

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



Meeting Agenda for Thursday, July 2, 2020
5:30 to 8:00 pm, City Hall, 808 W. Spokane Falls Blvd.
Proposed Agenda Subject to Change

Please bring the following items:
*Community Assembly Minutes: June 4, 2020



As part of the Stay at Home order, this meeting will be held online only via WebEx. The virtual meeting invitation will be sent out as well as linked on the [Community Assembly website](#). In-person meetings are expected to continue in the future upon issuance of new guidelines from the Department of Health and the State.

Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator).....	3 min (5:30)	Discussion	-
2. Proposed Agenda (Facilitator).....	2 min (5:33)	Approve	1
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend June Minutes (Facilitator).....	5 min (5:35)	Approve	4

Open Forum

4. Reports/Updates/Announcements	15 min (5:40)	Oral Reports	-
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Legislative Agenda

5. City Council (Council Member Betsy Wilkerson)	20 min (5:55)	Oral Reports	-
6. Grand Blvd Transportation and Land Use Study (Melissa Wittstruck)	10 min (6:15)	Presentation	8
7. Current ONS Program Updates (Louis Meuler)	10 min (6:25)	Oral Reports	-
• Clean Up, Dump Passes			
• Traffic Calming			
• Community Engagement			
8. Budget Committee Update (Mark Davies/Tina Luerksen)	15 min (6:35)	Discussion	
9. Admin Committee Update (Greg Francis).....	20 min (6:50)	Discussion	
10. Roundtable Discussion	15 min (7:10)	Open Discussion	-

Other Written Reports

Plan Commission Agenda Materials See Website at <https://my.spokanecity.org/bcc/commissions/plan-commission/>

Committee Reports, Agendas, Minutes, etc.

• Administration Committee	9
• Budget Committee	11
• Building Stronger Neighborhoods	13
• Land Use Committee	15
• Liaison Committee	18
• Pedestrian, Traffic, and Transportation Committee (PeTT)	19

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

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Liaisons and CA Representation on Outside Boards and Committees Reports (Liaison Committee)

- [Plan Commission Liaison Report](#)..... 23
- [Design Review Board Liaison Report](#) 25
- [Community Housing and Human Services \(CHHS\) Liaison Report](#)..... 33

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Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG (Big Hairy Audacious Goal):

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:

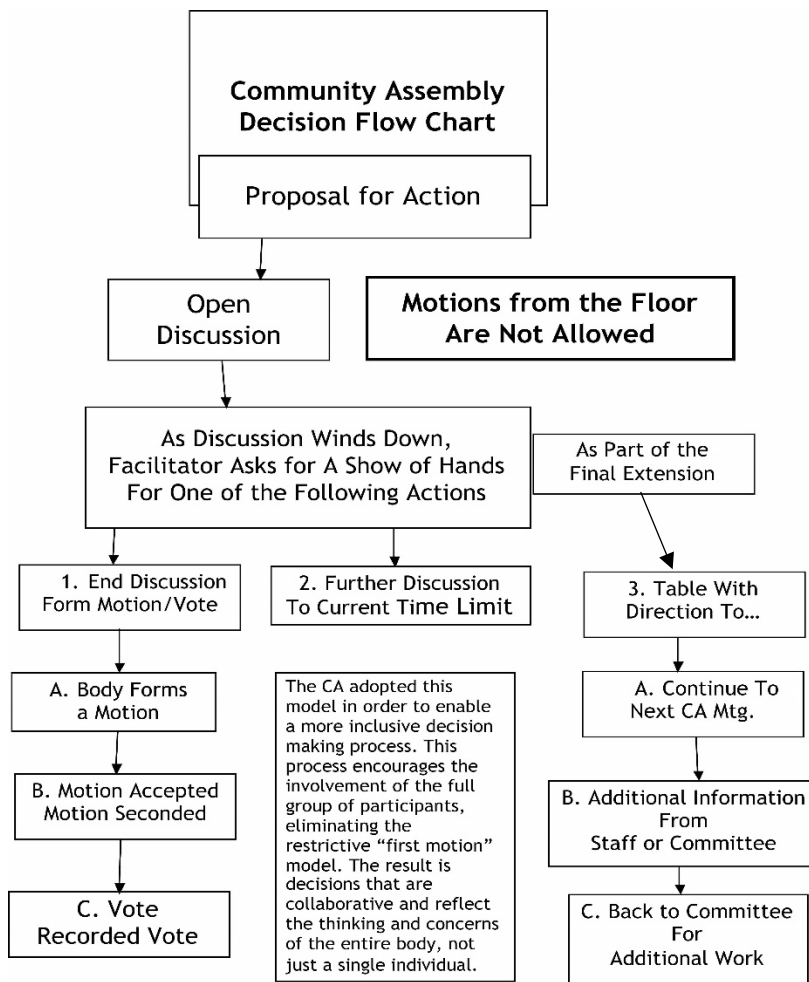
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

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

1. An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an Office of Neighborhood Services representative may preside. The facilitator shall act in accordance with the procedures outlined herein.
2. To speak at a meeting, a person must be recognized by the facilitator and only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
3. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
4. As part of the final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
 - a. End discussion and move into forming the motion and voting,
 - b. Further discussion,
 - c. Table discussion with direction,
 - d. Request time to continue discussion at next CA meeting,
 - e. Request additional information from staff or CA committee, or
 - f. Send back to the appropriate CA committee for additional work.



Community Assembly – Draft Minutes

June 4, 2020

Virtual Webex Meeting

Meeting Minutes: Meeting called to order at 5:30 PM by Kevin Freibott

Attendance:

- Neighborhoods Present: Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, Comstock, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Lincoln Heights, Manito/Cannon Hill, Nevada Heights, North Hill, North Indian Trail, Northwest, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, and Whitman.
- Neighborhoods Absent: Latah/Hangman, Logan, Peaceful Valley, Minnehaha, and West Central.
- City Council Members and Staff Members Present: Kevin Freibott, Gabby Ryan, Annie Deasy, Annica Eagle, Louis Meuler, Carly Cortright, and Council Member Cathcart.
- Visitors: Jason Lien (SRTC), Sabrina Marshall (SRTC), Mike Tressider (STA), Fianna Dickson (City of Spokane Parks Department).

Administrative Agenda:

1. Online Meeting Tips and Procedures (Facilitator)

- The facilitator asked for permission to record the meeting in order for ONS staff to provide accurate minutes. This request was approved and the recording was begun.
- Brief overview on virtual meeting etiquette.
- Ask questions in the chat window.

2. Agenda Overview

3. Approve/Amend Minutes (Facilitator)

- Andy Hoyer motioned to approve the March Minutes with the correction of Nevada-Heights being in attendance. Tina Luerssen seconded. Approved-19, Not approved-1, Abstained-1.
- Greg Francis motioned to approve the May Minutes with the correction of Nevada-Heights being in attendance. Andy Hoyer seconded. Approved- 21, Not approved-0, Abstained-0.

Legislative Agenda:

4. City Council (City Council Member Cathcart)

- CM Cathcart said he wasn't sure when we would open up to Phase III, it depends on the number of the new COVID cases. People who have come down with COVID have been contacted.
- The recent protest had thousands of folks peacefully protest. Only a small group made it disruptive. Another protest is expected to take place this weekend and it's expected to be huge. CM Cathcart mentioned, "The Spokane Police Department is doing a good job."

Note: A recording of the meeting is on file with Neighborhood Services.

- The 6-Year Street Plan includes an addendum and includes additional streets from the three City Council districts. The list of additional streets was included in the Plan Commission Liaison report included in the agenda packet.
- Fees are being waived during this time for streateries and parklets so restaurants can offer outside seating and follow social distancing guidelines.
- The Arena now is a temporary homeless shelter. We need to find a permanent shelter structure.
- City Council is preparing to extend an offer of employment for a Public Information Officer and Equity and Diversity Coordinator.
- The Centennial Trail modifications in West Central are on hold while additional options are explored.
- New parking meters will be released this year.
- U-District along Sprague and Sherman is getting an overlay.
- There is talk of splitting up the Neighborhood and Planning Division into two departments; Planning and Neighborhoods.

5. Division Connects – Jason Lier, Spokane Regional Transportation Council

- A presentation was given on the Division Street Corridor study (attached).

