Karen Carlberg moved that the minutes of the September meeting be approved *as corrected*, and Cadie Olsen seconded. The minutes were approved.

Reports

- **Downtown Street Trees:** No report
- **Ponderosa Pine Group:** No report
- **Community Assembly:** no report.
- **Staff Report:**
 - Angel Spell presented a summary of the Finch Master Plan and outlined the next steps in its adoption. It will be presented to the Lands Committee on Wednesday, 12/05, and then forwarded to the Park Board to be adopted on Thursday, 12/13, at 3:30pm in Council chambers at City Hall.
 - Angel requested the CAC members present comments to the Park Board either in person, or by emailing comments before the meeting, to spokaneparks@spokanecity.org.
 - Karen Carlberg commented that the process was great and the result was great, although she wished there had been more public participation
 - Hilary Nickerson was impressed that the firm that developed the plan (AHBL) incorporated public input, which gave her confidence in the process.
 - Angel summarized restoration work done on the High Drive Bluff to repair damage by an unauthorized road cut in 2017. With help from Friends of the Bluff volunteers, the survival rate of Ponderosa pine seedlings has been greater than 50%, and staff going into the area to retrieve reusable supplies were unable to locate boundaries of the restoration, suggesting the work was very successful.
 - Noxious weed (mechanical) control will be a focus for work next year.
 - Guy added he, “had never seen that level of (restoration) work, ever.”

- Angel introduced new urban forester Katie Kosanke who started work in November. Katie worked for 11 years with the City of Coeur d'Alene urban forestry, the last six years as the urban forester.
- Katie presented a draft revision of the street tree list to the CAC. The list was developed with input from Craig Anderson of AHBL, and city staff who have evaluated tree performance in the city.
 - Some underperforming species were removed from the list.
 - Some trees are now listed in more than one class because different cultivars are appropriate for different uses.
 - Katie asked that committee members send comments on the list to her before the next CAC meeting on January 2nd.

Old Business

- **New Chairperson for CAC**
 - A decision was deferred to the January meeting
 - Tim Kohlhauff volunteered to continue taking minutes in 2019.
- **Terms of membership:** Following up on September's discussion of member terms, Joe Zubaly agreed to continue representing commercial arborists for another term after his current term ends in December. Carol Bryan will not continue to represent Community Assembly; Karen Carlberg will report this vacancy to CA. Andrew Rolwes' term representing the downtown business improvement area is also ending in 2018. Andrew has not attended any meetings or responded to emails.
 - Tim Kohlhauff reviewed dates of members' terms:
 - Ending in 2019: Cadie Olsen and Beth LaBar
 - Ending in 2020: Guy Gifford, Karen Carlberg, Larry Lee, Hilary Nickerson, Cindy Deffe', and Tim Kohlhauff
 - The committee currently needs representatives from Historic Preservation advocates, the Downtown Business area, and Community Assembly. Members were asked to recruit for these open positions.
- **Downtown Street Trees:** In September, Joe Zubaly reported he planned to approach the Downtown Spokane Partnership to discuss care and maintenance of downtown street trees. This was a response to the failure of the city's RFP to receive a bid under the cost limit. Joe has begun the process, but has nothing to report yet.

New Business

- **Next scheduled meeting:** January 1st is a holiday, so the CAC will meet on Wednesday, January 2nd, at 3:00pm in the Woodland Center at Finch.
- **Children of the Sun Trail:** Karen Carlberg reported she is working with a group of people from Spokane Ponderosa, WA DoT, and the Lands Council to plant trees along the trail adjacent to the North Spokane Corridor from Francis to Wandermere Center.
- **Year-end review:** Tim Kohlhauff asked the committee to comment on CAC work in 2018.
 - Cadie Olsen appreciated educational aspect of CAC service, and mentioned the article links emailed to members, and the field trips.
 - Beth LaBar also found the field trips valuable and proposed a visit to the Camp Sekani burn and restoration site for 2019.
 - Tim expressed appreciation for volunteer time given by CAC members, particularly their participation in the Finch Master Plan process and the Palisades Forest Stewardship plan development.
 - Angel said the committee could be asked for further input on this in 2019.
- **Suggestions for 2019:**
 - Bringing educational speakers to meetings
 - Field trips to the Camp Sekani burn site, and the Susie Stephens Trail (scheduled to be constructed in spring 2019)
 - Participation in possible updates to city ordinances to enhance tree protection.

Adjournment:

The committee adjourned at 3:58 pm.



**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd
December 2018 meeting January 2, 2019, at 3 PM**

MEETING AGENDA

CALL TO ORDER

ROLL CALL

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

CONSENT AGENDA

- None

COMMITTEE AND REPORTS

- Ponderosa pine subcommittee
- Downtown street trees
- Community Assembly
- Staff Report

OLD BUSINESS

- New CAC Chair?

NEW BUSINESS

- Updates to Approved Street Tree list
- Education Program Ideas

ADJOURNMENT

Tree of the Month:

Korean Mountain Ash *Sorbus alnifolia*

Class 2 Street Tree

Mature size 40 x 20.

Attributes

- White flowers in spring
- Showy yellow leaves in fall
- Bright red berries persist through winter
- Attracts birds

Problems:

- Berries cause mess
- While disease resistant compared to other mountain ash trees, it still may be short-lived.



