



ShMeeting Agenda for Thursday, December 3, 2020  
Webex  
Proposed Agenda Subject to Change  
Please bring the following items:  
\*Community Assembly Minutes: November 5, 2020



## 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	3
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator) .....	5 min (5:35)	Approve	5

## Open Forum

4. Reports/Updates/Announcements .....	10 min (5:40)	Oral Reports	-
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## Legislative Agenda

5. City Council (City Council President Beggs).....	10 min (5:50)	Oral Reports	-
6. Neighborhood, Housing and Human Services (Cupid Alexander).....	15 min (6:00)	Introduction	
7. Office of Neighborhood Services Update .....	15 min (6:15)	Oral Reports	10
(Carly Cortright, Annie Deasy)			
• Memorandum of Understanding, Parks Special Events Permits.....	10 min	Update	
• Neighborhood Community Development Program.....	5 min	Update	
8. Spokane Police Department (Colleen Gardner).....	10 min (6:30)	Update	
9. Hamblen Park Water Tower, CA Support of Comstock Resolution .....	15 min (6:40)	Discussion/Vote	21
(Mary Winkes, John Schram)			
10. Community Assembly Facilitator (Andy Hoye) .....	10 min (7:00)	Discussion	22
11. Committee Goals Approval (Greg Francis) .....	10 min (7:10)	Discussion	
12. Admin Committee Items (Greg Francis) .....	20 min (7:20)		23
• CA Admin Officers.....		Announcement	
• Policies and Procedures Ad Hoc Committee.....		Update	
• Neighborhood Presentations to City Council .....		Discussion	
• Selection of CA Representative for Planning Director Interviews .....		Discussion	
• Update on CHHS Liaison .....		Update	
13. Roundtable Discussion .....	10 min (7:40)	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 .....	25
• Budget Committee.....	27
• Building Stronger Neighborhoods Committee (BSN).....	29
• Community Assembly/Community Development Committee (CA/CD) .....	31

- [Land Use Committee](#)..... 33
- [Liaison Committee](#)..... 34
- [Pedestrian, Traffic, and Transportation Committee \(PeTT\)](#)..... 35

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

- [Plan Commission Liaison Report](#)..... 36
- [Design Review Board Liaison Report](#) ..... 38
- [Community Housing and Human Services \(CHHS\) Liaison Report](#)..... 41
- [Urban Forestry-Citizen Advisory Committee Liaison Report](#).....43
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- [Housing Action Plan Survey Flyer](#) .....46
- [Plan Commission Hearing Notice Z19-502COMP](#).....47

# **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:**

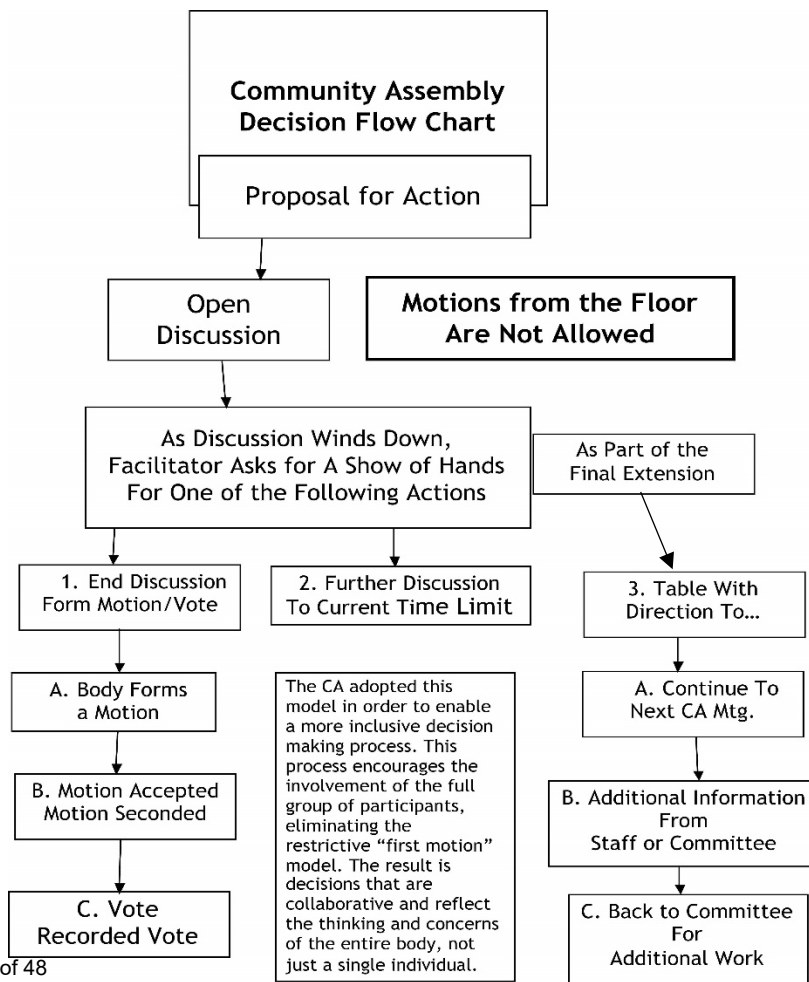
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

November 5, 2020 via WebEx web conference

Meeting called to order at 5:30pm by Kevin Freibott

### Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Browne's Addition, Balboa/South Indian Trail, Bemiss, Chief Garry Park, Cliff/Cannon, East Central, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, West Central, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Emerson/Garfield, Logan, Nevada-Heights, and Minnehaha.
- **City Staff present:** Kevin Freibott, Annie Deasy, and Carly Cortright.
- **Visitors:** Council Member Candace Mumm, Marlene Feist, and Paul Kropp (PeTT and Liaison Committee).

### Administrative Agenda:

1. **Introductions:** The facilitator asked for permission to record the meeting for Annie Deasy (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (18-approve, 1-deny, 0-abstain) and the recording was begun. The Facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.
2. **Proposed Agenda:** Mark Davies moved, Colleen Gardner 2<sup>nd</sup> to approve the proposed agenda with change to remove Item 8, Planning Services for Melissa Wittstruck is not quite ready to present and will come back when she is. Motion passed with 18-approve, 0-deny, and 1-abstain.
3. **July Minutes:** Kathryn Alexander moved, Mark Davies 2<sup>nd</sup> to approve September minutes. Motion passed with 18-approve, 0-deny, 0-abstain.
4. **Open Forum:**
  - Tina Luerssen, Grandview-Thorpe. Discussed the CA/CC meeting last week. There were 10 neighborhoods on the call. Council is rallying to maintain the full \$25,000 for the Community Engagement grant. Council Members attending NC meetings as some attend and some do not. Same thing with Neighborhood Resource Officers, Colleen recommended neighborhoods reach out to NROs and invite them to attend. RV parking and code enforcement was discussed. Snow plan has brochures or hang tags letting RV owners they cannot be parked on

streets because it's snow season. Photos help code enforcement/police with infractions. Town Hall meetings: City Council is trying to come up with a plan to hold meetings. Finally, City Council is trying to add the open forum back to City Council meetings. Mary Winkes added that because of the COVID moratorium on evictions, if someone is living in an RV they may not be able to be moved. Council Member Mumm added that if there is drug activity or on-site sanitation, please call crime check or code enforcement and have them checked on, because it's more of a case-by-case basis.

- Andy Hoyer, Southgate. Andy discussed the 1.5 % property tax increase for housing. Raise sales taxes to create sort of a grant opportunity for housing. Council Member Mumm spoke to that and added that she is a little hesitant about raising taxes during a pandemic. If tax increases did pass, the earliest it would take place is April 1st.
- Fran Papenleir, Audubon-Downriver. Announced the Parks Foundation is accepting Letters of Interest (LOI) for their grant program during the month of November. After submitting a LOI, the Foundation may contact you to complete the full application.
- Luke Tolley, Hillyard. Luke gave an update on the Police Reform Taskforce. Thank you for appointing me as your representative and Colleen is the backup. They had their first meeting and not much has been heard since the first meeting because they are in the process of hiring a facilitator. Colleen said they were supposed to meet last Friday to select a facilitator and asked if we had heard anything.

#### **Legislative Agenda:**

5. **City Council Report:** Council Member Mumm. Discussed the Budget: Council Member Mumm said she, Council President Beggs, and Mayor Woodard met on this years' budget. The City's finances are in great shape and the City has more reserves than most cities do and there will be no layoffs. The City is reducing some staff due to attrition and moving to every other week recycling pick up recycling because we are moving to every other week recycling pick-up; we . The exact amount dedicated to Homelessness is not yet determined. There are discussions with our non-profit partners and County and the Spokane Valley to figure who is handling what. It is online for review at <https://static.spokanecity.org/documents/budget/2021/2021-proposed-budget-2020-11-02.pdf>

Parks: AM Cannon Park has an aging play structure that needs to be torn down due to safety reasons and it's not slated for replacement until 2022. City Council and Parks are working to access funds to replace the play structure. They need about \$100k to \$330,000 to replace. She suggested having Parks come and speak on the Parks

Assessment and Master Plan for neighborhoods and looking ahead at preserving land and creating space for neighborhood parks. Council Member Mumm said, "It's a great subcommittee process". Councilmember Mumm discussed funding for the Indian Trail Park with Jeff Holy in Olympia, but ultimately he did not secure funding for the park. . She said the land for the Indian Trail Park was preserved but they still are working on funding. Some neighborhoods don't want big grass fields, they want a linear park for running and biking, skateboard structures, pools.

Planning Director: Council Member Mumm is sitting on interviews for the new Planning Director. She feels it's very important they have a planning degree. CA asked if they would be asked to be included in the selection process. Council Member Mumm did not know.

City water is being requested from outside areas/private developers asking for water that are outside the City of Spokane. There was a study session made to Council by Eldon Brown. They will be asked to make a decision within a month. There are a number of City neighborhoods who will be impacted.

She wants to hear from neighborhoods on the items available online. There were questions and answers.

6. **Open Public Meetings Act: Kevin Freibott, Planning.** Kevin gave some background on the Open Public Meetings Act and mentioned it came up at the CA/CC meeting and Council President Beggs said that he wanted it to be looked at further. Kevin showed the draft Open Public Meetings Act Ordinance, as well as the Municipal Code and City Charter as they relate to Neighborhood Councils and the CA. In the past, legal determined that the CA was not subject to OPMA but since that time legal feels OPMA applies to CA meetings. A discussion ensued including implications of CA following Robert's Rules of Order and the possibility for training on following Robert's Rules of Order if the OPMA Ordinance is put into place. Kevin mentioned that the CA follows most of the elements of the OPMA already.