6. Special Events in the Park Update – Fianna Dickson, Parks Dept.

- Special events in City parks are currently not allowed.
- Parks recommends submitting special events permits to tentatively hold events preparing for Phase III (50 people) and IV (more than 50 people) when Parks can confirm.
- Restrooms in Parks are closed because Parks is operating with minimum staff right now. Portable toilets have been placed near restrooms of the more frequented parks.
- Questions should be directed to spokaneparks@spokanecity.org

7. Comp Plan Amendments Update – Kevin Freibott

- Currently, Planning has six private applications and three City-sponsored amendments.
- All relevant proposal details are available on the project site at <https://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/>
- The public comment period ends August 7, see the website for information on how to comment.

8. Current ONS Program Status

- Mobile Feedback Signs: some signs were vandalized and are in for repairs.
- Traffic Calming: deadline has been extended to June 21, by 11 p.m. Ten applications have been submitted. It was suggested to list 1st priority and 2nd priority. The meeting minutes requirement are being waived. Questions on Mobile Feedback or Traffic Calming should be directed to Annica, aeagle@spokanecity.org.

Note: A recording of the meeting is on file with Neighborhood Services.

- Community Engagement: deadline has been extended to June 21, at 11 p.m. Nine applications have been submitted. Meeting minutes or email from board showing approval should be included with the application as well as the 2019 Performance Report. Questions should be directed to Annie, adeasy@spokanecity.org.
- Neighborhood Cleanup: The Clean Up program has changed this year and will occur as a dump pass-only program until we know we can accommodate neighborhood pickups like we have in the past. Passes are being mailed this week beginning with low-income to higher income neighborhoods per the Census Data. Discussion ensued. Details regarding the 2020 Dump Pass program can be found here: <https://my.spokanecity.org/neighborhoods/programs/clean-up/>. Questions should be directed to Gabby, gryan@spokanecity.org.
- Discussion in opposition was undertaken as to whether to issue a letter to City Council pertaining to the decision to amend the cleanup program, however this discussion was continued until the next Community Assembly meeting by a vote of the members in attendance.

9. Letter to Mayor – Greg Francis

- Kathryn Alexander and Greg Francis met with the Mayor and asked for a director of ONS to allow for direct leadership to CA and Neighborhood Council. A letter was prepared by the Admin Committee, as authorized in the May meeting, and was attached to the agenda packet.

10. Other Written Reports

- Committee Reports, Agendas, Minutes, etc.
 - Administration Committee
- Liaisons and CA Representation on Outside Boards and Committee Report
 - Plan Commission Liaison Report

Meeting Adjourned

Next Community Assembly scheduled for **Thursday, July 2, 2020. Location TBD.**

Note: A recording of the meeting is on file with Neighborhood Services.

Memo

To: Community Assembly

From: Melissa Wittstruck, Assistant Planner II

Date: June 30, 2020

Re: Grand Boulevard Transportation and Land Use Study

This update is for the Draft Grand Boulevard Transportation and Land Use Study found on the project page at this link: <https://my.spokanecity.org/projects/grand-boulevard-transportation-and-land-use-study/>.

The transportation analysis is funded primarily through Traffic Calming dollars identified by Comstock Neighborhood Council in 2016, with land use analysis funding sponsored by City Council in 2017. Comstock, Manito-Cannon Hill, and Rockwood Neighborhood Council boundaries intersect at 29th Avenue and Grand Blvd. and the neighborhood councils have been actively engaged in the project. The project area is located in the Grand District Center which is a Comprehensive Plan designated center, with land use and zoning categories applied in 2006 to implement the center designation.

Transportation and market analysis, alternatives studied, and recommendations are included in the draft. This is a Study; there is no funding for projects identified. The Study does provide a foundation for future implementation if funding is identified and available.

The elements of the study are:

- Review: Traffic patterns and safety on Grand Blvd.
- Develop: Understanding of bicycle and pedestrian needs.
- Evaluate: Concepts of lane reduction, bike lanes, wider sidewalks, and green infrastructure. Analyze current land use and market data.
- Study: Land use designations with Comprehensive Plan goals in mind.

This project is an interdepartmental collaboration between Neighborhood and Planning Services and Integrated Capital Management.

Plan Commission will hold a hearing on recommendation to forward to City Council on July 8, 2020. If so recommended, the resolution to accept the Study is anticipated to go forward to City Council July 27, 2020.

Respectfully,

Melissa Wittstruck
Assistant City Planner II
City of Spokane

***DRAFT* Minutes for Meeting of the Community Assembly Administrative Committee.**

June 23, 2020. 12pm via Zoom web conference

Attendees: Committee members: Greg Francis (Chair), Tina Luerksen (Secretary), Kathryn Alexander.
Guest: Christopher Savage (Balboa/South Indian Trail) City Staff: Kevin Freibott, Annie Deasy. Absent: Seth Knutson, Mindy Muglia.

Discussion Items

Is there a “higher up” that Admin can have the discussion with, regarding the decision to leave CA out of the Clean-Up program discussion? The message of our dissatisfaction with this year’s program has been received by the Administration and City Council, according to Kevin. It would be very helpful to have a response from the Administration to the CA regarding this issue.

ONS Director position: no hiring happening until at least Phase 3. This position is an at-will exempt position, hired directly by the Mayor, not through Civil Service. It’s up to the Mayor’s office to prioritize and hire this position, probably 6 months out or longer.

Discussion regarding inappropriate/aggressive discussion in the Chat box on WebEx. Kevin can move a participant “to the lobby” if they become inappropriate. In the CA P&P, section IV.D.5, there is a process for ruling an attendee “out of order”.

Agenda Discussion

Kevin will speak at the beginning of the meeting regarding decorum and his direction from Admin to maintain meeting order and remove participants from the meeting if necessary.

Open Forum: The agenda packet/meeting notice will have a request to email the agenda email address to sign up for 5 minutes on Open Forum.

Melissa Wittstruck would like to do an update on the Grand Blvd. study, and editing in the SMC.

Next month BSN will have a request for agenda time to propose Leadership Training opportunities.

Budget Committee would like agenda time for discussion on how to use the remaining Community Engagement Grant funds.

Gabby Ryan will have a graphic showcasing the Dump Pass update with dates of distribution.

Scheduled City Councilmember is Betsy Wilkerson.

Proposed Agenda Times will be flexible, since it’s difficult to manage discussion during a virtual meeting, however Admin has requested that Kevin try to maintain timing close to the agenda.

Facilitator introductions: request for decorum, explanation of P&P and ability to move attendees to the “lobby”.

We are now able to have Open Forum, since we are past the “necessary and routine” meeting requirement.

Set up Polls to vote on June CA minutes.

Kevin will request attendees to type in their name and NC in the Chat window for attendance purposes.

Council Update: From our scheduled Councilmember. 20 minutes. Request an update on Police contract.

Planning: 10 minutes for Melissa to update on the Grand Blvd. study and SMC text updates (chapter 11.19)

Clean-up: 10 minutes for Gabby to present a graphic for the Dump Pass distribution.

Budget Committee: 15 minutes for discussion on spending remaining Community Engagement Grant funds.

Administrative Committee: 20 minutes for Greg to lead discussion regarding the 2020 Clean-Up Program. Either approval to send a letter, and/or Admin’s request to meet with City leadership.

Roundtable.

Topics for next Admin Committee meeting. Tuesday, July 28th, 2020

BSN agenda time request for Leadership Training proposal. Clean-Up Program/CA involvement update. CA/CC meeting July 30th?

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DRAFT Community Assembly Committee Minutes: Budget Committee

6/22/20 6:30pm, virtual via WebEx

Members virtually present: Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Kelly Lotze (Browne's Addition). ONS staff liaison: Annie Deasy. Committee members absent: Scot Webb (North Hill), Ken Cruz (West Central).