Suggested strategies for NC/NRO working together 2019

- NC chair or Ex committee meet with NRO quarterly to evaluate how the collaborative effort is working consider setting goals or create strategy for how to maximize the team effort.
- Schedule one NC meeting each year that is devoted to crime prevention/education. Invite Capt. Lt. Sgt. from your precinct to also participate
- Post crime stats on social media each week, available from the SDP website on Monday's
- Make NRO contact information available to Neighborhood, consider adding to the NC agenda each month
- Keep Neighborhood informed of Hot Spots
- Educate Neighbors on the role of the NRO
- Share crime prevention tips quarterly on social media and at NC meetings
- Help advertise the NRO workshops, Community Conversation with SPD Chief/Sheriff
- Suggest Neighbors do a ride along, your NRO can help with this
- Follow SDP/C.O.P.S Facebook pages
- Suggest Neighbors consider volunteering at their local C.O.P.S Shops
- Work with C.O.P.S to get volunteers involved in the NC process

**GROWTH MANAGEMENT
STEERING COMMITTEE OF ELECTED OFFICIALS**

PUBLIC WORKSHOP AGENDA

**Wednesday, February 20, 2019
9:00 a.m. to 11:00 a.m.**

**Spokane Regional Health District Building Room M140
Spokane, Washington**

- 1. Welcome and Introductions:** Chair Al French, Spokane County
 - 2. Approve Minutes:** October 18, 2017
 - 3. Selection of Chair, Vice Chair**
 - 4. Public Workshop:**
 - Item 1. Discussion of population growth impacts on the West Plains including potential modifications to Urban Growth Areas (UGAs) adjacent to the City of Cheney and City of Airway Heights.
 - Item 2. Discussion of a shared financing agreement for a proposed study on market factors related to land quantity analysis and urban growth area updates.
 - 5. Public Comments**
 - 6. Next Meeting**
 - 7. Adjournment**
-

The Steering Committee may or may not address all items and/or may or may not continue certain items to a later session. For more particular information, contact the Spokane County Department of Building and Planning at (509) 477-3675. All meetings and hearings are conducted in facilities accessible to disabled individuals.

If you are submitting written comments for inclusion into the public record and consideration by the Steering Committee, please provide sixteen (16) copies or sets of those documents.

The GMA Steering Committee meetings and hearings are conducted in facilities that are accessible to disabled individuals. For more particular information with respect to the accessibility, or notification of an ADA accommodation, please contact Jane Farstrider, Steering Committee Clerk, at (509) 477-7155 or jamartin@spokanecounty.org.

**MINUTES OF THE
GROWTH MANAGEMENT
STEERING COMMITTEE OF ELECTED OFFICIALS**

WEDNESDAY, OCTOBER 18, 2017

VOTING MEMBERS PRESENT:

Al French, Chair
Candace Mumm, Vice Chair
Helen Cragun, City of Deer Park
Jill Weiszmann, City of Cheney
Steve Peterson, City of Liberty Lake
Amber Waldref, City of Spokane
Breen Beggs, City of Spokane
Candace Mumm, City of Spokane
Kevin Freeman, City of Millwood
Rod Higgins, City of Spokane Valley
Josh Kerns, Spokane County
Mary Kuney, Spokane County

NON -VOTING MEMBERS PRESENT:

Dave Anderson, WA. Department of Commerce
Charlene Kay and Greg Figg, Washington State Department of Transportation
Joel White and Arthur Whitten, Spokane Home Builders Association
Amy Mullerleile, Kevin Freibott, Tirrell Black, City of Spokane
Lori Barlow and Chaz Bates, City of Spokane Valley
Roger Kreiger, City of Deer Park
Ron Valencia and Dan Catt, Spokane County
Kitty Klitze, Futurewise
Paul Kropp, Neighborhood Alliance of Spokane County
Bette Munroe and Meaghan Primm, Private Citizen

STAFF:

John Pederson, Planning Director, Spokane County Department of Building and Planning
Steve Davenport, Principal Planner, Spokane County Department of Building and Planning
Jace Hochwalt, Associate Planner, Spokane County Department of Building and Planning

1. Call to Order

Chair Al French called the meeting to order at 9:12 a.m.

2. Action on the Minutes of February 22, 2017

A motion was made to approve the minutes of February 22, 2017. The motion was seconded. A vote was taken and the motion carried unanimously.

- 3. Public Hearing:** To consider proposed revisions to the Land Quantity Analysis Methodology (File# 17-CWPP-01) which was initially adopted by the Steering Committee on November 3, 1995. The Land Quantity Analysis Methodology is part of the adopted Countywide Planning Policies for Spokane County. The proposed amendment is based on a Settlement Agreement between Spokane County and various appellants to several land use actions before the Growth Management Hearing Board. In the Settlement Agreement, the Board of County Commissioners agreed to propose modifications to the LQA Methodology. This proposal is

separate from previous considerations of market factor changes.

Steve Davenport, Principal Planner, provided a PowerPoint presentation to consider the amendment to the Land Quantity Analysis Methodology that was proposed in the Settlement Agreement. He noted that Market Factor will not be considered at this hearing. Mr. Davenport mentioned that the Planning Technical Advisory Committee (PTAC) met on September 20th and produced a report to recommend approval.