There were questions and answers. CA feels they need a definitive answer as to whether or not the CA is subject to OPMA. Also, Greg mentioned that he was going to invite Mike Piccolo (City legal) to a preliminary meeting with Admin Committee. The sentiment was that this is a big enough issue all representatives should be present so that voices can be heard and explanations weren't left open to interpretation. It was decided to make a motion to invite Mike Piccolo, City Attorney, to meet with CA, not just Admin.

A motion was made to direct Admin not to meet with Mike Piccolo, City Attorney, but attend a meeting of the entire CA instead. Motion passed with 12-approve, 6-deny, and 2-abstain.

- 7. Snow Plan Update: Marlene Feist, Public Works.** Marlene gave a Snow Plan presentation that covered the dates of the City's snow season which is November 15 to March 15. She mentioned the Snow Brochure will be included in residents Utility Bills. Grab it and place it on your fridge. The presentation addressed that the City will complete a full-City plow when snow reaches 4" on streets, what the residential routes are (the map will be active when we have a full-City plow), the trucks are using snow gates to help reduce berms, using smaller trucks in some residential areas, granular de-icer and trying what works best. Cars should park on the odd side of the street and we expect more cars to be parked on the street because of the pandemic. Downtown plowing will take place between midnight and 6 a.m. City sidewalks will be cleared within 24 hours and residents are asked to do same. Hang tags will be printed and made available to the CA. There are video tips on the City's website. Once we have a snow event, look in the Inlander or Spokesman for a tear-out (this is good for renters). Mayor Woodard was going hold a press conference the following day. More information on snow can be found at: <https://my.spokanecity.org/news/stories/2020/11/13/snow-season-is-here/>. There were questions and answers.
- 8. Planning Services Update: Melissa Wittstruck. Removed from Agenda.**
- 9. Awards Committee Update: Andy Hoyer, Southside.** Andy suggested tabling awards until next year when we are not in a pandemic. The CA agreed. There were no questions.
- 10. CHHS Liaison Committee Nomination:** Paul Kropp, Liaison Committee. Paul brought Kathryn Alexander's application for the CHHS Liaison Committee to the CA. Kathryn said why she was interested in serving on the committee. A discussion ensued. A motion to accept the Liaison Committee's selection of Kathryn Alexander for CHHS Board liaison and to request the Admin Committee forward her information to the Mayor for nomination to the CHHS Board, per SMC 04.34A.030.D.3. Motion passed with 17-approve, 1-deny, and 1-abstain.
- 11. Building Stronger Neighborhoods Update:** Kelly Lotze, BSN Chair. Kelly gave an update and showed BSN minutes about the committee purchasing 60 Strengths finder books (2 per neighborhood), the CliftonStrengths Coaching Starter Kit, and CliftonStrengths Suite, CliftonStrengths Team Activities Guide, and Strengths Based Leadership to be used for Leadership Training since the \$4,000 was reinstated to the Community Engagement Grant budget. Tina expanded on the books and the short time to put things in place for Leadership Training for this year and BSN wanted to bring it to CA and see if the body supported buying books. Mark Davies, Budget Committee, wanted to make a motion, but since the funds had already been approved in August, it was just to support the purchase. A few other representatives said go for it. There were no questions.



- 12. Office of Neighborhood Services Update: Carly Cortright, ONS Director.** Carly announced that Cupid Alexander has been selected by the Mayor and brought forward to City Council as the new Division Director for Community Housing and Human Services. He has great energy and ideas, comes to us from Portland, Oregon, and starts on Monday, November 16. A discussion ensued; most everyone seemed very positive and many had heard of him.
- 13. Facilitator: Greg Francis,** Admin Committee. After December, Kevin can no longer act as facilitator. Carly suggested that CA hire an outside facilitator or she is available to serve as the facilitator. A discussion ensued about how to pay for it, can we enter a contract or afford it, who would be best to serve in the facilitator role and who would be able to serve in that role. A motion was made to form an adhoc committee to determine a permanent solution for a facilitator and have Carly Cortright act in an interim basis. Motion passed with 18-approve, 2-deny, and 0-abstain. Volunteers to serve on the adhoc committee are Andy Hoyer (chair), Daniel Zapotocky, and Mary Winkes.
- 14. Admin Committee: Mark Davies.** Mark sent an email to all CA representatives to serve on the Admin Committee in 2021. Those who responded were Christopher Savage, Greg Francis, Tina Luerksen, Kelly Blyth, Kathryn Alexander, and Kelly Lotze. While the voting poll was being created, each candidate gave a brief update on their CA experience. A poll was created to choose five candidates off the six that were received. The five that were moved forward to serve on the Admin Committee for 2021 were: Christopher, Greg, Tina, Kelly B., and Kelly L.

**15. Roundtable Discussion:**

Colleen gave a quick heads up to notify NROs if neighborhoods are meeting virtually. She has been working out a program that includes better communication between the neighborhood councils and NROs. She mentioned she is working with the Spokane Police Department a proclamation on RV parking.

It was suggested that everyone wear an ugly Christmas sweater for the December meeting since we can't have a potluck.

**Meeting Adjourned.**

Next Community Assembly scheduled for **Thursday, December 3, 2020.**



City Clerk's No. \_\_\_\_\_



**City of Spokane**  
**Parks & Recreation Department**  
**My Spokane Special Events**

**Title: MEMORANDUM OF UNDERSTANDING  
FOR CITY OF SPOKANE PARK USAGE AND  
BLOCK PARTIES BY NEIGHBORHOOD COUNCILS**

THIS MEMORANDUM OF UNDERSTANDING is between the **City of Spokane My Spokane Department**, a municipal corporation, whose address is West 808 Spokane Falls Blvd., Spokane, Washington, 99201, as ("City"), and \_\_\_\_\_ Neighborhood Council, whose address is \_\_\_\_\_, as \_\_\_\_\_ "Council".

WHEREAS the City of Spokane desires to assist Neighborhood Councils promote community events; and,

WHEREAS the City of Spokane's Neighborhood Councils desire to have permissive use of Spokane residential streets for their Block Party events and programs;

NOW, THEREFORE, the City of Spokane and Spokane Neighborhood Council hereby partner together for the use of City Streets and agree as follows

**1. TERM OF MOU.**

The term of this MOU begins on \_\_\_\_\_, 20\_\_ and ends on \_\_\_\_\_, 20\_\_, unless amended by written agreement or terminated earlier under the provisions.

**2. SCOPE OF WORK**

The General Scope of Work under this MOU is for the City of Spokane and the individual Neighborhood Councils to partner together in the promotion of supporting community activities, including, but not limited to, holding sporting activities, art festivals, various classes, free-to-the-public concerts, and other community events.

All reservations & activities chosen by a Neighborhood Council to take place in city parks or residential streets is subject to City review and approval

**3. TERMS FOR PARK USAGE AND BLOCK PARTIES**

- A. Certain Spokane City Parks are excluded from this use agreement including:
- Riverfront Park
  - Dwight Merkel
  - Franklin Softball Complex
  - South East Sports Complex

#### Manito Park

All Sports Fields within any park, unless pre-approved by City Field Scheduler.

- B. Rentals and space must be requested at least 30 days in advance and are subject to availability and will be handled on a first-come, first-served basis.
- C. Certain Spokane City Streets are excluded from this use agreement including: Arterial Streets or Emergency Access Route Streets.
- D. Reservations must be requested at least 30 days in advance and are subject to availability and will be handled on a first-come, first-served basis.
- E. All Reservations must be a neighborhood sponsored event. If the City of Spokane is requested to co-sponsor an event, the City of Spokane logo must be placed or included on all marketing materials and flyers. Certain events will be excluded from co-sponsorship by the City, including, but not limited to: rallies, marches, demonstrations for, or against, Constitutional issues, or relating to drugs, alcohol or gambling.
- F. No political campaigning or marketing shall be allowed at neighborhood park events.
- G. All special requests, requirements, or arrangements that result in any extra cost for an event are the responsibility of the Neighborhood Council sponsoring that event. The sponsoring Neighborhood Council will be given an explanation of extra costs before payment is required.
- H. Amenities such as bathrooms, garbage and recycling that surpass the existing available amenities will need to be supplemented by the sponsoring council.
- I. The City does not require a damage deposit for park or street use, however, the Neighborhood Council hosting an event or block party must leave the area in the same good condition as which it was found before use; ex. pick up and properly dispose of garbage.

#### **4. COMPENSATION / PAYMENT.**

The permit fees typically charged by the Parks Dept. for use of parks and My Spokane for use of streets for block parties will be waived for the Spokane Neighborhood Councils and their events, with the exception of vendors selling goods, food or alcohol.

#### **5. TAXES, FEES AND LICENSES.**

- A. Neighborhood Council shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this MOU. It is the Neighborhood Council's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this MOU shall be included in the project budgets.

#### **6. CITY OF SPOKANE BUSINESS LICENSE.**

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. Neighborhood Councils shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a

business registration. If a Neighborhood Council does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

## **7. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this MOU because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Neighborhood Council agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

## **8. INDEMNIFICATION.**

The Neighborhood Council shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity-asserted by third parties for bodily injury (including death) and/or property damage which arise from the Neighborhood Council's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Neighborhood Council to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Neighborhood Council's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Consultant/Contractor/Company, its agents or employees. The Neighborhood Council specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Neighborhood Council's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant/Contractor/Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Neighborhood Council recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

## **9. INSURANCE.**

Certain events may be held at City Parks without insurance coverage in addition to what the City has in place. However, if, *and when, the City of Spokane deems that additional insurance coverage will be required for certain Neighborhood Council events in City parks, that participating Neighborhood Council must obtain additional insurance at its own expense.*

Most block parties in the right-of-way do not need special insurance coverage and can be

covered under the applicants homeowners policy. However, if, and when, the City of Spokane deems that additional insurance coverage will be required for certain Neighborhood Council events in City streets, that participating Neighborhood Council must obtain additional insurance, at its own expense.