Agenda:

1. February minutes approved by consensus.
2. City Legal has determined that Zoom is an allowed expense for Grant funds, because it fulfills the goal of increasing participation.
3. Dump Pass discussion: If Dump Passes are not distributed before expiration, they can be returned for refund (to go towards reallocation). September 21, 2020 is the expense deadline for first-round.
4. Applications received:
 - a. Audubon/Downriver: \$700 for Dump Passes, no reallocation request. No minutes attached.
 - b. Balboa/South Indian Trail: \$700 for Yard Signs and Door Hangers, reallocation \$300 for Door Hangers. Committee approval.
 - c. Bemiss: \$700 for Band, Brochures, Zoom. Reallocation \$300 for Newsletter. Committee approval, with the exception of Zoom account because it's not specified in the minutes.
 - d. Chief Garry Park: \$691 for outdoor movie, bookmarks, Zoom account. Reallocation \$118 for bookmarks and sign with insert. Committee approval.
 - e. Cliff/Cannon: \$700 for NC logo development and banner printing. Reallocation \$300 for banners on street lampposts. Committee denies application: question whether logo development is an approved expense; could City graphic design do this work? Also—banners would need to have a "call to action" with web link or meeting info.
 - f. Comstock: \$700 for banners on street lampposts. Reallocation \$300 for banners on street lampposts. Committee denies application, banners would need to have a "call to action" with web link or meeting info.
 - g. Emerson/Garfield: \$700 for tablecloths, banners, magnets and stickers. Reallocation \$300 for PPE masks or pencils. Committee approval with the understanding that printed materials need to have NC info/meeting schedule. Reallocation: no PPE masks; pencils need to have NC info.
 - h. Grandview/Thorpe: \$700 for Movie Night or Dump Passes if Covid prevents the event. Reallocation \$300 for materials to build a sign/bulletin board in Grandview Park. Committee approval.
 - i. Lincoln Heights: \$700 Yard Signs, Dump Passes and Business Cards. Reallocation \$200 for tables. Committee approval for initial allocation. Deny reallocation, because CA has tables that can be borrowed.
 - j. Manito/Cannon Hill: \$700 for bands. Reallocation \$300 for door hangers, magnets, bags. Committee approval for all.
 - k. North Hill: \$700 for dump passes, no reallocation request. Committee approval.

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- l. North Indian Trail: \$700 for band. Reallocation \$300 for banner. Committee approval.
- m. Peaceful Valley: \$700 for postcards, sound equipment, tables, band. Reallocation \$300 for flyers. Committee approval with the exception of tables, since the CA has them to borrow.
- n. Riverside: \$700 for banners, posters, postcards. No reallocation request. Committee approval with caveat that banners need to have “call to action” with website/meeting info.
- o. Rockwood: \$700 for port-a-potty. Reallocation \$300 for magnets. No clear application, minutes, or metrics. Committee denies whole application, Annie will contact them to offer reapplication.
- p. Shiloh Hills: \$700 for postcards. Reallocation \$300 for postcards. Committee approval.
- q. Southgate: \$700 for D&O insurance, already approved and reimbursed. No reallocation.
- r. West Central: \$700 for movie night. No reallocation requested. Committee approval.
5. Annie will contact all the NCs which need more information for approval; Budget committee members will be cc'd.
6. We have \$4991 remaining if those neighborhoods fix their applications and are approved. We have \$7991 remaining if those 3 neighborhoods don't get approval. Suggest discussion at CA to ask how to redistribute this extra money. Tina will ask Admin for 15 minutes for discussion.
7. Next Budget Committee meeting is Monday, June 29th 6:30pm via WebEx, IF we can't approve them all on Slack. We will plan to have this meeting and decide by noon on the 29th if we will cancel.
8. Meeting adjourned at 8:47pm.

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DRAFT Community Assembly Committee: Building Stronger Neighborhoods
6/22/20 12:00PM Forza Coffee (Logan Neighborhood) and virtually on Zoom.

Members present at Forza: Kelly Lotze (Chair: Browne's Addition), Anne Luttrull (Emerson-Garfield), Cliff & Sarah Winger (Shiloh Hills),
Present on Zoom: Tina Luerksen (Secretary: Grandview/Thorpe), Chris Flanagan (Manito/Cannon Hill), Charles Hansen (Whitman), Luke Tolley (Hillyard), Melody Dunn (Northwest). City staff: Annica Eagle, Gabby Ryan.

- Committee Housekeeping
 - February meeting minutes approved.
- Committee Business
 - Neighborhood Proposed Outreach assignments. At our February meeting, we had decided on the following assignments but then Covid shutdown happened, so we haven't reached out much. This is a good time to try to reach out to these NCs, as Neighborhoods are meeting virtually.
 1. Kelly: Riverside & Peaceful Valley
 2. Dave: Comstock & Southgate
 3. Tina: Bemiss & Whitman
 4. Chris: Hillyard & Minnehaha
 5. Fran: South Indian Trail & Five Mile
 6. Anne: West Central & Shiloh Hills
 - Melody is helping to organize Unity in the Community on August 22nd, they are looking for volunteers. Anyone interested can call Melody at 509.368.4772. www.nwunity.org.
- Leadership Training
 - Gabby, Annica, Annie, Heather and Louis have discussed Leadership Training and Gabby has put together a program suggestion with 3 sections, based on involvement level: beginner, intermediate, and advanced. Next step would be to find resources for completing these trainings and bring a proposal to the Community Assembly. The majority of these trainings wouldn't have costs for presenters (but perhaps for locations, printing, etc).
 1. Beginner: Effective Communication with Community Groups; Community Engagement—Building Relationships; Asset-Based Community Development; Expanding Capacity and Sustainability Within Your NC; Civics 101—Understanding the City Processes; Understanding Leadership Styles Through Assessments (this costs money for some of the assessments); Running Inclusive Meetings (how to incorporate everyone in the process, handling complaints, technical processes).
 2. Intermediate: Cultural Competencies in Leadership Training; Spokane History and Historical Perspectives. These would both require paid speakers from the community.
 3. Advanced: Transitioning Leadership; Community Visioning (Neighborhood Plans, future planning).
 - We can utilize Slack for discussing details and full plans; Gabby will send information out to the committee so that we can put together a proposal of 3-4 trainings that the CA could hold this year. Tina will

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send out invitations to committee members to join the Slack channel. There is also a free resource available through Spokane Public Libraries online called “Linda” for leadership training.

- Announcements & Upcoming Events:
 - Yesterday (6/21/20) was the deadline for the Traffic Calming and Community Engagement Grant applications.
 1. Annica is working with City departments for the Traffic Calming Priorities analysis. She will have more information to share at the July BSN meeting. Traffic Calming funding in the future will be impacted by the School Zone and Red Light Cameras being turned off for a period of time this year due to the pandemic. In previous years, more funding has been approved for Traffic Calming projects than what was originally earmarked for this program.
 2. Budget Committee meets virtually tonight to discuss NC applications and possible changes to the program to accommodate Covid restrictions.
- Education & Outreach
 - Brochures: Annica has updated the Neighborhoods brochure and will share the document with this committee. Depending on the purpose of printing these brochures, ONS may be able to print them or else we might need to request funding for printing from the CA budget. For instance, if we want to have brochures available to hand out at Unity in the Community, this committee would have to fill out a Community Engagement Grant application to print them, with expected performance metrics.
- Topics for next meeting:
 - Neighborhood outreach.
 - Brochures: distribution plan, funding application.
 - Gabby—discussion on trainings.

Next meeting: Next regular meeting will be noon on Monday, July 27th, 2020.

Location: Forza Coffee on Hamilton with possible Zoom component as well.

Draft Land Use Committee Minutes – 6/18/20

Neighborhoods Present: Grandview/Thorpe (Molly Marshall), Cliff/Cannon (Nicola), Lincoln Heights (Chuck), Rockwood (Toni, Greg)

City Staff: Tirrell Black, Kevin Friebott, Colin (city), Dwight Hume (applicant)

Facilitator: Nicola (Cliff/Cannon)

Recording Secretary: Greg (Rockwood)

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Met over City Webex

Brought to order about 5:40pm

Presentation on Comp Plan Amendment applications – Kevin/Colin

Six private applications and three public (city sponsored) applications:

Z19-499COMP (private)

NC: Bemiss

Proposed change of zoning from RSF (single-family) to GC (general commercial)

Z19-501COMP (private)

NC: Nevada Heights

Size: .5 acre total

Location: Nevada & Decatur

Proposed change of zoning from RSF (single-family) to CB (community business)

Z19-502COMP (private)

NC: Lincoln Heights

Size: .38 acres

Location: Ray & 29th Avenue (NE corner)

Proposed change of zoning from RSF (single-family) to O (office)

This application was expanded by city council to include a parcel across Ray that is currently a parking lot – it would rezone that lot from RSF to O as well.