The following testified in support of the proposed amendment: Paul Kropp of the Neighborhood Alliance of Spokane County, Kitty Klitze of Futurewise, and Dave Anderson of Washington State Department of Commerce.

Breean Beggs made a motion to approve the proposal as to step 6 of the Spokane County Land Quantity Analysis Methodology. Seconded by Steve Peterson. Chair Al French read the proposal which states, "Draw the urban growth boundaries for your jurisdiction which meet criteria you have set consistent with the Land Quantity Analysis Methodology for Spokane County and the Growth Management Act. Include enough developable, suitable, and available vacant, under-utilized or partially-used land area to meet...projected growth." A vote was taken and the motion carried unanimously.

Breean Beggs made a motion to approve the recommendations as presented by staff and amended by the Steering Committee of Elected Officials. Seconded by Steve Peterson. A vote was taken and the motion carried unanimously. This recommendation will go before the Board of County Commissioners for the final adoption of the County Wide Planning Policies.

4. **Public Comments:**

Kitty Klitze and Paul Kropp commented that Spokane County and the City of Spokane needed to update their website.

Betty Monroe, a private citizen, expressed concerns about the inadequacy of the citizen participation process.

Arthur Whitten, government affairs director for the Home Builders Association, presented a report on residential development capacity analysis of Spokane County, which considers potential changes of the Land Quantity Analysis (LQA), and the future on demands for different types of housing, single, multi-family, parcel size, market fit.

Dave Anderson, planner for WA. Dept. of Commerce, informed the Steering Committee that the legislature passed changes to the Buildable Lands Program. These changes does not apply to Spokane County, however as part of that process, the WA. Dept. of Commerce is engaging in a Statewide examination on Market Factors.

Mr. French closed public comments. Amber Waldref informed the private citizen that there will be another opportunity for public comment during public hearing before the Spokane County Board of County Commissioners.

5. **Next Meeting:** The next meeting date is yet to be determined.

6. **Adjournment:** There being no further business the Steering Committee, the meeting was adjourned at 9:49 a.m.

Approved: _____
Al French, Chair

Date: _____

Maria Maynard, Steering Committee Clerk

Steering Committee of Elected Officials
Public Workshop
February 20, 2019
Agenda Item 4.2 - Market Factor Study

Item 4.2 on the Steering Committee of Elected Officials (SCEO) agenda concerns discussion of a shared financing agreement for a proposed study on market factors. Market Factors are a component of land quantity analysis related to urban growth area updates. A detailed discussion of market factors is provided in the attachment, “Market Factors in Urban Growth Area Planning”, produced by the Spokane County Department of Building and Planning in January 2016. The issue of market factors has been considered by the SCEO and a Subcommittee of the SCEO in 2016 and 2017. In February 2017, the Steering Committee voted in favor of conducting a land market availability study subject to a shared financing agreement. Following is a timeline of previous efforts by the SCEO on the issue of a market factor study.

Timeline

June 20, 2016	Board of County Commissioners adopts Urban Growth Area (UGA) Settlement Agreement to address an appeal of the UGA Update, previously adopted in 2013. The settlement agreement included consideration of potential revisions to the land quantity analysis methodology and analysis of market factors with the option of revisions to market factors, if warranted.
August 3, 2016	Steering Committee considers revisions to Land Quantity Analysis and appoints subcommittee to explore a study on market factors
August – November 2016	Subcommittee meets 5 times to develop a proposal for a consultant based study on market factors in Spokane County
January 18, 2017	SCEO workshop to discuss land quantity analysis methodology and market factors. No action taken due to lack of quorum.
February 22, 2017	SCEO public workshop on proposed market factor study. The SCEO voted 8 to 1 in favor of conducting a land market availability study as recommended by the subcommittee.

Attached are the following background materials

1. Minutes of the February 22, 2017 SCEO meeting in which the SCEO approved moving forward on the proposed market factor study.
2. *Market Factors in Urban Growth Area Planning*, Department of Building and Planning, January 2016.
3. Draft Request for Qualifications (RFQ) for proposed market study.
4. Draft Memorandum of Understanding for shared financing of the proposed market factor study.

**MINUTES OF THE
GROWTH MANAGEMENT
STEERING COMMITTEE OF ELECTED OFFICIALS**

WEDNESDAY, FEBRUARY 22, 2017

VOTING MEMBERS PRESENT:

Al French, Chairman, Spokane County Commissioner
Candace Mumm, Vice Chair, City of Spokane
Shelly O'Quinn, Spokane County Commissioner
Josh Kerns, Spokane County Commissioner
Amber Waldref, Council Member, City of Spokane
Breann Beggs, Council Member, City of Spokane
Rod Higgins, Mayor, City of Spokane Valley
Jill Weiszmann, Council Member, City of Cheney
Helen Cragun, Council Member, City of Deer Park

NON VOTING MEMBERS PRESENT:

Tirrel Black, Planner, City of Spokane
Michael Basinger, Planner, City of Spokane Valley
Paul Kropp, Citizen at Large
Kitty Klitze, Program Director, Futurewise
Arthur Whitten, Government Affairs Director, Spokane Home Builders
Kevin Freibot, Planner, City of Spokane

STAFF:

John Pederson, Planning Director, Spokane County Building and Planning
Steve Davenport, Principal Planner, Spokane County Building and Planning

Staff and interested parties as shown on the attached copy of the sign-in sheet.