- A. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Neighborhood Council activities under this Agreement;
- B. Property Damage and Loss of Use Insurance for Neighborhood Council's personal property. Furthermore, Neighborhood Councils may purchase and maintain such insurance as will insure against loss of use of the premises due to fire or other hazards, however caused as Neighborhood Councils waive all rights of actions against the City for loss of use of the premises, including consequential losses, due to fire or other hazards, however caused.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from Neighborhood Councils, or its insurer(s), to the City. As evidence of the insurance coverages required by this Agreement, each Neighborhood Council shall furnish acceptable insurance certificates to the City at the time it returns the signed Agreement. The certificate shall specify all of the parties who are additional insured, include applicable policy endorsements and the deductible or retention level, as well as policy limits. Insuring companies or entities are subject to City acceptance and must have a rating of A- or higher by Best. Copies of all applicable endorsements shall be provided. Neighborhood Councils shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

#### **10. TERMINATION.**

Either party may terminate this MOU, with or without cause, by ten (10) days written notice to the other party.

#### **11. ANTI KICK-BACK.**

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this MOU shall have or acquire any interest in the MOU, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this MOU.

#### **12. DEBARMENT AND SUSPENSION.**

The Council has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

**13. MISCELLANEOUS PROVISIONS.**

- A. **Amendments/Modifications:** This MOU may be modified by the City in writing when necessary, and no modification or Amendment of this MOU shall be effective unless signed by an authorized representative of each of the parties hereto.
- B. This MOU shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.
- C. **Severability:** If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this MOU shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- D. **Waiver:** No covenant, term or condition shall be deemed waived, except by written consent of the party against whom the waiver is claimed. Any waiver of a breach of any covenant, term or condition shall not be deemed a waiver of any succeeding breach of the same. The acceptance by the City of any performance by the Neighborhood Council(s) shall not constitute a waiver by the City or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- E. Spokane Neighborhood Councils, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this MOU by having legally-binding representatives affix their signatures below.

**SPOKANE NEIGHBORHOOD COUNCIL**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature                      Date

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**PARKS DEPARTMENT**

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney



## Block Party Insurance Waiver and Hold Harmless Agreement

Risk Management will work with Block Party applicants on a case-by-case basis. Please make sure that you understand your responsibilities in regards to barricading the street right-of-way.

In consideration of participating in a \_\_\_\_\_ Neighborhood Council Block Party and permitting the use of residential streets right-of-way on \_\_\_\_\_(street), between \_\_\_\_\_ and \_\_\_\_\_, the undersigned hereby agrees that:

We, the undersigned, agree to save and hold harmless the City of Spokane, from all injury and damage to any person(s) and property which is caused by any activity, conditions, or events arising out of the temporary closure of the above street(s) for the purpose of a Neighborhood Block Party (as stated above) on the below mentioned date.

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, beginning at \_\_\_\_ a.m./p.m. and ending at \_\_\_\_ a.m./p.m.  
(Noise ordinance states no later than 10:00 p.m.)

We agree to close the above street(s) by setting out traffic barricades as shown in the attached drawing at the start time-of-closure and to remove barricades and place them away from travel lanes and sidewalks by the end of the time-of-closure. The Applicant will need to rent barricades from a vendor at their own expense.

We have 90% of the residents along the right-of-way agreeing to have the street closed (signatures attached) for the Neighborhood Block Party.

We further agree to follow the City's Neighborhood Block Party Policy. My signature below verifies that I understand I may become personally liable for any and all claims resulting from this Block Party in the right-of-way. (Section 8 in the Application)

\_\_\_\_\_ (signature)  
\_\_\_\_\_ (printed name)  
\_\_\_\_\_ (applicant's address)

SIGNED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_ Signature of Notary Public

My Commission Expires: \_\_\_\_\_



### **What Kind Of Barricades Will I Need?**

You will need a total of two “Type III” barricades with “Road Closed” sign. There should be one barricade at each street entrance (two barricades for a connecting street or one for a cul-de-sac). If the party is after dark, you will need barricades with flashers.



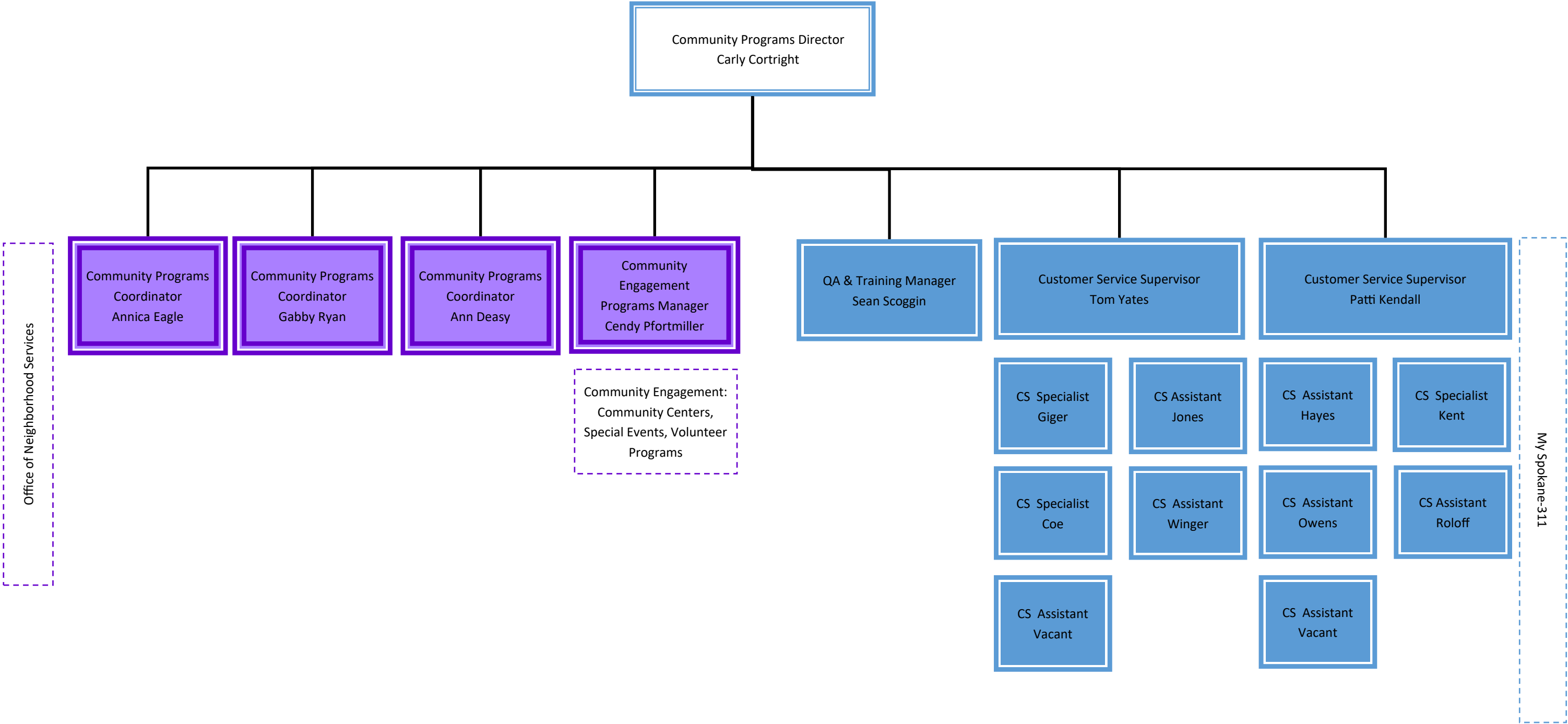
**DRAWING:**

**City of Spokane Neighborhood Council Block Party Neighborhood Authorization Form  
(90% of the Households on Block Party Street)**

[illegible]

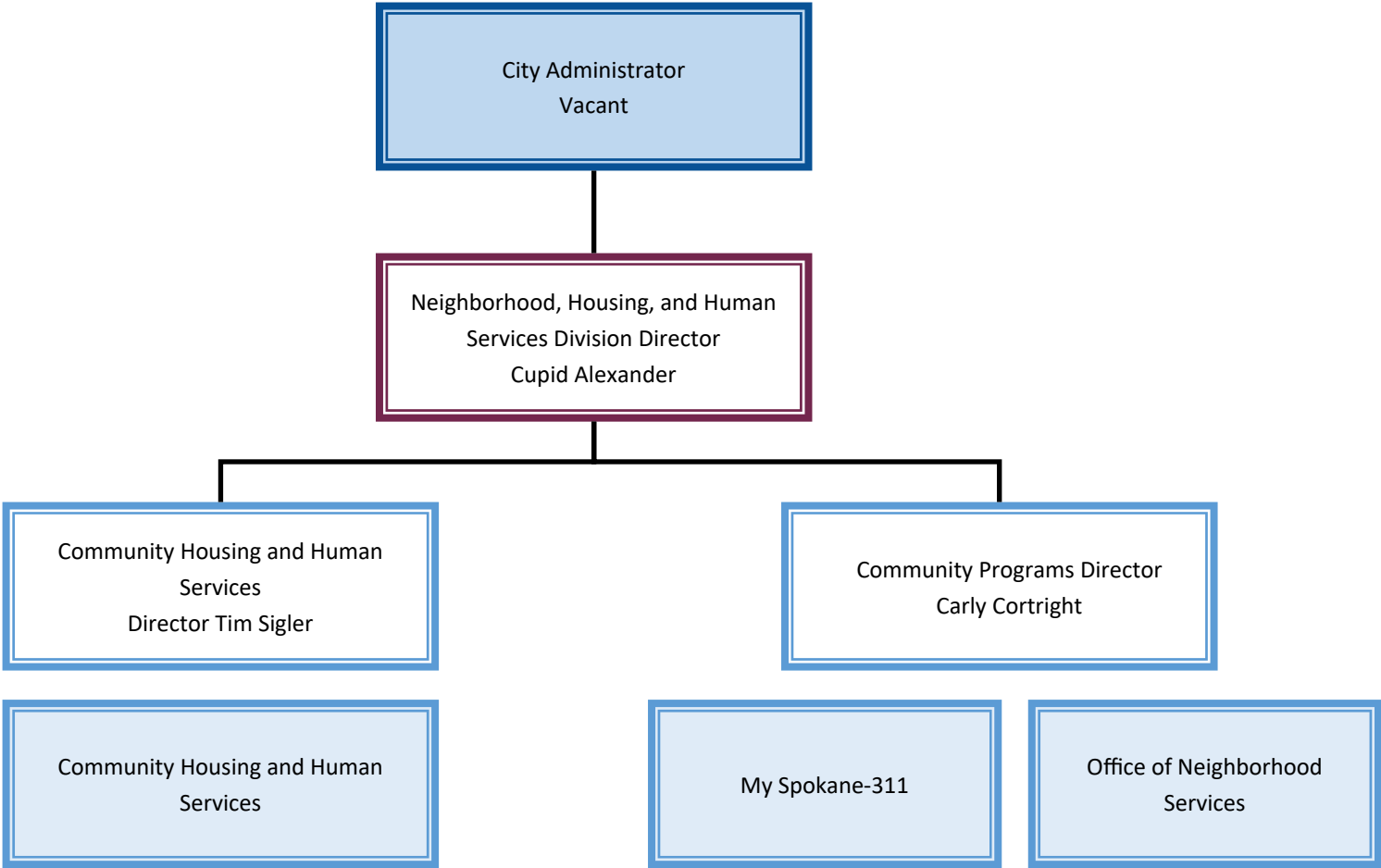
My Spokane-311 and Office of Neighborhood Services Org Chart