Z19-503COMP (private)

NC: Southgate

Size: 5.5 acres

Location: 53rd Ave near Palouse Highway

Proposed change of zoning from RSF (single-family) to RMF (multi-family)

This application was expanded by city council to include another parcel adjacent to the applicant's parcel to also convert it from RSF to RMF to make the area consistent

Z19-504COMP (private)

NC: West Hills

Size: 2.2 acres

Location: West 8th Ave near Government Way

Proposed change of zoning from RSF (single-family) to RMF (multi-family)

Z19-505COMP (private)

NC: Cliff/Cannon

Size: 0.16 acres

Location: Jefferson & West 10th

Proposed change of zoning from RSF (single-family) to RMF (multi-family)

Z20-019COMP (city sponsored)

Purpose: Bike Map Update in Chapter 4 of Comp Plan (Map TR-5)

Thirteen sets of changes to the map

Mixture of aspirational changes while some are funded projects

Z20-042COMP (city sponsored)

Purpose: Arterial Map Update in Chapter 4 of Comp Plan (Map TR-12)

Make various corrections or updates to the arterial street map

Z20-045COMP (city sponsored)

Purpose: Text Amendment to Chapter 4 of Comp Plan regarding Railroad Crossings

Safety concerns about four crossings in the city without gates (3 in East Central, 1 in Logan)

By adding to Comp Plan the hope is that grant funding will be easier to get to update crossings

Public comment period for all applications has started and ends on August 7th

Plan commission hearing is expected in early fall

City council hearing is expected in late fall

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Next Meeting topics?

29th and Grand traffic study?

North Foothills CC3 Overlay Expansion

Adjourned at 6:47pm

Draft Minutes – Liaison Committee Meeting – 3/10/2020

Location: Tom Sawyer Coffee

Present: Paul Kropp, Chair; Andy Hoyer, Recorder; Melody Dunn; Bonnie McInnis; Susan Burns; Kathryn Alexander, Melissa Wittstruck, ONS

Discussed Section 108 – CHHS approved full funding request

We need to have a method of communicating CHHS activity to CA. CHHS meets one day before CA, packet is closed. Possible hard-copy summary by Melody? We recommended that CHHS produce a press release – Melody will speak to CHHS chair. Official Gazette may be a source?

We reviewed and approved the minutes from the last meeting.

Melissa will add the name of each staff contact to the summary grid, not just emails.

Discussion items for a proposed evaluation regimen:

- We will add “Further comments” to draft form, and use numbers, not “M, B, E”
- Staff will not rate performance – Piccolo suggested a verbal comment, not written. We discussed an “informed outline guideline template” for lines of inquiry in verbal discussions with advisory board or committee chairs
- Liaison committee members will not contact other CA reps re performance of liaison, but will interview board and committee chairs and send notes to the Liaison Committee chair for both 90-day and annual reports.
- Staff will contact board and committee chairs re attendance
- CA will review the performance evaluations. Long discussion of Public Records Requests, paper trail etc.

Slight re-word on note from LC Chair to liaisons re new CA liaison P&Ps to be done by Paul.

Next meeting was scheduled for April 14 – topics to include 1) completing profiles, 2) should a liaison be a member of the Liaison Committee?

Prepared by Andy Hoyer and reviewed by Chair, Paul Kropp

Draft minutes – CA Liaison Committee Meeting June 9, 2020 – via Zoom

Present: Paul Kropp, Chair / Susan Burns / Andy Hoye / Bonnie McGinnis / Tirrell Black, ONS

Time: 1:30 PM Note – Bonnie arrived a bit late.

After the long discussion in March of the means for liaison evaluations, the committee consensus is not to employ paperwork but instead to conduct “check in” interviews with each person and their board or committee chair and to report to CA.

Committee / board status:

Urban Forestry “on pause” – planning a meeting in July, tentatively

Plan Commission Mary Winkes has attended all meetings as scheduled and has reported to the CA. Mary is due for an initial “check in.”

Design Review Board Kathy Lang is chair but has not reported on recent meetings, including a lengthy one on the Centennial Trail gap/reroute in West Central. Paul will schedule a meeting with Kathy as soon as possible this month.

CHHS Melody Dunn and Paul worked on the report for the last CA meeting which was ready for the packet but the deadline got missed – ONS did send it out separately, however. Melody needs to be encouraged to do her liaison duties before advocating for a position. City Council member Betsy Wilkerson will add experience to CHHS Board as City representative.

Possible locations for in-person committee “check-ins” were discussed: 1) Susan’s porch 2) City Hall (not possible now), 3) Forza Lincoln Heights and Hamilton 4) Manito Park Park Bench 5) Bonnie’s son’s office.

Paul is working on drafts of LC Policies and Procedures and the position profiles.

Meeting adjourned at 3:00.

Draft prepared by Andy Hoye and reviewed by Chair, Paul Kropp

Pedestrian, Traffic and Transportation Committee (PeTT) Notes

June 23, 2020 / Via WebEx

6:00 – 7:30 PM

PRESENTATION and DISCUSSION – Proposed Biking Facility Amendments for the Comprehensive Plan

- PeTT's staff liaison, Colin Quinn-Hurst, presented the proposed text and bicycle master plan map amendments for bicycle facilities. The city's project page for these city-initiated comprehensive plan amendments is here <https://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/tr-5-proposed-bike-network-map/> and here <https://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/chapter-4-transportation-text/>. Colin's full presentation was distributed to the PeTT email list.

PRESENTATION and DISCUSSION – WSDOT Pedestrian / Bicycle Safety and Safe Routes to School Grants

- Colin Quinn-Hurst also presented the projects staff have selected for application to WSDOT in July. This is a program for projects to be built in 2021. He rehearsed the criteria and analysis the staff used to identify these projects as potentially high-scoring.
 - Ped-Bike Projects
 - A "greenway" treatment for Pacific to parallel Sprague Avenue from Sherman to Washington
 - Including protected crossings of Browne and Division
 - Installation of a hybrid beacon (HAWK signal) for the crosswalk on Greene at Carlisle
 - Improving a segment of the Millwood Trail east from the south landing of the Children of the Sun Trail along the bank of the Spokane River towards Felts Field
 - Safe Routes to School Projects
 - A pathway on the north side of Garland from the new Shaw Middle School east to an improved pedestrian crossing of Market St
 - An improved crosswalk on Nevada at Joseph for Gary Middle School
 - For Bemiss Elementary, sidewalk installations on both sides of Liberty between Crestline and Cook and a flashing beacon (RRFB) for the crosswalk on Crestline at Glass
 - For Finch Elementary, sidewalk improvements on both sides of Driscoll between Garland and Gordon, and crosswalk improvements at Milton and Northwest Boulevard

REPORT – New 2020 "Economic Recovery" Arterial Projects

- A number of 2021 projects in the 6-Year plan that have been advanced for construction this year for economic stimulus purposes by the public works department.
 - Arterial Grind and Overlay
 - Indian Trail from Francis to Kathleen
 - Nevada from Francis to Sharpsburg and from Magnesium to Holland
 - Eagle Ridge Boulevard from Meadow Lane to Shelby Ridge
 - Regal from 46th to 55th
 - Bernard from 29th to High Drive
 - Arterial Chipseal
 - Freya from 37th to the Palouse Hwy
 - Post from Maxwell to Cleveland

REPORT – City Council Resolution 2020-0042

- The chair reported on a resolution the city council adopted at their meeting on June 15 when they approved 2021-2016 Six Year Comprehensive Street Program. The resolution added certain projects of street maintenance, repair and modifications at "community request" to the program listed in its appendix and, importantly, establishes that the consideration of each year's new program be started by the Integrated Capital Management department in January. Please see the resolution for the details, which is attached.

FUTURE PeTT MEETINGS

- July 28 via WebEx – Trails of all kinds and colors in Spokane and Spokane County – Presentations by city and county staff with discussion.
- August 24 via WebEx – Spokane’s bridges, old and new including the I-90 viaduct.
- September 25 (venue TBD) – Council President Breean Beggs and a discussion of the vision and means for identifying and funding larger-scale pedestrian and bicycle infrastructure improvements for neighborhoods.

RESOLUTION NO. 2020-0043

A resolution incorporating community requests, which have been identified by Council Members and their constituents and are enumerated in the attached addendum, into the City of Spokane's 2021-2026 Six Year Comprehensive Street Program.