1. Call to Order

Chair Al French called the meeting to order at 9:05.

2. Action on the Minutes of August 3, 2016 and January 18, 2017

A motion was made to approve the minutes of August 3, 2016 and January 18, 2017.
The motion was seconded. A vote was taken and it passed unanimously.

3. Public Workshop: To consider a potential study on Market Factors within the Land Quantity Analysis Methodology and other potential amendments to the Land Quantity Analysis methodology.

Chair Al French mentioned that this meeting was a continuation of the last workshop held on January 18th to consider a potential study on the Market Factors within the Land Quantity Analysis Methodology (LQA) and other amendments to the LQA.

Shelly O'Quinn presented a motion to approve the recommendation of the subcommittee to complete a land market availability study. The motion was seconded and discussion ensued. The vote was 8-1, with Candace Mumm in disagreement. Helen Cragun made a motion. Seconded by Jill Weiszmann. Chair Al French captioned the motion to authorize staff to move forward, publish the request for proposal (RFP), develop a hard budget to review for a later

date to consider financing. There was a discussion. The vote was 8-1, with Candace Mumm in disagreement.

4. Public Comments:

Paul Kropp inquired if proposed amendments will be addressed and when. John Pederson, Planning Director, said if the Steering Committee decided to fund and go forward with the study, the results would form a foundation for any potential amendments to the LQA, which is embedded in the Countywide Planning Policies. A 2/3 vote is required of the Steering Committee to initiate a formal amendment to the Countywide Planning Policies.

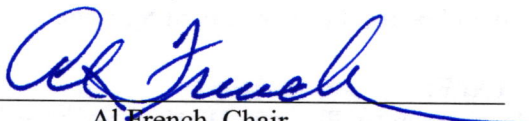
Kitty Klitze addressed the Steering Committee about providing a map reflecting undeveloped and vacant land in Spokane County and the City of Spokane Valley. Staff informed Ms. Klitze that the map exists as a draft in-house tool and plan to provide the public access on its website when the project is completed.

5. Next Meeting Date:

There was no official meeting date set at this time.

6. Adjournment:

There being no further business before the Steering Committee, the meeting was adjourned at 9:42 a.m.

Approved: 
Al French, Chair

Date: 10/17/2017

Maria Maynard, Clerk of the Steering Committee of Elected Officials

Market Factors in Urban Growth Area Planning

Department of Building and Planning

Spokane County, Washington

January, 2016

Introduction

Washington State adopted the Growth Management Act (GMA) in 1990 in response to rapid population growth and concerns about suburban sprawl, transportation impacts, environmental protection and quality of life. The GMA was designed to assist counties and cities in developing land use plans that are coordinated amongst jurisdictions and are tied to the efficient use of capital facilities.

The Growth Management Act requires the establishment of Urban Growth Areas (UGAs) to provide a distinct boundary between urban and rural growth. Determining the size of UGAs involves a land quantity analysis (LQA) that assesses the availability of vacant and partially used land to accommodate future urban growth. LQAs are based on 20 year population forecasts adopted by counties.

This paper looks at the effect of market availability, known as a “market factor”, as a component in the determination of land quantity. The Washington State Department of Commerce (Commerce), in their Urban Growth Area Guidebook define market factor as “... a final deduction from the net developable area to account for lands assumed not to be available for development during the planning period. It is expected that over the 20-year planning period some lands will be kept off the market due to speculative holding, land banking, and personal use, among other reasons.”

Market Factor for Spokane County

Spokane County’s Steering Committee of Elected Officials adopted a “Land Quantity Analysis Methodology for Spokane County” on November 3rd, 1995. The methodology is used by cities and unincorporated urban growth areas to determine land capacity. Step 5 of the methodology includes a market factor reduction for developable land of 30% for both vacant and partially used/underutilized land. The technical committee that developed the methodology, consisting primarily of professional and technical experts, considered 30% to be an acceptable average for a market factor. Empirical studies were not employed to determine the 30% market factor.

Legislative Guidance

The Growth Management Act does not provide prescriptive standards for determining a market factor and jurisdictions are given latitude in making a market factor determination based on local circumstances.

RCW 36.70A.110(2) states in part that “An urban growth area determination may include a reasonable land market supply factor and shall permit a range of urban densities and uses. In determining this market factor, cities and counties may consider local circumstances. Cities and counties have discretion in their comprehensive plans to make many choices about accommodating growth.”

WAC 365-196-310(2)(e) states that “The urban growth area may not exceed the areas necessary to accommodate the growth management planning projections, plus a reasonable land market supply factor, or market factor. In determining this market factor, counties and cities may consider local circumstances. Cities and counties have discretion in their comprehensive plans to make many choices about accommodating growth.”