Updated 10/13/20



Neighborhood, Housing, and Human Services Division Org Chart

Updated 11/5/20



Proposed Resolution 2020\_11\_17

WHEREAS, it is recognized that the residents of Spokane have for many decades enjoyed the use of Hamblen Park, and other Spokane city parks,

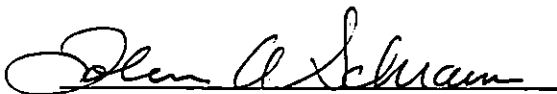
WHEREAS, the 6.71 acre Hamblen Park, dedicated in honor of Laurence R. Hamblen, former Park Board director and founder of the Spokane Parks Foundation, is designated conservation land, a non-developed natural refuge located in the heart of a residential neighborhood,

WHEREAS, the results of the High System Water Tank Project Survey (October 21, 2020), demonstrate that nearly 70 percent of respondents do not want a water tank located in Hamblen Park,

WHEREAS, the City of Spokane Charter, Article V, Section 48 (Effective Date: November 1987 Ordinance C28870 Section 1), prohibits the sale or exchange of park land without a vote of the citizens,

NOW, THEREFORE LET IT BE RESOLVED that the Comstock Neighborhood Council, authorized under the City of Spokane Charter Article VIII, Sections 71-76 (Effective Date: November 2000 Ordinance C32687 Section 1), **opposes any development in Hamblen Park or any other city park for non-park uses without a vote of the people.**

Voted and approved by unanimous consent at the November 17th, 2020 Comstock Neighborhood Council regular meeting. All voting members were deemed to be in good standing and eligible.



John Schram, Comstock Co-Chair

11/20/2020

Date

## **Zoom meeting minutes – Ad-hoc committee on CA Facilitator – November 17, 2020 – 7:00PM**

Present: Andy Hoyer, Southgate, Chair; Mary Winkes, Manito/Cannon Hill; Daniel Zapotocky, Latah/Hangman

We reviewed the CA Policies and Procedures, IV-D noting that: “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.”

We discussed a phone call between Carly Cortright and Andy in which she restated that she would continue on a temporary basis as facilitator after Kevin’s departure. She also clarified that she would ask for volunteers from City staff.

The general topic of funding for an independent facilitator was discussed. We will continue to research the intention of the original Engagement Grants, but our memory is that it was specifically for use by the individual neighborhoods, which we felt did not really include expenses of the CA . We also noted that CA reps travelling to the NUSA conference were funded by Engagement Grant money. Daniel will research City records and Andy will chat with Kathryn Alexander and review CA minutes to support or otherwise clarify the original intention and flexibility.

The next meeting will be set as needed.

Minutes prepared by Andy Hoyer

November 17, 2020

Community Assembly Admin Committee

Greg Francis

Delivered via email to: [gfrancis1965@yahoo.com](mailto:gfrancis1965@yahoo.com)

Re: Neighborhood Presentations to City Council

Dear CA Admin Committee Members,

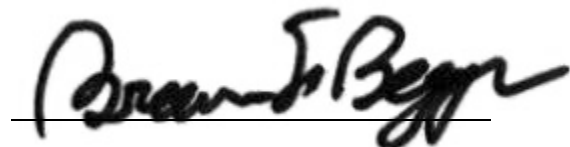
As you know, the City Council has not hosted our regular Town Hall meetings with neighborhoods since the beginning of the COVID-19 pandemic. We understand that there are many issues with trying to move Town Halls to a virtual format – navigating the technology, neighborhoods who aren't meeting as often as they normally do, cancelled events, etc. We anticipate continuing to cancel Town Hall meetings until we are meeting in person again, but we'd still like to give neighborhoods an opportunity to report to Council on the important work they've been doing.

I would like to request that the CA work with individual neighborhoods to create a schedule of presentations before Council, with no more than one neighborhood presenting each week, for 2021. These presentations would be held during the first 10 minutes of our 6 p.m. Legislative Sessions each week via WebEx.

The goal is to give neighborhoods the opportunity to touch base with the full Council if they'd like to join us, but there is no obligation to sign up if a neighborhood does not want (or does not have anything) to present. I've attached a draft list of the meeting cancelations for 2021 so that you know which dates should not be scheduled. You can also reach out to Hannahlee Allers at [hallers@spokanecity.org](mailto:hallers@spokanecity.org) if you have questions about any of the meetings.

Thank you for all you do for our community!

Best,

A handwritten signature in black ink, reading "Breean Beggs", written over a horizontal line.

Breean Beggs, Spokane City Council President

CC: Annica Eagle, Gabby Ryan, Annie Deasy

## NOTICE

### 2021 City Council Meeting Cancellations:

- Tuesday, January 19, 2021 (Martin Luther King, Jr. Week – Monday, January 18 is designated holiday)
- Monday, February 15, 2021 (Meeting canceled in recognition of President's Day, although City Hall is open this day)
- Monday, April 5, 2021 (Spring Break Week)
- Tuesday, June 1, 2021 (Memorial Day Week – Monday, May 31 is designated holiday)
- Monday, July 6, 2021 (Fourth of July Week – Monday, July 5 is designated holiday)
- Monday, August 9, 2021 (August break)
- Tuesday, September 7, 2021 (Labor Day Week – Monday, September 6 is designated holiday)
- Monday, December 20, 2021 (Christmas Week)
- Monday, December 27, 2021 (New Year's Week)

### 2021 City Council Town Hall Meeting Schedule:

Monday, **January 25**, 2021: City Council Chambers (Browne's Addition, Grandview/Thorpe, Latah/Hangman Valley, Peaceful Valley, Riverside, and West Hills)

Monday, **March 8**, 2021: East Central Community Center (Comstock, East Central, Lincoln Heights, Manito/Cannon Hill, Cliff/Cannon, Rockwood, and Southgate)

Monday, **June 14**, 2021: West Central Community Center (Balboa/South Indian Trail, Emerson/Garfield, Five Mile Prairie, North Hill, North Indian Trail, Northwest, Audubon/Downriver, West Central)

Monday, **September 13**, 2021: Northeast Community Center (Bemiss, Chief Garry Park, Hillyard, Logan, Minnehaha, Shiloh Hills, Nevada Heights, and Whitman)

As Town Hall meetings are a time for the neighborhoods to report on their activities and concerns, it is requested we keep the 6:00 p.m. Town Hall sessions free of legislative items (ordinances, resolutions, hearings, special considerations). We would ask that, if at all possible, you not schedule legislative items for consideration on the above Town Hall meeting dates. Feel free though to continue to submit 3:30 p.m. consent agenda items (contracts, claims) for consideration on those dates.

### 2021 City Council Joint Meetings with the Community Assembly:

- Thursday, April 29, 2021 (5<sup>th</sup> Thursday) at 5:30 p.m. – East Central Community Center
- Thursday, July 29, 2021 (5<sup>th</sup> Thursday) at 5:30 p.m. – West Central Community Center
- Thursday, September 30, 2021 (5<sup>th</sup> Thursday) at 5:30 p.m. – Northeast Community Center
- ~~Thursday, December 30, 2021 (5<sup>th</sup> Thursday) at 5:30 p.m. – Southside Community Center~~

If you have any questions or need clarification regarding the above schedule, please contact the City Clerk's Office at 625-6350 or [clerks@spokanecity.org](mailto:clerks@spokanecity.org).



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

**November 24<sup>th</sup>, 2020. 12pm via WebEx web conference**

**Attendees: Committee members:** Greg Francis (Chair), Tina Luerksen (Secretary), Christopher Savage, Kelly Blythe, Kelly Lotze (Vice Chair). City Staff: Kevin Freibott, Annie Deasy, Carly Cortright, Cupid Alexander. Guests: Paul Kropp (Liaison/PeTT Committee), Kathryn Alexander (CHHS Board liaison), Mary Winkes (Plan Commission Liaison), Colleen Gardner (Chief Garry Park).

**Discussion Items**

Admin committee elections: Greg would like to continue as Chair, Tina would like to continue as Secretary, Kelly L is willing to be Vice Chair. Approved by consensus.

October Admin minutes approved by consensus.

Agenda requests/discussion:

Housing Action Plan survey will be in the Packet.

Mike Piccolo is not going to brief the CA, although he has prepared a briefing paper. Carly can speak on the OPMA topic. This can be in the Packet this month, and on January CA agenda.

ONS: Parks MOU for Special Event Permits—Carl Strong and Annie have been working on this to present to CA for approval. Carly would like 15 minutes for ONS Program updates but will wait until January so that information is more accurate. 5 minute update on NCDP, the project decisions will be ready for the January meeting.

CM Cathcart will be present for December meeting, he hasn't given any specific topics.

Colleen requested time to give a SPD update on Spokane Safe Place. There will also be some staff changes in SPD that will impact some NCs.

Cupid Alexander will be on the meeting for introduction and discussion about the NHHS Division structure, and goals.

Mary requested time to share information from Comstock NC about the water tower in Hamblen Park.

Andy Hoye requested time to discuss CA Facilitator. Mary also serves on this committee and stated that there are no proposed facilitator names yet.