WHEREAS, the City of Spokane's Six Year Comprehensive Programs are annually updated and presented to the City Plan Commission for recommendation and to the City Council for adoption; and

WHEREAS, several processes are used by staff as a "first-cut" tool for prioritization of capital street projects; and

WHEREAS, through the application of project scoring tools, street projects are selected from the highest priority rankings; and

WHEREAS, currently, however, staff only applies the "Matrix" to full street rebuild projects; and

WHEREAS, community members have a strong interest in the consideration of important arterial maintenance and repair projects that do not require a full street rebuild, or are rebuilds that do not score highly in the current matrix; and

WHEREAS, such arterial maintenance and repair projects include, but are not limited to, grind and overlay projects, bike and pedestrian projects, and safe routes to school projects; and

WHEREAS, Council Members frequently hear from constituents that they would like to see these types of maintenance and repair projects more fully included in the Comprehensive Six Year Streets Program; and

WHEREAS, Council Members recognize that there are limited funds to apply towards all desired projects and therefore they must be prioritized; and

WHEREAS, Council Members have consulted with their constituents and have included in the attached addendum a list of the projects they would like to see included or modified in the 2021 - 2026 Six Year Comprehensive Street Program with the understanding that, as is usually the case, not all funding for these projects has yet been secured.

NOW, THEREFORE, BE IT RESOLVED BY THE SPOKANE CITY COUNCIL, that the street maintenance and repair projects and modifications enumerated in the attached addendum be added to the 2021 - 2026 Six Year Comprehensive Street Program, with appropriate edits to be added by staff.

BE IT FURTHER RESOLVED THAT, in January of each year Integrated Capital Management will publish the prioritization criteria for each program within the Six Year Comprehensive Street Program, including but not limited to: Bridge Rehabilitation Program, Capital Improvement Plan, Pedestrians and Bikeways Program, Neighborhood Program, and Impact Fee Program.

AND BE IT FINALLY RESOLVED THAT, in January of each year Integrated Capital Management will publish the projects it proposes adding to the Six Year Comprehensive Street Program and the 3-5 projects in each program that fell below the cutoff for inclusion in the upcoming plan.

ADDENDUM TO RESOLUTION NO. 2020-0043.

The following arterial street projects and funding modifications, organized by City Council District and identified by project type, are nominated by the Spokane City Council to be considered by the Streets Department for the 2021 - 2026 Six Year Comprehensive Street Program:

District 1

- E. Empire Avenue (N. Market to N. Pittsburgh)
 - Maintenance and repair
- N. Perry Street (E. Illinois to E. Wellesley)
 - Maintenance and repair
- E. Illinois Avenue (N. Market to N. Hamilton)
 - Installation of physically-designated, protected bike lane in both directions

District 2

- E. 37th Avenue (S. Perry to S. Mt. Vernon)
 - Maintenance and repair
- E. 44th Avenue (S. Regal to S. Napa)
 - Paving unpaved section between S. Napa and S. Crestline and making sure it is a seamless arterial for east-west traffic from S. Regal to S. Crestline
- W. Riverside Avenue (N. Monroe to N. Division)
 - Installation of physically-designated, protected bike lane in both directions

District 3

- W. Boone Avenue (N. Howard to N. Ruby)
 - Installation of physically-designated, protected bike lane in both directions to occur in 2022 with local arterial levy funds
- W. Garland Avenue (W. Northwest Blvd to N. Stevens)
 - Grind and overlay where needed in 2023
- W. Strong Road (N. 5-Mile to N. Austin)
 - Full rebuild of Strong Road in 2026

City-Wide

- Restore \$700,000 per year funding each year for paving unpaved streets
- Adjust funding on 195 J-Turn project to state funding from current local fund

Plan Commission Liaison Report

Community Assembly Report

July 2, 2020

Filed by Mary M. Winkes, CA Liaison to the Plan Commission (PC)

June 10, 2020 PC Meeting

The Plan Commission continues to meet virtually, according to the Stay Home, Stay Healthy Governor's orders. Some restrictions have been lifted so the PC can conduct regular business, beyond what has been deemed "essential".

There was a presentation regarding the 6-year city wide capital Improvement Program (CIP) Timeline.

The main business before the PC was review of the first three proposed Comprehensive Plan Amendments. There is a total of 9 proposed amendments. Six are private proposals, three are proposed by the city.

There was a hearing, as required, for the first three. The other six will come before the PC at two later meetings.

The proposed amendments were as follows:

Comp Plan Amendment Application Z19-499COMP (Bemiss Adjacent to Minnehaha)

<https://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/liberty-avenue/>

Comp Plan Amendment Application Z19-501COMP (Nevada Heights Near Shiloh Hills)

<https://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/nevada-decatur/>

Comp Plan Amendment Application Z20-019COMP (Citywide)

<https://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/tr-5-proposed-bike-network-map/>

No one from the public was present to speak to these first three.

The remaining six proposed amendments will come before the PC at two later meetings.

June 24, 2020 PC Meeting

The Plan Commission welcomed three new commissioners, including our own Cliff Winger. Welcome!

The majority of this meeting was dedicated to a workshop on the following:

Three of the proposed comp plan amendments:

[Z19-502COMP](#) -- "Residential 4-10" to "Office" (at 29th and Ray--Lincoln Heights NC)

The city has begun to receive letters of opposition on this proposal. There was a question as to whether or not a neighborhood council had weighed in yet. So far, only individuals had submitted comments.

[Z20-042COMP](#) --Amendments to Proposed Arterial Designations (Citywide)

[Z20-045COMP](#) --Text Amendment to Chapter 4 regarding railway crossing safety (Citywide)

The city is taking comments on all nine comp plan amendments until August 7.

All nine proposed comp plan amendments are located at: <https://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/>

It is important for neighborhood councils to look at these potential amendments and weigh in either pro or con while the comment period is open. Send comments to Louis Meuler at: plancommission@spokanecity.org

The workshop also included

Arterial Street Map Amendments: [file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2020-06-24%20\(5\).pdf](file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2020-06-24%20(5).pdf)

Grand Blvd. Transportation and Land Use Study: <https://my.spokanecity.org/projects/grand-boulevard-transportation-and-land-use-study/>

South University District Subarea Plan: <https://my.spokanecity.org/projects/south-university-district-sub-area-planning/>

Hearing on this plan is scheduled for the next PC meeting

Agendas for Plan Commission meetings, along with relevant documents, including complete minutes of each meeting, are available at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

Design Review Board Report

Submitted by Kathy Lang

Community Assembly Liaison to the Design Review Board (DRB)

June 29, 2020

klang@spokanecity.org

klang0132@gmail.com

719-338-1632

Afternoon and weekend availability by phone, email, or in person

Design Review Board Members

Kathy Lang, Community Assembly Liaison, Chair

Mark Brower, Civil Engineer, Vice Chair

Anne Hanenburg, Landscape Architect

Chuck Horgan, Arts Commission

Grant Keller, Real Estate Developer

Chad Schmidt, Urban Designer

Ted Teske, Citizen at Large

Drew Kleman, Architect

City of Spokane Staff Members

Dean Gunderson, Senior Urban Designer, dgunderson@spokanecity.org

Taylor Berberich, Urban Designer, tberberich@spokanecity.org

Upcoming Design Review Board Meetings

The next DRB meetings are scheduled as follows. Meetings run 5:30PM-8:00PM. During Governor Inslee's COVID Stay Home plans, DRB meetings are held virtually. Members of the community can attend via the WebEx link provided on Page Two of each meeting's agenda. DRB meetings are held only if projects have met review requirements; meeting cancellations are noted in the Agenda section on the [DRB page](#).

- Wednesday, July 8
Spokane Public Schools Joe Albi Stadium Replacement
Applicant: ALSC Architects
Collaborative Workshop
- Wednesday, July 8
Spokane Public Schools Northwest Middle School
Applicant: NAC Architects
Collaborative Workshop
- Wednesday, July 22 (tentative)
U-Haul Kmart Conversion
Applicant: Matthew Schaub, U-Haul
Recommendation Meeting

Applicant proposals and staff reports are posted to the [DRB page](#) by 5PM of the Friday preceding the project's meeting date. These documents are also emailed to the chair of the neighborhood council in which the project site is located.

Project: Joya
Recommendation Meeting: April 8, 2020

Applicant

Adam Rouns, NAC Architecture

DRB Trigger

Shoreline Agreement

Project Description

The project site is located immediately east of the intersection of North Superior Street and East Cataldo Avenue. Located at 1016 North Superior Street, this project site rests entirely within the Logan Neighborhood and directly across the Spokane River from the Chief Garry Park Neighborhood. The Centennial Trail runs along the site's eastern border with the Iron Bridge connection to Tuffy's Trail located immediately south of the site. The site is the former location of the St. Joseph's Orphanage (1901). The original facility had been demolished with the current site supporting multiple single story buildings that had housed a retreat operated by the Franciscan Order. Several stone bollard gate posts and the stone naming plaque from the original orphanage are still placed on the site at key pedestrian and vehicular entry locations. The major character assets are the Spokane River, views of the Iron Bridge, the Centennial Trail, and the numerous mature city-owned street trees along North Superior Street.