Washington State Department of Commerce Guidance

The Washington State Department of Commerce has provided guidance on market factor deductions in their Urban Growth Area Guidebook, published in 2012. Section 3.6 of the guidebook recommends the following for applying a market factor to developable lands:

2. *Apply the following deduction factors to the developable acreage by zone:*
 - *For vacant residential and commercial/industrial zones: 15% market factor*
 - *For partially used and under-utilized residential and commercial/industrial zones: 25% market factor*
3. *As a reference point, the overall average market factor for all developable land should be calculated for each UGA and Countywide (total acres deducted based on market factor percentage / total acres in the Developable Land inventory after critical areas, infrastructure, and public uses have been deducted).*
4. *During the local jurisdiction review process, the base market factors may be adjusted to account for local conditions and future plans. If market factors are adjusted, the final overall average market factor for a UGA should not exceed 25% but the jurisdiction must have well documented support for why such a deduction is appropriate.*

Growth Hearings Board and Court Cases

The Washington State Growth Management Hearings Board (GMHB) has summarized cases related to market factors within their “Digest of Decisions”, <http://www.gmhb.wa.gov/>. Following are the relevant cases identified in the Digest:

Kittitas County Conservation, et al v. Kittitas County, EWGMHB Case No. 07-1-0004c, Compliance Order at 40-41 (Feb. 24, 2009)

Futurewise v. Pacific County, Case No. 10-2-0021, FDO, June 22, 2011, pg. 20

Petree, et al v. Whatcom County, Case no. 08-2-0021c, FDO at 30-31 (Oct 13, 2008)

Panesko, et al v. Lewis County, Case No. 08-2-0007, Order on Reconsideration, at 7-9 (Sept 15, 2008)

Irondale Community Action, et al v. Jefferson County, WWGMHB Case No. 04-2-0022 (FDO, May 31, 2005)

Irondale Community Action v. Jefferson County, WWGMHB Case No. 03-2-0010 (Compliance Order, 5-31-05)

1000 Friends v. Thurston County, WWGMHB Case No. 05-2-0002 (FDO, 7-20-05)

Abenroth v. Skagit County 97-2-0060 (MO 6-10-98)

Achen v. Clark County 95-2-0067 (FDO, 9-20-95)

What do other jurisdictions use for market factors?

The following table illustrates residential market factors for urban counties as obtained from various sources. The survey was limited to those counties where data was easily obtained through an internet search. The market factor for these counties averages approximately 15% for vacant land and 26% for partially used/underutilized land.

County	Residential Market Factor Assumption
Clark	- 10% vacant, 30% underutilized (Clark County Buildable Lands Report, June, 2015, page 35)
King	- Cities: 0-10% vacant: 10-25% partially used/underutilized - Unincorporated urban: 10% vacant, 25% partially used/underutilized (King County Buildable Lands Report, 2014)
Kitsap	- 5% vacant, 15% underutilized (Kitsap County 2014 Buildable Lands Report, Appendix 'A', page 15)
Pierce	- Unincorporated: 15% vacant, 40% partially used/underutilized (Pierce County Buildable Lands Report, June 30, 2014)
Snohomish	- 15% vacant, 30% partially-used/underutilized (Snohomish County, 2012 Buildable Lands Report, June 12, 2013)
Thurston	- 10-25% established as reasonable market factor (Buildable Lands Report for Thurston County, Thurston Regional Planning Council, March, 2014, page 39)
Whatcom	- 15% vacant, 25% partially-used/underutilized (Whatcom County Land Capacity Analysis, Detailed Methodology, September 18, 2015, page 7)
Douglas	- 25% for City of East Wenatchee (Greater East Wenatchee Area Comprehensive Plan, City of East Wenatchee Ordinance No. 2012-05, March 13, 2012, page 22)
Spokane	- 30% vacant, 30% partially used/underutilized, applies to all cities and unincorporated urban areas. (Land Quantity Analysis Methodology for Spokane County, Adopted by the Steering Committee of Elected Officials, November 3, 1995)

Early Research on Market Factors

The Snohomish County 2012 Buildable Lands Report summarized early research related to market factors with reference to the 1992 Department of Commerce publication titled “Providing Adequate Urban Area Land Supply”. The summary is as follows:

The 1992 state guidebook acknowledges that “information about land availability is difficult to obtain and confirm.” However, some suggestions were provided that were used by Snohomish County jurisdictions during 1993-95 when the original land capacity analyses

were developed for the first UGA sizing process under GMA. In the 1992 state publication, survey research by the Real Estate Research Corporation was cited that indicated that in high demand suburban areas, over half of the vacant landowners anticipated putting their land on the market for development within 5 years. Within 10 years, the percentage rose to 77%. For partially-used and under-utilized land, the report cites an analysis of King County plats in high demand suburban areas that concluded that up to 70% of partially-used and under-utilized land could be considered likely to be made available for development at greater densities within 20 years.

Based on this research, many Snohomish County jurisdictions (including Snohomish County for unincorporated urban areas) in their 1993-95 land capacity analysis applied a 15% market availability reduction factor for vacant land, and at least a 30% market availability reduction factor for partially-used and redevelopable land.

These reduction factors were generally consistent with the results obtained by the City of Marysville from a survey of Marysville area property owners in 1993. Results from the survey indicated that 28% of the owners of vacant land and partially-used properties “did not consider their land available for development now, or within the next twenty years.” In addition, the buildable lands work conducted in 2002 among jurisdictions in King County resulted in the use of market availability reduction factors for cities that were generally in the 5-15% range for vacant land and 10-20% range for redevelopable land. The remaining unincorporated portions of the King County UGA used generally higher percentages than the cities, however, when the city and county results were combined, an overall market reduction factor of 20% for both vacant and redevelopable parcels in the UGA resulted for residential parcels, and 13% overall for commercial and industrial parcels in the UGA.