Annie brought up a topic re: committees scheduling their own virtual meetings, rather than ONS scheduling for us. Tina brought up a concern that the committees don't generally have a "committee" email address. Carly suggested setting up a general CA Zoom account that can be used for all committee meetings. Kelly L and Tina will bring this to Budget committee for discussion/approval before CA.

Admin topics: announcement of 2021 officers; establishment of P&P committee, update on CHHS Liaison, select a representative for Planning Director interviews, Town Hall/NC Presentations to CC, committee goals.

**NHHS Director**

Cupid Alexander joined our meeting to introduce himself and answer questions from attendees.

**Proposed Agenda for CA 12/3/20.** Approved by consensus.

Council Update: From our scheduled Councilmember (Michael Cathcart). 10 minutes.

NHHS Division: Cupid Alexander will introduce himself with time for Q&A. 15 minutes.

ONS: Parks MOU (Annie), NCDP Update (Carly). 15 minutes.

SPD: Colleen update. 10 minutes.

Hamblen Park Water Tower: Support of Comstock resolution. Mary Winkes and John Schram. 15 minutes.

CA Facilitator: Andy will update. 10 minutes.

Committee Goals approval. 10 minutes.

Admin Committee update. Greg will announce officers; establish P&P committee; NC Presentations to CC (Town Hall); select representative for Planning Director interviews; CHHS Liaison update. 20 minutes.

Roundtable. 10 minutes.

**Topics for next Admin Committee meeting.** Tuesday, December 22<sup>nd</sup>, 2020 (1 week early): Town Hall meetings. Committee goals. Policies & Procedures committee. ONS Program updates. Melissa Wittstruck planning updates? Colleen question on protocol issue. Paul's topic re: committee membership/email lists. OPMA.

**\*DRAFT\* Community Assembly Committee Minutes: Budget Committee**  
11/23/20 6:30pm, virtual via WebEx

Members virtually present: Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Kelly Lotze (Browne's Addition), Scot Webb (North Hill), Ken Cruz (West Central). City staff: Annie Deasy, Carly Cortright. Guests: Colleen Gardner (Chief Garry Park), Christopher Savage (Balboa/South Indian Trail).

**Agenda:**

1. Minutes from 10/26 meeting approved by consensus.
2. Annie shared updated spreadsheets. We have 2 outstanding items: Whitman dump passes from October (total should be in next week) and book order from BSN. The CA and NCs have spent \$13,059 on initial expenses, plus \$1727.70 on reallocation. This leaves \$8282.85 remaining unspent.
  - a. There is \$3254 showing for book purchases for BSN, however there was \$1200 worth of books requested to be ordered. Gabby ordered 4 other items which go along with the books for leading the training, however this was never brought to BSN for information or approval. Carly will look into this and the ONS budget will cover any unapproved expenses.
  - b. BSN also just today requested 35 copies (around \$18 each) of "Robert's Rules of Order In Brief" to hold another training covering this method as well as the CA process.
3. Five Mile Prairie, Emerson Garfield, and Browne's Addition are the only 3 NCs that didn't spend any Budget funds this year.
4. Discussion on how to spend excess funds. Purchasing cutoffs are in early December.
  - a. Ken suggested purchasing equipment for outdoor movie nights that could be checked out, he's found a package with screen/projector/etc for about \$900. Ken will forward this information to the committee members ASAP for possible purchase. Tina brought up the issue that all of this equipment is expensive and fragile and could be easily damaged. There should be "authorized personnel" who are familiar with the equipment, and not just checking the items out to anyone. Kelly believes that there could be a list of "approved vendors" who could do the work with our equipment. Also a question re: movie licensing fees; Kelly thinks these vendors might take care of fees as well.
  - b. Tina suggested waiting until next year; we can research and figure out a local vendor to run the equipment. In early 2021, we can bring a proposal to CA to potentially purchase equipment that all NCs can use. Ken pointed out that there may not be storage space at NECC for this equipment either. Committee agreement to table until 2021.
5. Other discussion:
  - a. Northwest NC has asked for assistance, as they are going through some leadership transition. Tina & Kelly will bring this to BSN.
  - b. Discussion re: NC email lists; whether ONS should hold these lists, or how NCs can share their email account among executive board members so the list isn't lost with leadership changes.

- c. Another topic for BSN to tackle would be NC websites, and assisting NCs with updating those sites. This is not on our Toolkit on the website.
- 6. Annie is concerned that her spreadsheet won't be 100% accurate for CA next week, because of the late BSN book purchases. Further discussion about the timeline for application. It would be easier for deadlines to be earlier to allow for additional time to spend those funds. This year was pushed back due to Covid, and we don't have our usual end-of-year "easy" expenses (CA awards, tables/chairs).
- 7. Carly reported that City Council has put \$50k in "contractual services" for the 2021 budget. Tina believes that \$25k of this is for CC Leadership Training, which they brought up last year in collaboration with GU. Carly stated that the funding is not broken up in the budget, so there are a lot of unanswered questions here. Carly will attempt to get specifics from Council before CA next week.
- 8. No meeting in December. Next Budget Committee meeting is Monday, January 25<sup>th</sup>, 2021 at 6:30pm. January meeting is when we elect officers. Committee members serve a 2-year term, maximum 2 consecutive terms. Mark is finishing his 1<sup>st</sup> year, 2<sup>nd</sup> term. Tina and Kelly are finishing their 2<sup>nd</sup> year, 1<sup>st</sup> term. Ken and Scot are finishing their 1<sup>st</sup> year, 1<sup>st</sup> term.
- 9. Meeting adjourned at 8:00pm.

**\*DRAFT\*** Community Assembly Committee: Building Stronger Neighborhoods  
11/23/20 12:00PM virtually on Zoom.

Present on Zoom: Kelly Lotze (Chair: Browne's Addition), Dave Lucas (Vice Chair: Rockwood), Tina Luerksen (Secretary: Grandview/Thorpe), Charles Hansen (Whitman), Fran Papenleir (Audubon-Downriver), Colleen Gardner (Chief Garry Park), Christopher Savage (Balboa/South Indian Trail), Chris Flanagan (Manito/Cannon Hill). City staff: Annica Eagle.

1. Committee Housekeeping
  - October regular meeting minutes approved by consensus. Tina did not get minutes completed for the "special" meeting we held on Nov. 2<sup>nd</sup>.
  - This month, Forza is closed so we have no in-person option for this meeting.
2. Committee Business
  - Neighborhood Proposed Outreach assignments/NC updates. Kelly will work on a template with outline/suggestions for how to help NCs.
    1. Kelly: Riverside & Peaceful Valley
      - Browne's met last week, working on CCL and next year's Concert Series possibilities.
    2. Dave: Comstock & Southgate
      - Comstock met this month and passed a resolution to the City re: Hamblen watertower.
      - Rockwood will be meeting next week for their 3<sup>rd</sup> Zoom meeting. The first 2 meetings were less well-attended than in-person. January meeting is elections for 50% of the Exec board (2-year terms, with half turnover each year). Kelly requested Dave to write up a little bit about this turnover process, that we could post on the Toolkit page for NCs to learn from.
    3. Tina: Bemiss & Whitman
      - Charles reported that Whitman had their first bi-monthly meeting, with 1 new attendee. STA was on to talk about CCL impacts.
    4. Chris Flanagan: Hillyard & Minnehaha
      - Colleen mentioned that Minnehaha is struggling. Chris has not reached out but has been seeing their active FB posts. Colleen says the NC Chair has quit and they may not have a leader. Their CA rep hasn't been participating because she doesn't have computer access. Annie is the ONS liaison to this NC.
    5. Fran: South Indian Trail & Five Mile
      - B/SIT: Karen Kearney says that they have been "active", and they have some new Park property that they're working with. Christopher says the last meeting was executive committee in late August. The NC missed the budget deadline to get a Zoom account. Tina reported that Kathryn Alexander had reached out to Karen after Admin last month, and we are concerned that the NC is operating outside of their bylaws by not

having monthly meetings and their annual elections meeting in September. Gabby is the ONS liaison to this NC.

6. Five Mile: Fran will be touching base with them (and all District 3) NCs soon as co-chair of NCDP for her district.
7. Anne (not present this month): West Central & Shiloh Hills
8. Fran asked about Logan NC, because their CA rep has not been attending CA. Lindsey (Logan Chair) attended CA in October. Annica reported that Logan has been meeting via zoom.

3. Leadership Training

- Our leadership training books have been ordered: 60 copies of Clifton Strengths Finder.
- Fran reached out to Carly re: training. She was told that there is \$25k in the 2021 budget for Leadership Training in addition to \$25k for Community Engagement Grants. We believe that this Leadership Training money is for a full-city training program along with GU.
- Do we want to order any copies of “Robert’s Rules of Order In Brief”? This is around \$17.99 online. Fran suggested that Luke Tolley would be a good resource as a Trainer. It would be important to discuss CA operations along with this training, so as not to confuse because we don’t use Robert’s Rules in CA. How would these books be stored for checking out? Perhaps at NECC along with the other CA equipment for checkout. Committee approval to purchase 35 copies of this book with 2020 funds. Annica will connect with Gabby and Danielle to order these.

4. 2021 Committee Goals:

- a. Plan and execute training around Clifton Strengths Finder book.
- b. Plan and execute training around Robert’s Rules and CA process.
- c. Update CA Handbook with new City division specifics and Committee/CA P&P updates.
- d. Continue working with NCs to help them increase engagement. Possibly invite specifically to BSN meetings for a “roundtable”?
- e. Work with ONS staff for liaisons to connect better with NCs.

5. Announcements & Upcoming Events:

- Cupid Alexander is now in place as the NHHS Director. Many NCs have had a change in their ONS liaison.
- Can we have a new department contact chart for who’s doing what within the city? Annica will ask Carly for this.

6. Topics for next meeting:

- For January meeting:
  1. Neighborhood outreach.
  2. Trainings: work on outlines, facilitators and dates.
  3. Department update.
  4. 2021 Committee Goals: vote to forward to CA.

**Next meeting:** No meeting in December.

Next regular meeting will be noon on Monday, January 25<sup>th</sup>, 2021. Location: Forza Coffee on Hamilton and on Zoom.

## **CA/CD Minutes November 16, 2020**

**Attendance:** Carly Cortright: ONS, Fran Papenleur, Christopher, Savage, District Three, Andrew Hoyer, Carol Tomsic, District Two, Kathryn Alexander District One

### **District Reports**

District One – has completed all NCDP paperwork and sent it to George, Minihaha did not participate. District One voted to apply their funds to anything that was not funded by the other neighborhoods with a maximum of \$81,000 going to Habitat for Humanity.