Recommendations

Based on review of the materials submitted by the applicant and discussion during the April 8, 2020 Recommendation Meeting, the Design Review Board recommends the approval of the project subject to the following conditions:

1. The applicant is encouraged to explore methods for relating the 8' tall privacy fence to the architectural expression of the building via materiality, rhythm and proportion. The applicant is encouraged to additionally explore and utilize the topography and landscape design to assist in achieving the desire for privacy screening.
2. The applicant is encouraged to explore further expression of the primary entrance, consistent with the principal wing of the building.

Additional information for this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: November 13, 2018
 - Recommendation Meeting: April 8, 2020
-

Project: Centennial Trail - Summit Blvd

Collaborative Workshop: April 8, 2020

Applicant

Dan Buller, Engineering, City of Spokane Public Works

DRB Trigger

City Council Resolution 2020-0015 dated March 16, 2020, sponsored by Council Members Mumm and Stratton. Under the provisions of [SMC 17G.040.030.a.2\(b and c\)](#), this project is exempt from design review. While the City Council cannot mandate any development project be subject to any particular action by the City Administration, the Council requested through a resolution that the Administration consider routing the project through the Design Review Board. Prior to the City Council passing the resolution, the City Engineer (as a permissible Action Approving Authority within the Administration) formally requested the Design Review Board's advice for this project – subject to the scope of authority conveyed to the Design Review Board. Additionally, on March 5, 2020 the Community Assembly, while not taking a position on the merit of the proposed project, did vote to support of the City Council's request asking that the project be brought before the Design Review Board.

Public Comments

This project drew considerable public interest. At the time of its Collaborative Workshop approximately 70 engaged neighbors provided written comment on the project. Those comments remain with this project through its completion. Public comments will

remain open throughout the completion of this project's Recommendation Meeting. Comments can be viewed in their entirety within the project's April 8, 2020 agenda packet.

Project Description

The proposed Path improvements through the Subject Site will run in a generally northeasterly direction from the NWC of the intersection of Boone Avenue & Summit Boulevard to the NWC of the intersection of West Point Road & Pettit Drive. The Path will stay on the river side of the right-of-way throughout the Subject Site, though there are some roadway and landscaping improvements proposed for portions of the side opposite of the river. The proposed Path will connect two separated portions of the Centennial Trail.

The proposed development will provide access to an enhanced portion of the Centennial Trail for 821 residential parcels and 68 non-residential parcels located within a five-minute walk of the Subject Site (1/4-mile radius). Of the residential parcels, 60 are multi-residential in nature. Of the non-residential parcels, three are churches, four are public parks, and two are public schools, with the remaining being vacant parcels.

The entire Subject Site is located within the West Central Neighborhood, though 105 of the 821 parcels located within a five minute walk of the proposed development are located within the Emerson-Garfield Neighborhood (104 of these parcels are residential in nature). While a smaller number of parcels in the West Central Neighborhood may be served with a recreational trail alignment running down & across the Spokane River, only the proposed Path alignment on the Subject Site will provide access to as many residential parcels in multiple neighborhoods, as listed above.

Advisory Actions

Based on review of the materials submitted by the applicant and discussion during the April 8, 2020 Collaborative Workshop the Design Review Board recommends the following Advisory Actions:

1. The applicant is encouraged to coordinate with property owners with driveways and carriage walks that connect to or cross the proposed multi-use path to share safety-related best management practices.
2. The board strongly recommends working with the adjacent property owners to alleviate vehicular vs. pedestrian conflicts, sight-line concerns, property damage and vandalism concerns. Included with the applicant's Recommendation Meeting submittal, the applicant will include existing examples within the city.
3. The applicant is encouraged to continue discussions with property owners and urban forestry and reflect those agreements in the conceptual planting plan submitted for the Recommendation Meeting.
4. The board acknowledges and encourages the current intent to visually designate driveways vs. Centennial Trail pathways through the implementation of material changes.
5. The board recommends the applicant further explore the geometry and function of the design as presented in Road Section Detail B, with particular focus on the ability of a resident to successfully operate a vehicle while pulling in and backing out of their driveway while crossing the proposed Centennial Trail pathway, passing between the landscape buffer, and navigating the possibility of a vehicle being parked across the street in the parallel parking area.
6. The applicant is encouraged to consider opportunities for future art installations to assist with wayfinding or neighborhood identification elements, where right-of-way width allows, particularly at intersecting streets.
7. The applicant is encouraged to consider the materiality and treatment of the guardrail and Centennial Trail treatment to assist with wayfinding and to fit within the neighborhood context.
8. The applicant is encouraged to explore opportunities to better integrate the topography of the existing site along portions of Summit Boulevard to reduce the extent of the two-pipe railing system, while reducing the presence of retention walls.
9. The applicant is encouraged to consider the aesthetic impact of safety improvements for all users within the public right-of-way.
10. The applicant is encouraged to use differentiating materials (for those portions of the path within the Mission and West Point rights-of-way) in scale and proportion appropriate to the surrounding residential context.
11. The applicant is encouraged to provide better bicycle accommodations along the portions of the path with views to the Spokane River (bike racks at key locations, pull-off locations with benches near key viewing spots).
12. The applicant shall return to the board with lighting design elements, specifically for the consideration of dark-sky lighting.
13. The applicant is encouraged to pursue the protection of the existing mature Ponderosa Pines along the trail.
14. The Design Review Board supports the applicant's likely need for additional funding for the project to address community needs for the proposed design.

Additional information for this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: April 8, 2020
-

Project: River Bend Development - Phase II
Recommendation Meeting: April 22, 2020

Applicant

Kathy Russell and Rustin Hall, ALSC Architects

DRB Trigger

Shoreline Agreement

Project Description

Multi-family housing project to be built on 13 acres and to include approximately 267 units within two new buildings within the 200 foot shoreline designation. The site lies under the James Keefe Bridge, south of the Spokane River and north of Martin Luther King Jr Way in the East Central neighborhood. The site is currently vacant with little vegetation, though there is an approximately 20'-25' buffer of trees and shrubs along the shoreline. A newly constructed portion of Ben Burr Trail runs along the northern edge of the site at the edge of the Spokane River's riparian habitat, with a trailhead access point to MLK Jr Way at the eastern edge of the site. A newly constructed engineered stormwater swale built at the time of the MLK Jr Way road build-out is located immediately east of the trailhead. The railroad tracks lie south of Martin Luther King Jr Way, with the tracks elevated on a vegetated berm. Phase I was reviewed by the Design Review Committee in 2001. Documentation from that review can be found within the DRB agenda packet for the February 26, 2020 Phase II Collaboration Workshop.

Recommendations

Based on review of the materials submitted by the applicant and discussion during the April 22, 2020 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

1. The board acknowledges the complexities and challenges of the site, and is in support of the overall development of the project. The board appreciates the creativity and ingenuity presented in creating a landmark project in this district of town.
2. The board is in strong support of retaining the bus stop on MLK Way.
3. The board supports the continued collaboration between the applicant and Department of Ecology to provide for recreational access to the river.
4. The board is in strong support of the applicant's conversations with WSDOT in further integrating the bridge and its supports into the project through design elements that reflect the project's character and addresses the human-scale.
5. The board supports the applicant's signage as proposed. If this requires a planning director's departure, the board would support such a request.
6. The Applicant is strongly encouraged to provide adequate Class 1 multi-modal path along MLK Way from the Erie intersection to the Ben Burr Trail access. Or, in lieu of public access to the plaza area through the site or a Class 1 multi-modal path along MLK Way, as a means of accessing the Ben Burr Trail (and on to the Centennial Trail), and without the extension of the sidewalk from the parking garage westward along the North edge of MLK Way, the applicant is strongly encouraged to make every effort to explore alternative options for wayfinding and access along the north edge of MLK Way in order to guide pedestrians to the trail.
7. The applicant is encouraged to further develop the architectural expression of the parking garage screening (similar to the image shown on page 35 of the applicant's packet) with respect to the main building architectural expression.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: February 26, 2020
 - Recommendation Meeting: April 22, 2020
-

Project: KXLY Radio Park Apartments
Collaborative Workshop: April 22, 2020

Applicant

Gretchen Renz and Mike Stanicar, Bernardo Wills Architects

DRB Trigger

Development Agreement

Project Description

A multi-family-housing project to be built on 13 acres and to include approximately 267 units within two new buildings within the 200 foot shoreline designation. The site lies under the James Keefe Bridge, south of the Spokane River and north of Martin Luther King Jr Way in the East Central neighborhood.