Urban Land Availability Survey of Snohomish County Landowners

An empirical study on market factors was conducted in 2005 for Snohomish County. The study, “Urban Land Availability Survey of Snohomish County Landowners” was completed by the Gilmore Research Group and included a survey of Snohomish County property owners regarding their intent to develop or redevelop their property within the urban growth area over time. The study had the following principle findings:

- *A lower percentage of owners of vacant land (17%) compared with owners of partially used or redevelopable properties (23%) indicated that it would be unlikely or very unlikely that their parcels would be available for development at anytime within the next 20 years.*
- *A lower percentage of owners of parcels designated for multi-family residences, mixed use or commercial/industrial uses (17%) compared with owners of parcels designated for single family residences (24%) indicated that their properties would be unlikely or very unlikely to be available for development over the next 20 years.*

Municipal Research Services Center

Municipal Research and Services Center (MRSC) is a nonprofit organization dedicated to supporting local governments state-wide by providing collaborative consultation to a research and knowledge base. MRSC researches and responds to inquiries from local governments concerning local government issues. MRSC provided the following response to a question regarding urban growth areas and market factors on their "Ask MRSC" website:

May cities and counties provide additional land supply in an urban growth area (UGA) beyond what is needed to accommodate the 20-year growth projection?

Reviewed: 02/14

Yes. RCW 36.70A.110(2) states that the UGA determination "may include a reasonable land market supply factor" beyond the area that is sufficient to accommodate projected growth for the 20-year planning period. RCW 36.70A.110 and WAC 365-196-310 provide some guidance for the designation, sizing, and location of UGAs, but neither the Growth Management Act (GMA) nor the administrative rules define "land market factor."

In Petree et al v. Whatcom County (WWGMHB Case. No. 08-2-0021c, FDO (10/13/2008)), the Western Washington Growth Management Hearings Board describes the use of a reasonable land market supply factor to account for the fact that not all buildable land will be developed within the 20-year planning horizon. The WWGMHB held that sizing the UGA in excess of the acreage required to accommodate the urban growth projection based upon any other factor (such as affordability) other than market factor is not authorized by the GMA.

In North Clover Creek v. Pierce County (CPSGMHB Case No. 10-3-0003c, FDO (8/2/2010)), the Central Puget Sound Growth Management Hearings Board discussed decisions about whether land that has "better characteristics for a desired economic purpose" can be added to a UGA that is already oversized and noted that in each of the past cases that addressed this issue, the anti-sprawl/UGA sizing requirements of the GMA trump the economic development goals of the local jurisdiction.

See also Streicher v. Island County (WWGMHB Case No. 08-2-0015, FDO, at 6-15 (9/29/2008) regarding the land capacity analysis for the sizing of a UGA and locational criteria.

The Department of Commerce's Urban Growth Area Guidebook (11/2012), provides very helpful guidance for updating UGAs, including issues related to sizing and servicing the UGAs and summaries of findings from a number of hearings board and court cases that clarify the analysis needed to justify land area, market factors for land availability, and related issues.

There appears to be no single right answer regarding UGA size and the size of a market factor, since growth pressures and the quality of land use data will vary from place to place. The answer may be to set a boundary that can be expanded and to monitor supply closely.

The Changing Nature of Land Markets

Over the course of time market preferences and demands may change from their current patterns. Oregon has explored market trends as part of their growth management planning process. Oregon adopted growth management planning legislation in the 1970's and while there are significant differences in growth management planning between Oregon and Washington, many issues faced are similar. A research report "White Paper on Market Trends" was produced for the Oregon Department of Land Conservation and Development (DLCD) on May 25, 2015 by Terry Moore. The paper provides an explanation on how land markets work and explores trends and expectations related to land markets. Moore's paper includes bibliographies of articles and research related to market trends and is an excellent source of information on markets for residential, commercial and industrial uses.

Moore's paper explored the effect of aging baby boomers downsizing and exiting suburban residential homes. Since baby boomers are a large demographic, the exiting of baby boomers could increase supply and decrease demand for suburban housing. Additionally, surveys of Millennials (born between 1980 and the early 2,000's) illustrated a preference for urban areas with transit, walkability and easy access to urban spaces. This could additionally decrease demand for suburban housing, at least in the near term.

Conclusion

Spokane County's market factor, 30 % for both vacant and partially used/underutilized land, is generally higher than other urban counties in the state. The average market factor of counties surveyed in this report is approximately 15% for vacant land and 26% for partially used/underutilized land.

The Growth Management Act recognizes that not all counties are the same and allows local jurisdictions flexibility in establishing market factors based on local circumstances. As a regional hub for a large geographic area, Spokane County differs from many west side urban counties. For example, Spokane County has a slower rate of growth and a different demographic, including a larger percentage of elderly population and a lower percentage of minorities. These differences may result in growth patterns and market factors that differ from other urban areas in the state.