District Two – 2 neighborhoods are not participating, six are in process, and five have completed their paper work.

District Three – has sent in all of their paperwork, with one neighborhood not participating. District Three Recommended funding \$26,000 for the Educare Roof Replacement and the remaining \$74,000 to Habitat for Humanity.

### **NCDP**

Carly says George says we have time and no funds will be lost. The Districts agreed to complete everything outstanding and meet in January to share the various choices to complete the District process for George. The Districts agreed to fully fund everything on the menu with Habitat for Humanity receiving \$81,000. Fran and Carol will communicate this back to their neighborhoods.

### **Carly Cortright**

Carly shared her discussion with George and assured the districts that no funds will be lost and that there is still time to complete the 2020 NCDP funding process. George may attend the December CA meeting to bring the neighborhoods up to date. He is comfortable with any decision the Districts make.

Carly also spoke to the concern she shares with the Budget committee that all

neighborhoods receiving Engagement Grant funds must be complying with their bylaws.

Next years budget for the CA is still a bit unclear. She believes that the CA will have the normal \$25,000 and that there will also be \$25,000 for training. We discussed the possibility of using some of those funds for a CA facilitator and for a CA retreat.

### **Next Steps**

Carol Tomsic made a strong request that the districts consider coming together to support self-cleaning public restrooms for the downtown area. NCDP will not pay for maintenance, so that needs to be handled in another manner. Working with Carly to find and write for additional grant money was seen as a good possibility. If the districts agreed to back the project, then outreach to Downtown Spokane and other groups could be made to form a stronger partnership.

Kathryn Alexander spoke of the Alley project done a few years ago in District One as something that the districts could also take on with the addition of place making to decorate the alley to form a community space for those living on the alley.

Additional ideas were: murals on the basketball courts

Other ideas are being solicited for projects that could be mutually viable.

### **Next Meeting**

January 18 at 5:30 PM PST via Zoom



## Draft 11/19/20 Land Use Committee Minutes

Attendance: Chuck Milani (Lincoln Heights), Greg Francis (Rockwood), Tiffany Picotte (Browne's Addition), Christopher Savage (Balboa/SIT), Toni Sharkey (Rockwood)  
Staff: Tirrell Black, Jason Ruffing

Minutes by Greg Francis

October LUC minutes approved by consensus

### **Receivership and Building Code Process - Jason Ruffing**

Code violations lead to meeting with building code officials

Many properties have no owners (at least readily available) - may be abandoned or in foreclosure

This creates a challenge when trying to enforce building codes and may result in ordering of demolition of building by building official

Present code allows for no real option other than demolition

Proposing a code change that would allow "receivership" as an alternative to demolition

Receivership assigns a receiver (a third-party) to act on behalf of the property

SPD already does this in their processes)

Receiver may sell the property, demolish the building, etc

It presently costs the city more to demolish a building than for a private party to do it (city has more rules to comply with)

This change is to SMCs 17F.070.470 and 490

Goal is to potentially reuse buildings if possible but to also get land back into use (large liens on property limit redevelopment options)

Going to Plan Commission hearing on December 9th

Jason estimates there about 400 abandoned properties in Spokane (based on water and power turned off)

About 100 buildings are currently in the substandard building process (about 90% residential)

No LUC meeting in December

January meeting will have overview of the proposed 2020-21 Comp Plan Amendments that will go before the Docketing Committee

### **2021 Land Use Committee Goals**

- 1) 2021 Comp Plan Amendment Review
- 2) Develop info handout for public engagement on land use
  - a) Comp Plan Amendments
  - b) Development Code Changes
  - c) Access to online resources (e.g., zoning map)
- 3) Educate ourselves on the GMA, UGA, and other land use planning concepts
  - a) Attend a Dept of Commerce Short Course on Planning
- 4) Invite other city departments that effect land use to present to LUC
  - a) Plan Commission
  - b) Design Review Board
  - c) Sustainability Folks (city staff or SAS committee)

## **Minutes – CA Liaison Committee meeting – via Zoom – Nov 10, 2020 – 2:00PM**

Present: Paul Kropp, Chair; Andy Hoye, Southgate; Susan Burns, Peaceful Valley; Bonnie McInnis, West Central; Colleen Gardner, Chief Garry Park; Carly Cortright, ONS

There were some technical difficulties throughout the meeting on the part of the chair.

We spent some time reviewing the term of service chart of the current CA liaison positions and their incumbents, prepared by the former City staff liaison, Melissa Wittstruck. We concluded the wording of the “Appointment” field should be “CA, confirmed by Mayor, City Council appoints and the document will be so amended.

There was discussion that Dave Obbie is a city employee and therefore is prohibited from serving on the Urban Forestry Citizen Advisory Committee (UF-CAC).

*[This was confirmed by research Colleen Gardner and Paul Kropp did after the meeting, and transmitted to the members via email: SMC 04.01.040: “No particular kind of private or public employment disqualifies a person from appointment or retention ... unless the city council specifically determines in each particular case that special and unusual circumstances exist which justify the appointment to or continuation of an agency, City employees are not to be appointed or reappointed to any agency ....” SMC 01.04A.020(A): Agency, is defined as “any City board, commission, bureau, committee, department, institution, division or tribunal in City government.” These provisions of city code were reviewed by Carly Cortright also after the meeting, and she concurred in their import.]*

This topic could be addressed at a future CA meeting. Noting Mr. Obie’s unique experience and skills, it is possible he could qualify for the exemption from the prohibition if the park department director or the park board were to agree, as this is an appointment to a park board advisory committee not made by the city council.

Noting the expiration of her current term next month, Paul will email Karen Carlberg regarding her continuing as a member of the UF-CAC.

We began the discussion of 2021 goals, recognizing that there has been progress on all of the 2020 goals. We will continue to review these 2021 goals at the next meeting.

There was a discussion of the specific responsibility of the CA Liaison Committee regarding the treatment of members of another standing committee of the CA – the PeTT Committee – appointed to advisory boards. The following motion was made, seconded and carried unanimously:

Motion - That the PeTT committee is responsible for their members who serve on advisory committees including evaluations and duties regarding CA (unanimous).

Because this involves the responsibility of a different standing committee (PeTT, not our committee), such a conclusion by the Liaison Committee should be noted by the CA.

We noted that the chair has prepared a precise presentation to the CA at their November meeting that was approved, selecting Kathryn Alexander for nomination to the CHHS board.

Carly and Paul also will approach Mike Piccolo regarding the authority of a nominating committee of the CHHS board to consider a nomination by the CA for its liaison member position on the CHHS board.

Colleen Gardner was welcomed as a member of the CA Liaison committee.

The meeting was adjourned at 3:08 PM.

- Minutes here submitted by Andy Hoye, Recorder and reviewed by the Chair.

November 30, 2020

For your information, the November Pedestrian Transportation and Traffic (PETT) Committee meeting was cancelled for Tuesday, November 24, so that folks could have the option to attend the Virtual Housing Forum hosted by the Spokane City Council that same evening.

**The December PeTT meeting IS NOT cancelled and will be conducted virtually on the WebEx platform.**

The PeTT agenda for Tuesday, December 22, will include committee business only:

- Brainstorming 2021 goals
- Collecting ideas for future agenda items
- Reviewing the committee's representatives on the Citizen Transportation Advisory Board (CTAB) and the Plan Commission Transportation Subcommittee (PCTS)

## **Plan Commission (PC) Liaison Report**

**Community Assembly Report, December 3, 2020**

**Filed by Mary M. Winkes, CA Liaison to the PC**

### **November 11 (Veterans' Day), 2020 PC Meeting via WebEx**

Council Member Mumm announced that there would be a housing forum on Tuesday, November 24, 6:00 p.m. It will be live on Cable 5. One subject would be a 1% sales tax that would be dedicated to affordable housing.

Council Member Mumm mentioned that water requests for city water should probably go to the adjacent neighborhood councils for their input. Louis Meuler will let Mary Winkes know what neighborhoods could potentially be affected, and, as the liaison, I will reach out to the neighborhood council chairs to make sure they are aware that their input is welcome.

#### **Workshops were held on the following topics:**

1. Housing Action Plan Update

<https://my.spokanecity.org/housing/spokane-housing-action-plan/>

2. Receivership Code Text Amendment SMC 17F

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2020/11/plan-agenda-2020-11-11.pdf>

3. North Bank Subarea Plan

<https://my.spokanecity.org/projects/north-bank-plan/>

Hearing for this plan scheduled for the December 9<sup>th</sup> meeting.

4. Code Maintenance, SMC Various Sections

[file:///C:/Users/mmcsp\\_000/Downloads/plan-agenda-2020-11-11.pdf](file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2020-11-11.pdf)

<https://my.spokanecity.org/projects/unified-development-code-maintenance-project/>

Hearing on these code changes is scheduled for the December 9<sup>th</sup> meeting.

#### **Continued Hearing (4:00 p.m.):**

The proposal to Rename Fort George Wright Drive

<https://my.spokanecity.org/projects/renaming-fort-george-wright-drive/>

The next PC meeting will be held on Wednesday, December 9, 2020.

After testimony, the Commission unanimously passed a motion to recommend to City Council the changing of the name from Ft. George Wright Drive to Whistalks Way. The Commission also recommended that the name change would be accompanied by signage that explains the name change and its importance.

I will be attending the November 18 meeting of CTAB, to gain pertinent background information before attending my first meeting of the Transportation Sub-Committee which will be held in January.

I have attended all the Spokane Housing Action Plan since my appointment. There have attended four focus group sessions and one general meeting. All the documents regarding this working group are included here: <https://my.spokanecity.org/housing/spokane-housing-action-plan/>.

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  
December 1, 2020  
klang0132@gmail.com  
719-338-1632

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### 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  
Stephanie Bishop, Clerk III, sbishop@spokanecity.org

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### Upcoming Design Review Board Meetings

The next DRB meetings are scheduled as follows. Meetings run 5:30PM-7:30PM. During Governor Inslee's Stay Home-Stay Healthy order, DRB meetings are held virtually. Members of the community can attend via the WebEx link provided on Page Two of each meeting's agenda. Also at this time, public comments are accepted only by email. Please email your comments to Dean Gunderson at dgunderson@spokanecity.org. Public comments are entered into the public record of the project to which they pertain.