The site is currently vacant with little vegetation, though there is an approximately 20'-25' buffer of trees and shrubs along the shoreline. A newly constructed portion of Ben Burr Trail runs along the northern edge of the site at the edge of the Spokane River's riparian habitat, with a trailhead access point to MLK Jr Way at the eastern edge of the site. A newly constructed engineered stormwater swale built at the time of the MLK Jr Way road build-out is located immediately east of the trailhead. The railroad tracks lie south of Martin Luther King Jr Way, with the tracks elevated on a vegetated berm.

Phase I was reviewed by the Design Review Committee in 2001. Documentation from that review can be found within the DRB agenda packet for the February 26, 2020 Phase II Collaboration Workshop.

Advisory Actions

Based on review of the materials submitted by the applicant and discussion during the April 22, 2020 Collaborative Workshop, the Design Review Board recommends the following Advisory Actions:

1. The applicant shall continue discussions with City of Spokane Engineering and Southgate Neighborhood Council on mid-block crossings of Regal Street, emphasizing the stated goals of a pedestrian oriented district, as stipulated in a prior design review recommendation.
2. The applicant is strongly encouraged to introduce opportunities for shared-use pathways through the site and connecting to peripheral shared-use pathways and site access points, furthering the pedestrian-orientation of the development. The applicant is encouraged to provide more immediate access between the bicycle paths and the proposed wrap buildings.
3. The applicant shall return with a further developed plan for mitigating the loss of trees onsite, with consideration given to landscape buffers and specific use of Ponderosa Pine, between the east commercial areas and the multi-family housing, Pad F, and the ITM.
4. The applicant is strongly encouraged to return with imagery that depicts the project as viewed from the pedestrian point-of-view from points around and through the development, at major view corridors, from adjacent properties, and to and from identified community plazas and viewsapes.
5. The applicant is encouraged to demonstrate how they will create the urban village environment envisioned through the use of pedestrian scale designs for the buildings by using pedestrian- oriented amenities (lighting, signage, and ancillary elements) as called for in prior agreements.
6. The applicant is encouraged to return with building design that describes and depicts pedestrian scale development of the wrap buildings and their relationship to adjacent pedestrian-oriented spaces, including the north-running thoroughfare, sports fields, plazas, the amenity space between the proposed buildings, the open space between the "wings" of each principally residential building, and the external private residential spaces.
7. The applicant shall return with fully developed elevations of the buildings including but not limited to, materiality, glazing/window locations, primary entrances and entrance treatments, balconies, roof treatments, and projections.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: April 22, 2020

Project: U-Haul Kmart Conversion
Collaboration Workshop: May 13, 2020

Applicant

Matthew Schaub, U-Haul

DRB Trigger

Type III Conditional Use Permit application

Project Description

The site is located at 4110 E Sprague Avenue in the East Central Neighborhood. It is currently zoned CB-55 (Community Business) and is bordered on the south by RSF (Single Family Residential) and RHD- 35 (High Density Residential) zones. The properties to the north and west are zoned GC (General Commercial). Directly east of the site lies the City of Spokane Valley.

The project is seeking a type III Conditional Use Permit (CUP) as the maximum lot size allowed for a mini storage facility is seven acres (the parcel is 10.26 acres). The applicant is also seeking a zone change from CB-55 to General Commercial, this rezone is what will permit the conversion of the existing large retail facility into a mini-storage facility.

The north and south property lines are both lined with mature trees. The Sprague frontage has an attached 5 foot sidewalk in fair condition, all trees located within the landscape buffer are public trees (Maples). The Pacific frontage has a 30 foot wide landscape buffer backed with a decorative CMU block fence, all but two trees located within the wide landscape buffer are privately-owned (a mix of Honey Locusts, Siberian Elms, and Maples).

Advisory Actions

Based on review of the materials submitted by the applicant and discussion during the May 13, 2020 Collaborative Workshop the Design Review Board recommends the following Advisory Actions:

1. The applicant shall return with a developed landscape plan that illustrates how the type L2 landscape requirement will be met along Sprague Avenue and Pacific Avenue.
2. Given the contrast between Residential and Commercial zones, the applicant shall give consideration to filtered views, utilizing evergreen conifers, with consideration for selective removal of some of the deciduous trees. Specifically, the landscape along Pacific Avenue should strive to provide a filtered visual screen of the vehicles, portable storage units, and other non-structural utility items that may contain signage and graphics while providing for pedestrian security.
3. The applicant will return with solutions for how they plan to fully restore the CMU fence along Pacific Avenue.
4. The Applicant is strongly encouraged to return with further improvements to the south elevation of the building - such as using the existing modulations (vertical recesses at pilasters) to create opportunities for variations in the paint scheme. Suggest using more subtle shade difference in the colors, more than using brighter hues.
5. The applicant shall explore ways and means of architectural and signage expression that allude to the Spokane and Inland Northwest region.
6. The applicant is further encouraged to explore allusory imagery, in lieu of mock parapet storage units.
7. The board supports the applicant's retainage of the existing roof design, as a unique architectural feature.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: May 13, 2020

Project: Centennial Trail - Summit Blvd
Recommendation Meeting: May 27, 2020

Applicant

Dan Buller, Engineering, City of Spokane Public Works

DRB Trigger

City Council Resolution 2020-0015 dated March 16, 2020, sponsored by Council Members Mumm and Stratton. Under the provisions of [SMC 17G.040.030.a.2\(b and c\)](#), this project is exempt from design review. While the City Council cannot mandate any development project be subject to any particular action by the City Administration, the Council requested through a resolution that the Administration consider routing the project through the Design Review Board. Prior to the City Council passing the resolution, the City Engineer (as a permissible Action Approving Authority within the Administration) formally requested the Design Review Board's advice for this project – subject to the scope of authority conveyed to the Design Review Board. Additionally, on March 5, 2020 the Community Assembly, while not taking a position on the merit of the proposed project, did vote to support of the City Council's request asking that the project be brought before the Design Review Board.

Community Assembly Liaison Communications

In my role as Community Assembly Liaison I had several phone and email conversations with members of the public who had concerns regarding this project. In this role, I worked to bridge communications between Staff and the public and to provide guidance on the review process. At the May 27 Recommendation Meeting, the board was provided a description of this communication and given the option to ask for my recusal. The board members agreed that recusal was not necessary.

Project Description

The proposed Path improvements through the Subject Site will run in a generally northeasterly direction from the NWC of the intersection of Boone Avenue & Summit Boulevard to the NWC of the intersection of West Point Road & Pettit Drive. The Path will stay on the river side of the right-of-way throughout the Subject Site, though there are some roadway and landscaping improvements proposed for portions of the side opposite of the river. The proposed Path will connect two separated portions of the Centennial Trail.

The proposed development will provide access to an enhanced portion of the Centennial Trail for 821 residential parcels and 68 non-residential parcels located within a five-minute walk of the Subject Site (1/4-mile radius). Of the residential parcels, 60 are multi-residential in nature. Of the non-residential parcels, three are churches, four are public parks, and two are public schools, with the remaining being vacant parcels.

The entire Subject Site is located within the West Central Neighborhood, though 105 of the 821 parcels located within a five minute walk of the proposed development are located within the Emerson-Garfield Neighborhood (104 of these parcels are residential in nature). While a smaller number of parcels in the West Central Neighborhood may be served with a recreational trail alignment running down & across the Spokane River, only the proposed Path alignment on the Subject Site will provide access to as many residential parcels in multiple neighborhoods, as listed above.

Recommendations

Based on review of the materials submitted by the applicant and discussion during the May 27, 2020 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

1. The applicant shall engage with property owners that directly abut the proposed trail to discuss safety-related responsibilities and best management practices and landscape buffer planting options.
2. The applicant is encouraged to further develop the design of the proposed plaza at the NW corner intersection of West Point Road and Pettit Drive with regards to pedestrian experience and site elements that encourage use of the plaza, such as bicycle parking, artwork, and benches. The applicant is also encouraged to investigate opportunities to soften the edge of the plaza at the curb through landscaping.
3. The applicant is encouraged to provide, and identify, locations for art installations or neighborhood identification elements at areas such as north-south street view termini and the proposed plazas.
4. The applicant shall install consistent vehicular guardrail throughout the project site.
5. The applicant shall give strong consideration to tree type and placement for optimal visual acuity when exiting or entering driveways via vehicle. Obscuring of pedestrians or trail users is strongly discouraged.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: April 8, 2020
- Recommendation Meeting: May 27, 2020

Project: Papillon South Tower
Recommendation Meeting: June 17, 2020

Applicant

Licia LeGrant, Bernardo Wills Architects

Trigger

Downtown General zoning

Project Description

The site is located in the Riverside neighborhood. Three historic buildings are located within a quarter mile of the site: Broadview Dairy on the southwest corner of Cataldo Alley and Washington Street; The Flour Mill directly south of the Spokane Arena; and The Wonder Building on the northeast corner of Lincoln and Broadway.