An empirical study, similar to the 2005 "Urban Land Availability Survey of Snohomish County Landowners" would be helpful in determining an appropriate market factor for Spokane County. The Snohomish County study surveyed property owners of vacant and partially utilized lands to determine the percentage of developable land that would likely be withheld from the market in the 20 year planning horizon. The survey provided Snohomish County with a fact-based analysis in which to determine an appropriate market factor. Alternatively Spokane County could adopt the WAC guidance of 15% for vacant residential land and 25% for partially used and under-utilized residential and commercial/industrial zones, which is similar to the average of market factors used in other counties.

Sources

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- Washington State Growth Management Hearings Board (GMHB), Digest of Decisions, Dec 2015
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- King County Buildable Lands Report, 2014
- Kitsap County 2014 Buildable Lands Report, Appendix 'A', page 15
- Pierce County Buildable Lands Report, June 30, 2014
- Snohomish County, 2012 Buildable Lands Report, June 12, 2013
- Buildable Lands Report for Thurston County, Thurston Regional Planning Council, March, 2014, page 39
- Whatcom County Land Capacity Analysis, Detailed Methodology, September 18, 2015, page 7
- Greater East Wenatchee Area Comprehensive Plan, City of East Wenatchee Ordinance No. 2012-05, March 13, 2012, page 22
- Land Quantity Analysis Methodology for Spokane County, Adopted by the Steering Committee of Elected Officials, November 3, 1995
- Urban Land Availability Survey of Snohomish County Landowners, Snohomish County, Gilmore Research Group, 2005
- Ask Mrsc - Planning, Municipal Research and Services Center, December 31, 2015
<http://mrsc.org/Home/Research-Tools/Ask-MRSC-Archives/Planning.aspx>
- White Paper on Market Trends, Terry Moore, ECO Northwest, May 25, 2015, produced for the Oregon Department of Land Conservation and Development

Draft 1-29-18

Request for Qualifications Scope of Land Market Availability Study

Introduction

The Growth Management Act requires the establishment of Urban Growth Areas (UGAs) to provide a distinct boundary between urban and rural growth. Determining the size of UGAs involves a land quantity analysis (LQA) that assesses the availability of vacant and partially used land to accommodate future urban growth. LQAs are based on 20-year population forecasts adopted by counties.

Spokane County is considering updating its land quantity analysis methodology, including potential revisions to “market factors”. Market factors reflect a property owners desire to either sell or develop their vacant or partially used property within a 20-year planning horizon. Market factors are intended to address the fact that not all developable land will be available for development during the GMA planning timeframe since not all landowners are willing to develop their property for a variety of reasons (investment, future expansion, personal use, speculation). The geographical scope under consideration includes Spokane County’s metropolitan Urban Growth Area (UGA) including the City of Spokane, Spokane Valley and unincorporated areas within the UGA.

Proposed Study

The Urban Land Market Availability Study will provide Spokane County and its partners with empirical information useful in setting an accurate land market supply factor. The County and other jurisdictions will provide the researcher with a database of vacant and partially used property within the Metropolitan UGA. This database will include approximately 6,000 parcels which will be sorted by parcel size, local government jurisdiction, and zoning (industrial and residential).

At a minimum, the study will examine market factors in a manner to produce the desired outcomes and will include:

- results that identify market factors within each of the three major jurisdictions within Spokane County’s Metropolitan Urban Growth Area (City of Spokane, Spokane Valley, unincorporated Spokane County).
- results that distinguish between market factors for residential and industrial zoning.
- results that distinguish between developable vacant and partially-used property for residential and industrial land.

In consultation with Spokane County and its partners, the consultant will be expected to design and implement a land market availability study and produce a written report on the study results. The consultant will meet at least twice a month during the project period with staff to present and review the consultant’s survey design, methodology, procedure, results, analysis, and report for the Urban Land Market Availability Study. Some meetings may be accomplished via a conference call connection. A technical report will be provided in paper copy and in electronic format compatible with County programs.

Request for qualifications

The request for qualifications (RFQ) is a competitive procurement process in which consultants submit qualifications and/or a non-cost proposal to an agency. The distinguishing feature of RFQ over other types of consultant selection is that price is not used as a selection criterion. An agency assesses the expertise of competing firms and selects the most highly qualified firm, then negotiates the final project scope and associated fee. If the agency and most highly qualified firm cannot reach an agreement on project scope, schedule, and budget, the agency then negotiates with the next most highly qualified firm.

Previous Studies

In Washington State there has been only one identified empirical study on market factors. The study was conducted in 2005 for Snohomish County. The study, "Urban Land Availability Survey of Snohomish County Landowners" was completed by the Gilmore Research Group and included a survey of Snohomish County property owners regarding their intent to develop or redevelop their property within the urban growth area over time. A copy of that study is included to provide background and may assist the researcher in developing their methodology related to Spokane County's request for proposal.