- Wednesday, December 9  
Latah Glen Residential Community  
Recommendation Meeting
- \*Monday, December 14  
206 West Riverside Avenue Apartments  
Recommendation Meeting

*\*Please note, the December 14 meeting is in lieu of the regularly scheduled December 23 meeting.*

Applicant proposals and staff reports are posted to the [DRB page](#) on 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.

DRB meetings are held only if projects have met review requirements. Meeting cancellations are noted in the Agenda section on the [DRB page](#).

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**Project: 206 West Riverside Avenue Apartments**  
Collaborative Workshop: November 11, 2020

**Applicant**

deChase Miksis, Developer  
Mitch Yockey, GGLO

**DRB Trigger**

Downtown General

**Project Description**

The site is comprised of two parcels within the Riverside neighborhood council. The first parcel is addressed as 206 West Riverside Avenue and the second as 214 West Riverside Avenue. The Spokane Fire Department Station 1 is located to the east across Browne Street. There are 32 historic structures located within a 1/4-mile of the subject site, including the Richardsonian Delaney/Realty Building, Salvation Army Building, and the Saffron Building located to the west of the site. To the south of the site, across Riverside Avenue, is the National Hotel and the Mearow Block of buildings. The parcels are within the East Downtown historic district; however, the site itself is not on the registry. The site is immediately adjacent to the West Main Character Area, though it would not be subject to the area's design guidance.

**Recommendations**

Based on review of the materials submitted by the Applicant and discussion during the November 11, 2020 Collaborative Workshop the Design Review Board recommends the following advisory actions:

1. The Applicant is encouraged to return with imagery that depicts the project as viewed from a variety of street-level perspectives and clearly communicates the level of building detail particularly at the pedestrian scale.
2. The Applicant is strongly encouraged to maintain and further develop the Riverside facing pedestrian space as a central key feature of the project.
3. The Applicant shall return with further detailed designs of the proposed street-level activation opportunities including anticipated uses, landscaping, site accessories, art, or other elements as deemed appropriate by the Applicant.
4. The Applicant is strongly encouraged to consider the bulk of the north elevation with respect to massing and detail as viewed from the surrounding streets and neighborhood. The Applicant may consider opportunities to integrate art, greenery, or other architectural detail means as deemed appropriate.
5. The Applicant is encouraged to return with designs that provide articulation, materiality, architectural detail, or other means to address the bulk concrete walls of the north and east building base with respect to pedestrian scale.
6. The Applicant shall return with project elevations that include the surrounding historic multi-story buildings in order to communicate the project's scale, height, and relationship to those existing buildings.
7. The Applicant is encouraged to further refine the design of the cornices of the masonry and corrugated panel towers to further meet the intent of the Downtown Design Guideline A-2, Enhance the Skyline.
8. The Applicant is strongly encouraged to explore the interaction of the building with the intersection of Browne and Riverside. In particular, the Board would like to see examples of how the building at the pedestrian level can turn the corner and perhaps create an urban refuge, main entry, or small plaza space oriented to the intersection.

The above Advisory Actions were approved unanimously approved by the Design Review Board (6/0).

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: November 11, 2020

Project: Northeast Middle School  
Recommendation Meeting: November 16, 2020

**Applicant**

Walt Huffman, MMEC Architecture  
Greg Forsyth, Spokane Public Schools

**DRB Trigger**

Public Project. Public projects are projects that are paid for with public dollars.

**Project Description**

The site is located at 1250 East North Foothills Drive in the Logan Neighborhood. The Gonzaga Prep School playfields are north of the site. Logan Peace Park is to the south of the site, with single family residences along the south and southeast boundaries. A mix of commercial, residential, industrial, and municipal structures are along the east boundary. The neighborhood has identified Jackson Avenue (one block to the south) as a priority traffic calming project. According to the traffic calming application, creating a greenway/bikeway along this street would resolve many neighborhood connectivity issues and allow for more walkability.

**Recommendations**

Based on review of the materials submitted by the Applicant and discussion during the November 16, 2020 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

Design Departures

1. Buildings Along Street:

- The Board finds that the alternative design meets the intent of the design standard.
- The Board finds that the alternative design is superior in quality to what would be achieved if the standard were followed.

2. Buildings at Intersection Corners:

- The Board finds that the alternative design *meets* the intent of the design standard.
- The Board finds that the alternative design *is* superior in quality to what would be achieved if the standard were followed.

The above recommendations (Design Departures 1 and 2) were approved via a non-unanimous vote of 5/2.

General Recommendations

3. Per the Lighting Design Standards for Centers and Corridors, the Applicant shall provide additional pedestrian-scale lighting along pedestrian paths 1) between Marietta Avenue and the playground/outdoor basketball courts and 2) at the proposed plaza at the intersection of North Perry Street and North Foothills Drive.
4. The Applicant is strongly encouraged to integrate the building materials and architectural detailing into the site gateway elements.

The above recommendations (General Recommendations 3 and 4) were approved via a unanimous vote of 7/0.

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: August 26, 2020
- Recommendation Meeting: November 16, 2020



## CHHS Meeting Observer Notes – November 4, 2020 – via Webex

Forum Achieved.

Per Melissa Morrison: she provided an update on the pending CC decision on HB1590 to add 0.1% sales tax for housing issues including homelessness – could raise \$5.8M per year – will be discussed by CC in November and may/should involve CHHS and other committees such as the Housing Action Subcommittee of the CC...This is being fast-tracked. Affordable Housing Committee (AH) of the CHHS will meet on Tuesday Nov 11. There was some discussion about the proliferation of committees and lack of coordination. Betsy Wilkerson said she would try to get a CC member to sit on the Affordable Housing subcommittee, perhaps herself.

Rebecca Sero summarized the Visioning meeting in a one-page memo, attached, below. There was a bit of talk about forming an Economic Development Committee as part of the New Vision...but no action...it was felt that something might emerge from the HB1590 decision and ordinance. There was an interest expressed in liaising with CHAS and ALTCEW (Aging and Long Term Care of Eastern Washington). There was a brief discussion on re-writing By-Laws...possibly increasing the size of the CHHS board. Conflict of Interest was also discussed, and the fact that some members will be cycling off.

Rebekah Tuno is replacing Paul Trautman and spoke: She summarized the recent recommendations of the AH Committee which was to approve all of the 6 recommended actions: 1) approved \$500K for Essential Repairs – a continuation of a long-term and successful program, 2) \$1,399,982 approved for Single Family Rehabilitation – similar program also administered by SNAP, 3) *Rejected a third-year for a Rental Repair program – this is a program whereby “for profit” rental owners can get very favorable loans for rehab if most of their tenants are low income. The problem is that extensive details and disclosure are required from the building owners (including personal income sources and financial statements). It also requires similar disclosures from the tenants. The results in 2019 were one loan of \$48,000 costing \$42,000 in administrative costs. The AH committee felt this was highly inefficient and recommended zero funding.* 4) The HOME multi-family housing program funded \$133,642 of over \$800,000 to finish the move of the Rose Apartments. (Betsy Wilkerson recused herself from all voting on all these programs, by the way – she is on the board of Spokane Housing Ventures which administered the Rose Apts program.) 5) approved \$532,000 as part of a \$14M program to build 49 new units at about 610 S. Perry – part of the Proclaim Liberty program that has been funded for 35 years. This phase adds three 3-story buildings. 6) approved \$740,000 for the Vets on Lacy plan to construct 10 town-home apartments. All AH Committee recommendations were passed unanimously.

Dillon Thorpe and Jeri Rathbun were nominated to serve as Co-chairs – to be voted on in December.

Tim Sigler spoke: he felt that we were doing a pretty good job at providing shelters for homeless – 40-50 beds were available on that day. STA is helping to provide bus passes as needed. There is an RFP for remodeling the Cannon Warming Center. Brenda Schreiber has been hired as a manager for homelessness. Some CARES \$ went to the homeless shelters, and there is more CARES money available for non-profits. \*\*\*\*\* Submitted by Observer Andy Hoyer, CA rep for Southgate and member of the AH Committee



Looking to the Future:  
A Visioning Process for the CHHS Board  
October 2020

Summary

**What is the Overall Purpose of the CHHS Board?**

Inclusive, equitable, & diverse board, representing relevant stakeholders, designed to connect and communicate with the community, while meeting identified housing and homelessness needs within the requirements set forth by local, state, and federal partners.



**Identifying Our Priorities & Creating Action Steps**

1. Increasing Community Engagement
  - a. Primary Plan:
    - i. Create Community Outreach Sub-Committee to do outreach and promotion
      1. Dillon & Jason have volunteered to be members / potential co-chairs
  - b. Additional Activities:
    - i. Examining and modifying how meetings are advertised
    - ii. Reviewing and simplifying the language used to describe work
    - iii. Meet people "where they are" communication and meeting purposes
      1. For example, having board meetings at community centers
2. Reshaping the Board
  - a. Primary Plan:
    - i. Task the Community Outreach Sub-Committee to work on board membership priorities
    - ii. Recruit key community members as board members
      1. Avoiding conflicts of interest
      2. Asking individuals (business owners, church leaders) to serve
        - a. Asking those who have a COI if they have recommendations
      3. Liaison with CHAS and ALTCEW (Tim) to get advice and recommendations
    - iii. Review what qualifications of who we would like to see on the board.
      1. What are the skillsets we need to bring to the table? Levels of expertise? Banking and development experience? Lived experiences?
    - iv. Form Ad-hoc group to review by-laws (Anne & others)

**Citizen Advisory Committee**

**To the Spokane Urban Forestry Tree Committee WebEx virtual meeting**

**Call in: 408-418-9388**

**Access code: 146 647 9284**

**Meeting password: quJbEfWi637**

**December 2020 meeting December 1, 2020, at 3:00 PM**

Notice is hereby given that, pursuant to Gov. Inslee's Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended.

The special meeting of the City of Spokane Park Board Citizen Advisory Committee will be held virtually via WebEx teleconferencing at 3 p.m. Tuesday, Dec. 1, 2020. The public will be able to listen to the meeting by calling 408-418-9388 and entering the access code 146 647 9284 when prompted. Meeting password is: quJbEfWi637.