At the project's December 18, 2019 Collaborative Workshop, the project included two mixed-use towers. Prior to the June 12, 2020 Recommendation Meeting, the project scope had been reduced to a single mixed-use tower and related site improvements to include south and east of the project and the development of Cataldo Alley.

Through negotiations with the Spokane Park Board and Spokane Public Facilities District, an easement has been put in place along the south and east property lines of the site. This easement will allow for further development and interaction between the Papillon project, Riverfront Park, and The Sportsplex that will include patio space, stairs, landscaping, and will serve as an extension of the park grounds.

Recommendations

Based on review of the materials submitted by the applicant and discussion during the June 17, 2020 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

1. The Board is in support of the inclusion of the raised speed table in the project's development as an integral component to Cataldo Alley and its connecting public ways to the Spokane Arena.
2. The Board supports the Applicant's efforts to activate Cataldo Alley and provide a safe, major crossing point connecting the Papillon South Tower development to the Spokane Arena, Sportsplex and Riverfront Park, as presented.
3. The Board supports the Applicant's efforts to provide a protected bike lane on Howard Street consistent with the Bicycle Master Plan.
4. The Applicant is encouraged to continue developing the building design at both macro and micro scales where abutting the adjacent existing Park Building particularly at the south elevation. The Applicant may consider material change, material orientation, planar change, discreet detailing, or other design strategies to create a more intentional joining of the existing and new buildings.
5. The Applicant is encouraged to revisit the sidewalk paving patterns provided along the Howard Street sidewalk as it crosses Cataldo Alley to better meet the intent of SMC 17C.124.280(F) by discouraging vehicular trespass and strengthening the perception of the Alley as a pedestrian realm.
6. The Applicant shall continue to develop and implement the hardscape design for Cataldo Alley as presented, during the Papillon South Tower phase, regardless of the timeline for future phases.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: December 18, 2019
- Recommendation Meeting: June 17, 2020

Community Human and Housing Services Board [CHHS]

Report to the Community Assembly

June 3, 2020 meeting via WebEx

Melody Dunn, CA CHHS Board Liaison Member

Funding is based on who the money is from (HUD and the state), they decide the time frames, the start and end date, the number of years it is good for, who is eligible to receive the benefits, as well as time frames for how much of the money is spent within different timelines and parameters, in order to prove need and usage of the money. Some programs are on one, three, or even five or six- year schedules. They each have complicated means of timeframes, eligibility, use and proof of need. If the money does not move in a timely fashion, less money could be available the following cycle.

The **Continuum of Care or CoC**. The Continuum of Care is an advisory board to the city council, much like the CHHS, but don't deal with building sites and facilities, they deal with services. They have a very diverse group of individuals on their board, as well as part of their subcommittees, including those who have lived as homeless individuals. Their goals are quite similar to those of the CHHS board, including promoting a region-wide commitment to ending homelessness. Quickly rehousing and preventing trauma, by providing funding is an example, as well as promoting access to, as well as effective utilization and use of, mainstream programs by homeless individuals. The goal is to optimize self-efficiency among individuals and families experiencing homelessness. By 2021 all of our funding should be lining up with these goals.

<https://my.spokanecity.org/endinghomelessness/about/coc/>

<https://static.spokanecity.org/documents/ending-homelessness/about/coc-program-introductory-guide.pdf>

Barry Barfield and Jason McAllister said that they were both interested in being the liaison to the CoC board, meetings are held the 4th Wednesday of the month, starting at 3:30 and run an hour and a half.

The **Affordable Housing committee** has recommended a 10% increase of the Multi-Family Housing MFHP, and was approved by the board.

Ordinance C-35908 homeless response from city council. The city is admitting an error by closing and not having a new place to send the homeless last winter. They are looking at working collaboratively with CHHS, CoC and our area partners. While it is agreed that the transparency and sentiment are great and that it must include low or no barrier shelters, there are still a lot of questions that must be answered and a lot of more partners need to be brought on and prepared for this before it can be a possibility. Council member Betsy Wilkerson says that council will discuss this June 22nd and she will give them our feedback.

Next Board Meeting is July 8.

Update from city council meeting 6/22/23. All recommendations from the CHHS board were approved and the homelessness ordinance has been moved to July 13, 2020. The draft ordinance is attached.

Also the July 8 CHHS board packet is already available on the web site, so those interested in the details of the June 6 meeting can take a look at the draft minutes of that meeting (5 pages).

CHHS Board information and agendas are located at this address:

<https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/>

The CHHS Department home page is here: <https://my.spokanecity.org/chhs/>

CHHS is listed under Neighborhood and Community Services on the 311 city information phone number.

ORDINANCE NO. C35908

An ordinance establishing official City policy relating to homelessness response efforts; enacting a new section 18.05.030 to the Spokane Municipal Code.

WHEREAS, too many of our neighbors in Spokane are experiencing or have experienced homelessness; and

WHEREAS, too often, and for a variety of reasons, the City's night by night sheltering policy responses are either insufficient or carried out with little actual collaboration with the City Council and other regional governmental and nonprofit partners; and

WHEREAS, historically the City has precipitously reduced shelter bed and warming center capacity below the demonstrated need, which displaced hundreds of people into the community to sleep on sidewalks, in doorways, in parks and along the Spokane River, none of which are equipped for such use.

WHEREAS, the City Council regularly adopts resolutions concerning the procurement of warming centers or emergency shelter during inclement weather which state the official policy of the City, yet there is still a need for a binding statement of official City policy to guide the City's responses to the ongoing issue of homelessness and night by night sheltering in our community; and

WHEREAS, the City Council finds that it is necessary to establish clear and specific baseline policy statements to guide the City administration and to notify the public as to how the City will determine what steps it will take in the future in forming responses to the ongoing issue of homelessness and night by night shelters so that we can more effectively provide for the most vulnerable members of our community without gaps in service and protect neighborhoods that are ill-equipped to absorb the unsheltered.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That there is enacted a new section 18.05.030 of the Spokane Municipal Code to read as follows:

Section 18.05.030 Homelessness Response Policy

A. Findings and Purpose

1. The City finds that each resident of Spokane is entitled to a basic level of dignity and respect, regardless of whether they are housed or unhoused.
2. The City also finds that historically, City policy regarding the response to homelessness in our community needing night by night shelter has not been formed in a way that is either transparent, collaborative,

regional, or inclusive, and that process often results in decisions being made that harm our communities, rather than help.

3. The purpose of this section is to set a baseline of providing night by night shelter as our City's response to homelessness in our community, so that we form the right policy, with the right people at the table, and can most effectively provide, and coordinate the provision of, services to the most vulnerable members of our community.

B. It is the official policy of the City of Spokane that its responses to homelessness will be undertaken in accordance with the following principles, without exception.

1. In all responses, a region-wide approach is the starting point and all regional stakeholders – government, nonprofit, and for-profit sectors – will be involved in the formation of response policy.
2. The City Council, as a body or through its members, as the Council determines, will be actively and directly involved in all aspects of the formation of policy with the advice and consultation with the Community, Housing and Human Services and Continuum of Care Boards along with City staff in response to homelessness in our community, without exception, especially in regards to the provision of night by night shelter.
3. All night by night sheltering for people experiencing homelessness in Spokane, and funded with dollars either originating with or passing through the City of Spokane, will be low- or no -barrier shelter, to implement the preferred approach of Housing First.
4. The City shall not reduce night by night shelter or warming center capacity (whether measured by beds, square feet, locations, or by any other capacity measure) without first having in place an agreed, published, and publicly-disseminated plan which is compliant with the principles established in this section and which provides equivalent capacity or it is demonstrated that the amount of capacity being reduced is no longer needed based on vacant space for at least two weeks so there is no gap in service to people in our community who are experiencing homelessness and ill-equipped neighborhoods are not burdened with unsheltered persons.

PASSED by the City Council on _____

Council President