Proposed budget not to exceed \$75,000

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SPOKANE COUNTY, THE CITY OF SPOKANE, AND THE CITY OF SPOKANE VALLEY**

This Memorandum of Understanding ("MOU") is made by and between Spokane County, whose business address is 1116 W. Broadway Ave., Spokane, WA 99260 ("**Spokane County**") and City of Spokane, whose business address is 808 W. Spokane Falls Blvd, Spokane, WA 99201 ("City") and City of Spokane Valley, whose business address is 10210 E. Sprague Avenue, City of Spokane Valley, WA 99206 ("Valley"), jointly referred to as "**Parties.**"

BACKGROUND

The Parties are voting members on the Growth Management Steering Committee of Elected Officials of Spokane County (Committee). The Parties respective jurisdictions are subject to the provisions of the Chapter 36.70A RCW the Growth Management Act (GMA). Under the GMA, the respective jurisdictions are required to develop and adopt Comprehensive Plans which include identifying established urban growth areas (UGAs) to establish a distinct boundary between planned urban and rural growth to accommodate projected population growth. Determining the appropriate size of UGAs involve a land quantity analysis (LQA) that assesses the availability of vacant and partially used land to accommodate future urban growth. UGAs are sized based on 20-year population forecasts adopted by counties.

LQA methodology incorporates a "market factor" adjustment intended to more accurately reflect the quantity of urban land available for development based on property owners apparent unwillingness to either sell or develop vacant or partially used property. The Parties recognize use of an accurate market factor component in an LQA results in an adjustment that more accurately identifies the quantity of developable land to become available during the GMA 20-year planning timeframe and result in a more accurate sizing of the UGA. The Parties recognize there are a variety of reasons owners of vacant and partially used land within the UGA will not become available for development, including the owner holding for investment, future expansion, personal use, and speculation.

The LQA methodology was initially adopted by the Committee on November 3, 1995 and is included in Countywide Planning Policies for Spokane County. The Parties recognize tools available to accurately identify current land uses and densities, including the use and improvements in satellite imaging and geographic information systems (GIS), have improved significantly since 1995. In addition, the Parties are more cognizant of the requirements imposed on their respective jurisdictions under the GMA as well as the pressure of increased populations.

On January 18, 2017, the Committee conducted a properly noticed public workshop on a potential study on Market Factors within the Land Quantity Analysis Methodology and other potential amendments to the within the LQA methodology. The committee received and discussed reports by staff. No public testimony was received and no action was taken.

On February 22, 2017, the Committee conducted a properly noticed ~~the~~ second public workshop on a potential study on Market Factors within the Land Quantity Analysis Methodology and other potential amendments to the within the LQA methodology. A motion and second was received to approve the recommendation to complete a land market availability study and to authorize staff to move forward with development of a proposal and develop a hard budget. After discussion, the question was called and the Committed voted to approve the motion 8 to 1.

On October 18, 2017, the Committee conducted a properly noticed public hearing to consider proposed revisions (did not include revisions to the market factor) to the Land Quantity Analysis Methodology adopted as part of the Countywide Planning Policies. After closing the record, the Committee on motion and second voted unanimously to recommend the Board of County Commissioners adopt the proposed changes in the Countywide Planning Policies.

MUTUAL UNDERSTAND OF AGREEMENT

NOW, THEREFORE, Pursuant to the terms of this MOU, the Parties understand and agree as follows:

1. The Parties desire to reduce to writing their agreement **to** share the costs of hiring a consultant to conduct an “urban land market availability study” which provides empirical information useful in setting an accurate land market supply factor in their respective jurisdiction.
2. The Parties agree to provide the consultant selected to conduct the study with database information on vacant and partially used properties within the metropolitan UGA, an estimated 6,000 parcels sorted by parcel size, local government jurisdiction, and zoning (industrial and residential).
3. The Parties agree that at a minimum, the study will examine market factors in a manner to produce the desired outcomes and will include:
 - Results that identify market factors within each of the three major jurisdictions within Spokane County’s Metropolitan Urban Growth Area (City of Spokane, Spokane Valley, unincorporated Spokane County;
 - Results that distinguish between market factors for residential and industrial zoning; and
 - Results that distinguish between developable vacant and partially-used property for residential and industrial land.
4. The Parties agree the consultant will be expected to design and conduct a land market availability study; meet at least twice a month during the project period with staff to present and review the consultant’s survey design, methodology, procedure, results, analysis, and report for the Urban Land Market Availability Study; and provide a technical report in paper copy and electronic format on the study results.

5. The Parties have determined and agreed to budget not to exceed \$75,000.00 shared equally is adequate to fund the costs of obtaining the Urban Land Market Availability Study.
6. The Parties agree to fund the costs of the Urban Land Market Availability Study in equal shares not to exceed \$25,000.00 each for a total combined funding not to exceed \$75,000.00.
7. The Parties agree that upon payments made by the City of Spokane, the City of Spokane Valley, and Spokane County in amounts of \$25,000.00 each, their respective financial obligations under the MOU for funding the Urban Land Market Availability Study will be fulfilled.
8. This MOU constitutes the full and complete understanding of the Parties with respect to the funding of the Urban Land Market Availability Study.

This MOU may be executed in counterparts, each of which when so executed and delivered, shall be an original, but such counterparts shall constitute one and the same.

The Parties warrant that the officers/individuals executing below have been duly authorized to act for and on behalf of their respective party for purposes of confirming this MOU.

[Signature Page to Follow]

Dated this _____ day of _____, 2018.

SPOKANE COUNTY

By: _____

CITY OF SPOKANE

By: _____

CITY OF SPOKANE VALLEY

By: _____

DRAFT

[Return to Top](#)

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February 2019

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CA Committee:

- Liaison

[Return to Top](#)