Written public comment may be submitted via email or mail. Comments must be received no later than 11 a.m. Dec. 1 by email to: [spokaneparks@spokanecity.org](mailto:spokaneparks@spokanecity.org) or mail to: Park Board Citizen Advisory Committee, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to meeting attendees prior to the meeting.

**MEETING AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF LAST MEETING'S MINUTES COMMITTEE AND REPORTS**

- Community Assembly
- Staff Report
- SpoCanopy update

**OLD BUSINESS**

**NEW BUSINESS**

- Tree Preservation Education Program / article / brochure • Other education programs / program ideas

**CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS**

**ADJOURNMENT**

**BRIEFING PAPER**  
**Community Assembly**  
**Shoreline Master Program Periodic Review**  
**December 3, 2020**

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**Subject**

The Shoreline Master Program Periodic Review is a state mandated requirement. The public participation process launched in September with an online project page located here: <https://my.spokanecity.org/projects/shoreline-master-program-periodic-update/>. Current draft documents and historical information on the City of Spokane Shoreline Master Program are included on the project page. In addition, the first virtual technical group meeting combined with a open house took place December 1, 2020. Notification of the virtual meeting was provided online and by email to all known interested parties.

Questions and comments can be submitted anytime to this email address:  
[shorelinemasterprogram@spokanecity.org](mailto:shorelinemasterprogram@spokanecity.org)

A Plan Commission workshop is anticipated for January 13, 2021. There will be several future opportunities for public comment as the project moves towards legislative approval both in the City and jointly with WA Dept of Ecology.

**Background**

The City of Spokane is undertaking a periodic review of its Shoreline Master Program (SMP), as required by the Washington State Shoreline Management Act (SMA) (RCW 90.58). The Shoreline Management Act was created by citizen referendum in 1972, and includes the goals, policies, and regulations that govern land use and activities within the City limits. The Shoreline Management Act requires each Shoreline Master Program be reviewed on an eight-year schedule established by the Legislature (RCW 90.58.080). Spokane's shoreline jurisdiction includes Spokane River and Hangman Creek through the City; their associated wetlands and floodplains; and land within the 200 foot buffer zone of these water-bodies. The last Shoreline Master Program update was done in 2011. **The City is scheduled to complete this latest periodic review by June 30, 2021.**

Shoreline Master Programs are local land-use policies and regulations that guide use of Washington shorelines to protect natural resources for future generations, provide for public access to public water and shores, and plan for water-dependent uses. Washington Department of Ecology is required to maintain a checklist that includes review elements. The checklist helps counties, cities, and towns determine what to review and where each applicable issue is addressed in the Shoreline Master Program.

Our updated Shoreline Master Program will:

- comply with Department of Ecology applicable laws and guidelines;
- be consistent with our comprehensive plan and development regulations;
- respond to changed circumstances, new information, or improved data; and
- allow appropriate use and enjoyment of our shorelines and protect our shoreline ecosystem.

This periodic update will **not** re-evaluate the ecological baseline that was established as part of the last Shoreline Master Program update; change shoreline jurisdiction or environment designations; or result in changes to the comprehensive plan.

**BRIEFING PAPER**  
**Community Assembly**  
**Unified Development Maintenance Code Cleanup**  
**December 3, 2020**

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**Subject**

This update is for the Unified Development Maintenance Code Cleanup. This project was reviewed at the September 23, 2020 and November 11 Plan Commission workshops as an overview of the process. The Code Clean Up project page with current draft documents is located online here: <https://my.spokanecity.org/projects/2020-2021-unified-development-code-maintenance/>.

A Plan Commission hearing is anticipated for January 13, 2021

**Background**

The 2020 Unified Development Code (UDC) Maintenance Project is a list of proposals for changes to some Titles in the Spokane Municipal Code (SMC). These are most often proposed by City Planning and Developer Services staff over time. The Maintenance project purpose is to respond to needed corrections, changing conditions, and the potential for improvements for all users.

This is the first overall maintenance effort undertaken and adopted since 2015. Several chapters of the SMC will be included. Shaping Spokane, the 2017 adopted City of Spokane Comprehensive Plan Chapter 3 Land Use policy 7.2 calls out a continuing review process; the continuing need for periodic maintenance of the SMC is intended to aid the public in preparing applications for development and reviews by staff for relying on code citations and the enforcement of same.

This proposal is Phase I of a multi-phase effort coming to Plan Commission for consideration and recommendations, and eventually, to City Council over the next 12 months. **Phase I consists of minor corrections.**

To help understand the types of changes that are recommended, the amendments have been consistently categorized under three general types over the last two decades. The first category is MINOR. These are the types of proposals coming to Plan Commission in late 2020.

**Minor:** These include changes such as corrections to cross references from Title 11, typically repealed sections of chapter 11.19 found in Title 17 SMC. In some cases, redundant phrasing or inaccurate word choice without changing meaning or substance are also categorized as minor.

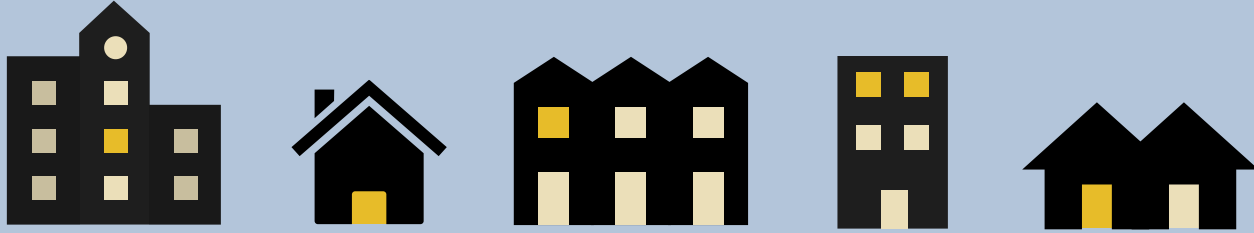
Later phases, anticipated for 2021, are the next two categories, CLARIFICATION and SUBSTANTIVE. Think of these next phases along the lines of a larger correction or repair that is needed.

**Clarification:** These include changes such as fixing conflicting provisions within the code or fixing code provisions that were either oversights or mistakes when the code was adopted.

**Substantive:** These include changes such as adjusting permitted uses, adjusting a development standard, or improving the practical application of the code.

Phase I proposed amendments are categorically exempt from State Environmental Policy Act (SEPA) as stated in Washington Administrative Code (WAC) Procedural Actions 197-11-800(19)(a)(b).

# SPOKANE HOUSING ACTION PLAN



**Do you live or work in the City of Spokane?  
We want to hear from you!**

The City of Spokane is working to increase housing options that are affordable and accessible for people and families of all incomes. Please take a short survey about your housing experience and share your input by December 6, 2020:

**<https://my.spokanecity.org/housing/spokane-housing-action-plan/>**

CA Agenda Packet 46 of 48



**SCAN ME**

## Notice of Public Hearing and SEPA Determination



### **FILE NO. Z19-502COMP, E 29<sup>th</sup> Ave and S Ray St Comprehensive Plan Land Use Map Amendment Proposal**

**DATE: November 24, 2020**

Notice is hereby given that there will be a public hearing before the City of Spokane Plan Commission at their regularly scheduled meeting on December 9, 2020, beginning at 4:00PM online via the WebEx Meetings software. This hearing or portions thereof may be continued at the discretion of the Plan Commission. This hearing is to take testimony and consider a question by City Council as to the possible modification of the application to change the proposed land use plan map designation for two of the parcels to Residential 15-30 and proposed zoning to Residential Multi-Family, instead of the original proposal for Office. The parcels involved are described below. Public testimony will be taken at the hearing from interested persons. Any person may submit written comments on the proposed action or call for additional information at:

**Planning Services Department**

Attn: Kevin Freibott, Assistant Planner

808 West Spokane Falls Boulevard

Spokane, WA 99201-3333

Phone (509) 625-6184

[kfreibott@spokanecity.org](mailto:kfreibott@spokanecity.org)

**PROPOSAL:** Amendment of the Land Use Plan Map designation for two parcels totaling 0.38 acres from “**Residential 4-10**” to “**Residential 15-30**” and a concurrent change of zoning from “**Residential Single Family (RSF)**” to “**Residential Multi-Family (RMF)**.”

**APPLICANT/AGENT:** Mr. Dwight Hume, Land Use Solutions and Entitlement

**ADDRESS:** 3203 & 3207 E 29<sup>th</sup> Avenue

**PARCELS:** 35273.0219 and 35273.0220

**LEGAL:** Legal descriptions of all subject properties are available by contacting the City of Spokane at the above address.

**LOCATION:** Northeast corner of S Ray Street and E 29th Avenue in the Lincoln Heights neighborhood.

**SEPA:** A SEPA Determination of Non-Significance (DNS) was issued on August 24, 2020 under WAC 197-11-970. The SEPA comment period ended September 14, 2020. No comments were received regarding the SEPA Determination.

[www.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/](http://www.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/)



**PROCESS NOTES:** This item was originally considered by Plan Commission on September 9 and 23, 2020. Following that hearing, Plan Commission voted to recommend City Council deny the proposal for these two properties. City Council held a public hearing on November 23, 2020, during which they remanded this application back to Plan Commission to seek input on a possible modification of the proposal from a proposed Office designation to a proposed Residential 15-30/Residential Multi-Family designation instead. This hearing is to be held to take public testimony on that possible modification and to consider a recommendation from Plan Commission back to City Council regarding the modification.

Written comments and oral testimony at the various public hearings for this proposed action will be made part of the public record. **Please note, only the applicant, persons submitting written comments and persons testifying at a hearing likely have standing to appeal the ultimate decision of the City Council.**

No further mailings or postings are required by City Code. If you have not commented on this application or requested to be on the notification list and would like to be, email or write staff at the address listed on Page 1 of this notice.

**ONLINE HEARING:** Due to the need for continued social distancing, and because City Hall remains closed to the public, the Hearing will be held online using the WebEx Meetings platform. Public testimony will be taken via the online platform or over the phone. Written comment can also be submitted by email or mail to Kevin Freibott at the contact information on the first page of this notice.

**For details on how to connect to the hearing, see the Plan Commission Website at the following address. Connection information will be posted at least one week in advance here:**

[www.spokanecity.org/bcc/commissions/plan-commission/](http://www.spokanecity.org/bcc/commissions/plan-commission/)